



EXCHANGE STUDENTS' GUIDE

JAGIELLONIAN UNIVERSITY IN KRAKÓW



BASIC DATA

Full legal name of the institution:

Jagiellonian University in Kraków
Uniwersytet Jagielloński w Krakowie

Erasmus+ Code: PL KRAKOW01

Address (main building, Collegium Novum):

ul. Gołębia 24, 31-007 Kraków
Poland

International Students Mobility Office:

ground floor, room 21
erasmus@adm.uj.edu.pl
ismo@uj.edu.pl
(+48-12) 663-1004, (+48-12) 663-1517

Head of International Students Mobility Office and Institutional Erasmus+ Coordinator: Mrs Marta Ganobis-Bednarska

Incoming Students Coordinators:

Ms Aleksandra Szklarzewicz
Mr Krzysztof Byrski
Mr Oleksii Yaroshkevych

Office hours:

Monday 7:30 – 15:30
Tuesday 7:30 – 15:30
Thursday 7:30 – 15:30
Friday 7:30 – 15:30

Edited and compiled by:
International Students Mobility Office Jagiellonian University in Kraków
2016/2017

www.ismo@uj.edu.pl



WELCOME TO THE JAGIELLONIAN UNIVERSITY IN KRAKÓW!

This guide has been prepared by the International Students Mobility Office for international exchange students who are coming to study at the Jagiellonian University in Kraków. It provides practical guidance on studying at the Jagiellonian University and living in Kraków.

Moving to a new country is a challenging and rewarding experience and our intention is to help you make the most out of your exchange period.

The International Students Mobility Office, based in Collegium Novum, is the place where you will register and obtain information that will help you to carry out your mobility. Information included in this guide has been checked carefully, however it may be subject to change. If you have any questions or doubts, do not hesitate to contact directly the International Students Mobility Office.



TABLE OF CONTENTS

About the University

Structure of the University	6
Academic calendar	7
Support services for international students	9

Admission

Erasmus+	12
Individual research stay	13
Placements	14
Other mobility programmes and scholarships	15

Before arrival

Travelling to Kraków	17
Visa requirements	18
Health care in Poland	19
Accommodation	20
Learning Polish	21
English support	21
Mentors	22

During the exchange period

Orientation Week	23
Registering at the University	23
Temporary residence permit	24
Student ID Card	25
Registration for courses	26
Grading system	28
Extension the duration of the mobility	30
Daily life in Kraków	30
Learning languages	35

Safety	36
--------------	----

Before departure

Check-out	38
Transcript of records	38
Continuing studies at the Jagiellonian University in Kraków	39

The Jagiellonian University in Kraków is the oldest university in Poland (founded in **1364** by **King Casimir the Great**) and one of the oldest universities in Europe. Several hundred years of academic activity has resulted in many notable alumni, whose inventions, ideas and accomplishments have had a significant impact on the history of Poland and the world.

Notable alumni:

- **Pope Saint John Paul II**
- **John III Sobieski** – King of Poland
- **Nicolaus Copernicus** – astronomer and creator of the heliocentric model of the universe
- **Stanisław Lem** – writer of science fiction, author of the novel *Solaris*
- **Wisława Szymborska** – recipient of the 1996 Nobel prize in Literature
- **Norman Davies** – historian
- **Jan Kochanowski** – Renaissance poet
- **Andrzej Wajda** – film and theatre director and recipient of an Honorary Oscar and the Palme d'Or
- **Krzysztof Penderecki** – composer and conductor

In 2016, the JU was ranked as the second best university in Poland, best medical university, as a university with the greatest academic potential and as a university with the best academic reputation among academic staff¹.

The University's history, tradition and prestige attracts each year the best high-school graduates. In the academic year 2015/2016, there were **47 494** students enrolled studying at 15 different faculties (among them **3394**² foreign students and PhD candidates). This is the most popular university in Poland among foreign Erasmus+ students according to the top 500 higher education institutions receiving Erasmus students ranking³.

¹ Perspektywy ranking 2016, <http://www.perspektywy.pl/RSW2016/ranking-uczelnia-akademickich>

² among them 905 were exchange students

³ http://ec.europa.eu/education/resources/statistics_en

The JU boasts **3 campuses** and **60 buildings** with a unique research infrastructure, e.g. Małopolska Centre for Biotechnology, Jagiellonian Centre for Experimental Therapeutics and National synchrotron radiation facility SOLARIS. It is the most innovative university in Poland and in Eastern Europe, according to Reuters' ranking of The Most Innovative European Universities. The JU has been ranked as one of the 100 most innovative universities in Europe. The University is a rising star in world science: 69th place on the Nature Index 2016 Rising Stars ranking of universities with the fastest growing number of publications published in the 20 most prestigious scientific journals.

The Jagiellonian University in Kraków is an active participant of the following international networks: COMIBRA Group, UTRECHT NETWORK, Guild – European Research Intensive Universities, European University Association, Unitown, SYLFF Network, AUSCO and EUROPAEUM.





*Jagiellonian University in Kraków
where history meets future*



Structure of the University

Governance

The Jagiellonian University's organizational structure is based on a medieval tradition dating back to its establishment. The University is led by the Rector and vice-rectors and at the head of particular faculties are deans and vice-deans. Institutes are governed by institute directors. All of them are elected for a four – year term of office.

Rector prof. dr hab. med. – Wojciech Nowak

Vice-Rector for Educational Affairs

– prof. dr hab. Armen Edigarian

Vice-Rector for Medical College

– prof. dr hab. med. Tomasz Grodzicki

Vice-Rector for Research and Structural Funds

– prof. dr hab. Stanisław Kistryń

Vice-Rector for Human Resources and Financial Management

– prof. dr hab. Jacek Popiel

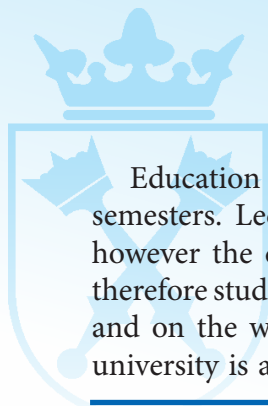
Vice-Rector for University Development

– prof. dr hab. Dorota Malec

Faculties

The Jagiellonian University in Kraków is divided into 15 faculties:

- Faculty of Law and Administration
- Faculty of Medicine
- Faculty of Pharmacy
- Faculty of Health Sciences
- Faculty of Philosophy
- Faculty of History
- Faculty of Philology
- Faculty of Polish Studies
- Faculty of Physics, Astronomy and Applied Computer Science
- Faculty of Mathematics and Computer Science
- Faculty of Chemistry
- Faculty of Biology and Earth Sciences
- Faculty of Management and Social Communication
- Faculty of International and Political Sciences
- Faculty of Biochemistry, Biophysics and Biotechnology



Academic calendar

Education at the Jagiellonian University is organized in two semesters. Lectures and classes are conducted during these periods, however the dates given below may slightly vary for some faculties, therefore students are advised to verify the dates with their coordinators and on the websites of their faculties. The academic calendar of the university is available on the main website of the University.

THE ACADEMIC YEAR 2016/2017 STARTED ON 1 OCTOBER 2016 AND WILL END ON 30 SEPTEMBER 2017.

Winter semester: 2 October 2016 to 24 February 2017

Summer semester: 25 February 2017 to 30 September 2017

Lectures and classes will be held in the following periods:

- 2 October 2016 to 22 December 2016
- 3 January 2017 to 29 January 2017
- 25 February 2017 to 13 April 2017
- 19 April 2017 to 14 June 2017

Examination period:

Winter examination period:

30 January 2017 to 11 February 2017

Winter resit examination period:

18 February 2017 to 24 February 2017

Summer examination period:

16 June 2017 to 29 June 2017

Summer resit examination period:

1 September 2017 to 15 September 2017

Breaks

- Christmas break 23 December 2016 – 2 January 2017
- Winter break 12 February 2017 – 17 February 2017
- Easter break 14 April 2017 – 18 April 2017

- Summer holidays 30 June 2017 – 30 September 2017
- 2 May 2017 – a free day between 1 and 3 May which are bank holidays in Poland
- Friday – during the week when *Juwenalia* is held (student festival celebrated each year before the summer examination period).

THE ACADEMIC YEAR 2017/2018 STARTS ON 1 OCTOBER 2017 AND ENDS ON 30 SEPTEMBER 2018

Winter semester: 1 October 2017 to 23 February 2018

Summer semester: 24 February 2018 to 30 September 2018

Lectures and classes will be held in the following periods:

- 2 October 2017 to 22 December 2017
- 3 January 2018 to 28 January 2018
- 24 February 2018 to 29 March 2018
- 4 April 2018 to 15 June 2018

Examination period:

Winter examination period:

29 January 2018 to 10 February 2018

Winter resit examination period:

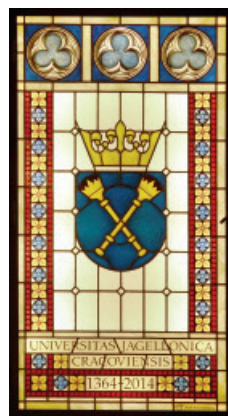
17 February 2018 to 23 February 2018

Summer examination period:

16 June 2018 to 29 June 2018

Summer resit examination period:

1 September 2018 to 15 September 2018



Breaks

- Christmas break 23 December 2017 – 2 January 2018
- Winter break 11 February 2018 – 16 February 2018
- Easter break 30 March 2018 – 3 April 2018
- Summer holidays 30 June 2018 – 30 September 2018
- 2 May 2018 – a free day between 1 and 3 May which are bank holidays in Poland
- Friday – during the week when *Juwenalia* (Student Festival) is held



Support services for international students

More than a 1000 international students taking part in various exchange programmes may benefit from assistance and support of the following departments, offices and organisations at the Jagiellonian University.

Institute secretary offices

The secretary offices of particular institutes register exchange students for courses and assist them in other matter related to courses.

Secretary offices of the Dean's Office

All matters that should be addressed to the Dean or the Deputy Dean for Students Affairs should be delivered to the secretary offices of the Dean's office in writing. It is not obligatory to deliver documents in person, you may ask a family member or friend to deliver them for you.

International Students Mobility Office

As an exchange student you can rely on the assistance of the ISMO team in the following fields:

- the application procedure
- communication with faculty coordinators
- registration for studies
- allocation of places in student dormitories
- issue and extension of student ID cards
- issue of the USOSweb login credentials
- issue of Transcripts of Records and Certificates of Attendance
- information about exchange opportunities



Disability Support Service

Disability Support Service provides a broad educational support for disabled students and for students in a difficult health situation, such as:

- adjustment of the course of study to individual needs and adaptations equalising access to education
- the newest supportive technology workroom
- innovative multimedia and computer equipment
- wellbeing zone

Students experiencing mental-health difficulties may benefit from adaptional support from the Jagiellonian University with the ‘**Constellation Leo**’ programme. The programme is an opportunity to stop and talk about one’s issues, meet a fellow human being and consider how to decrease the level of one’s stress which may be a result of very many factors. <http://konstelacjalwa.pl/en/>

Safe Student Service

Safe Student Service is run by Rector’s Proxy for Student Safety and Security. We provide information of places where you can get access to legal and psychological aid. You can report us unwanted behaviours of your colleague or staff. If you don’t know who to talk to about your issue or just need advice or support, call: +48 506 006 722, e-mail: bezpieczny.student@uj.edu.pl or make an appointment in the office. All meetings take place in a safe and discrete environment.

International Relations Office

The International Relations Office coordinates bilateral undergraduate and graduate student exchange within JU agreements at university level. It deals with formalities of incoming students (application, acceptance and financial issues). Moreover, IRO assists in accepting Erasmus+ students for placements at various JU units. JU international students are also encouraged to publish their reports and articles in Newsletter edited by IRO. They can as well participate in meetings, seminars and conferences co-organised by IRO.

Careers Service

The Careers Service offers JU students and graduates relevant information about the job market as well as practical knowledge on how to prepare job application documents and how to be more effective at job interviews.

The Careers Service helps students take and implement the right decisions about their professional development, manage their careers adequately and lead a successful professional life.

Student’s Self Governing Body

The Student’s Self-Governing Body is the body representing all the undergraduate and graduate students of the Jagiellonian University. It deals with



both collective and individual issues. The Governing Body has specific divisions that deal with particular areas. You are welcome to contact your local representative, or division about issues regarding university by-laws, student regulations, funding enquiries, student housing and many more.

Erasmus Student Network

The Erasmus Student Network (ESN) is a non-profit international student organization that was founded in 1989. The core values of ESN involve supporting and developing the student exchange programs.

ESN UJ was established in 2011 and is one of the largest sections in Poland. It is built on a basis of voluntary students who are supported by the International Students Mobility Office of the Jagiellonian University. ESN recruits new members twice a year, and in one cycle they welcome between 40 and 50 new members. Exchange students are also welcome to join.

Team coordinators and members are working hard to turn an exchange period in Cracow into an unforgettable experience for everyone. They organise everything, from sport events, band practices, remarkable parties, language meetings, city games, museum visits, to extraordinary travels.

In 2013, ESN UJ received an award for the best ESN section. In February 2017, ESN UJ was chosen as the 'section in the spotlight' by ESN International.

Currently, ESN UJ is located in Collegium Novum, in the basement in room 02.



ADMISSION

Jagiellonian University has partnerships with many universities around the world. On the basis of these agreements, foreign students may take part in various exchanges.

ERASMUS+

Application deadlines

- 15 May for the winter semester (the semester starts on 1 October)
- 31 May for the winter semester and summer semester at the **Faculty of Medicine**
- 15 November for the summer semester (the semester starts on 25 February)

Application procedure

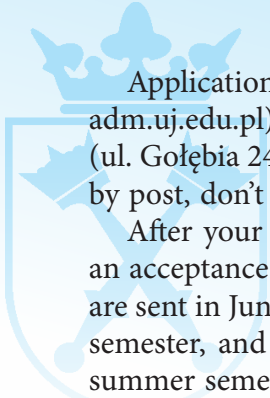
In order to apply for the Erasmus+ programme, you need to be nominated by your home university for the exchange. Your home Erasmus+ coordinator will send your nomination to the International Students Mobility Office of the Jagiellonian University (ISMO).

After your application has been positively assessed, you will receive an e-mail with an invitation to the online application procedure.

You will need to **fill in** the online Exchange Application Form (<https://www.incomingstudents.uj.edu.pl>) and **print it**. The form has to be **signed** and **stamped** by your home Erasmus+ coordinator.

Afterwards the form should be **sent** along with a copy of your English Language Certificate of minimum level B1/B2 to the ISMO. If you do not have a language certificate, you may use the **Language proficiency form** (available on the website of ISMO). The form should be signed and stamped by your Erasmus+ coordinator or English teacher.

If you are a native speaker of English or Polish you do not need to attach the certificate.



Application documents can be sent as scans via e-mail (erasmus@adm.uj.edu.pl), by fax (+48 12 663 15 45) or hard copies by post (ul. Gołębia 24, room 21, 31-007 Kraków). Before you send hardcopies by post, don't forget to scan or photocopy them, in case of lost mail.

After your application has been accepted, the ISMO will sent you an acceptance letter via e-mail and by post. Usually acceptance letters are sent in June and July to students who will be studying in the winter semester, and in December to students who will be studying in the summer semester.

Learning Agreement for Studies (LAS)

After you have applied for the exchange programme, you should start drafting your Learning Agreement (study plan). In the Learning Agreement, you need to include all the courses that you would like you take during your mobility and the credits awarded.

Learning Agreement has to be arranged with your home Erasmus+ coordinator and with your exchange coordinator at the Jagiellonian University (the Erasmus+ coordinator from the relevant faculty/institute) before the start of the mobility. The list of departmental Erasmus+ coordinators is available on the website of the ISMO. Within the first 5 weeks of your mobility, you may change your Learning Agreement by introducing changes in the 'Changes to the mobility' part.

If you have any questions or doubts regarding the LAS or you are struggling to find the correct departmental Erasmus+ coordinator at the JU, then you may contact the ISMO.

INDIVIDUAL RESEARCH STAY

Students from universities that do not have a partnership with the Jagiellonian University, may apply for an individual research stay.

It is not a regular exchange and researchers do not obtain student's status or a student ID

Research stays can be carried out in various departments and units of the University. Their duration and programme are always agreed upon individually with a student, based on both student's needs and unit requirements.

Application procedure

Applications should be submitted to ISMO no later than 2 months before the beginning of the stay and should consist of:

- written request to the director of an appropriate institute stating the precise time of the research and motivation
- research plan/ study plan
- curriculum vitae
- copy of the passport page with photo
- letter of recommendation from the home university
- copy of the student ID card issued by the home university

Tuition fees

EU students do not pay tuition fees for carrying out an individual research stay.

For non-EU students the fee for the individual research stay is determined by Rector's decision.

The fee does not cover accommodation.

If the research period is shorter than an academic year the fee is paid for each month of stay respectively.

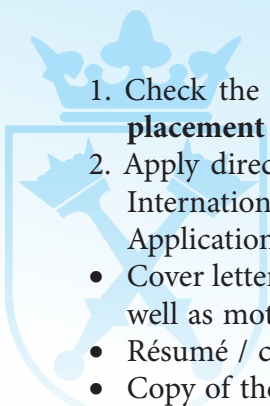
PLACEMENTS

International students may carry out placements at the Jagiellonian University within the framework of the Erasmus+ programme. Individual applications for placements are also accepted. Placements can take place in various departments and units of the University. Their duration and programme is always agreed upon individually with a student, based on both the student's needs and the unit's requirements.

Students carrying out placements at the JU do not obtain student's status. They are accepted as trainees and therefore they cannot obtain a student ID card.

Application procedure

Jagiellonian University does not provide regular placement programmes. Therefore, international students who are interested in carrying out a placement should:



1. Check the university's website **in order to find a unit where the placement could be carried out**

2. Apply directly to the head of the chosen university unit or to the International Relations Office.

Application should consist of:

- Cover letter, including proposed plan and dates of the placement as well as motivation
- Résumé / curriculum vitae
- Copy of the passport/ID page with photo
- Letter of recommendation from the home university

Placement applications should be submitted no later than 2 months before the planned start of the placement. Jagiellonian University does not provide any financial assistance to international students carrying out placements at our institution.

OTHER MOBILITY PROGRAMMES AND SCHOLARSHIPS

The JU participates in many mobility and exchange programmes, which guarantee either a monthly paid rate or other forms of support like tuition waiver. If you wish to study at the JU within these scholarships, you must first contact your home institution to ask, whether your home university has an agreement with the JU in place within a particular mobility programme.

The programmes are:

- Bilateral agreements
- CEEPUS
- Utrecht Network – Australian-European Network – Mid-America Universities International
- Government Scholarships for Foreigners of Polish origin
- International Visegrad Fund
- Polish-American Fulbright Commission

For information about deadlines and application procedure, please contact ISMO.



Travelling to Kraków

You can access Kraków by using the following means of transport:

By plane:

Kraków Airport has a wide network of international connections with numerous European capitals and cities, it is also the largest regional city in Poland. The Airport is located merely 11 km away from the centre of the city. Two bus lines (208 and 252) and a train run from the Airport to the centre.

Distance and flying time from Kraków to selected capitals:

- Amsterdam – 1080 km – 1 h 40 min
- Berlin – 532 km – 1 h 10 min
- Brussels – 1108 km – 1 h 43 min
- Budapest – 292 km – 49 min
- Kiev – 755 km – 1 h 30 min
- London – 1419 km – 2 h 5 min
- Madrid – 2310 km – 2 h 56 min
- Moscow – 1342 km – 2 h
- Paris – 1279 km – 1 h 55 min
- Prague – 394 km – 58 min
- Riga – 814 km – 1 h 36 min
- Rome – 1075 km – 1 h 40 min
- Warsaw – 252 km – 45 min
- Vienna – 331 km – 53 min
- Vilnius – 629 km – 1 h 19 min

**By train:**

Kraków Główny railway station is situated in the centre of the city and is a good transport interchange. The railway station has convenient railway connections with all the biggest cities in Poland, and with the most important local sights: Wieliczka Salt Mine, Auschwitz and Zakopane. Additionally, from Kraków Główny railway station direct trains operate to the following cities: Budapest, Lviv, Prague and Vienna.

Train timetables are available on the website of the Polish State Railways: <http://rozklad-pkp.pl/en>

Organizing you trip

There are no set arrival dates, however it is advisable to arrive a couple of days before the start of the semester. Orientation week is usually organized a week before the official start of the semester. The agenda is sent via e-mail to all incoming students and it is published on the Facebook profile of the ISMO and ESN.

The start date of your mobility period corresponds to the date of your arrival at the International Students Mobility Office.

Visa requirements

EU Citizens

Citizens of the EU or Schengen member states may cross the Polish border on the basis of a valid travel document (passport/ identity card).

Non-EU Citizens

Citizens of countries other than member states of the EU, Norway, Iceland, Liechtenstein and Switzerland, may cross the external borders of the EU, including Polish borders provided they:

- hold a valid transport document
- hold a valid visa, in the event when it is obligatory
- justify the purpose and conditions of their intended stay and prove they have sufficient means of subsistence for the planned stay and for a return journey to their country of origin or that they are capable to obtain such means lawfully
- have an appropriate travel medical insurance

You must apply for the visa from the Polish Embassy in your country of residence, providing the letter of invitation from the Jagiellonian University in Kraków. You should apply for visa in advance as the issuing procedures can last several weeks.



Schengen visa

Poland is a Member State of the Schengen Area. Receiving a short-stay Schengen visa (marked with a **C** symbol) allows a foreigner to enter the Polish territory and to travel freely within the Schengen Area. This type of visa gives its holder the right to spend up to 90 days within the Schengen Area within the period of six months. The period is calculated from the first entry. If you plan to spend less than 90 days in Poland, you should apply for this type of visa.

National visa

If you plan to spend more than 90 days (at least 91) in Poland, then you should apply for a long-stay Polish national visa (marked with a **D** symbol). Such visas are issued for a period no longer than a year and allow its holder to move within the territory of other Schengen states for up to three months within a half-year period.

Health care in Poland

If you are a EU/ EFTA and you have the European Health Insurance Card (EHIC) then you are entitled to receive free health care services. Using your card you can go directly to a General Practitioner.

Citizens of the EU/ EFTA who are not insured in their country of origin or students from countries outside the EU/EFTA should purchase insurance before they arrive in Poland or purchase insurance in the **Polish National Health Fund** (Narodowy Fundusz Zdrowia – NFZ). The monthly cost of such insurance for students is around 40 PLN (9 EUR). Foreigners insured in NFZ, are treated equally to Polish citizens and have the same access to health care benefits and the financing of these benefits.

Persons without health insurance coverage in Poland or any other member state of the EU/ EFTA, may – as a general rule – use health benefits for a fee. In the event of presenting an appropriate health insurance policy (for example the policy required for the Schengen visa), a facility offering medical assistance may settle the costs directly with the insurer.

All students who hold the Card of the Pole or documented adherence to the Polish nation may be insured free of charge at the JU. These persons need to contact the Office for Student Affairs. The Card of the Pole entitles its holder to benefit from a free treatment in the facilities of the National Health Fund only in cases of emergency.

Exchange students are obliged to hold a proper insurance policy (health, accidents, medical costs) covering their whole stay in Poland. The University will not be liable for any costs covering medical treatment etc.

Accommodation

Student dormitories

The Jagiellonian University offers more than 3000 places in 6 student dormitories which are: Bursa Jagiellońska, Bydgoska (blocks B, C, D), Kamionka, Nawojka, Piast, Żaczek.

Exchange students are only allocated in **Bydgoska** (ul. Bydgoska 19), **Nawojka** (ul. Reymonta 11) and **Piast** (ul. Piastowska 47) in two-bedroom dorms. The cost of renting a two-bedded room is around 380 PLN (88 EUR) per month.

Scholarship holders are awarded with places in dormitories according to the terms of the respective scholarship programme.

Application procedure

a) Students of mobility programmes and international exchanges

During the completion of the online application form, please choose that you would like to apply for the dormitory. Afterwards, you will need to fill in an application form in USOSweb system (internal university system). You will be informed whether you have been granted a place, when you receive the acceptance letter.

b) Scholarship holders

You can apply for a dormitory place via the USOSweb system, for further guidance please contact the ISMO team.

The number of places in student dormitories is limited, therefore please apply for a place as soon as possible. If you would like to resign from the place you have been granted, please notify the ISMO as soon as possible.



Useful links:

ISMO website, in the incoming students section → in the tab 'housing' http://www.dmws.uj.edu.pl/en_GB/erasmus-kraje-programu

Private accommodation

There are plenty of rooms and flats for rent in Kraków. A monthly rent varies from 700 to 2000 PLN, depending on the location, size and standard of the place. Finding accommodation may be difficult in September at the beginning of the academic year. Therefore, it is advisable to look for a place well in advance.

While looking for private housing, it is worth contacting:

Biuro Pośrednictwa Mieszkań

Al. 3 Maja 5, Kraków

e-mail: biuro@zamieszkaj.bratniak.org

Bratnia Pomoc Akademicka im. Św. Jana z Kęt „Cantianum”

ul. św. Anny 11/2, Kraków

e-mail: bpa@bpa.pl

Learning Polish

The International Students Mobility Office in collaboration with the Center for Polish Language and Culture in the World offer a two-week intensive Survival Polish Language Course for exchange students within the framework of the JUstart with Erasmus+ programme. The course takes places two weeks before the start of the term and is aimed at students who have never learned Polish before. The offer and class schedule is sent to students by ISMO via e-mail.

English support

If you are looking to brush up your English skills before the start of the mobility, then you may take part in a two-week Academic Writing English course organized by ISMO in collaboration with the Jagiellonian Language Centre within the framework of the JUstart with Erasmus+ programme. The course is aimed at students who have

already attained B2 level and who are keen to improve their academic writing skills. Classes take place two weeks before the beginning of the semester. The schedule and application details are sent by ISMO via e-mail.

Mentors

Erasmus Student Network of the Jagiellonian University recruits a number of volunteers ('Mentors') who help and support international students throughout their stay in Kraków. Mentors are regular students of the JU who can help you at the beginning of your stay, guide you through the city and assist you in other daily activities. If you would like to have a Mentor, then contact ESN before your arrival. You can contact them via their Facebook page: ESN UJ Krakow <https://www.facebook.com/esnujkrakow/?fref=ts>



Orientation Week

Orientation Week is organized by the International Students Mobility Office and Erasmus Student Network of the JU before the start of the semester. Each Orientation Week begins with a welcome meeting during which students meet the governance of the University, International Students Mobility Office and Erasmus Students Network. During the week, different events are organized each day, from sightseeing and lectures about Polish culture to integration games and parties. The week is wrapped up with a trip to Zakopane which takes place on the weekend. Orientation Week's schedule is available on the FB profile of ESN UJ and ISMO, it also sent to students via e-mail.

Registering at the University

The first thing that you need to do when you arrive at the university is registration at the International Students Mobility Office (ISMO), in Collegium Novum, ul. Gołębia 24, room 21.

You should bring with you the following documents:

- a) a valid travel document (identity card / passport)
- b) copy of a valid insurance card
- c) a photo with your name and surname written on the reverse (it has to be an original photo not a scan or copy)



During registration, you will receive a *confirmation of stay*, an official document that confirms the dates of your arrival and departure at the university. You should bring this document with you to the International Students Mobility Office at the end of your mobility when you will be checking-out from the university. On the basis of the *confirmation of stay*, your home university will calculate the effective duration of your mobility. After you have checked-in, it is advisable to contact your departmental coordinator to discuss your study plan and to sign your Learning Agreement, if it has not been signed before your arrival.

Temporary residence permit

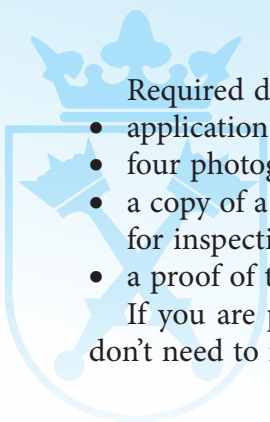
EU/EFTA Citizens

EU/ EFTA citizens are obliged to register their stay in Poland, if it exceeds 3 months. In order to register your stay you should submit an application in the provincial office (**Małopolski Urząd Wojewódzki**, ul. Przy Rondzie 6, ground floor, Kraków). The application consists of the following documents:

- application form, 1 original and 1 photocopy (website of Małopolski Urząd Wojewódzki w Krakowie > For Foreigners > Residence Permits for EU Nationals)
- photocopy of a valid travel document
- certificate from the JU confirming admission
- a document confirming medical insurance coverage
- a declaration or document confirming that you are obtaining a scholarship or that you have sufficient financial resources to stay in Poland

Non-EU Citizens

If you are a non-EU citizen and your exchange period lasts for more than 3 months then you are obliged to register your stay. You have to register your stay within 4 working days following your arrival in Poland in the provincial office (**Małopolski Urząd Wojewódzki**, ul. Przy Rondzie 6, ground floor, Kraków).



Required documents:

- application form completed according to the instructions
- four photographs
- a copy of a valid travel document (the original document available for inspection)
- a proof of the administrative fee payment

If you are planning to stay in Poland less than 14 days, then you don't need to register your stay.

Student ID Card

A student ID card confirms your student status at the Jagiellonian University in Kraków. You will need the card to access university libraries and to benefit from discount on public transport. Student ID cards for exchange students are issued by the International Mobility Students Office. Students carrying out internships are not entitled to receive a student ID card.

In order to obtain a Student ID card you need to:

- pay a fee in the amount of 17 PLN via bank transfer to the account number available in your USOSweb, in the tab 'payments'. The transfer can be done in every post office or bank. Paying in euro is not advised as the amount of transferred money may not equal to 17 PLN which will result in the prolongation of the issue of the card until the exact amount will be paid.
- provide a passport photo (it cannot be a scan or copy)

The card can be collected approximately a week after the payment has been settled.

At the end of the semester, you need to extend the validity of the student ID card in the ISMO. Student ID cards are not extended automatically.

Duplicate Student ID Card

In case of loss of your card, you need to contact the ISMO to issue a duplicate. The cost is 25,50 PLN (6 EUR). The fee should be transferred to the bank account number available in your USOSweb.

Registration for courses

As soon as you have chosen all the courses that you wish to attend at the JU according to the approved Learning Agreement, and checked their schedules, then you should register for them.

How to register for courses?

- via the USOSweb⁴ system (<https://www.usosweb.uj.edu.pl>), if registration for a particular course is open. Registration consists of two obligatory steps:
 1. Registration via the USOSweb system for the chosen course
 2. Linking the course to study programme in USOSweb
- if registration for a particular course is inactive in the USOSweb system, you may register in the secretary office of the institute in which the course is held. To use this option you need to find the address of your institute on the website of JU and visit them in their opening hours
- via e-mail to the coordinator or institute staff member, if this type of registration has been announced by the coordinator
- via an application form from the relevant department (for example at the Institute of Psychology)

Registration in USOS opens at the beginning of the semester and differs depending on the faculty/ institute. You may check the exact dates in the registration calendar in USOSweb.

Where to find courses and their descriptions?

1. In the USOSweb system: USOSweb system > Directory > Courses.
2. In the course finder 'Informator': www.informator.uj.edu.pl
3. In the course list that is published each semester by the ISMO on their website. Students should treat this list as advisory and always check courses in the USOSweb system.

⁴ USOSweb is a university study-oriented system

PROBLEM	SOLUTION
I can't find the courses I wanted to choose.	Courses may be cancelled if the list of students is insufficient. Please check the 'news' section in USOSweb on a regular basis.
I can't register for classes via USOSweb.	Registration for the chosen course is via secretary office or via e-mail. Please go to the secretary office of your institute
I can't link my courses. I don't know how to do it or it is not possible.	Please read once again the instruction to linkage. If you still can't link your courses then go to ISMO. We will link them for you.
I can't deregister from a course	Please contact the secretary office of your institute and ask them to remove you from the unwanted course
I don't see in USOSweb the courses I have registered for	USOSweb needs about 24 h for the data to migrate. Wait for a couple of hours and then check if you can see any change
I can't log into USOSweb, my password doesn't work.	Report the problem via e-mail or in person to ISMO, we will provide you a new password

Wi-Fi wireless connection

All Students and staff members who have an active e-mail account in the internal university mailbox system, may connect and surf the internet using the following university wireless networks: UJ, UJ_edu, Uj_1, UJ-edu_1, EduRoam and restricted UJ_open.

If you are experiencing any problems with the wireless network, then you may report them to the administrator via e-mail: wifi@uj.edu.pl

Please enclose the following information:

- Description of the problem
- Place from which you have tried to connect to the wi-fi
- Name, surname and the JU organisational unit
- Your contact details (e.g. e-mail – only in the JU domain, phone number)

Libraries

The Jagiellonian University has at its disposal many faculty and institute libraries. Faculty and institute libraries are located in the main buildings of particular faculties/ institutes, students enrolled at these institutes may use them.

The **Jagiellonian Library** is the central library of the university and one of two national deposit libraries that contain all titles published in Poland. Exchange students may benefit from the collection of books and manuscripts of the Jagiellonian Library. The Jagiellonian Library has a study room in which you may read and study and prepare for classes and exams. In order to register at the library, visit the main building. The registration fee is 10 PLN (2 EUR).

Exchange students may order books to the library's reading room or borrow them home. To register you need to bring the following documents:

- ID Card (students from the EU- ID card or passport, students from outside the EU- passport)
- a valid Student ID Card

Students carrying out research stays not exceeding 3 months may only use library's books on the premises of the library. To register with the library you need to bring:

- ID Card (students from the EU- ID card or passport, students from outside the EU- passport)

Grading system

At the Jagiellonian University, exams and courses are assessed according to the following scale:

- Very good – 5,0
- Good plus – 4,5
- Good – 4,0
- Satisfactory plus – 3,5
- Satisfactory – 3,0
- Fail – 2,0

Zaliczenie (non-graded pass) and Niezaliczenie (fail)

At the JU not all classes are assessed by a written or oral examination. Some lecturers require students to perform other forms of activity to pass their classes, for example to actively participate in classes or to prepare a presentation. If the given subject is not assessed by an exam, the following grades may be awarded:

- ZAL – zaliczenie – student has passed their classes, no grade has been awarded as it was not required by the lecturer
- ZAL z oceną – non-graded pass with a grade – student has passed their classes and has been awarded a grade as it has been required by the lecturer
- NZAL – niezaliczenie – student has not passed their classes, no grade has been awarded

ECTS

ECTS points are awarded to students for completion of a subject prescribed in the study programme when a student fulfilled requirements concerning acquiring of the assumed learning outcomes. One ECTS point corresponds to learning outcomes which require from a student on average 25-30 hours of work, while the number of student's hours of work includes classes organized by the university according to the study programme, as well as student's individual work.

Exams

Exams (written and oral) are taken by students in two examination periods during the winter and summer term. During each term there are two exam sessions: the first session and a resit exam session, during which there are no classes. Often students may take a 'zero' exam that is an exam which is held before the start of an examination period, usually failing this type of exam has no consequences for the student. The lecturer decides whether to organize a 'zero' exam.

Students who have failed their exams in the first examination session, may sit a second exam during the resit examination period, the dates are usually settled by the lecturers.

After you have passed an exam the grade will be recorded by the academic teacher in your USOSweb account. If you have failed an exam, you will not receive ECTS points for the respective subject.

Plagiarism

Some academic teachers may ask students to submit written papers during the academic year. Therefore, please keep in mind that plagiarism is strictly forbidden at the JU and results in fail. The following things are considered as plagiarism:

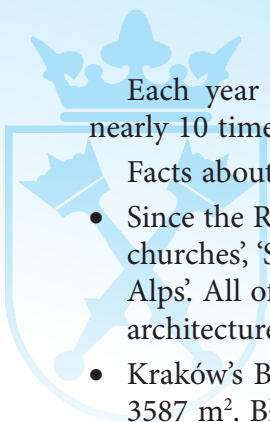
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Extension the duration of the mobility

If you have applied for the winter semester but you would like to extend your stay for the whole academic year, then you should contact your home Erasmus+ coordinator and your departmental Erasmus+ coordinator at the JU. Your home Erasmus+ coordinator should notify the International Students Mobility Office that you are also nominated for the summer semester. Then, ISMO will prepare an acceptance letter for the second semester.

Daily life in Kraków

Located in the southern part of the country, Kraków is the second biggest city of Poland. The former royal capital, Kraków boasts its unique historical Old Town – officially recognized on UNESCO's world heritage list. Nowadays, it is an academic city considered by many as the cultural capital of Poland. Kraków is also famous for its vibrant night life and high density of various cocktail bars and clubs.



Each year there are about 7.3 million tourists visiting Krakow, nearly 10 times the actual population.

Facts about Kraków you've probably never heard before

- Since the Renaissance, Kraków has been named 'The capital of 100 churches', 'Small Rome', 'Roma Altera' and 'Florence in the North of Alps'. All of this thanks to the unique monuments and renaissance architecture
- Kraków's Błonia is the biggest city centre meadow in Europe with 3587 m². Błonia is the perfect place to jog, cycle or practice yoga.
- It is the only place in Europe where a medieval custom of playing a bugle call (hejnał) every hour has remained up until present – just approach the Mariacki Basilica on the hour. Inside the Mariacki Basilica there is the Veit Stoss altar (ołtarz Wita Stwosza) – the oldest Gothic high altar in Europe.
- In 2000, the city has been named by the European Commission as the European Capital of Culture
- In 2013, Kraków became the seventh UNESCO City of Literature and Lonely planet voted Krakow square the best market square in the world.

Useful links:

<http://www.krakow.pl/english/culture/6501,events.html>

<http://www.local-life.com/krakow/culture>

<http://www.krakow-info.com/events.htm>



Polish currency and monthly cost of living in Kraków

The official currency of Poland is Polish Zloty (PLN), divided into 100 groszy (abbreviated to 'gr'). Usually, shops do not accept payments in euros, therefore you will need to exchange the money. You may do that in every bank or in an exchange desk/bureau de change (called in Polish '*kantor*'). Please keep in mind that the exchange rate may vary depending on the location (the more touristic area, the less favourable exchange rate).

The costs of living in Kraków differ depending on the preferred standard and lifestyle, and they vary from around 1300 PLN to 2200 PLN per month (300 – 495 EUR). The table below includes costs of renting a flat and travel and food expenses.

Accommodation	Student dormitories	375–400 PLN
	Renting a room	700–1200 PLN
Food		min. 600 PLN
Public transport		around 50 PLN
Insurance		around 50 PLN
Other expenses (books, entertainment, phone and internet)		around 200–300 PLN
In total		From 1300 to around 2200 PLN





Consuming three balanced meals daily, the monthly cost of food will amount to around 600 PLN (139 EUR). The average cost of a dinner is about 15–20 PLN depending on the place, whereas a meal at a university canteen usually costs around 15 PLN.

Tickets to the cinema usually cost from 10 to 30 PLN, whereas tickets to the theatre, opera or for a concert start from 40 PLN and upwards. Going out for drinks cost from a dozen to a several dozens of zlotys depending on the venue, the average cost of a beer in the centre of the city is 8 PLN.

Local Transport

The cost of a student monthly ticket (tram&bus) is 50 PLN (11 EUR). The *Krakowska Karta Miejska* (KKM) is a card for city transportation which you can buy in any MPK outlet and extend its validity in any ticket machine. The best option is to purchase a semester ticket which costs 184 PLN (41 EUR).

Discounts on public transport

If you are a holder of an ISIC or Euro26 Student card and you are under 26, you can benefit from a 50% discount on public transport. This rule applies to buses and trams within the municipality of Kraków. The Student ID Card that you receive at the Jagiellonian University, entitles you to benefit from these discounts as well.

Withdrawing cash from ATM

You may withdraw cash from a local cash dispenser (in Polish called '*bankomat*'), however you will be charged a bank provision. ATMs are located next to all banks and almost in every corner of the street. The majority of shops accepts payments by pay pass, however some of them require the payment to be higher than 10 PLN.

Opening a Polish bank account

If your stay does not exceed a period of three months a Polish bank account is not a must-have. Otherwise, it is advisable to open an account. In order to do so, usually the only required document is a passport or an identity card.

Bank opening hours

In general, banks are open Mondays to Fridays from 8 AM or 9 AM until 6 PM, some of them are also open on the weekend.

Working in Poland

There are many part-time job opportunities in Kraków. Salaries in Poland are constantly increasing. Many students decide to combine work with studies. Permission for work in Poland depends on the citizenship of the student.

- Citizens of the EU and EEA do not need any permission to work legally
- Citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine may work in Poland without any permission for six months within the period of a year
- Students and PhD candidates who are carrying out intramural studies in Poland may work in Poland without the necessity to obtain a work permission.

The Center for Polish Language and Culture in the World

The Center for Polish Language and Culture in the World offers a wide variety of Polish language courses that differ in intensity and level depending on individual needs of a participant. The Center offers a Polish language course for Erasmus+ and exchange students. The course lasts for one semester and consists of 60 academic hours, classes are offered at all levels of proficiency (A1 - C2). At the end of the course there is a written and oral exam. After passing the exam, the student receives 6 ECTS credits. The fee for the course in the academic year 2016/2017 was 600 PLN (135 EUR). For students enrolled at other universities the fee is a bit higher.

The Center of Polish Language and Culture in the World of Jagiellonian University in cooperation with the Foundation 'Bratniak' has created an interactive online Polish course for beginners (level A1): 'Po polsku po Polsce'. 'Po polsku po Polsce' is an online journey through all of Poland's regions during which the user is able to practice communication skills and learn some basic Polish vocabulary. The course is available at the website: <http://www.popolskupopolsce.edu.pl/>

Address of the Center: ul. Grodzka 64, 31-044 Kraków
http://www.polishstudies.uj.edu.pl/en_GB/start

The Jagiellonian Language Centre

The Jagiellonian Language Centre (*JCJ – Jagiellońskie Centrum Językowe*) is an interdepartmental unit of the University. JCJ runs language courses from A1 to C2 language level in the following modern languages: English, Esperanto, French, Spanish, Japanese, Lithuanian, German, Norwegian, Modern Greek, Russian and Italian.

Apart from commercial language courses, exchange students may participate in courses with regular students, however there are no ECTS points awarded for them. Information about these courses and available places is distributed by the ISMO via e-mails.

Address of the Jagiellonian Language Centre:

ul. Krupnicza 2, 31-044 Kraków

http://www.polishstudies.uj.edu.pl/en_GB/start

SAFETY

In general, Poland is a safe country for foreigners, and most visitors and tourists experience no difficulties. There is a low threat from terrorism. In Kraków, you should stay alert to the possibility of street crime and petty thefts, especially during tourist season. In order to remain safe, choose brightly lit and frequented streets. It is advised to avoid deserted and dark areas such as parks and side streets. Apart from that, keep in mind the following

Personal belongings:

- never leave your bag/ bag pack unattended in public places
- always carry your personal things with you, even you are going to the restroom or for a cigarette
- watch your luggage closely while traveling in public transport, beware of pickpockets

At a party:

- never leave your drinks unattended
- don't accept drinks from casual acquaintances
- check your bill carefully when buying drinks in bars and nightclubs, as you might be overcharged



At the dormitory:

- always lock the entrance doors
- don't trust people that you have just met
- don't keep valuables, documents and cash within sight

Additionally:

- in Poland it is forbidden to consume alcohol in public places
- smoking is forbidden in public places and on bus/ tram stations
- cycling on public roads under the influence of alcohol or drugs can result in prosecution
- buying, selling and taking drugs is strictly illegal
- jaywalking is an offence. You should cross only at recognized crossing points. If caught by the police you will be fined.

POLISH EMERGENCY TELEPHONE NUMBERS:

112

European Emergency Number

999

Medical Aid

998

Fire brigade

997

Police



Check-out

Before departing from the Jagiellonian University, after you have sat all your exams, you have to check out at the International Students Mobility Office. During check-out, the ISMO staff will confirm your departure date on the *confirmation of stay*, on the basis of this document your home university will be able to calculate your exchange period. If you need any specific documents from your home university to be signed and stamped, then you should bring them with you.

You can check-out even if not all of your grades are recorded in USOSweb.

Before you leave Kraków, remember to return all the book that you have borrowed from libraries.

Transcript of Records

At the end of the exchange period, students receive at the ISMO their transcript of records in English. The transcript of records contains your personal data, a list of exams that you have sat and grades and ECTS points that you have obtained. The transcript contains a university grading scale related to ECTS grading system.

Check your grades regularly in USOSweb and notify the ISMO as soon as all of them are recorded. Upon your request, the transcript of records will be sent to you or your home university via e-mail and/or by post. If any grades are missing in USOSweb, then contact the academic teacher responsible for the respective subject.

Students can download and print the transcript of records in English on their own from the USOSweb system, however the document is valid only when it bears the signature of the JU staff.



Continuing studies at the Jagiellonian University in Kraków

If you had enjoyed your exchange then you might consider pursuing regular studies at the JU. The JU offers undergraduate, graduate and postgraduate degrees in English and other languages.

All necessary information about the admission and deadlines for studies in the academic year 2016/2017 is available on the website of the Jagiellonian University Online Application system (www.erk.uj.edu.pl).

If you have any questions or doubts about studies taught in foreign languages, then we encourage you to contact directly the units that offer these courses, their contact details are available in the catalogue of the Online Application System in the tab 'contact'. You may also seek assistance from the Admissions Department (http://www.rekrutacja.uj.edu.pl/en_GB/), which is a separate administration unit responsible for organising and carrying out admission processes.



10 REASONS TO STUDY AT THE JAGIELLONIAN UNIVERSITY

- 1** The Jagiellonian University in Kraków is the top destination for Erasmus+ in Poland!
- 2** Diverse educational offer **149** first-cycle study programmes, **167** second-cycle study programmes, **27** programmes in English
- 3** World-class studies and research
International academic community and prominent academics guarantee studying at a top level and gaining cross-cultural experience.
- 4** International student organizations ESN, AEGEE, ESU, AIESEC, ELSA
- 5** 650 years of history and tradition
- 6** Prime location
As a central European city, Kraków is an excellent starting point for travelling through Europe and world.
- 7** Kraków is an academic city
185 000 students in Kraków
11 theatres, 30 museum, 82 cinemas, 428 restaurants,
290 pubs and clubs, 142.5 km cycle lanes
9 millions of tourists each year
- 8** The JU is one of the most prestigious universities in Poland and in central and eastern Europe
- 9** Practical support for foreign students
Offices helping international students with information, advice and support
- 10** Development opportunities
Internships, workshops, scholarships, career paths

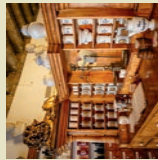
Jagiellonian University sites in the centre of Kraków

- 1 Auditorium Maximum, ul. Krupnicza 33
- 2 Jagiellonian Library, Archive, Al. Mickiewicza 22
- 3 Careers Service, ul. Straszewskiego 25
- 4 Centre of Technology Transfer and University Development, ul. Czapkich 4
- 5 Collegium Paderavianum II, Faculty of Philology
- 6 Disability Support Service, Al. Mickiewicza 9
- 7 Center for Polish Language and Culture in the World, ul. Grodzka 64
- 8 Collegium Boscianum, Institute of Religious Studies, Institute of Philosophy, Chair in Comparative Studies of Civilizations, ul. Grodzka 52
- 9 Collegium Minus, Institute of Archaeology, ul. Gołębia 11
- 10 Collegium Nouum, JU authorities, Dean's offices: Faculty of Law and Administration, Faculty of Philology, Faculty of History, Faculty of Philosophy, Faculty of International and Political Studies, ul. Gołębia 24
- 11 Collegium Wroblewski, Institute of History, ul. Gołębia 13
- 12 Collegium Wroblewski, Faculty of Law and Administration, ul. Olszewskiego 2
- 13 JU Guesthouse, ul. Floriańska 49
- 14 S. Piłgon Guesthouse, Institute of European Studies, ul. Garbarska 7a
- 15 Nowolka Dormitory, ul. Reymonta 11
- 16 Zarzec Dormitory, Al. 3 Maja 5
- 17 Institute of American Studies and Polish Diaspora, Rynek Główny 34
- 18 Institute of Ethnology and Cultural Anthropology
- 19 Faculty of Law and Administration, ul. Gołębia 9
- 20 Institute of Musicology, ul. Westerplatte 10
- 21 Institute of Geological Sciences, ul. Oleandry 2a
- 22 Institute of Political Science and International Relations, ul. Jabłonowskich 5
- 23 Institute of Pedagogy, ul. Batorskiego 12
- 24 Institute of Psychology, ul. Ingardena 27
- 25 Jagiellonian Language Centre, ul. Krupnicza 2
- 26 Silesian College, Al. Mickiewicza 3
- 27 Interfaculty Individual Studies in the Humanities, Institute of Sociology, Rynek Główny 8
- 28 Museum of Anatomy, ul. Kopernika 12
- 29 JU Museum Collegium Maius, ul. Jagiellońska 15
- 30 Museum of Pharmacy, ul. Floriańska 25
- 31 Botanical Garden, Institute of Botany, ul. Kopernika 27
- 32 Larisch House, ul. Bracka 12
- 33 Teachers' Training Centre, ul. Wilńska 3
- 34 University Hospital in Kraków, ul. Kopernika 36
- 35 Faculty of Chemistry, ul. Ingardena 3
- 36 Faculty of Philosophy, Faculty of Philosophy, ul. Reymonta 4
- 37 Faculty of Medicine, ul. Św. Anny 12
- 38 Faculty of Health Sciences, ul. Michalskiwskiego 12
- 39 Faculty of Polish Studies, ul. Gołębia 16

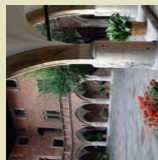
The Jagiellonian University buildings are also located in other parts of Kraków, including Ruczaj, Prokocim, Przegorzaly and Wola Justowska.



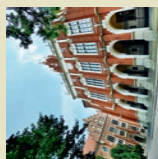
30



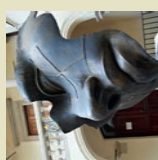
29



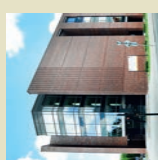
28



10



8



5

