



KOZMINSKI UNIVERSITY

Kozminski International Business School organization and regulations

Welcome to Kozminski University and Kozminski International Business School (KIBS). Our team would like to make students' first days at the University more enjoyable and make it easier for them to adjust to new academic environment that is why we've prepared a short Guide Book in order to provide students with some directions and support.

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All other majors have their own Heads of programs

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Monday-Tuesday, Thursday - Friday: 11.00 – 15.00

Wednesday: 9.00 – 12.30

For part-time students: contact hours during weekends **when the classes are held (it means not every weeked)**

Friday: 9.00 – 13.00

Saturday and Sunday: 9.00-13.00

Students are advised to get familiar with the academic year schedule to help them better organize their time spent in and outside the University

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full-time studies

<u>full-time studies</u>	
Fall semester Classes: 30.09.2019 – 20.12.2019 Christmas break: 23.12.2019 – 06.01.2020 Classes: 07.01.2020 – 27.01.2020 Exam session 28.01.2020 – 07.02.2020 Mid-term break: 08.02.2020 – 16.02.2020 Retake session: 24.02.2020 – 06.03.2020	Spring semester Classes: 17.02.2020 – 07.04.2020 Easter break: 08.04.2020 - 14.04.2020 Classes (Bachelor 3 rd year; Master 2 nd year): 15.04.2020 – 12.06.2020 Exam session: 15.06.2020 – 26.06.2020 Exam session (Bachelor 3 rd year; Master 2 nd year): 01.06.2020 – 12.06.2020 Retake session: 01.09.2020 – 11.09.2020



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2019/2020 ACADEMIC YEAR SCHEDULE FOR MASTER STUDENTS; part-time studies

<p>Fall semester Classes 20.09.2019 - 22.09.2019 (2nd year) 04.10.2019 - 06.10.2019 18.10.2019 - 20.10.2019 02.11.2019 - 03.11.2019 15.11.2019 - 17.11.2019 29.11.2019 - 01.12.2019 06.12.2019 - 08.12.2019 13.12.2019 - 15.12.2019 03.01.2020 - 05.01.2020 10.01.2020 – 12.01.2020 24.01.2020 – 26.01.2020 Exam session: 03.02.2020 - 16.02.2020</p>	<p>Spring semester Classes 21.02.2020 - 23.02.2020 06.03.2020 - 08.03.2020 13.03.2020 - 15.03.2020 20.03.2020– 22.03.2020 03.04.2020 - 05.04.2020 24.04.2020 - 26.04.2020 15.05.2020 - 17.05.2020 29.05.2020 - 31.05.2020 12.06.2020 – 14.06.2020 26.06.2020 – 28.06.2020 (1st year) Exam session: 29.06.2020 – 12.07.2020 (1st year) 15.06.2020 – 28.06.2020 – (2nd year)</p>
<p>Retake session: 02.03.2020 - 15.03.2020</p>	<p>Retake session: 01.09.2020 – 15.09.2020</p>

Students are asked to get familiar with the academic calendar as well as with the breaks period and days off. That will help them to facilitate the learning process.

Students are provided with a set of Rules that are advised to follow in order to get through the studies successfully 😊 They are called Study Regulations and these are their most important points: Kozminski International Business School organization and regulations

The academic year is divided into two semesters: fall and spring. The fall semester lasts until the end of February and the spring semester until the end of September.



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The paid **tuition fee** entitles the students to two attempts (1st and 2nd (retake)) in the course credit test or examination.

If the subject is divided into a **lecture and practical classes**, taking an exam is possible provided that the practical classes have been passed.

Student's **absence** or not taking the credit test or examination in a subject on the regular date or on a retake date results in entering a failing grade into the documentation of studies, unless the student justifies their absence. In order to do that it's necessary to submit a written application no later than within **3** days from the date of the course credit test or examination.

A **positive grade** obtained for a course credit test or examination in the subject cannot be changed or improved.

Examinations must not be held during classes.

In case of **failing an examination or not obtaining a credit for a course**, a student (with the Dean's approval) may repeat such a course. In one academic year a student may repeat not more than 3 subjects. In justified cases and after the Vice-Dean's consent, a student may repeat additional two subjects. It's necessary to submit an application for repeating a subject not later than by 30th September of the given academic year.

A student might **resign** from the studies, however it must be done by submitting a written application (email is not enough).

APPLICATION/SUBMISSION FORMS

In case of any problems with the above stated issues or upon any other request connected with the student's academic situation, it is necessary to submit a written application to the Vice-Dean of Kozminski International Business School. The Vice-Dean has 14 days for the decision. All decisions are uploaded on the Virtual University platform and the application templates are available outside the Student Office.



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UNIVERSITY FEES

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Students are asked to make all the payments according to the scheme of payments set in the Regulation on Fees.

Students should be aware that no matter if the fee is paid installmentally or in one amount, 100 PLN fine per semester will be registered on the student's account for late payment. The deadlines for payments are: first payment (the whole sum or one installment) must be paid before 15th September. Other installments must be paid before 5th day of the given month.

**IMPORTANT INFORMATION CAN BE PASSED VIA VIRTUAL UNIVERSITY, KOZMINSKI
UNIVERSITY WEBSITE AND IKOZMINSKI PLATFORM**

<http://www.kozminski.edu.pl/pl/>

Virtual University enables students to check their schedule, grades, find a contact to a lecturer, check announcements or select a supervisor or an elective course. Students may also use their id card to upload a ticket for public transport.

In order to login to the Virtual University you have to enter the Kozminski website and use the student card. The student's login is the KU student id card number and the first password is the 13-digit number without the last digit situated on the reverse of the student car



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IKOZMINSKI PLATFORM

iKozminski is a smartphone application designed for the entire Kozminski University community. It can be downloaded for free. Student information (especially course syllabi) is available after logging in using the username and password for the Virtual University.

E-MAIL

Each student has a Kozminski email address in the form of id_number@kozminski.edu.pl that may be used by the University staff and lecturers to send some important messages or announcements.

If you change your address or telephone number, please inform your Student Office asap or you may change this information on your own via WU platform.

If you are a foreigner, please make sure you will upload your current Warsaw address to the system via VU platform or report this change to the Student Office.

WIFI

On the University's campus students may use free of charge Internet connection. The access points are called ALK-STUDENCI. In order to log in students have to use the same procedure as to

the Virtual University. The instruction might be downloaded on Kozminski IT department website.

STUDENT SUPPORT AND SERVICE CENTER

The Student Support and Service Center 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.

Contact person: **Adam Miziołek**; phone: 225192261; email: studentsupport@kozminski.edu.pl



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VISA AND RESIDENTIAL PERMIT CARD

In order to enter Poland and stay within its borders for up to one year, international students have to apply for a visa or a residential permit card.

Students may get help in legalization of their stay, as mentioned before, in Student Support and Service Center, Admission Office.

This help covers information about the process and help in completing the relevant documents regarding visa and residential permit card:

Contact people: **Dana Duda**; email danaduda@kozminski.edu.pl (Admission Office); **Adam Miziolek**; email: studentsupport@kozminski.edu.pl (Student Support and Service Center).

Students may collect the certificates for applying for a visa and/or residential permit card from their program coordinator at the Student Office.

RECOGNITION OF THE DIPLOMA

Contact person: **Dana Duda**; phone: 225192269; email danaduda@kozminski.edu.pl; room D/126



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ENGLISH LANGUAGE CERTIFICATE

According to the Polish Ministry of Education all foreigners studying in English are obliged to submit an external English certificate with at least B2 level. Such a certificate is a condition for further studies.

Kozminski University requires a certificate confirming proficiency in the English language - at least B2 level according to "Common European Framework of Reference for Languages":

- certificate confirming proficiency in English (you can be exempted from submitting an English proficiency certificate only if your High School or Bachelor Diploma confirms that English was your only language of instruction or English is your mother tongue) - e.g. FCE, CAE, CPE, BEC, CEIBT issued by the University of Cambridge; IELTS (≥ 6.0 points); TOEFL IBT (≥ 87 points); TOEIC (at least 700 points from the test); LCCI (English for Business level 2, 3, 4); London Test of English certificates (PEARSON) - level 3, 4, 5 (certificates Edexcel). Polish citizens who did their previous studies in English or who scored at least 95% on the basic level or 80% in the extended level from English Language at the Polish Matura can be excluded from submitting an English proficiency certificate.

[List of documents confirming the knowledge of English language \(pdf\)](#)

Two of the required examinations are organized at Kozminski University, they are: London Test of English (Pearson) and LCCI.

If students require help in this issue or more information:

Contact people: **Dana Duda**; email: danaduda@kozminski.edu.pl

Marzena Politowska; email politowska@kozminski.edu.pl (Foreign Languages Center)



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LUX-MED

If students experience any kind of health problems, it is possible for full-time KU students to visit a general doctor free of charge in LUX-MED (Private Medical Center). It's necessary to have a valid Kozminski ID card with them. Link to the LUX-Med webpage: <http://www.luxmed.pl/en.html>
The nearest Lux-Med center is two stops from the University (3 Szcernera Street).

CAREER CENTER AND ALUMNI RELATIONS OFFICE

The Career and Alumni Relations Office main function is to assist students in finding internships, temporary job and full-time employment. The office also offers:

- ✓ Training events
- ✓ Internship offers including internships abroad
- ✓ Study visit to companies
- ✓ Job fairs
- ✓ Help in preparing for the recruitment process

Internship is mandatory for students. It gives students an opportunity to gain professional experience while still studying.

Contact person:

Monika Bożko responsible for coordination of the internship process for English track students as well as for relations with KIBS alumni; phone: 22 519 23 23, email: mbozko@kozminski.edu.pl; room A/16

STUDENTS' INTERNATIONAL EXCHANGE

Kozminski University offers its students the possibility to participate in an international exchange based on the ERASMUS+ program and bilateral agreements. Students may choose from numerous Universities where they would like to spend their semester abroad. Students may



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check KU Partner Universities and for more information regarding the exchange period itself here: <http://www.kozminski.edu.pl/outgoing/>

Please note that it is strongly advised to go for an exchange during a semester with mobility window if the program of studies includes it.

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

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

Marzena Indra: students outgoing international internships EU; email: marzenai@kozminski.edu.pl

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

SPORTS

Sports classes are obligatory classes for Bachelor students, however all student may participate in various sports activities offered by the University.

According to the sports classes' schedule, students may participate in Team Games or other sports activities such as for example: basketball, volleyball, swimming, martial arts, aerobics, etc.)

If one cannot participate in sports classes due to health condition (medical certificate is a must) it's necessary to pass the classes by taking part in bridge or chess meetings.

Contact people: **Mr. Marek Wołkowycki**, email mareksport@kozminski.edu.pl, **Ms Anna Perzyńska**, email ap@kozminski.edu.pl, room D/25.

LIBRARY

Kozminski University library is well equipped with books, journals, e-books and on-line databases. Students can borrow up to 5 books and use the library's resources on the spot. If a quiet space for self- study or group work with Internet connection is needed, library is the perfect place.

For more details about the library: <http://www.kozminski.edu.pl/en/about-kozminski/library/>