

KOZMINSKI UNIVERSITY FACT SHEET 2025/2026

Information about the Institution

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| University Name | Kozminski University / Akademia Leona Koźmińskiego |
| Address | 57/59 Jagiellonska street, 03-301 Warsaw, Poland |
| University Erasmus Code | PL WARSZAW21 |
| Website | www.kozminski.edu.pl/en/ |
| Language of instructions | English / Polish |



ACADEMIC CALENDAR

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| Academic year structure | 2 semesters (Fall & Spring) – 15 weeks each semester |
| Dates of the semesters | <ul style="list-style-type: none"> Welcome week: 23rd - 28th of September 2025 Beginning of classes: 29th of September 2025 National holidays: <ul style="list-style-type: none"> 1st of November – All Saints Day 11th of November – Polish Independence Day 24th – 26th of December – Christmas 1st of January – New Year 6th of January – Epiphany Dates of the exam session: 2nd - 13th of February 2026 Retake exam session: March 2026* |
| Fall semester | |

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| Spring semester | <ul style="list-style-type: none"> Welcome week: 17th - 22nd of February 2026 Beginning of classes: 23rd of February National holidays: <ul style="list-style-type: none"> 5th – 6th of April - Easter break 1st – 3rd May – Long weekend in Poland 4th of June 2025 – Corpus Christi Classes until 16th of June 2026 Dates of exam session: 17th - 30th of June 2026 Retake exam session: September 2026* <p>* <i>dates of the retake session are not included in the mobility period</i></p> |
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APPLICATION PROCEDURE

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| Nominations – deadlines for the <u>Universities</u> | <p>For the Fall semester & Academic year – 1st of May</p> <p>For the Spring semester – 1st of December</p> <p>Nominations are to be submitted online, an adequate notification and link will be sent to Partners by Incoming Coordinator directly</p> |
| Documents submission – deadlines for <u>Students</u> | <p>For the Fall semester & Academic year – 1st of June</p> <p>For the Spring semester – 1st of January</p> <p>Students submit the application via link that each of them receives after their home university submits the nominations</p> |
| Language requirements | <p><u>B2 level of English</u></p> <p>Accepted Certificates: <u>FCE, IELTS, TOEFL</u></p> <p>* Unless English is a native language of instruction at the home University (in such cases, the <u>confirmation</u> concerning language of instruction is <u>required</u>)</p> |



Contact details – INCOMING STUDENTS COORDINATORS

(International Relations Office – iro@kozminski.edu.pl):

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| <p>Aleksandra Ryniewicz</p> <p>aryniewicz@kozminski.edu.pl</p> <p>incoming.students@kozminski.edu.pl</p> <p>+48 22 519 23 14</p> | <p>incoming.students@kozminski.edu.pl</p> |
| <ul style="list-style-type: none"> ▪ Before arrival and during the mobility support ▪ Learning agreements ▪ Courses selection and registration | <ul style="list-style-type: none"> ▪ Nomination and application process ▪ Documents and formalities connected with Scholarships (for non-EU students) the Exchange program |

INFORMATION FOR INCOMING STUDENTS

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| <p>Required documents / Student's set</p> | <ol style="list-style-type: none"> 1. Copy of one's personal ID/passport; 2. Copy of one's medical insurance (in the case of EU citizens – please submit your European Health Insurance Card, which should be also valid for the entire exchange period; non-EU citizens are asked to submit a proper insurance document with a coverage in the amount of at least EUR 30.000); 3. Passport-size photo in the JPG format; 4. Student's transcript of records; 5. Copy of one's B2 Certificate of English (TOEFL, IELTS, TOEIC, FCE, CAE, CPE, LCCI) unless the language of instruction set for the student's curriculum is English or unless English is the student's native language. We accept language certificates |
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| | which confirm at least B2 level of English. Also, students can provide us with an official confirmation of their level of English – issued by their home universities. |
| Course information Syllabus | The list of courses with syllabi (with download option) is available at the following link: https://kozminski.my.site.com/s/syllabus-exchange-incoming-students |
| Course selection Procedure Registration | <ul style="list-style-type: none"> List of courses is available at https://www.kozminski.edu.pl/pl/spolecznosc/incoming-students section: List of courses and classes. Students select by themselves their preferred courses in Kozminski Virtual University (selection needs to be approved by student's home university). Access to the platform will be given 2 weeks before the semester starts. Undergraduate and graduate students may choose courses from Bachelor and/or Master programs (selection needs to be approved by student's home university). Law students may choose courses from Business studies as well from both levels. Polish course for beginners is available but not mandatory. |
| Signing the Learning Agreement (deadlines) | Fall semester – before mobility: second half of October; during mobility: end of November Spring semester – before mobility: first half of March; during mobility: first half of April |
| Course load per semester | 30 ECTS credits per semester (total number depends mainly on home university's requirements, students have to attend at least 1 course during the mobility at KU). Exchange students are <u>requested not to take more than 35 ECTS</u> |
| Language of instruction | English |
| Welcome Week | Fall semester – 23rd - 28th of September 2025 Spring semester – 17th - 22nd of February 2026 |
| Approximate expenses/month/ Student | Accommodation: 500-700 Euro/per room Food: 170-250 Euro Public Transport: 13 Euro (student 1-month pass) Utilities: 100-150 Euro |

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| | https://www.numbeo.com/cost-of-living/in/Warsaw |
| Visa | Depending on a country: please check on http://www.msz.gov.pl/en/travel_to_poland/visa/ In case a student possesses a residence permit of an EU country, the Polish national visa is still required as the limit of 90 days (which residence permit gives) will be expired during the period of exchange (over 150 days in total in Poland). |
| Insurance | EU-citizens: European Health Insurance Card is required. Non-EU citizens: appropriate health and accident insurance with minimum coverage 30.000 EUR. |
| Accommodation | Off the Campus (to be arranged directly by the students) |
| Recommended companies (Real Estate Agencies and platforms) | Pepe Housing - https://kozminski.pepebooking.com/ * SPOTAHOME - https://www.spotahome.com/ * * platforms dedicated for KU Exchange students; special discount – for details contact Incoming Team at incoming.students@kozminski.edu.pl Offers from private owners of the apartments which we gathered for Exchange students can be found here: http://x.alk.edu.pl/offers_of_accommodation_incoming |
| Recommended arrival dates | Fall semester: last week - 10 last days of September Spring semester: second week of February |
| Arrival information | Pick-up assistance: yes, by previously appointed person (KU Mate Program managed by Kozminski International Society https://www.facebook.com/KUInternationalSociety/). The application for KU Mate Program is required. |

Check out where potentially you will be spending your mobility – see KU and its premises for yourself before arrival 📍

http://x.alk.edu.pl/Virtual_visit_of_KU

KU GRADING SYSTEM

| Definition | KU grade | ECTS grade | % |
|---|----------|------------|----------|
| Excellent: outstanding performance with minor errors | 5,0 | A | 100-92 |
| Very good: above average standard but with some errors | 4,5 | B | 91-84 |
| Good: generally sound works with number of notable errors | 4,0 | C | 83-76 |
| Satisfactory plus: fair, but with number significant shortcomings | 3,5 | D | 75-68 |
| Sufficient: performance meets minimum criteria | 3,0 | E | 67-60 |
| Fail: considerable further work is required | 2 | F | 59-lower |
| http://www.kozminski.edu.pl/uploads/import/Kozminski/files/english_website/important_documents/study_regulations.doc | | | |

INTERNATIONAL RELATIONS OFFICE CONTACT DETAILS

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| Prof. Mariola Ciszewska-Mlinarić | Vice Rector for International Relations and ESR | |
| Valentyna Guminska, Ph.D. | Director of International Relations Office | vguminska@kozminski.edu.pl |
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| Ewa Buczyńska | Institutional Coordinator of Erasmus+ Programme | erasmus@kozminski.edu.pl ebuczynska@kozminski.edu.pl |

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| Kalina Błaszczewicz | Staff Mobility Coordinator | kblaszczewicz@kozminski.edu.pl staffmobility@kozminski.edu.pl |
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| Lucjan Chilmon | Project Manager | lichilmon@kozminski.edu.pl |
| Welcome Point Officer | welcome@kozminski.edu.pl | |
| International Relations Office | iro@kozminski.edu.pl | |

KOZMINSKI INTERNATIONAL BUSINESS SCHOOL (KIBS)

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| Prof. Mariola Ciszewska-Mlinarić | Vice-Rector for International Relations & ESR Dean of College of Management | mariolac@kozminski.edu.pl |
| Prof. Jacek Tomkiewicz | Dean of College of Finance and Accounting | tomkiewj@kozminski.edu.pl |
| Krzysztof Chmielewski, Ph.D. | Vice-Dean of College of Management (Bachelor) | kchmielewski@kozminski.edu.pl |
| Anna Pikos, Ph.D. | Vice-Dean of College of Management (Master) | apikos@kozminski.edu.pl |
| Grygorii Kravchenko, Ph.D. | Vice-Dean of College of Finance and Accounting | gkravchenko@kozminski.edu.pl |
| Michał Kalinowski | Head of KIBS Student's Office | mkalinowski@kozminski.edu.pl |

KOZMINSKI LAW SCHOOL

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| Kozminski Law School | prawo@kozminski.edu.pl | |
| Prof. Bartłomiej Nowak | Dean of Law School | bnowak@kozminski.edu.pl |
| Rafał Pasternak, Ph.D. | Vice-Dean for Law Studies | rpasternak@kozminski.edu.pl |
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