INCOMING PROCESS AT KU

1. **Nominations** from partner Universities should reach KU incoming students coordinator by email to incoming@alk.edu.pl or mgodlewski@kozminski.edu.pl by:

   Fall semester & Full Year – <u>deadline: 1st of May</u>
   Spring semester – <u>deadline: 1st of December</u>

2. KU incoming students coordinator will contact your students <u>directly</u> -> welcome email & information about **admission process** (FREE of charge for Exchange Erasmus+ students)

3. Incoming students are requested to upload/send documents by:

   Fall semester & Full Year – <u>deadline: 1st of June</u>
   Spring semester – <u>deadline: 1st of January</u>

   The set of documents from the incoming students <u>to be uploaded in online application</u> <u>(coordinator will provide the link):</u>
   - copy of the ID/passport;
   - copy of the medical insurance (in case of EU citizen - please submit European Health Insurance Card);
   - passport size picture in JPG file;
   - transcript of students records;
   - copy of the Certificate of English B2 (or FCE, LCCE 2) unless the student studies at the English track or English is a native language.

   <u>MANDATORY step to be done by the students:</u> sending the <u>application form</u> (which is to be downloaded from the system at the end of online admission) - <u>signed by hand and scanned to</u> incoming@ kozminski.edu.pl

4. Preparation and delivery (via email) of **Letter of acceptance** by the Incoming students coordinator takes place only <u>when the admission process is successfully completed by the students</u>

5. All the academic aspects are to be discussed separately from admission process and directly with students <u>in accordance to the organizational process at KU</u> (at latest 2 months before beginning of the term).

6. **List of courses** – available online at https://www.kozminski.edu.pl/incoming/
   (however changes in the offer can be still made)

7. **Buddy program**

- help with looking for the accommodation in Warsaw;
- possible airport pick-up;
- showing around the city etc.

PARTICIPATION in the program is only possible after applying
(Buddies are not appointed automatically)

8. Around 2-4 weeks before the beginning of the semester: students receive **individual logins and passwords to KU online systems**

‼️‼️ MANDATORY REGISTRATION FOR COURSES is held during last **2 weeks** before beginning of the semester ‼️‼️

Through the systems students have access to:

✓ Online registration for the courses;
✓ Schedules of the courses;
✓ Courses' materials and syllabis;
✓ Contact data of the professors;   after the registration
✓ KU email box etc.

9. Selection of courses: Student + outgoing Coordinator (from home University) -> submission of **Learning Agreement** (Part **Before the Mobility**)

Official deadline for submission of Learning Agreement at KU is the end of the first month of the semester

10. **Orientation Week**
- is held during the last week before first official day of the semester;
- organized together with ESN Kozminski;
- presence during the event – recommended;
- starts on Tuesday, ends on Sunday.

11. **II round of registration for the courses**

- is held during the 30 days after the beginning of semester;
- possibility of making changes in the courses selection (changes need to be approved by the home university firstly);
- after the registration is over = no more changes are possible.

12. Submission of the part **During the Mobility** of LA

Deadline: 2 weeks after the registration for the courses is finished.

Contact details – website
www.kozminski.edu.pl/incoming
Emails to Incoming Coordinators
Nominations & admission:
mgodlewski@kozminski.edu.pl
Academic aspects; E+ documents etc.:
aryniewicz@kozminski.edu.pl