



KOZMINSKI UNIVERSITY

Student's calendar for academic year 2019/2020

- All **applications/submissions** to the University authorities should be submitted via the **Student Office** (room D/33)
- Every student is obliged to use her/his **KU individual electronic mailbox** and IT system available on the **Virtual University**
- Despite the fact that according to Study Regulations, students' academic performance is evaluated every academic year, every **student's academic progress is checked after each semester** (undergraduate (first cycle) studies last 6 semesters, graduate (second cycle) studies last 4 semesters)
- **Study Regulations and Regulation on Fees** are available on Kozminski website and will be sent to students via email
- **Undergraduate students** are obliged to do a compulsory **internship**: at least 3 weeks (after the 3rd semester). There is also an optional internship for students of Master in Finance & Accounting Program

Fall semester 2019/2020

	Event / Right / Obligation	Program of studies	More details	Notes
September / October 2019	1. Orientation Day	1 st year of Bachelor and Master studies	<p>Welcome to Kozminski University!</p> <p>The Orientation Day (26.09.2019) is the best way to find out what university life has to offer</p> <ul style="list-style-type: none"> - The first year students have a chance to get familiar with the campus, practical matters such as Virtual University, library instruction, student life at the Kozminski University etc. - You may also get to know each other 	



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	2.	Student ID card: <ul style="list-style-type: none"> - Collection - Extension of its validity 	All	<p>You may collect the student ID card in the Student Office (D 33) after the Orientation Day (first year students)</p> <ul style="list-style-type: none"> - The student ID card gives you access to the Virtual University and the university Wi-Fi - Please remember that before prolonging the validity of your student ID card, it is obligatory to pay at least 2 tuition installments for the fall semester (for September and October) 	
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September / October 2019	3.	Inauguration of the 2019/20120 academic year	1 st year of Bachelor and Master studies	<p>It is one of the most important days in your academic life</p> <ul style="list-style-type: none"> - Let's meet on 03.10.2019 and celebrate this moment also by approaching the celebration with respect and the appropriate attire 	
	4.	Classes	All	30.09.2019 – 20.12.2019	
	5.	Second foreign language (German/Spanish/Polish)	1 st year of Bachelor studies	<p>You chose a second foreign language during application process</p> <ul style="list-style-type: none"> - During the first language class the placement test is held to enroll you to the most appropriate language group - Please check your schedule on the Virtual University and you may find the exact date, time and the room where the placement test takes place 	
	6.	Health & Safety Training and Plagiarism Training	1 st year of Bachelor and Master studies	<p>The Health and Safety Training includes legal regulations but also students' insurance, medical care and service, as well as help and reasonable accommodation at the University for students with disabilities</p> <ul style="list-style-type: none"> - You can find the training and the test on the Kozminski e-learning platform (you will be informed about the details via e-mail) <p>Plagiarism Training includes the rules of quoting, preparing bibliography as well as explains a disciplinary consequences in case of committing plagiarism</p>	



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			<ul style="list-style-type: none">- This training ends with a test performed via E-Learning platform. You will receive a code to the test after the training. Information regarding the time the training is going to be held will be available on the Virtual University.	
7.	Submission for tuition fee discounts (e.g. for family discount)	All	<p>Deadline: by October 5th</p> <p><i>More detailed information on tuition fee discounts: please check Regulation on Fees</i></p>	
8.	Submission for: <ul style="list-style-type: none">- Scholarships	All	<p>Please note it is required to pass all courses from the last academic year by September 30th and have a confirmation of the grades registered on Virtual University.</p> <p>Contact person: Ms Magdalena Skopiec, e-mail: skopiec@kozminski.edu.pl, room D/213</p>	

	<p>9. Submission for:</p> <ul style="list-style-type: none"> - Individual Organization of Studies (IOS) 	<p>All</p>	<p>Deadline: until the end of October 2019</p> <p>IOS involves determining individual terms for meeting the student obligations provided for in the program of studies such as taking a part of the program of studies at another university</p> <p>IOS gives opportunity to propose changes to dates of course credits and examinations of selected courses</p> <p>IOS is mainly required in cases such as:</p> <ul style="list-style-type: none"> - taking a part of the program of studies at another university - studying two different programs at the same time - following individual program of studies - transferring - readmission of studies <p><i>More detailed information on IOS: please check the Study Regulation § 26</i></p>	
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1.	Selection of major	Bachelor in Management ; Master in Management full-time and part-time, Master in Finance & Accounting full-time and part-time	<p>The selection process will be available on the Virtual University</p> <ul style="list-style-type: none"> - You will be informed about the deadlines for enrollment by the Student Office via e-mail 	
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1.	Christmas break	All	23.12.2019 – 01.01.2020	
2.	Classes	All	02.01.2020 – 27.01.2020	
3.	Exam session	All	28.01.2020 – 07.02.2020	
4.	Absence during an exam	All	<p>If you didn't take an exam, please submit the written application for acceptance of the absence to the Student Office within 3 days from the date of the exam</p> <ul style="list-style-type: none"> - Please attach some documents as a prove that you couldn't take the exam, e.g. medical certificate - The decision will be taken by the Rector 	
Jan / Feb 2020	5. Grades on the Virtual University (after the exam session)	All	<p>Please make sure that all your grades are uploaded on the account on the Virtual University by the end of February (fall semester)</p> <ul style="list-style-type: none"> - If not, please contact the lecturers or the Student Office 	
6.	Midterm break	All	08.02.2020 – 16.02.2020	

Spring semester 2019/2020

February / March 2020	1.	Classes	All	17.02.2020 – 07.04.2020	
	2.	Fall retake session (fall semester)	All	24.02.2020 – 06.03.2020	
	3.	Submission for: - Individual Organization of Studies (IOS)	All	<p>Deadline: until the end of March 2019</p> <p>IOS involves determining individual terms for meeting the student obligations provided for in the program of studies such as taking a part of the program of studies at another university</p> <p>IOS gives opportunity to propose changes to dates of course credits and examinations of selected courses</p> <p>IOS is mainly required in cases such as:</p> <ul style="list-style-type: none"> - taking a part of the program of studies at another university - studying two different programs at the same time - following individual program of studies - transferring - readmission of studies <p><i>More detailed information on IOS: please check the Study Regulation § 26</i></p>	
	4.	Submission for tuition fee discounts (e.g. for family discount)	All	<p>Deadline: by March 5th</p> <p><i>More detailed information on tuition fee discounts: please check Regulation on Fees</i></p>	
	5.	Student ID card: - Extension of its validity	All	Please note that it is obligatory to pay at least 2 tuition installments for the spring semester (for February and March)	
	6.	Easter break	All	17.04.2019 – 23.04.2019	
	7.	Classes	All	15.04.2020 – 12.06.2020	



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June / July 2020	1.	Exam session	All	15.06.2020 – 26.06.2020	
	2.	Absence during an exam	All	<p>If you didn't take an exam, please submit the written application for acceptance of the absence to the Student Office <u>within 3 days</u> from the date of the exam</p> <ul style="list-style-type: none"> - Please attach some documents as a prove that you couldn't take the exam, e.g. medical certificate - The decision will be taken by the Rector 	
	3.	Grades on the Virtual University (after the exam session)	All	<p>Please make sure that all your grades are uploaded on the account on the Virtual University by the beginning of July (spring semester)</p> <ul style="list-style-type: none"> - If not, please contact the lecturers or the Students' Office 	
	4.	Master dissertations	- 2 nd year of Master studies	<p>The dissertation, signed by your supervisor, has to be submitted to the Student Office by 15.06.2020 (first attempt) and 15.07.2020 (second attempt)</p> <ul style="list-style-type: none"> - You will be informed about the other required documents by the Student Office via e-mail 	
	5.	Master dissertation defenses	2 nd year of Master studies	First attempt	



	1.	Spring retake session	All	01.09.2020 – 11.09.2020	
	2.	Grades on the Virtual University (after the exam session)	All	Please make sure that all your grades are uploaded on the account on the Virtual University by the end of September (spring semester) - If not, please contact the lecturers or the Students' Office	



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September 2020	3.	<p>In the case when the exam is failed in all possible attempts (1st, 2nd (retake) exam), it is necessary to submit an application to the Rector for repeating a course/s</p> <ul style="list-style-type: none"> • During one academic year it is possible to repeat 3 subjects. After receiving the Rector's permission, a student may repeat additional two courses • It is a must to pass the repeated subject/s no later than September 30th of the next academic year 	All	<ul style="list-style-type: none"> • An application for repeating a subject/s has to be submitted to the Student Office no later than September 30th of a current academic year • When the repeated subject is failed, the Rector makes a decision for the student to repeat the semester or repeat an academic year. When a student didn't receive the Rector's permission for repeating the courses, she or he may apply for repeating a semester or an academic year. If not, the student is removed from the KU students' list <p>Fee: 900 PLN per a subject to be repeated (Regulation on Fees) Fee: 1350 PLN - if a subject is conducted in more than one form (form: lecture, practical classes, workshop, discussion seminar, tutorial)</p> <p><i>More detailed information on fees other than semester tuition fees: please check Regulation on Fees</i></p>	
By 30 th September			Those students who failed too many courses to be repeated	An application to the Rector for repeating a semester/year	

Please note that except selecting a major, you will be also asked to select elective courses and your dissertation supervisor - the information about the period and the date of the selection will be sent to you via email by your program coordinator.