

ERASMUS STUDENT GUIDE

CONTACT PERSONS

ERASMUS+ University's Coordinator

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ERASMUS+ University's Administration Coordinator

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Worker responsible for the incoming students

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Worker responsible for the outgoing students

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DEADLINES

Application deadline for each academic-year (Erasmus+ students from abroad):

June 15 – for winter semester

December 15 – for summer semester

USEFUL INFORMATION ABOUT POLAND AND THE KOSZALIN UNIVERSITY OF TECHNOLOGY

- ✓ Koszalin University of Technology – information for Erasmus+ incoming students:
<http://www.tu.koszalin.pl/art/528>
- ✓ ECTS Catalogue for International Students:
<http://www.tu.koszalin.pl/art/258>
- ✓ Koszalin University of Technology:
<http://www.tu.koszalin.pl/eng/>
- ✓ Guidebook for students:
<http://www.tu.koszalin.pl/eng/art/750>

THE ACADEMIC CALENDAR

Please find the academic calendar at: <http://www.tu.koszalin.pl/art/265>

ADMISSION AND THE DOCUMENTS REQUIRED AT THE KOSZALIN UNIVERSITY OF TECHNOLOGY

1. To become an exchange student within the ERASMUS+ programme one must be a registered student at one of the universities participating in the programme. It is also required that the coordinators at both the home and host institutions approve the programme of studies. Knowledge of Polish is not obligatory.
2. Required documents:
 - ✓ Learning Agreement - that sets out the programme of studies to be followed. This document should be approved by the student, the home and the host institution,
 - ✓ Application Form,
 - ✓ Accommodation Form (optional) – if the student wishes to apply for the accommodation in the Koszalin University of Technology Students' Residence.

Application Form and Accommodation Form can be found at:

<http://www.tu.koszalin.pl/art/528>

Students should send the documents by post to:

Koszalin University of Technology
International Relations Office
Ms Diana Wojtewicz
2 Śniadeckich Street
75-453 Koszalin
POLAND

For any further information students should contact the person responsible for Incoming Students within the framework of the Erasmus+ Programme:

Ms Diana Wojtewicz
tel. +48 94 3478 692, fax +48 94 3478 665,
e-mail: diana.drewczynska@tu.koszalin.pl

Directly after the arrival to Koszalin, students should meet with their Departmental Coordinator.

List of the Erasmus+ Coordinators with contact details:

<http://www.tu.koszalin.pl/art/528>

Students should ask for the information about the student's card (in Polish: legitymacja studencka). The student's card allows for many discounts (students are obliged to have the card with them, in case of the inspection), such as e.g.

- trains (students under 26)
- public transport around Koszalin (students under 26)
- entertainment and sports (such as cinemas, theatre, clubs, water parks, gyms, etc.)

GRADING AND ECTS CREDITS

Koszalin University of Technology is university-type public Higher Education Institution (HEI).

- General information about grading:

All higher education institutions are required to end their courses with examinations. There may be several independent examinations or tests in separate parts of a subject. Usually, oral and written examinations are held at the end of each semester during the examination session. Students sit examinations on each subject separately. The performance assessment period covers either one semester or one academic year. To successfully complete a semester (or a year), a student must

attain the pass mark (at least 3 – “satisfactory”, at Koszalin University of Technology grading scale 3 – “sufficient”) for all assessments and examinations in the subjects covered by the curriculum and obtain performance assessment credits for all integrated placements.

Grading: Each HEI identifies its grading scale in its Study Rules. The most common scale comprises the following marks:

- 5 very good** (bardzo dobry)
- 4 good** (dobry)
- 3 satisfactory** (dostateczny)
- 2 unsatisfactory/fail** (niedostateczny)
- credit/pass** (zaliczenie)

Sometimes the plus symbol or decimal is used to modify the numerical grades.

It must be pointed out at this time that grades awarded according to the scale are not directly transferable to the ECTS credits.

source: <http://www.nauka.gov.pl/en/higher-education-system/>

✓ **Grading scale at Koszalin University of Technology**

<i>local grade</i>	<i>ECTS grade</i>	<i>definition</i>
5	A	very good
4,5	B	better than good
4	C	good
3,5	D	satisfactory
3	F	sufficient
2	F/FX	failed

In order to pass the examination at Koszalin University of Technology the student is obliged to obtain at least 3 (sufficient)

➤ **General information about ECTS:**

In addition to the grading scale, there are HEIs in the European Credit Transfer System (ECTS) under which a certain number of credits is allocated to a given subject, independently of marks awarded. To complete a year successfully, the student has to collect 60 credits (30 per semester).

The ECTS (European Credit Transfer System) is the standard adopted by all universities in the European Higher Education Area (EHEA) in the process of convergence between Europe's higher education systems. Since 2007, all Polish higher education institutions have been required to use ECTS for both credit transfer and accumulation within their degree programmes. The ECTS credits allow foreign students' periods of study at HEIs in Poland to be recognized.

For more information on the adjustment to the Bologna Process and ECTS credits please visit: <http://www.ehea.info/> (European Higher Education Area); www.bologna2009benelux.org (The Bologna Process, official website).

source: <http://www.nauka.gov.pl/en/higher-education-system/>

TEMPORARY RESIDENCE PERMIT / VISA REQUIREMENTS

✓ TEMPORARY RESIDENCE PERMIT

An EU citizen can enter Poland with his/her ID document (a valid travel document e.g. passport, or another document certifying his/her identity and citizenship). For stay up to 3 months no legalisation of stay will be necessary. For stays exceeding 3 months, an EU citizen will have to obtain a temporary residence permit (Karta pobytu obywatela UE).

This document will be issued by the Department of Citizens Affairs of the Voivodeship Office (province administration, in Polish Urząd Wojewódzki). Address in Koszalin:

Zachodniopomorski Urząd Wojewódzki w Szczecinie
Delegatura w Koszalinie
34 Władysława Andersa Street
75-950 Koszalin

Charge for issuing of the residence permit is 30 Polish zloty (ca 7 Euro).

Documents that have to be submitted by the student to the Voivodeship Office in order to obtain the residence permit:

- copy of the travel document (passport or other ID document)
- health insurance document
- official letter of acceptance from the Polish university (with information about the planned period of study)
- declaration about sufficient resources to cover the subsistence costs in Poland
- 2 photographs
- Application form (in Polish: Wniosek o zezwolenie na pobyt)
-

✓ VISA

A citizen of a non-EU/EEA country can enter the territory of Poland on the basis of a valid travel document (passport) and a visa (if required). A citizen of a non-EU country has to obtain the visa from the consulate of Poland in his/her country of residence.

source and more information: http://www.erasmus.org.pl/coming-poland-formal-issues#Temporary_residence_permitvisa_requirements

ACCOMMODATION

➤ STUDENT RESIDENCE

<http://akademiki.tu.koszalin.pl/>

ERASMUS students, who wish to be accommodated in one out of four Koszalin University of Technology Student Residences, should send their Accommodation Form for housing with other documents (Learning Agreement, Application Form) to the International Relations Office, postal address:

Koszalin University of Technology
International Relations Office
Ms Diana Wojtewicz
2 Śniadeckich Street
75-453 Koszalin
POLAND

✓ LOCATION OF THE STUDENT RESIDENCES:

There are 4 Students' Residences (in Polish DS – Dom Studencki). They are next to each other:

1. Dom Studencki nr 1, 15 Rejtana Street
2. Dom Studencki nr 2, 13 Rejtana Street
3. Dom Studencki nr 3, 11 Rejtana Street
4. Dom Studencki nr 4, 5a-7a Rejtana Street

✓ **APPROXIMATE COSTS OF THE STUDENT RESIDENCES:**

The prices depend on the type of room. There are 3 types of rooms – single rooms, double rooms, and triple rooms.

1. Dom Studencki nr 1: 300,00-440,00 PLN monthly per person
2. Dom Studencki nr 2 and 3: 320,00-410,00 PLN monthly per person
3. Dom Studencki nr 4: 350,00-520,00 PLN monthly per person

There are no extra costs for the Internet access.

➤ **PRIVATE ACCOMMODATION**

Koszalin has a wide range of rental accommodation – students can rent a room or whole flats. Prices for a room usually ranges from 350-500PLN.

MEDICAL CARE:

✓ **EU/EEA CITIZENS**

Poland has the health care system based on general health insurance.

Persons covered by the general health insurance are entitled to free health services in the territory of Poland at the health care providers who have concluded contracts with the National Health Fund (NFZ - Narodowy Fundusz Zdrowia.)

In case of necessity of providing medical care, a student from a member country staying temporarily in the territory of Poland is entitled to free health care on the basis of the European Health Insurance Card (EHIC) or in particular cases on the basis of a special certificate. The student is obliged to present one of these documents (it is advisable to have also a copy) together with an identity document directly to the public health care provider.

The student will receive free health services at health care providers who have concluded a relevant contract with NFZ.

In case of lack of the European Health Insurance Card or equivalent document, the patient will be obliged to cover costs of treatment by himself.

✓ **NON-EU/EEA CITIZENS**

The students from non-EU/EEA countries should purchase health insurance in their home country, before departure. In case of the ISIC or Euro<26, insurance is included in the card and the student does not need to buy another one unless he/she wants to increase its scope or value. Erasmus students (having so called legitymacja studencka - student's card - issued by the host university) are usually allowed to consult doctors at academic medical care centres. Anyway, according to state health regulations foreigners (except the EU/EEA citizens, see above) have to pay for a medical consultation. The cost is then reimbursed by the health insurance company.

source: http://www.erasmus.org.pl/coming-poland-formal-issues#Temporary_residence_permitvisa_requirements

ERASMUS INTENSIVE LANGUAGE COURSES:

Koszalin University of Technology organizes the Polish Language Courses for students incoming for the winter semester.