

# ERASMUS STUDENT GUIDE

## CONTACT PERSONS

### ERASMUS+ University's Coordinator

Ms Alaksandra Zajac MA  
International Mobility Office  
2 Śniadeckich Street  
75-453 Koszalin  
Poland  
tel.: + 48 94 34 86 552  
e-mail: [alaksandra.zajac@tu.koszalin.pl](mailto:alaksandra.zajac@tu.koszalin.pl)

### ERASMUS+ University's Administration Coordinator

Ms Ewa Glijerska-Bałasz MSc, Eng  
International Mobility Office  
2 Śniadeckich Street  
75-453 Koszalin  
Poland  
tel.: + 48 94 34 86 537  
e-mail: [egbalasz@tu.koszalin.pl](mailto:egbalasz@tu.koszalin.pl)

### Worker responsible for the incoming students

Ms Diana Wojtewicz MA  
International Mobility Office  
2 Śniadeckich Street  
75-453 Koszalin  
Poland  
tel.: + 48 94 34 86 552  
e-mail: [diana.wojtewicz@tu.koszalin.pl](mailto:diana.wojtewicz@tu.koszalin.pl)

### Worker responsible for the outgoing students

Ms Ewa Glijerska-Bałasz MSc, Eng  
International Mobility Office  
2 Śniadeckich Street  
75-453 Koszalin  
Poland  
tel.: + 48 94 34 86 537  
e-mail: [egbalasz@tu.koszalin.pl](mailto:egbalasz@tu.koszalin.pl)

## 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 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 Mobility 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 34 86 552  
e-mail: [diana.wojtewicz@tu.koszalin.pl](mailto:diana.wojtewicz@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](http://www.bologna2009benelux.org) (The Bologna Process, official website).

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

## TEMPRORARY RESIDENCE PERMIT / VISA REQUIREMENTS

✓ **EU CITIZENS:** The EU citizens whose stay in Poland would last longer than 3 months, have to register their stay (please do it not later than the next business day after the expiration of 3 months period from the date of entry to Poland). EU students should submit the Application For Registering the Residence at:

Department of Civil Affairs and Foreigners  
Delegatura Zachodniopomorskiego Urzędu Wojewódzkiego w Koszalinie  
Władysława Andersa 34 Street  
Koszalin  
Registering is free of charge.

### Required documents:

- 1/ Application for Registering the Residence, filled in in Polish (3copies). It is crucial to fill in the Application in full and truthfully.
- 2/ A photocopy and original travel document or other document confirming the identity and citizenship (4copies).
- 3/ Original certificate of admission to a state or non-state university (issued by Koszalin University of Technology).
- 4/ Original document confirming having the medical insurance (EHIC or private).
- 5/ written declaration (available in the Department of Civil Affairs and Foreigners) about having sufficient financial means to support yourself **or** a proof confirming the possession of sufficient financial means to support yourself for example a credit card or a document confirming that you have funds/resources in a bank or other financial institution, confirmed by a stamp and a signature of an authorised bank/institution employee, issued no later than a month before the submission of the application for registration of residence.

All the documents should be submitted together in person. However, it is possible to go the Office with a Polish friend.

More information and forms:

<https://www.szczecin.uw.gov.pl/?type=article&action=view&id=4189>

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-ue-oraz-eogszwaicarii-i-czlonkowie-ich-rodzin/>

### ✓ **NON-EU CITIZENS:**

It is required for the non-EU citizens coming to study in Poland to obtain visa in their home country before their arrival (it should be done in Polish consulate or embassy). The visa should be valid for the whole study period at Koszalin University of Technology.

If the visa validity is coming to an end, non-EU students should submit the Application for the Temporary Residence Permit. It is not possible to extend the visa validity in Poland.

For the Temporary Residence Permit card one can apply at:

Department of Civil Affairs and Foreigners  
Delegatura Zachodniopomorskiego Urzędu Wojewódzkiego w Koszalinie  
Władysława Andersa 34 Street  
Koszalin

More information:

<https://udsc.gov.pl/en/cudzoziemcy/obywatele-panstw-trzecich/>

<https://www.szczecin.uw.gov.pl/?type=article&action=view&id=4189>

## 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 Mobility Office, postal address:

Koszalin University of Technology  
International Mobility 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
5. Dom Studencki nr 5, in Szczecinek

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

The prices depend on the type of room.

Dom Studencki nr 1, nr 2, nr 3, nr 4: (Dormitory no.1, no.2, no.3, no.4)

single room: 440zł monthly per person

double room: 380zł monthly per person

Dom Studencki nr 5: (Dormitory no. 5)

triple room: 220zł 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 450-700PLN.

## 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](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.