

Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet 2019/2020

Name of the institution	Kazimierz Wielki University
Address	ul. Chodkiewicza 30, 85-064 Bydgoszcz, Poland International Relations Office, building B, room 161, 1. floor
Erasmus Code	PL BYDGOSZ01
ECHE	78840-EPP-1-2014-1-PL-EPPKA3-ECHE
Institution website	www.ukw.edu.pl ; www.erasmus.ukw.edu.pl ; www.studyinbydgoszcz.pl
Online course catalogue	www.erasmus.ukw.edu.pl > English version > For students > Incoming student application form
International Relations Office	www.bwm.ukw.edu.pl
Official video:	http://studyinbydgoszcz.pl/en/

CONTACT PERSONS

Erasmus+ Institutional Coordinator	Katarzyna Chmielewska kasiach@ukw.edu.pl Phone : +48 52 341 9108
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International Relations Office (incoming Erasmus+ students, Erasmus+ outgoing and incoming staff)	Aleksandra Koperska-Kowalczyk akoperska@ukw.edu.pl Phone : +48 52 3419108
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APPLICATION DOCUMENTS AND REQUIREMENTS

Application and Nomination Deadlines (Studies and Traineeships)	Autumn semester 1 June Spring semester 1 November
Required documents:	<ol style="list-style-type: none"> 1) Application form: http://www.bwm.ukw.edu.pl/index.php?_m=2&_id=131 2) Transcript of records issued by home university in English 3) A scanned copy of valid identification document (non-EU applicants – a copy of the passport page stating the personal details) 4) Proof of English language skills (not applicable for native speakers of English and students of the universities where English is the language of instruction); 5) Learning Agreement (Student Mobility for Studies/Student Mobility for Traineeships) 6) Personal questionnaire (form attached) 7) jpg photo (for a student card) <p>Please note that graduate trainees will not be accepted. That means that trainees are expected to conduct their traineeships during studies, not after graduation.</p>
<p>Exchange students whose primary language is not English must meet level B1 requirements for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: European Levels – Self Assessment Grid: http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf. Documented evidence is needed to demonstrate student’s English language proficiency. This could include an official letter from a language instructor at student’s home university stating that student’s English skills are sufficient to study abroad. If student has taken an international test of the English language (TOEFL, IELTS etc.), please send us a copy of the test score.</p>	
<p>Student needs to complete Application form, Personal questionnaire and Learning Agreement and send it to together with other required documents to the following email address: akoperska@ukw.edu.pl. Scanned documents are sufficient.</p>	
<p>The decision of admission will be made within 4 weeks after the application deadline as follows. Admission package will be sent electronically directly to a student. It includes Acceptance Letter, approved Learning Agreement and information sheet.</p>	

ACADEMIC CALENDAR

Academic calendar	<p>Autumn semester: from 1 October 2019 until 23 February 2020 Spring semester: from 24 February 2020 until 30 June 2020</p> <p>See the full academic calendar:</p> <ol style="list-style-type: none"> Autumn semester lasts from 1 October 2019 until 23 February 2020 01.10.2019 ÷ 20.12.2019 - teaching period 21.12.2019 ÷ 06.01.2020 - Christmas break 07.01.2020 ÷ 31.01.2020 - teaching period 01.02.2020 ÷ 16.02.2020 - examination session 17.02.2020 ÷ 23.02.2020 - semester break Spring semester lasts from 24 February 2020 until 16 June 2020 24.02.2020 ÷ 08.04.2020 - teaching period 09.04.2020 ÷ 14.04.2020 - Easter break 15.04.2020 ÷ 16.06.2020 – teaching period 17.06.2020 ÷ 30.06.2020 - examination session Extra free days: 31.10.2019 12.06.2020
Orientation programme (welcome week)	<p>Autumn semester: 30 September – 4 October 2019 Spring semester: 24-28 February 2020</p> <p>Orientation programme includes trips, guided tours, cultural workshops, sport activities, survival Polish crash course, ice-breaking activities, etc. Student is awarded 2 ECTS.</p>
Recommended arrival days	<p>Students are recommended to arrive in Bydgoszcz up to a week before the orientation programme starts.</p>

COURSE INFORMATION

List of courses in English	<p>Please notice that UKW has to the right to cancel courses due to unforeseen circumstances and in case there are less students the course that anticipated.</p>
<p>Please keep in mind!</p> <ol style="list-style-type: none"> UKW requires that Erasmus+ students take at least 15 ECTS per semester and maximum 30 ECTS per semester. Your home institution might also have certain requirements regarding the courses you need to take or amount of credits you need to obtain! We strongly advise that most of the courses to be completed at UKW are related to the student's specialization back home. It might happen that the most suitable courses will be offered by different 	

faculties and such a situation is acceptable. Simultaneously, student is free to select one or two courses from different study programmes in order to compile a study plan that best suits her/his interests.

- 3) Changes can be made to the originally proposed study plan by completing DURING MOBILITY part of Mobility Agreement for studies/internship within 30 days of the beginning of the semester.

Grading system. UKW is using the following assessment system to assess the academic progress of students: 5- excellent, 4.5 – very good, 4 – good, 3.5 –satisfactory, 3 – sufficient, 2 – insufficient.

Transcript of Records can be issued only after all grades and credits are in the USOS system.

ACCOMMODATION

All Erasmus students are guaranteed accommodation in the student house. Our dormitories offer double rooms only, so students must be aware they may share the room with another student. The accommodation is paid in cash at the beginning of each month of stay at the dorm's reception.

Monthly payment for a double room is 320 zlotys, i.e. about 80 Euros.

Address: **Dom Studenta nr 1 Romek**
ul. Łużycka 24

Bed covering (pillow, quilt, and sheets) is included so you do not have to worry about that. You are only asked to bring your own towels and toiletries as well as some basic kitchen utensils (dishes, a mug, a spoon etc.). But you can also buy all these things upon your arrival in Bydgoszcz. Alternatively, you can rent a flat or a room in a private flat. A monthly payment ranges from 300 zlotys for a room to 1500 zlotys for a flat.

There is no a separate accommodation application. You apply for housing in our student house filling in the Erasmus+ incoming student application form.

TEMPORARY RESIDENCE PERMIT

For whom?

The citizens of the European Union do not need a visa to study in Poland. They are allowed to stay without any official permission on the territory of the Republic of Poland for a period of 3 months. The EU-Erasmus students who are going to stay longer have to obtain a *certificate of temporary stay* for an EU citizen in URZĄD WOJEWÓDZKI in Bydgoszcz at 1-3 Konarskiego St.

	<p>Required documents:</p> <p>copy of ID;</p> <p>copy of health insurance (EHIC)</p> <p>Statement (in Polish) that you have sufficient financial resources to provide for yourself during your stay in Poland</p> <p>Certificate (in Polish) that you are Erasmus student issued by the receiving institution (to be obtained in IRO UKW)</p>
Non-EU citizens	<p>Non-EU/EEA citizens can enter Poland on the basis of a valid travel document (passport) and a visa (if required). The visas might be obtained at the consulate of Poland in the student's country of residence. Students are obliged to apply for the visa for the whole planned period of their stay in Poland.</p>

TEMPORARY REGISTRATION (ZAMELDOWANIE TYMCZASOWE)

Who?	Both EU and non EU citizens	
Where?	Municipality of Bydgoszcz, ul. Przyrzecze 13;	
Required documents	<p>EU citizens</p> <ol style="list-style-type: none"> 1. filled out form 2. Tenancy agreement 3. ID card or passport 	<p>Non EU citizens</p> <ol style="list-style-type: none"> 1. filled out form 2. Tenancy agreement 3. Passport and visa

PRACTICAL INFORMATION

Cost of living	<p>Monthly living costs of a student in Bydgoszcz:</p> <p>300-350 EUR (accommodation included)</p>
Monthly expenses	<p>Accommodation – 320 zlotys (70 EUR)</p> <p>Monthly bus and tram travel card – 46 zlotys (10 EUR)</p>

	<p>Food – 800 zlotys (200 EUR)</p> <p>Other expenses – 200 zlotys (50 EUR)</p>
Buddies	<p>Buddies are students who help newly arrived students to adapt into academic environment at Kazimierz Wielki University. Students will be contacted by the buddies before the beginning of the semester by email/FB, etc.</p>
Polish language course	<p>Polish language course University offers free of charge 30-hour Polish language course, 4 ECTS.</p>
English language course	<p>English language course University offers free of charge 30-hour English language course, 4 ECTS.</p>
Useful links	<p>Information about Poland: http://erasmusplus.org.pl/in-poland/ http://www.studyinpoland.pl/en/ http://www.go-poland.pl/ http://www.thinkpoland.org/</p> <p>Information about Bydgoszcz: http://www.studyinbydgoszcz.pl/ http://www.visitbydgoszcz.pl/pl/</p>