



KOZMINSKI UNIVERSITY FACT SHEET 2024/2025

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 2025 ✓ Beginning of classes: end of September/beginning of October 2025 ✓ National holidays: <ul style="list-style-type: none"> 1st of November – All Saints Day 11th of November – Polish Independence Day 24th – 26th of December – Christmas 1st of January – New Year 6th of January – Epiphany ✓ Dates of the exam session: end of January-first half of February 2026 ✓ Retake exam session: first half of March 2026*
<p>Spring semester</p>	<ul style="list-style-type: none"> ✓ Welcome week: Mid-February 2026 ✓ Beginning of classes: second half of February 2026 ✓ National holidays: <ul style="list-style-type: none"> 5th – 6th of April - Easter break 1st – 3rd May – Long weekend in Poland 4th of June 2025 – Corpus Christi ✓ Classes until mid-June ✓ Dates of exam session: second half of June 2026 ✓ Retake exam session: first half of September 2026* <p>* <u>dates of the retake session are not included in the mobility period</u></p>

APPLICATION PROCEDURE

<p>Nominations – deadlines for the <u>Universities</u></p>	<p>For the Fall semester & Academic year – 1st of May</p> <p>For the Spring semester – 1st of December</p> <p>Nominations are to be submitted online, an adequate notification and link will be sent to Partners by Incoming Coordinator directly</p>
<p>Documents submission – deadlines for <u>Students</u></p>	<p>For the Fall semester & Academic year – 1st of June</p> <p>For the Spring semester – 1st of January</p> <p>Students submit the application via link that each of them receives after their home university submits the nominations</p>
<p>Language requirements</p>	<p><u>B2 level of English</u></p> <p>Accepted Certificates: <u>FCE, IELTS, TOEFL</u></p> <p>* 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</p> <p>aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl</p> <p>+48 22 519 23 14</p>	<p>Sylwia Kuzmierek</p> <p>incoming.students@kozminski.edu.pl skuzmierek@kozminski.edu.pl</p> <p>+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>Course information Syllabus</p>	<p>The list of courses with syllabi (with download option) is available at the following link: https://kozminski.my.site.com/s/sylabus-exchange-incoming-students</p>
<p>Course selection Procedure Registration</p>	<ul style="list-style-type: none"> ✓ List of courses is available at https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students section: List of courses and classes. ✓ 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. ✓ Polish course for beginners is available but not mandatory.
<p>Signing the Learning Agreement (deadlines)</p>	<p>Fall semester – before mobility: second half of October; during mobility: end of November</p> <p>Spring semester – before mobility: first half of March; during mobility: first half of April</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</p>



Welcome Week	Fall semester – last week of September 2025 Spring semester – middle of February 2026
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: http://x.alk.edu.pl/offers_of_accommodation_incoming
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.

Check out where potentially you will be spending your mobility – see KU and its premises for yourself before arrival 😊

http://x.alk.edu.pl/Virtual_visit_of_KU



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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International Relations Office	iro@kozminski.edu.pl	

KOZMINSKI INTERNATIONAL BUSINESS SCHOOL

Kozminski International Business School	kibs@kozminski.edu.pl	
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Aneta Gąsiewska	Head of KIBS Student Office	gasiewska@kozminski.edu.pl

KOZMINSKI LAW SCHOOL

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