



KOZMINSKI UNIVERSITY

Frequently Asked Questions – FAQ

I. Student ID card / Virtual University

1. What is a student ID card?

The student ID card gives you access to the Virtual University and the university Wi-Fi. In addition, students who have valid student ID cards are entitled to a 50% discount on travel (public transport and certain private companies) and entertainment expenses. You may use your student ID as a Warsaw City Card (1-month or 3-month travel card) but firstly you need to upload a ticket for public transport on it. For further information, please visit the ZTM point or check the website: <https://www.ztm.waw.pl/index.php?l=2>

2. Where can I extend the validity of my student ID card?

In the Student Office (D/33). However, please remember that before prolonging the validity of your student ID card, it is obligatory to pay at least 2 tuition installments.

3. I have lost my student ID card / my student ID card has been broken. What should I do to receive a new one?

In order to receive a new student ID card, please submit a submission for issuing a new student ID card. Then please settle the payment at amount of 33PLN to your individual student account number (the same as for transferring payment for the tuition fee etc.). The process of preparing a new student ID card takes 1-2 days.

4. What is a Virtual University?

The Virtual University is an on-line platform which allows you to check your schedule, grades, fees, announcements and find a lecturer etc. Enter the KU website www.wu.kozminski.edu.pl <https://wu.kozminski.edu.pl/WU/Logowanie2.aspx> and use your ID number (on your student ID card) as a login. The start password is the first 12 digits which you can find on the reverse of your ID card, under the bar code.

5. I would like to contact a lecturer. Where can I find their e-mail address or contact hours?

You may find this information on the Virtual University. All you need is to check the "Navigation" on the left and choose the section "Lecturers' Profiles" below. Then please enter a surname of the teacher you are looking for. The searcher provides you with not only the e-mail address, but also their schedule and duty hours (*dyżury*).

II. Payment / Fee

6. Where can I find the account number to transfer my money?

Your individual student account number is available on the Virtual University and in your Agreement. Please log in and choose Navigation (on the left) / Your Financial Data / Finance Information.



KOZMINSKI UNIVERSITY

7. If I have some money as “Unprocessed payments” in my Financial Data on the VU, do I have any troubles?

No, not at all. It means that you have paid more money so far. This extra money in your student account will be transferred to a particular payment/fee in the future (e.g. to cover next installment).

8. Do I have any deadlines for settling payment for the tuition fee?

Yes. Please make all the payments according to the scheme of payments set in the Regulation on Fees:

- ✓ **For fall semester:** first payment (the whole sum or one installment) must be paid by 15th September. Other four installments must be paid before 5th day of the given month
- ✓ **For spring semester:** first payment (the whole sum or one installment) must be paid by 5th February. Other four installments must be paid before 5th day of the given month.

Please also note that no matter if you pay installmentally or the whole amount, 100 PLN fine per semester will be registered in your account for late payment.

9. Unfortunately, I failed some exams. What is the fee for one subject to be repeated?

The fee amounts to **900 PLN** per a subject to be repeated. Yet, if a subject is conducted in more than one form (form: lecture, workshop, discussion seminar, tutorial), the fee amounts to **1350 PLN**. For further information on fees other than semester tuition fees, please check

§ 6 of Regulation on Fees.

10. Are there any discounts in the tuition fee?

Yes. Please find the following type of discounts below:



KOZMINSKI UNIVERSITY

	Type of discount	Amount of discount	Comment	Deadline for applications
1.	Attending more than one university program at KU simultaneously (§ 4, item 1 of Regulation on Fees)	Discount for the second and any further program in the amount of 50% of semester tuition for such a program – until the last semester of the first program completion	<ul style="list-style-type: none">- Discount does not apply if a student repeats a semester or a year of their first program or any following program- Higher education university programs conducted in English are always considered to be the first university program, regardless of the commencement date	by <u>5th October</u> for the whole given academic year



KOZMINSKI UNIVERSITY

<p>2.</p>	<p>Completing at the same university program a second and further major at KU</p> <p>(§ 4, item 5 of Regulation on Fees)</p>	<p>Semester tuition fee is 25% of a semester tuition fee specified for a selected university program and applies during all semesters, in which the first and the subsequent majors are continued simultaneously, however no longer than for four semesters</p>		<p>by <u>5th October</u> for the whole given academic year</p>
<p>3.</p>	<p>Family discount</p> <p>(§ 4, item 6 of Regulation on Fees)</p>	<p>Married couples, siblings, children and parents studying at KU at the same time are entitled to a 10% discount on semester tuition fee for the first university program for the person who begins studying at KU second. In case of taking up studies by two people simultaneously, they are entitled to a 5% discount each</p>	<p>-The discount does not apply if a student repeats a semester or an entire year</p>	<p>by:</p> <p>1) <u>5th October</u> for fall semester</p> <p>2) <u>5th March</u> for spring semester</p> <p>Note: If an application for a discount is submitted after the deadline, particular discount shall apply commencing in the <u>month following the month the discount was approved</u></p>



KOZMINSKI UNIVERSITY

<p>4.</p>	<p>KU graduates of undergraduate programs, graduate programs, long-cycle master programs, postgraduate or PhD programs and who undertake a second Bachelor program, at University</p> <p>(§ 4, item 7 of Regulation on Fees)</p>	<p>10% discount on semester tuition fee for each semester at the university</p>	<p>The discount does not apply if a student repeats a semester or entire year</p>	<p>by <u>5th October</u> for the whole given academic year</p>
<p>5.</p>	<p>KU graduates of undergraduate programs, graduate programs or long-cycle master programs who undertake graduate programs or longcycle master programs</p> <p>(§ 4, item 10 of Regulation on Fees)</p>	<p>15% discount on semester tuition payment for each university semester</p>	<p>- The discount does not apply if a student repeats a semester or the entire year</p>	<p>by <u>5th October</u> for the whole given academic year</p>



6.	<p>Olimpiads' winners who study at KU for the first time in the first year</p> <p>(§ 4, item 11 of Regulation on Fees)</p>	<p>Rector's scholarship to cover their tuition fee</p>	<p>Scholarship may be awarded in the consecutive years on the condition that the student achieves an arithmetic average of the grades grade of at least 4.60 in the academic year</p>	<p>by:</p> <p>1) <u>5th October</u> for fall semester</p> <p>2) <u>5th March</u> for spring semester</p> <p>Note: If an application for a discount is submitted after the deadline, particular discount shall apply commencing in the <u>month following the month the discount was approved</u></p>
7.	<p>KU graduates with a distinction</p> <p>(§ 4, item 13 of Regulation on Fees)</p>	<p>40% discount on their first semester tuition payment for graduate programs</p>		

- ✓ The KU students who undertake the second university program at KU are entitled to an exemption from the admission fee (§ 4, item 8 of Regulation on Fees)
- ✓ KU graduates of undergraduate programs, graduate programs or long-cycle master programs are entitled to an exemption from the admission fee for each form of the university program (§ 4, item 9 of Regulation on Fees)
- ✓ University semester tuition fee discounts mentioned in § 4 section 1, 5, 6, 7, 10, 12, 13, 14 **do not combine**. One discount per student applies
- ✓ For further information on tuition fee discounts, please check § 4, § 5 of Regulation on Fees)

III. Examination session / Classes / Sports

11. I was absent during the classes due to my health problems. What do I need to do now?

If you didn't attend classes for short period of time, please contact the lecturer as soon as possible. You are obliged to submit an application for acceptance of this short-term absence to the lecturer, justifying the reasons for your absence (e.g. medical certificate).



KOZMINSKI UNIVERSITY

The lecturer may specify the scope of material which you have to make up for and the form in which you may obtain credit for it.

12. I didn't take the exam (e.g. due to my illness). I have a medical certificate. What is my next step?

You have only 3 days from the date of the exam to submit a justification application in a written form and attach e.g. medical certificate to the Student Office (D/33). Not taking part in the exam in a given course in the first and second (retake) attempt causes earning a failing grade in this course unless the absence is justified.

13. I failed an exam. What should I do?

If you failed an exam in the 1st and 2nd (retake) attempt, it is necessary to submit an application to the Rector for repeating a course/s. Please note that this application has to be submitted to the Student Office no later than 30th September of a current academic year. During one academic year it is possible to repeat 3 subjects. As an exception, taking into account special circumstances 2 additional courses can be repeated.

14. Is there any deadline for passing the subject/s to be repeated?

Yes. The student has to pass the subject/s to be repeated no later than 20th February (for courses to be repeated from the fall semester) and/or no later than 10th September (for courses to be repeated from the spring semester) of the next academic year.

15. What if I fail the subject to be repeated?

When the subject to be repeated is failed, the student needs to apply for repeating a semester or an academic year. If not, the student is removed from the KU students' list.

16. What about sports at KU (undergraduate studies)?

Sports classes are mandatory for all undergraduate students. In order to sign up for the sports classes or the sport club, please visit the website: www.sportclub.kozminski.edu.pl. If you have any questions, please contact Mr Marek Wołkowycki (e-mail: mareksport@alk.edu.pl) or Ms Anna Perzyńska (e-mail: ap@alk.edu.pl) room D/25.

Please note if you cannot participate in sports classes due to health condition (doctor's note is a must), you have to complete the class by taking part in bridge or chess meetings.

IV. Exchange / Internship

17. I am eager to participate in an international exchange. Who should I contact?

Starting from the second semester of studies a student may apply for an international exchange. If you follow a program with a mobility window, it's strongly advised to choose mobility semester for your exchange period. It will reduce the number of program differences to the minimum. The International Relations Office is responsible for cooperation with partner universities (a list available on the website).



KOZMINSKI UNIVERSITY

You may find the procedure on the website: www.kozminski.edu.pl/outgoing. Contact person:

Kinga Nekanda-Trepka: Erasmus + scholarships; email: kingant@kozminski.edu.pl

Iryna Muzychenko: outgoing students EU countries, email: imuzychenko@kozminski.edu.pl

Marzena Indra: outgoing students and international internships, email: marzenai@kozminski.edu.pl

Ewa Buczyńska: outgoing students non EU countries; email: ebuczynska@kozminski.edu.pl

18. Does the KU offer an international internship under the Erasmus + Placement Program?

Yes, it does. This internship is an extraordinary opportunity at a foreign company or organization, based in one European country, in order to gain international work experience. If you are a student, the internship lasts at least 2 months. If you are an alumni, the placement takes at least 3 months but you need to apply for it before your final defense. Please note the placement should be tightly connected with your field of studies. A student accepted for an international exchange can apply for a scholarship for the period of the placement in accordance with the rates given by the EU. For further information, please check the website: www.kozminski.edu.pl/internship or contact Ms Marzena Indra (e-mail: marzenai@kozminski.edu.pl, room D/105).

19. If I have some questions regarding an internship, where shall I find the answer?

In order to find more information on the internship process for English track students, please check the website of the Career and Alumni Relations Office (www.kariera.kozminski.edu.pl/en/) or contact Ms Monika Bożko (e-mail: mbozko@kozminski.edu.pl, room A/16).

20. I am preparing my CV. Who can I ask for a piece of advice?

Please visit Career and Alumni Relations Office (room A/16) Ms Katarzyna Sowa and Mr Łukasz Olszta (<https://kariera.kozminski.edu.pl/bk/kontakt/>) who are engaged in professional counselling for students and alumni and will help you to create the best CV or cover letter ever.

V. Resignation / Academic Leave / Reinstatement

21. I am forced to resign from the studies (personal reasons, health problems etc.) What should I do next?

If you have decided to resign, you are asked to complete a resignation from the studies declaration and submit it to the Student Office. If you cannot visit our office, you can post the declaration along with your student ID card. Please also make sure if you have given back all books to the library and you don't have any debts.

22. If I still have some extra money on my student account and I need to resign from the studies, will I receive my money back?

Yes, you will. You only need to submit a submission for transferring the money which you have on your individual student account (unprocessed payments) to your private bank



KOZMINSKI UNIVERSITY

account. The IBAN and SWIFT CODE (BIC) are necessary to be added as well.

23. May I take a Dean's leave (due to a long-term disease, important random events, studies abroad, maternity leave etc.)?

Yes, you can. The Academic Leave can be granted only in justified cases. You need to submit an application to the Student Office in September of the previous academic year at the latest. During the leave, you retain the same student rights. You do not have to pay the tuition fee either. After returning from the leave, you are obliged to get credit for the courses constituting academic differences in the program of your studies if the program has been modified. You may find more information regarding leaves in § 33 of Study Regulation of 25th April 2019.

24. I have been removed from the list of students. What do I need to do if I want to become a KU student again?

You need to submit an application for readmission as a student [submission for readmission as a student] before the semester starts or at the very beginning of the semester. Together with the readmission application you need to apply for Individual Organization of Studies (IOS) which costs 300 PLN (if assigned by the Dean). Please note if the program of studies has been changed, you would need to pass additional program differences.

VI. Other

25. If I have some questions concerning legalization of stay or accommodation in Warsaw, who can I ask?

You may visit the Student Support and Service Center. It offers help and guidance to international students. Foreign students can receive support and information regarding the legalization of stay, accommodation, insurance, transportation and culture there. Please contact Mr Adam Miziołek (e-mail: studentsupport@kozminski.edu.pl, room D/126).

26. Where can I find information about scholarship and/or financial aid?

If you are looking for more detailed information on Social Scholarship, Scholarships for handicapped students or Scholarships for outstanding academic performance, please contact Ms Magdalena Skopiec (e-mail: skopiec@kozminski.edu.pl, room D/213). For further information: www.kozminski.edu.pl/en/students/scholarships/.

27. Does the University offer any medical care?

All full-time students are entitled to **free basic healthcare services** at **LUX-MED** clinics. This includes the services of a general practitioner. The closest LUX-MED to the University is situated on Szerwina street 3 (two tram stops past the University) towards Żerań FSO.



KOZMINSKI UNIVERSITY

28. I need a certificate which confirms that I am Kozminski University student. Where should I go?

Student Office provides you with certificates and statements confirming that you are KU student, including a certificate for applying for a visa and/or residential permit card (*Karta pobytu*).

Please let us know in advance (e-mail, call or stop by the office) and we will prepare it in Polish or in English shortly.

29. I have changed my e-mail address/mobile phone number/correspondence address. Do I need to inform anybody at the University?

If you change your local address or telephone number, please let staff in the Student Office know immediately so that we can contact you with important messages or other information as necessary. If you have your Polish mobile phone number, please report it to our office as well.

For instance, if some classes are cancelled unexpectedly, you will be informed via e-mail and text message.

You are also able to change your data (email address or correspondence address) via Virtual University platform by yourselves. **If you are a foreigner, please let us know asap about your correspondence address here in Warsaw.**