

KOZMINSKI UNIVERSITY FACT SHEET 2026/2027

Information about the Institution

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

Academic year structure	2 semesters (Fall & Spring) – 15 weeks each semester
Dates of the semesters	<ul style="list-style-type: none"> ▪ Welcome week: last week of September ▪ Beginning of classes: end of September/beginning of October ▪ National holidays: <p>1st of November – All Saints Day</p> <p>Fall semester</p> <p>11th of November – Polish Independence Day</p> <p>24th – 26th of December – Christmas</p> <p>1st of January – New Year</p> <p>6th of January – Epiphany</p> <ul style="list-style-type: none"> ▪ Dates of the exam session: from January till first half of February ▪ Retake exam session: beginning of March*

<p>Spring semester</p>	<ul style="list-style-type: none"> ▪ Welcome week: mid-February ▪ Beginning of classes: second half of February ▪ National holidays: <p>28th – 29th of March - Easter break</p> <p>1st – 3rd May – Long weekend in Poland</p> <p>27th of May 2027 – Corpus Christi</p> <ul style="list-style-type: none"> ▪ Classes: until mid-June ▪ Dates of exam session: June ▪ Retake exam session: first half of September* <p><i>* <u>dates of the retake session are not included in the mobility period</u></i></p>
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APPLICATION PROCEDURE

<p>Nominations – deadlines for the <u>Universities</u></p>	<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>
<p>Documents submission – deadlines for <u>Students</u></p>	<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>
<p>Language requirements</p>	<p><u>B2 level of English</u></p> <p>Accepted Certificates: <u>IELTS, TOEFL, Cambridge, Toles, TOEIC, LCCI, Pearson</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):

Aleksandra Ryniewicz aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl +48 22 519 23 14	Mariia Kravets mkravets@kozminski.edu.pl incoming.students@kozminski.edu.pl + 48 22 519 23 39
<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

Required documents / Student's set	<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 (accepted certificates – listed above) unless the language of instruction set for the student's curriculum is English or if English
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	<p>is the student's native language. We accept language certificates 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.</p>
Course information Syllabus	<p>The list of courses with syllabi (with download option) is available at the following link: https://kozminski.my.site.com/s/syabus-exchange-incoming-students</p>
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's online system (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 Law and Business studies as well from both levels. ▪ Polish course for beginners is available but not mandatory.
Signing the Learning Agreement (deadlines)	<p>Fall semester – before mobility: second half of October; during mobility: end of November</p> <p>Spring semester – before mobility: first half of March; during mobility: first half of April</p>
Course load per semester	<p>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 <u>are not allowed to take more than 35 ECTS</u></p>
Language of instruction	English
Welcome Week	<p>Fall semester – last week of September</p> <p>Spring semester – mid-February</p>
	<p>Accommodation: 500-700 Euro/per room</p> <p>Food: 170-250 Euro</p>

Approximate expenses/month/ Student	Public Transport: 13 Euro (student 1-month pass) Utilities: 100-150 Euro 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 Welcome Point Officer Adrian Traczyk welcome@kozminski.edu.pl) 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

Prof. Mariola Ciszewska-Mlinarić	Vice Rector for International Relations and ESR	
Valentyna Guminska, Ph.D.	Director of International Relations Office	vguminska@kozminski.edu.pl
Aleksandra Ryniewicz	Deputy Director of International Relations Office / Digitalization of Mobility Manager / Incoming Team	aryniewicz@kozminski.edu.pl incoming.students@kozminski.edu.pl
Mariia Kravets	Incoming Students Coordinator	mkgravets@kozminski.edu.pl incoming.students@kozminski.edu.pl
Katarzyna Krawiec	Student Mobility Coordinator - Outgoing students	kkrawiec@kozminski.edu.pl exchange.support@kozminski.edu.pl
Paulina Ufa	Student Mobility Coordinator - Outgoing students, including International Internships	p.ufa@kozminski.edu.pl exchange.support@kozminski.edu.pl
Mikołaj Woronin	Student Mobility Coordinator - Outgoing students of Short Term Mobilities	mvoronin@kozminski.edu.pl stm@kozminski.edu.pl
Zuzanna Olejnik	Student Mobility Communication Coordinator	zolejnik@kozminski.edu.pl exchange.support@kozminski.edu.pl

Ewa Buczyńska	Institutional Coordinator of Erasmus+ Programme	erasmus@kozminski.edu.pl ebuczynska@kozminski.edu.pl
Kalina Błaszkiewicz	Staff Mobility Coordinator	kblaszkiewicz@kozminski.edu.pl staffmobility@kozminski.edu.pl
Iga Chudzik	Staff Mobility Coordinator	ichudzik@kozminski.edu.pl staffmobility@kozminski.edu.pl
Lucjan Chilmon	Project Manager	lchilmon@kozminski.edu.pl
Welcome Point Officer		Adrian Traczyk welcome@kozminski.edu.pl
International Relations Office		iro@kozminski.edu.pl

KOZMINSKI INTERNATIONAL BUSINESS SCHOOL (KIBS)

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

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
Marek Obszański	Deputy Director of College of Law Student's Office	obszanski@kozminski.edu.pl