

THE WORLD IS OUT THERE



Erasmus+
Guide for
Incoming
Students



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Jan Kochanowski
University
of Kielce



- a range of high quality courses delivered in English
- rapidly developing University
- Polish language and culture courses for arriving students
- Erasmus+ Coordinators' assistance throughout your study
- study buddies to support you
- guaranteed housing for exchange students
- efficient International Relations Office
- international events to integrate students and promote Świętokrzyskie

THE JAN KOCHANOWSKI UNIVERSITY OF KIELCE COMPRISES:

- Collegium Medicum (Faculty of Medicine, Faculty of Health Sciences)
- Faculty of Arts
- Faculty of Education and Psychology
- Faculty of Humanities
- Faculty of Law and Social Sciences
- Faculty of Natural Sciences
- Campus in Sandomierz



Courses for Exchange Students
erasmus.ujk.edu.pl

If you are studying at one of our partner institutions, coming to study at the Jan Kochanowski University of Kielce (UJK) for a semester or entire academic year is a great opportunity.

Here, you will find a guide on how to apply and what to expect.



Check at your home university whether there is an Inter-Institutional Agreement (IIA) with UJK assigned to the relevant field of study. You must be officially nominated for an Erasmus+ exchange period at UJK by your home university.

Once your nomination is received, we will contact you by e-mail with detailed information on the application procedure. You will be asked to provide us with:

Learning Agreement

Online Application Form includes:

- question about **accommodation** (if you wish to stay at the UJK dormitory)
- question about **Polish Language Course** (optional)
- **official photo** – a jpg file, 492 x 633 pixels
- scan of **passport** ID page or **Identity Card**
- scan of **visa** (for non-UE students)
- scan of **health insurance**



Application Forms and Deadlines
erasmus.ujk.edu.pl

After all the documents are submitted, we will issue a **Letter of Acceptance** for you, meaning that you have been officially accepted by UJK as an exchange student!



On your arrival

STUDENT SUPPORT

- International Officers advise incoming students on administrative and practical matters relating to their exchange e.g. application process, accommodation, orientation days, events on and off campus, language classes etc.
- Faculty and Institute coordinators will assist incoming students with all academic aspects of their study programme.
- Do you need to buy a Polish SIM card or find a good restaurant? Study buddy can help you! Study buddy scheme provides guidance, advice and support incoming students. Local students, study buddies, help internationals to find their way in a foreign environment.



ORIENTATION DAYS

Exchange students are encouraged to participate in the orientation sessions that are held at the beginning of each semester. During the Orientation Days you will receive information about UJK, its faculties, departments, offices and have a great opportunity to explore UJK campus. You will also find out more about living and studying in Kielce, about Polish language and culture. Orientation sessions at UJK offer you a chance to connect with other international students, help you settle in and feel comfortable.



CHANGES TO LEARNING AGREEMENT

Students are allowed to make changes to their Learning Agreements within 4 weeks from the beginning of each semester. Changes are made through filling in During the Mobility section of the Learning Agreement and must be approved by the responsible persons at the sending and receiving institutions.

EXTENSION OF STAY

Students nominated only for the winter semester, can apply for an extension of stay over the summer semester. In order to apply for an extension, you have to submit Extension Form signed by the sending and receiving institutions.

**At the end
of your stay**

CONFIRMATION OF STAY

At the very end of your mobility you will receive a Confirmation of Stay, an official document confirming the start and end dates of your Erasmus period at UJK. You should visit International Relations Office in person to receive your duly signed document.

TRANSCRIPT OF RECORDS

After the mobility, UJK will issue a Transcript of Records within 5 weeks after the end of the examination period. The Transcript of Records refers to the educational components agreed in the Learning Agreement and includes the actual start and end dates of the study period (semester dates).

DORMITORY CHECK-OUT

Check-out should be reported to the International Officer and to the Head of the dormitory a week before departure. The International Officer will help you take the deposit back if you are eligible. When leaving the dormitory, you should follow the check-out procedures.



VISA

Non-EU/EEA citizens can enter Poland on the basis of a valid travel document (passport) and a visa (if required). The visas might be obtained at the consulate/embassy of Poland in the student's country of residence. Students are obliged to apply for the visa for the whole planned period of their stay in Poland. The short-term visa entitles to stay in Poland up to 3 months, the long-term visa – up to 1 year.

INSURANCE

EU citizens are advised to have valid European Health Insurance Card, issued at their home country or its substitute certificate. It entitles its holder to use healthcare services financed from public funds in Poland.

Non-EU students are required to have the relevant health insurance (valid for the whole period of student's staying at UJK) which covers medical costs, consequences of accidents (in Poland NNW) and Liability Insurance (in Poland OC).

PARTICIPANTS WITH SPECIAL NEEDS

Jan Kochanowski University of Kielce supports persons with disabilities. Our buildings on campus are equipped with elevators and wheelchair ramps. The University Library is a very friendly place and has a range of facilities adapted for the disabled:

- wide driveway
- automatically opened doors
- hands-free elevator system suitable for users on wheelchairs as well as visually impaired people
- toilets for people with physical disabilities
- floors made of special non-slip surfaces – moving around the building is safe for people with disabilities.

In order to remove information access barriers the visually impaired people face everyday, the University Library offers several computer workstations which are meant to facilitate acquisition, storing and retrieving of information. Additionally, one can find there:

- a computer with software screen reader, speech synthesizer (providing six natural voices); allowing a blind person to fully and freely use the PC's resources
- Braille embosser
- auto-reader (a device that automates the process of converting written text into several audio formats, ready to listen to on one's computer, phone, mp3 player)
- portable electronic magnifiers
- fixed-screen enlargers.

Naturally, all disabled readers can always count on friendly and professional assistance of trained library staff.

ACCOMODATION

The Jan Kochanowski University of Kielce has various forms of student accommodation available from halls of residence (dormitories) to flat sharing. According to the student's preferences it is possible to stay in a dormitory, to rent a flat or a room. The International Relations Officers provide full assistance in finding accommodation.

UNIVERSITY LIBRARY

This is a magical, quiet place where you can study or just spend free time. The University Library is much more than books. It offers places to study, access to support services and even art exhibitions. Librarians are here to provide you with access to informations – online, multimedia or printed.

UNIVERSITY SPORT CENTRE

Stay active with the University Sport Centre! A gym, a huge sports hall and other fully equipped facilities are waiting for you. Students are welcome to choose from a range of sports activities such as footsal, handball, basketball ad many others! Most of them are for free.



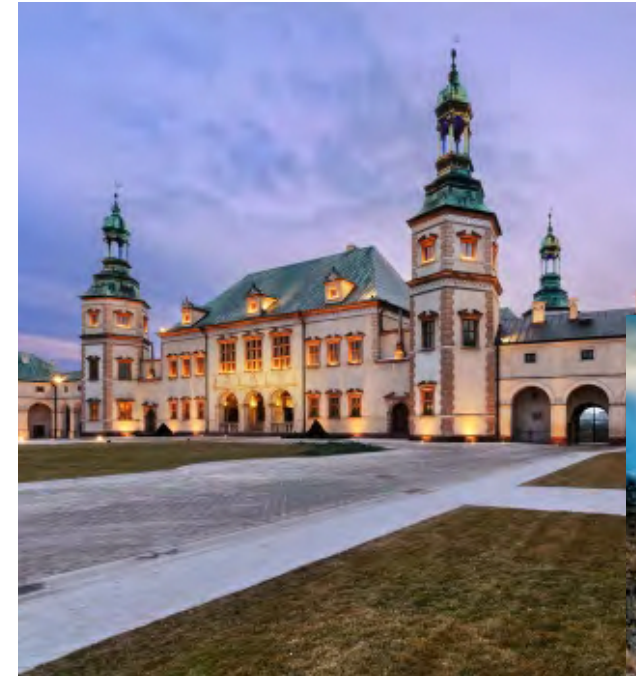
KIELCE

Kielce is a capital city of the Świętokrzyskie Province. It was first officially chronicled at the end of the 11th century and received municipal rights in 1360. The current population of the city is close to 200 000.

The most important tourist attractions in Kielce are the Bishops' Palace with beautiful gardens and the cathedral located on the Castle Hill in the heart of downtown. The Bishops' Palace in Kielce is the best preserved palace residence in Poland build in the first half of the 17th century. It served as a summer residence for the bishops of Cracow. Its interiors are available to visitors as the palace now houses the National Museum in Kielce.

The city is surrounded by forests and mountains. Four geologic reserves are located within the city boundaries. The most often visited reserve is Kadzielnia, situated in an abandoned limestone quarry that was partly transformed into an amphitheater and the rest of its area is available to visitors who are interested in geology and mining.

The most famous street in Kielce is Sienkiewicza Street. It is about 1.5 km long, begins close to the railroad station and ends near the Kielce Culture Center. It is named after the Nobel Prize winner and a famous Polish writer, Henryk Sienkiewicz, who lived in Oblegorek near Kielce.





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