KOZMINSKI STUDENT Guide

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CITY TRANSPORT

One ticket – is valid for 75 minutes and makes it possible to use several means of transport or will entitle its user to reach the last stop of a given line. Remember to validate your ticket right after entering a bus/tram or underground.
You can buy tickets at kiosks, newsagents called “Ruch” or in ticket machines with a “Bilety” sign available on the street or sometimes right in the bus/tram.

Night bus lines start at the Central Railway Station and run towards the outskirts of Warsaw every half hour. The letter N is displayed before the bus number and operates from 11:00 p.m. until 5:00 a.m.

There are several types of tickets available for:
- **Single ticket** – available for 75 and 90 minutes
- **Short term** – 20-minutes (you can transfer to different buses/trams/underground)
- **One day ticket** – unlimited number of journeys for 24 hours from its validation
- **Weekend ticket** – available from 7:00 p.m. on Friday till 8:00 a.m. on Monday
- **Warsaw City Card** – 1-month or 3-month travel card

International students holding their student IDs are entitled to a 50% discount on travel (and entertainment) expenses. Use your student ID (legitymacja studencka) as a Warsaw City Card.

JAKDOJADE.PL

Warsaw offers an easy and effective tool to plan your journeys - jakdojade.pl. Check timetables for all public transport and plan your route. Jakdojade finds you the quickest route to your destination using the underground (metro), tram and bus lines, including suburban areas. You can also upload the mobile application.

VETURILIO

Travel around Warsaw can be healthy, fast and fun. You can easily rent a Veturilo city bike to get any place you need or just have fun (pleasure) of cycling. There are 57 bike stations throughout the city, where you can rent or return the bike after your journey.

It is cheap and easy, just try it!

<table>
<thead>
<tr>
<th>Duration</th>
<th>Price (PLN)</th>
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</thead>
<tbody>
<tr>
<td>1 - 20 minutes</td>
<td>0</td>
</tr>
<tr>
<td>21 - 60 minutes</td>
<td>1</td>
</tr>
<tr>
<td>Second hour</td>
<td>3</td>
</tr>
<tr>
<td>Third hour</td>
<td>5</td>
</tr>
<tr>
<td>The fourth and more</td>
<td>7</td>
</tr>
</tbody>
</table>

Register online en.veturilo.waw.pl or before bike renting place, purchase 10 PLN of initial fee and enjoy cycling during 9 months per year. All you need is a cell phone number and valid bank account.
BANKS

The main Polish currency is the ZLOTY (PLN). One Euro is equal to 4.25 PLN (July 2015). You can exchange money at the airport, railway stations, hotels and many exchange offices (Kantor). There are plenty of ATM cash points however, most of them collect a 5-10 PLN commission. Banks are open Monday through Friday, 8 a.m. to 6 p.m. Some banks are also open on Saturday and Sunday. To open an account usually only a passport or European ID is needed. If you lose your debit/credit card in Poland you should immediately contact POLCARD in Warsaw (phone: 022 515 31 50 - 24 hours a day).

A comprehensive list of all banks in Poland can be found at the National Bank of Poland website: www.nbp.pl

| NAME OF THE BANK | NEAREST OFFICE | PHONE | OPENING HOURS | REQUIRED DOCUMENTS:
<table>
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</tr>
</thead>
<tbody>
<tr>
<td>BZ WBK</td>
<td>ul. Kondratowicza 18 <a href="mailto:mateusz.wisniewski@bzwbk.pl">mateusz.wisniewski@bzwbk.pl</a></td>
<td>+48 22 331 16 17</td>
<td>10:00-18:00</td>
<td>Passport/residence permit card</td>
</tr>
<tr>
<td>Millennium</td>
<td>Al. Jana Pawła 15 ARKADIA SHOPPING MALL</td>
<td>+48 801 331 331</td>
<td>10:00-21:00</td>
<td>Passport + Student ID Card</td>
</tr>
<tr>
<td>CITY Handlowy</td>
<td>ul. Targowa 24/ Kijowska</td>
<td>+48 22 518 00 54</td>
<td>10:00-18:00</td>
<td>Passport + few declarations have to be signed</td>
</tr>
</tbody>
</table>

MOBILE SERVICES AND INTERNET PROVIDERS

![Orange](www.orange.pl) ![PLAY](www.play.pl) ![T-Mobile](www.t-mobile.pl) ![Plus.pl](www.plus.pl) ![Netia](www.netia.pl) ![upc](www.upc.pl)

As a foreigner you will probably use only prepaid cards; price of a prepaid card is from 5 to 30 PLN. Throughout the city, there are many telephone booths, you can buy telephone cards at almost every newsagent’s or post office, you can also buy cards for international calls (Telein, Telegrosik).

Each GSM provider has its own tariff structure but the average price per minute for top-up phones is 0.70 PLN. In order to choose the best provider that suits your needs, think about how much you use a mobile and check out their offers available on websites or simply visit one of their sales points.

TAXI

Always use official taxi operators with official fares. Official taxi corporations have their logo and phone number on the top of the taxi, symbol of Warsaw mermaid and the tariff posted on the window.

You can also order a taxi through mobile application iTaxi.

Remember, there is an initial/starting fee - 8 PLN. Maximum day fare, in the urban zone amounts 3 PLN per km, night fare, in the urban zone, and day fare on Sundays and holidays - 4.50 PLN per km.

Grosik Taxi – 22 646 46 46 | Damel – 22 649 96 26 | Sawa Taxi – 22 644 44 44 | Eco Taxi – 22 644 22 22
During your studies, invest some time to see Poland. It is a beautiful country with lots of interesting places, rich history and friendly people.

**Krakow** – the former capital of Poland and one of the country’s oldest. The city is rich with beautiful townhouses, church architecture, charming parks and a huge Old Town Square. Explore unique historical relics, reflecting medieval European culture. Enjoy local culinary and cultural events. The ESN team at Kozminski University organizes a trip per semester to Krakow.

**Zakopane** – a small town in the Tatry Mountains situated close to Krakow. One of the most popular tourist destination for skiing or mountain tours. Don’t miss the oscypki - smoked cheese made of salted sheep milk.

**Lublin** – Where east meets west. Years ago city was integrating Jews, Poles, people from Lithuania, Belarus and Ukraine. Nowadays it connects students, artists, scientists and business people. Part of the Old Town was not destroyed during World War II, so it feels like you appeared back in 18th century. Visit Lublin castle, historical museum and Krakovian Gate, built in 14th century.

**Wrocław** – the capital of Lower Silesia and is often compared to Vienna or Amsterdam. A variety of architectural styles as well attracts tourists from all over the Europe. This typical students’ city has 112 bridges and 12 islands. Rynek Starego Miasta - second largest market square in Europe is worth seeing.

**Poznan** – the largest economic center and one of fastest developing cities in Poland. Many international companies situated their subsidiaries in Poznan. The most attractive place for huge trade fairs and foreign investors in Poland. Visit Europe’s modern regatta course taken on Lake Malta.

**Trojmiasto** – an urban area consisting of three cities: Gdańsk - city of freedom, famous for the Solidarnosc (Solidarity) movement, Sopot known for plenty of students’ parties and festivals, and beautiful Gdynia with its long beaches. Trojmiasto combines historical buildings with new industrial areas. You can take a ferry trip to Sweden from the port in Gdańsk.

**Mazury** – fell in love with the land of a thousand lakes. Best place for summer recreation! You can spend an active vacation or long weekend with canoes, windsurfing and campfires.
**POLISH NATIONAL HOLIDAYS**

Please note, that during some of them shops and official institutions are closed.

<table>
<thead>
<tr>
<th>POLISH NATIONAL HOLIDAYS</th>
<th>SCHOOL EVENTS</th>
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<tbody>
<tr>
<td>September</td>
<td>Kozminski summer camp</td>
</tr>
<tr>
<td></td>
<td>Inauguration - 13-18.09.2015 (start of classes)</td>
</tr>
<tr>
<td>October</td>
<td>Kozminski welcome parties “Otrzesiny”</td>
</tr>
<tr>
<td></td>
<td>Freshman Day - 07.10.2015</td>
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<tr>
<td>November</td>
<td>Christmas Party</td>
</tr>
<tr>
<td>December</td>
<td>Christmas Party</td>
</tr>
<tr>
<td>January</td>
<td>Exam session 01.02.2016 - 21.03.2016</td>
</tr>
<tr>
<td>February</td>
<td>Semester break</td>
</tr>
<tr>
<td>March</td>
<td>Spring break</td>
</tr>
<tr>
<td></td>
<td>23.03.2016 - 30.03.2016</td>
</tr>
<tr>
<td>April</td>
<td>Kozminalia / Juwenalia</td>
</tr>
<tr>
<td></td>
<td>Huge festivals before the end of 2nd semester organized by students and for students</td>
</tr>
<tr>
<td>June</td>
<td>Exam session</td>
</tr>
<tr>
<td></td>
<td>20.06.2016 - 30.06.2016</td>
</tr>
</tbody>
</table>

**ACCOMMODATION**

The University assists foreign students in their housing needs however KU does not offer spots in dormitories. Apartments and rooms are usually rented in Warsaw through a network of agencies specializing in short term furnished accommodation or through agreements with individual landlords. Rental fees range from approximately 350 to 500 € per month, depending on location, size, standards etc. A returnable deposit for your accommodation (1 to 2 months’ rent) + a month’s rent in advance is expected at the moment of signing the contract with the landlord.

We suggest to check the following links:

**Easy Rent**
www.easyrenting.pl
www.erasmus.com

**Accommodation for Students**
www.e-afs.com - KU partner agency
www.hostels.com
www.akademikpraski.pl
www.studentstay.pl

**Other websites:**
www.gumtree.pl
www.gratka.pl
www.booking.com
NATIONAL VISA - FOR NON EU CITIZENS

A visa allows non EU foreigners to enter Poland and stay within its borders for up to one year. The validity of such a visa depends on the purpose of travel. A national visa is to be obtained in the Polish Embassy in your home country.

On the basis of a national visa a foreigner can travel to other countries within the Schengen area for up to 3 months within a six month period.

Applying for a student residence permit: The procedure takes place in Poland. Documents should be submitted to the Voivodeship Office (Polish: Urząd Wojewódzki) relevant to your place of residence. www.udsc.gov.pl

<table>
<thead>
<tr>
<th>DIFFERENCES BETWEEN STUDENT VISA AND STUDENT TEMPORARY RESIDENCE CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT VISA</td>
</tr>
<tr>
<td>You can travel to other countries within the Schengen area for up to 3 months within a 6 month period for tourist purposes only.</td>
</tr>
<tr>
<td>You can perform work in Poland without a work permit only in July, August and September.</td>
</tr>
<tr>
<td>You can conduct business activity in Poland only in four forms: limited partnership, limited joint stock partnership, limited liability partnership and joint stock company.</td>
</tr>
</tbody>
</table>

OBTAINING A TEMPORARY RESIDENCE PERMIT - FOR NON-EU CITIZENS

Where to apply?
- Department of Foreigners, ul. Długa 5, Warsaw, open: 10 a.m. - 5:30 p.m. (Monday), 8 a.m. - 3 p.m. (Tuesday, Thursday, Friday)
- At the Resident Service Centre for the capital city of Warsaw at the Metro Centrum station
- In the Registry Office of the Mazowieckie Province Office, at pl. Bankowy 3/5, room 39, entrance B

What are the fees?
340 PLN. Additional 50 PLN must be paid in the case of a positive decision for the residence card issuance.

What is the validity of residence permit?
The residence card should be granted till the end of the academic year plus an additional three months.

What is the duration?
Minimum of one month. Sometimes the procedure can last longer.

For more information visit the following website www.mazowieckie.pl/en/
MEDICAL CARE AND INSURANCE

Non EU students are not covered under the Polish national health care system. According to state bilateral agreements in case of emergencies hospitals may be visited. However, the costs of in-hospital medical care and appointments to general physicians will have to be covered by students. These costs are relatively high and usually start from around 100 PLN per visit.

Therefore, students should buy health care and casualty insurance in their home countries for the period of their stay in Poland (such insurance can also be purchased in Poland after your arrival through private companies). It is highly recommended for EU students to obtain an European Health Insurance Card (EHIC). It allows you to use medical services in public hospitals not only Poland but also in 28 EU countries, Iceland, Lichtenstein, Norway and Switzerland, under the same conditions and at the same cost (free in Poland) as people insured in EU countries. Cards are issued by your national health insurance provider.

LUX-MED FOR KOZMINSKI STUDENTS

When you experience any health problems, do not wait – call a doctor or arrange a visit in LUX MED. Full time students have the opportunity to visit a general doctor free of charge. Don’t forget your valid student ID card, this document authorizes you to use this medical service.

KU covers the costs of visits to the general practitioner and the cost of laboratory tests obtained by referral from this doctor through LUX-MED. The cost of visits to other specialists are not refunded by the University, but you can get a 10% discount after presenting your Kozminski University student ID card. The closest LUX-MED to University is situated on Szernera st. 3 (two tram stops past the University) towards Żerań FSO.
INTERNATIONAL EXCHANGE

Kozminski University offers students the possibility to participate in an international exchange based on the ERASMUS+ program and bilateral agreements. Students can choose from a multitude of universities from around the world where they would like to spend a semester abroad. The Kozminski International Relations Office offers:

- international study exchange within ERASMUS+ program for EU exchange or bilateral agreements for non-EU countries
- short exchange programs/summer schools
- international placements offers on ERASMUS+ Placement Program

There are no extra payments for participation in exchange programs. Students should cover their travel and living cost personally, but there are several scholarships available for different kind of visits. The application period starts in the first semester of studies, but the actual exchange may be taken after the first year of studies.

For more information: www.kozminski.edu.pl/international/
Office: D/105
Working hours:
Monday - Tuesday: 11 a.m. - 2 p.m.
Wednesday: closed
Thursday - Friday: 11 a.m. - 2 p.m.

CAREER AND ALUMNI RELATIONS OFFICE

The Kozminski University Career and Alumni Relations Office main function is to assist the students in finding internships, holiday jobs and full-time employment. In order to provide students with up-to-date information regarding employment opportunities it operates and constantly updates its database which facilitates quick and efficient contact between Kozminski University students and alumni on the one side and employers on the other.

What does the Career and Alumni Relations Office offer to KU students?

- Workshops and training events
- Job and internship offers, including international internships
- Networking events
- Study visits to companies
- Helps in preparing for specific stages of the recruitment process i.e. a job interview, assessment center

SPORTS AT KOZMINSKI

At Kozminski University, we know the importance of sport and everything it entails: healthy competition, achieving goals, teamwork and perseverance. Therefore, we have created a Kozminski University Sport Club. A place where under the supervision of trainers you can practice your favorite sport throughout the academic year. Each member of the club will receive a card for an unlimited number of entries and can participate in a number of selected activities.

www.sportclub.kozminski.edu.pl
VIRTUAL UNIVERSITY

Virtual University allows students to check their accounts with the school, find a lecturer, select a thesis supervisor, check the timetable or grades. Here, students will also find important information and announcements from the faculty offices and lecturers. Remember, there is a requirement to change your password every 90 days.

Login to Virtual University:
✓ Enter the KU website: www.wu.kozminski.edu.pl
   Remember to change Virtual University language to English. To do so please click on the proper flag in under the login square.
✓ Use your Student ID card. Use your ID number as a login. On the reverse of the card, under the bar code, there is a thirteen-digit number. The first 12 of them is your start password, which allows you to use all IT systems of our university. Example: a student with a student's book number 17810 will have a login 17810, while for a student with a student's book number of 17810/z, the login will be 17810z.

Please notice, a valid student's ID card with a stamp is necessary during the visit at the KU IT Department office.

Wi-Fi

Use the Internet anywhere on the University grounds. Access points are called ALK-STUDENCY. Log in procedure is the same as for Virtual University. In order to protect your personal data, all connections are encrypted by WPA2-Enterprise. It requires proper preparation in order to connect to a Wi-Fi network. This procedure is rather complicated, but it must be done only once. It is similar for all operating systems, but due to slight differences in this place you will find detailed instructions to log on to Wi-Fi, depending on what operating system you have.

Instructions for Windows XP, Windows Vista, Windows 7 and Apple Computer you can download on Kozminski IT Department web page.

E-MAIL

Each student has an e-mail address available to them in the form: id_number@kozminski.edu.pl (example: for a student with student's ID number 55555 the e-mail is 55555@kozminski.edu.pl). The size of the mailbox is 25MB.

NOTE: This account is used by the Students’ Office to send students critical information. This e-mail is also used by faculty and staff. There is also the possibility of setting up an account in your e-mail program (e.g. Outlook Express, Outlook etc.).

Mail is protected by a hardware solution to anti-virus and anti-spam company Barracuda Networks. This ensures comfort and safety of its use. Access to e-mail is possible via the Internet through the following secure website: www.mail.kozminski.edu.pl
MS Office

Our University in cooperation with Microsoft prepared a great offer for all of our students - access to Microsoft Office 365 software. This system allows free use of all Office applications 365 and can be installed into a maximum of 5 devices.

Access to the software is integrated with students’ e-mail service. The software is only available in versions for independent download after logging into the mail service, available at: http://mail.kozminski.edu.pl

KU’s IT Department does not provide support for the installation of Office, it is only responsible for assigning licenses to users in Office 365.

Office

Zainstaluj najnowszą wersję programu.

Na komputerze zainstalowane zostaną najnowsze wersje następujących programów: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, In toPath.

Język: English

Wersja: 32-bitowa (zalecana) - zaawansowane

Uwaga: instalowanie dodatkowych języków na komputerze, na którym zainstalowana jest ta wersja pakietu językowego Office, nie zmniejsza limitu instalacji (5).

Sprawdź wymagania systemowe

iKozminski

iKozminski is a smartphone application designed for the entire Kozminski University community including candidates, students, faculty and alumni. iKozminski – mobile app for Android, iOS and Windows Phone can be download for free. It offers the following:

- quick access to events taking place on and off campus
- quick access to programs offered
- faculty search and access to their office hours and class schedules
- full access to your student information on Virtual University
- map and campus navigation
- access to student lists and other student data for faculty members
- direct access to student’s e-mail box
- Careers Office’s job offers list

The application can send notifications about new events and changes in Virtual University – such as new grades. It is also possible to edit the information displayed on the main screen of the app depending on what is useful and important. Student information is available after logging in using the username and password for the Virtual University.

IT Department: office A/115, tel. +48 22 519 21 45, e-mail: it@kozminski.edu.pl
LIBRARY

The library is full of printed books and journals, e-books and 20 online databases for students to use. There is a possibility to take out not more than 5 books during the study period, and up to 7 on the last year of studies. If you prefer to work in peace and quiet, the library provides single or group individual boxes, equipped with a computer with internet access, as well as 3 closed boxes for group work and a computer lab. The library and reading room are located in the D building of KU. To order and borrow books you need a Student ID Card.

For more details about the library go to: www.library.kozminski.edu.pl

LIBRARY OPENING HOURS
LENDING LIBRARY
Monday: 9 a.m. - 7.30 p.m
Tuesday: 9 a.m. - 7.30 p.m.
Wednesday: 9 a.m. - 4 p.m.
Thursday: 9 a.m. - 7.30 p.m.
Friday: 9 a.m. - 7.30 p.m.
Saturday: 10 a.m. - 4 p.m.
Sunday: 10 a.m. - 3 p.m.

No book may be borrowed or returned when the lending library is closed.

KOZMINSKI UNIVERSITY CAFES AND CAFETERIAS

Located throughout the University are several places where you can enjoy breakfast, lunch or dinner. In the spots listed below you can enjoy a hot meal or a sandwich depending on your preferences. Throughout these areas, you will find seating areas where you can sit with your friends, eat and even work on group assignments.

Atrium (building D)
Kolokwium (building A)
Bar Patio (building C)
Bar Przysmak (building C)
AMBASSADOR PROGRAM

Student Ambassadors play a key role in the recruitment of new students and improving internationalization in our University. Bring your friends to Kozminski and develop your communication, organizational and marketing skills working closely with the University Marketing Department. Student Ambassadors are a select group of international students who make a significant contribution to the university community while the program is an opportunity for students to build upon not only their CVs but their professional skills. Through their dedication, imagination and initiative, the Student Ambassadors are creating a legacy of leadership and success that will resonate on the University campus.

Want more information on the Student Ambassador Program?
Contact Justyna Marut, jmarut@kozminski.edu.pl

ESN KOZMINSKI

Program of Erasmus Student Network (ESN) is one of the biggest interdisciplinary student associations in Europe. We take care of international students coming to study to Kozminski University.

BUDDY PROGRAM

A buddy is a person who will help international students feel comfortable in Warsaw. They help international students to get to know the city, people, culture; help with everyday problems (for example finding a flat, buying a sim card etc.). To sign up for the program contact:
Coordinator: buddyprogram.kozminski@gmail.com

ORIENTATION WEEK

Before the academic year starts we give an opportunity to international students to get to know each other, integrate, visit Warsaw and discover the coolest places.

TRIP TO KRAKOW

During October ESN organizes huge trip to Krakow – during the trip a stop is organized in Auschwitz, the Wieliczka salt mines as well.

SOCIAL ERASMUS EVENTS

Organized events are used to raise money for various orphanages and needy homes from around Warsaw. Many different events that take place on University and aside from it, for example:

- Ice skating
- Karaoke nights
- International Day
- Erasmus Day
- Cooking contests
- Theme parties

STUDENT COUNCIL

KU’s student council acts as representatives of students within the University. They support scientific, cultural, athletic initiatives made by students. So if you have any ideas, questions or comments feel free to contact student council.
#beActive
#beAttractive

PARTICIPATE IN CONFERENCES
For more information: www.kozminski.edu.pl/en/

WRITE ARTICLES FOR OUR INTERNATIONAL STUDENT BLOG
For more information: jmarut@kozminski.edu.pl

BECOME THE FACE OF KOZMINSKI
For more information: samorzad@kozminski.edu.pl

FRESHMAN DAY
October 7th

VOLUNTEER AT FAIRS AND OTHER MARKETING EVENTS AND CONFERENCES
For more information: promocja@kozminski.edu.pl

KOZMINALIA 2016

STUDENT COUNCIL EVENTS:
www.facebook.com/SamorzadALK

ESN EVENTS:
www.facebook.com/groups/esn.kozminski/

Join in one of Kozminski scientific student clubs

VOLUNTEER AT THE ADMISSIONS OFFICE
Contact: admission@kozminski.edu.pl

BECOME A BUDDY
Contact: buddyprogram.kozminski@gmail.com
FOR FOREIGNERS

Foreigners Office in Warsaw. Official institution of legalization, work permits and other governmental issues for foreigners.
www.mazowieckie.pl/en

Informational support for immigrants in Poland. Contains lots of important information of foreigners’ everyday life. Available in eight languages (including Chinese, Vietnamese, French and Russian).
www.migrant.info.pl

Get to know the capital of Poland. Overview of restaurants, city attractions, museums, parks etc. Check out great places and fall in love with Warsaw.
www.warsawtour.pl/en

If you need legal assistance or an individual meeting with a lawyer, there are several foundation offering support for foreigners free of charge:
www.frog.org.pl
www.interwencjaprawna.pl

Looking for sworn translation of your documents? Feel free to contact our partners:
www.bireta.pl
www.multitext.com.pl

WARSAW LIFE

www.allevents.in/warsaw
www.local-life.com/warsaw
www.warsawinsider.pl

USEFUL PHONE NUMBERS

Country Code for Poland +48
Warsaw area code: 022

Ambulance: 999
Police: 997
Fire Brigade: 998

CONTACTS

Kozminski International Business School (room D/33)
Monday - Tuesday: 11 a.m. - 3 p.m.
Wednesday: closed
Thursday - Friday: 11 a.m. - 3 p.m.

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Ewa Buczyńska
Incoming Students Coordinator (exchange students)
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