

## Information Sheet – Academic Year 2019/2020



| UNIVERSITY DETAILS |  |
|--------------------|--|
| Name of University | Jan Kochanowski University in Kielce<br>Uniwersytet Jana Kochanowskiego w Kielcach (UJK) |
| Address            | Żeromskiego 5, 25-369 Kielce, Poland   |
| Website            | <a href="http://www.ujk.edu.pl">http://www.ujk.edu.pl</a>                                |
| Faculties          | <a href="http://www.ujk.edu.pl/index_en.php">http://www.ujk.edu.pl/index_en.php</a>      |

| CONTACT INFORMATION Student Exchange Office |  |
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| Address                                     | Żeromskiego 5, 25-369 Kielce, Poland, office 15  |
| Website                                     | <a href="http://www.erasmus.ujk.edu.pl">http://www.erasmus.ujk.edu.pl</a>  |
| Office hours                                | Monday – Friday 7:30 – 15:30   |
| Contact persons                             | Beata Banach-Rząca<br>tel. +48 41 349 72 67<br>e-mail: <a href="mailto:beatabanach@ujk.edu.pl">beatabanach@ujk.edu.pl</a><br>Klaudia Łodejska<br>tel. +48 41 349 70 82<br>e-mail: <a href="mailto:klodejska@ujk.edu.pl">klodejska@ujk.edu.pl</a> |
| Website for incoming students               | <a href="http://www.erasmus.ujk.edu.pl/info-for-incoming-students">http://www.erasmus.ujk.edu.pl/info-for-incoming-students</a>  |

| EXCHANGE PROGRAMME                   |  |
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| Winter semester                      | October – February   |
| Summer semester                      | February – July  |
| Nomination deadlines                 | for winter semester: 30th June 2019<br>for summer semester: 15th January 2020  |
| Number of students                   | according to bilateral agreement<br>* more students may be accepted  |
| Level of study                       | 1st cycle – Bachelor's<br>2nd cycle – Master's<br>3rd cycle – PhD  |
| Type of study programme              | student mobility for study (1 or 2 semesters)<br>student mobility for traineeship  |
| List of courses for foreign students | <a href="http://www.erasmus.ujk.edu.pl/info-for-incoming-students/courses-in-english">http://www.erasmus.ujk.edu.pl/info-for-incoming-students/courses-in-english</a>  |
| Language of teaching                 | English B1/B2 according to the Common European Framework of Reference for Languages (CEFR) or equivalent<br><a href="http://www.coe.int/t/dg4/linguistic/cadre1_en.asp">http://www.coe.int/t/dg4/linguistic/cadre1_en.asp</a><br>Exchange students do not need to provide an English language certificate as it is the responsibility of sending institution to select students who have sufficient level of English language ability. |
| Credit system                        | Usual work load is 30 ECTS per semester, but we are flexible taking into account individual cases.   |

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|                       | More about ECTS <a href="http://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en">http://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en</a>  |
| Grading system at UJK | <a href="http://www.erasmus.ujk.edu.pl/info-for-incoming-students/grading-system">http://www.erasmus.ujk.edu.pl/info-for-incoming-students/grading-system</a>  |
| Tuition               | No tuition, course or registration fees for exchange students  |
| Accommodation         | Exchange students are provided with accommodation at a dormitory. Learn more about accommodation possibilities: <a href="http://www.erasmus.ujk.edu.pl/info-for-incoming-students/accommodation/">http://www.erasmus.ujk.edu.pl/info-for-incoming-students/accommodation/</a>  |
| Orientation days      | Exchange students are encouraged to participate in orientation sessions which are held at the beginning of each semester   |
| Application procedure | <p>1. Exchange students are nominated by their home university. The nomination should include the following information:</p> <ul style="list-style-type: none"> <li>- name and surname of the nominee</li> <li>- date of birth</li> <li>- e-mail</li> <li>- sex</li> <li>- field of study/academic area</li> <li>- level of study</li> </ul> <p>2. Exchange students are invited to fill in and email to UJK the application documents:</p> <ul style="list-style-type: none"> <li>- Incoming Student Exchange Application Form</li> <li>- Foreign Student Accommodation Application Form</li> <li>- Polish Language Course Application Form (optional but advisable)</li> </ul> <p>Exchange students will also need to email:</p> <ul style="list-style-type: none"> <li>- a copy of passport ID page or a copy of Identity Card (valid for the period of stay at UJK)</li> <li>- a copy of health insurance</li> <li>- official photo of the participant 2cm x 2.5cm jpg, 236 x 295 pixels.</li> </ul> <p>3. After all documents are submitted, exchange students receive the letters of acceptance.</p> |
| Student support       | <ul style="list-style-type: none"> <li>✓ The officers at the Student Exchange Office are able to advise incoming students on administrative and practical matters relating to their exchange e.g. application process, accommodation, orientation days, events on and off campus, language classes etc.</li> <li>✓ Faculty and Institute coordinators will assist incoming students with all academic aspects of their study programme</li> <li>✓ Study buddy programme provides guidance, advice and support to incoming students. Local students – ‘study buddies’ help international students to find their way in a foreign environment</li> </ul>   |

