

## Annex to Erasmus+ Inter-Institutional Agreement

### Institutional Factsheet 2018/19

<b>Name of the institution</b>	Kazimierz Wielki University
<b>Address</b>	ul. Chodkiewicza 30, 85-064 Bydgoszcz, Poland International Relations Office, building B, room 161, 1. floor
<b>Erasmus Code</b>	PL BYDGOSZ01
<b>ECHE</b>	78840-EPP-1-2014-1-PL-EPPKA3-ECHE
<b>Institution website</b>	<a href="http://www.ukw.edu.pl">www.ukw.edu.pl</a> ; <a href="http://www.studyinbydgoszcz.pl">www.studyinbydgoszcz.pl</a>
<b>Online course catalogue</b>	<a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a> > English version > For students > Courses in English
<b>International Relations Office</b>	<a href="http://www.bwm.ukw.edu.pl">www.bwm.ukw.edu.pl</a>
<b>Official video:</b>	<a href="http://www.studyinbydgoszcz.pl/page/eng/cms/university/news-list/82/">http://www.studyinbydgoszcz.pl/page/eng/cms/university/news-list/82/</a>
<b>Student handbook:</b>	<a href="http://www.studyatukw.eu/page/eng/pdf/international-student-guide-ukw.pdf">http://www.studyatukw.eu/page/eng/pdf/international-student-guide-ukw.pdf</a>

#### CONTACT PERSONS

<b>Erasmus+ Institutional Coordinator</b>	Katarzyna Chmielewska <a href="mailto:kasiach@ukw.edu.pl">kasiach@ukw.edu.pl</a> Phone : +48 52 341 9108
<b>International Relations Office (outgoing Erasmus+ students, inter-institutional agreements)</b>	Joanna Kalka <a href="mailto:erasmus@ukw.edu.pl">erasmus@ukw.edu.pl</a> , <a href="mailto:jkalka@ukw.edu.pl">jkalka@ukw.edu.pl</a> Phone : +48 52 341 9108
<b>International Relations Office (incoming Erasmus+ students, Erasmus+ outgoing and incoming staff)</b>	Aleksandra Koperska-Kowalczyk <a href="mailto:akoperska@ukw.edu.pl">akoperska@ukw.edu.pl</a> Phone : +48 52 3419108
<b>Head of the International Relations Office</b>	Aniela Bekier-Jasińska <a href="mailto:aniela@ukw.edu.pl">aniela@ukw.edu.pl</a> Phone : +48 52 3419107

## APPLICATION DOCUMENTS AND REQUIREMENTS

<b>Application and Nomination Deadlines (Studies and Traineeships)</b>	<table> <tr> <td>Autumn semester</td> <td>1 June</td> </tr> <tr> <td>Spring semester</td> <td>1 November</td> </tr> </table>	Autumn semester	1 June	Spring semester	1 November
Autumn semester	1 June				
Spring semester	1 November				
<b>Required documents:</b>	<ol style="list-style-type: none"> <li>1) Application form: <a href="http://www.bwm.ukw.edu.pl/index.php?_m=2&amp;_id=131">http://www.bwm.ukw.edu.pl/index.php?_m=2&amp;_id=131</a></li> <li>2) Transcript of records issued by home university in English</li> <li>3) copy of valid identification document (non-EU applicants – a copy of the passport page stating the personal details)</li> <li>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);</li> <li>5) Learning Agreement (Student Mobility for Studies/Student Mobility for Traineeships)</li> <li>6) Personal questionnaire (form attached)</li> <li>7) Electronic ID photo</li> </ol> <p><b>Please note that graduate trainees will not be accepted. That means that trainees are expected to conduct their traineeships during studies, not after graduation.</b></p>				
<p>Exchange students whose primary language is not English must meet level <b>B2</b> requirements for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: European Levels – Self Assessment Grid: <a href="http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf">http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf</a>. 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 documents to the following email address: <a href="mailto:akoperska@ukw.edu.pl">akoperska@ukw.edu.pl</a> or <a href="mailto:erasmus@ukw.edu.pl">erasmus@ukw.edu.pl</a>. Scanned documents are sufficient.</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.

## ACADEMIC CALENDAR

<b>Academic calendar</b>	<p><b>Autumn semester: from 1 October 2018 until 10 February 2019</b>  <b>Spring semester: from 18 February 2019 until 28 June 2019</b></p> <p>See the full academic calendar:</p> <ol style="list-style-type: none"> <li>1. Autumn semester lasts from 1 October 2018 until 11 February 2019  01.10.2018 ÷ 21.12.2018 - teaching period  22.12.2018 ÷ 02.01.2019 - Christmas break  03.01.2019 ÷ 25.01.2019 - teaching period  26.01.2019 ÷ 10.02.2019 - examination session  11.02.2019 ÷ 17.02.2019 - semester break  18.02.2019 ÷ 24.02.2019 - resit examination session</li> <li>2. Spring semester lasts from 18 February 2019 until 30 June 2019  18.02.2019 ÷ 17.04.2019 - teaching period  18.04.2019 ÷ 24.04.2019 - Easter break  25.04.2019 ÷ 12.06.2019 - teaching period  13.06.2019 ÷ 28.06.2019 - examination session  02.09.2019 ÷ 15.09.2019 - resit examination session</li> <li>3. Extra free days:  02.11.2018  02.05.2019</li> <li>4. Additional information:  On 10 June (Monday) there will be classes normally held on Fridays  On 11 June (Tuesday) there will be classes normally held on Thursdays</li> </ol>
<b>Orientation programme</b>	<p>Autumn semester: 1-5 October 2018  Spring semester: 18-22 February 2019</p> <p>Orientation programme includes trips, guided tours, parties, cooking workshops, sport activities, survival Polish crash course, etc. Student is awarded 2 ECTS.</p>
<b>Recommended arrival days</b>	<p>Students are recommended to arrive in Bydgoszcz up to 5 days before the semester starts.</p>

## COURSE INFORMATION

<b>List of courses in English</b>	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>Please keep in mind!</p> <ol style="list-style-type: none"> <li>1) 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!</li> <li>2) 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.</li> <li>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.</li> </ol> <p><b>Grading system.</b> 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.</p> <p><b>Transcript of Records</b> can be issued only after all grades and credits are in the USOS system.</p>	

## ACCOMMODATION

<p>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.</p> <p>Monthly payment for a double room is 320 zlotys, i.e. about 80 Euros.</p> <p>Address: <b>Dom Studenta nr 1 Romek</b> <b>ul. Łużycka 24</b></p> <p>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.</p>
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**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

<b>For whom?</b>	<p><b>The citizens of the European Union</b> 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 <i>a certificate of temporary stay</i> for an <i>EU citizen</i> in URZĄD WOJEWÓDZKI in Bydgoszcz at 1-3 Konarskiego St.</p> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>copy of ID;</li> <li>copy of health insurance (EHIC)</li> <li>Statement (in Polish) that you have sufficient financial resources to provide for yourself during your stay in Poland</li> <li>Certificate (in Polish) that you are Erasmus student issued by the receiving institution</li> </ul>
<b>Non-EU citizens</b>	<p><b>Non-EU/EEA citizens</b> 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>

## TEMPORATY REGISTRATION (ZAMELDOWANIE TYMCZASOWE)

<b>Who?</b>	Both EU and non EU citizens	
<b>Where?</b>	Zielone Arkady shopping mall– Wojska Polskiego Street , Urząd Miasta Bydgoszczy (Municipality of Bydgoszcz)	
<b>Required documents</b>	<b>EU citizens</b> 1. filled out form 2. Tenancy agreement 3. ID card or passport	<b>Non EU citizens</b> 1. filled out form 2. Tenancy agreement 3. Passport and visa

#### PRACTICAL INFORMATION

<b>Cost of living</b>	Monthly living costs of a student in Bydgoszcz: 300-350 EUR (accommodation included)
<b>Monthly expenses</b>	Accommodation – 320 zlotys (70 EUR) Monthly bus and tram travel card – 46 zlotys (10 EUR) Food – 800 zlotys (200 EUR) Other expenses – 200 zlotys ( 50 EUR)
<b>Buddies</b>	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.
<b>Polish language course</b>	<b>Polish language course</b> University offers free of charge 30-hour Polish language course, 4 ECTS.
<b>English language course</b>	<b>English language course</b> University offers free of charge 30-hour English language course for which you can be awarded 4 ECTS.

<b>Useful links</b>	<b>Information about Poland:</b> <a href="http://erasmusplus.org.pl/in-poland/">http://erasmusplus.org.pl/in-poland/</a> <a href="http://www.studyinpoland.pl/en/">http://www.studyinpoland.pl/en/</a> <a href="http://www.go-poland.pl/">http://www.go-poland.pl/</a> <a href="http://www.thinkpoland.org/">http://www.thinkpoland.org/</a>  <b>Information about Bydgoszcz:</b> <a href="http://www.studyinbydgoszcz.pl/">http://www.studyinbydgoszcz.pl/</a> <a href="http://www.visitbydgoszcz.pl/pl/">http://www.visitbydgoszcz.pl/pl/</a>
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