## Partner Information Sheet International Office

### General information

<table>
<thead>
<tr>
<th><strong>Full legal name of the institution in the local language:</strong></th>
<th>Wszechnica Polska Szkoła Wyższa w Warszawie</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full legal name of the institution in English:</strong></td>
<td>Wszechnica Polska University in Warsaw</td>
</tr>
<tr>
<td><strong>Erasmus code (if applicable):</strong></td>
<td>PLWARSZAW61</td>
</tr>
<tr>
<td><strong>International website:</strong></td>
<td><a href="http://www.wszechnicpolaska.edu.pl/english/">http://www.wszechnicpolaska.edu.pl/english/</a></td>
</tr>
<tr>
<td><strong>Institution’s website:</strong></td>
<td><a href="http://www.wszechnicpolaska.edu.pl/">http://www.wszechnicpolaska.edu.pl/</a></td>
</tr>
<tr>
<td><strong>General email address International Office:</strong></td>
<td><a href="mailto:kgajewska@wszechnicpolaska.edu.pl">kgajewska@wszechnicpolaska.edu.pl</a></td>
</tr>
<tr>
<td><strong>General telephone number International Office:</strong></td>
<td>+48 22 656 61 92</td>
</tr>
</tbody>
</table>
| **Postal address International Office:** | International Relations Office  
Wszechnica Polska  
The Palace of Culture and Science, 8th floor  
Defilad Sq 1  
00-901 Warsaw |
| **Visiting/courier address International Office:** | International Relations Office  
Wszechnica Polska  
The Palace of Culture and Science, 8th floor  
Defilad Sq 1  
00-901 Warsaw |
| **Head International Office:** | mgr Katarzyna Gajewska |
| **Contact person for exchange agreements:** | mgr Katarzyna Gajewska |
| **Email for exchange agreements:** | kgajewska@wszechnicpolaska.edu.pl |
| **Telephone for exchange agreements:** | +48 22 656 61 92 |

### Incoming exchange students

| **Contact person(s) responsible for incoming exchange students:** | mgr Katarzyna Gajewska |
| **Email:** | kgajewska@wszechnicpolaska.edu.pl |
| **Telephone:** | +48 22 656 61 92 |
| **Website with information for exchange students:** | [http://www.wszechnicpolaska.edu.pl/english/](http://www.wszechnicpolaska.edu.pl/english/) |
| **Website with available courses and course descriptions for exchange students:** | [http://www.wszechnicpolaska.edu.pl/english/bachelors-degree-programs/](http://www.wszechnicpolaska.edu.pl/english/bachelors-degree-programs/) |
| **List of the requested application documents or link to the website with the application procedure:** | [http://www.wszechnicpolaska.edu.pl/english/admissions/](http://www.wszechnicpolaska.edu.pl/english/admissions/) |
| **Deadlines for exchange application:** | **Fall semester:** Student nomination by email by 30 June  
**Spring semester:** Student nomination by email by 30 November  
The Wszechnica Polska University in Warsaw will send their decision within 2-3 weeks after the closing date of the application period. |
| **Do you use local credits or ECTS credits?** | ECTS credits |
| **In case of local credits, what is the conversion factor to convert to ECTS?** | Polish for all programs  
English:  
1st level student – B1  
2nd level students – B2 |
| **Language of instruction exchange programmes:** | Polish for all programs  
English:  
1st level student – B1  
2nd level students – B2 |
| **Possibility of attending courses at different departments:** | Yes |
| **Do you offer a language course for incoming students?** | Yes |
| **What are the costs? Can students obtain credits/ECTS?** | Approximate monthly costs (Euro) for:  
- Accommodation  
- Food/dinks  
- Transport  
- 500 Euros per month is the minimum  
- Accommodation  
- shared room in a dormitory - from 115 per student  
- room in a flat - from 160  
- studio - from 350  
- Food/dinks  
- only eating at home - 200-250 per month (more if eating out)  
- Transport  
- monthly student ticket – 15 Euros |
| **Facilities for students with special needs:** | Yes |
| **Other useful information or websites for incoming exchange students:** | Polish airlines: [www.lot.com](http://www.lot.com)  
You can find cheap flights to and from Poland on these websites:  
[www.skyscanner.pl](http://www.skyscanner.pl)  
[www.whichbudget.com](http://www.whichbudget.com)  
[www.kayak.pl](http://www.kayak.pl) |
Polish international and national train connections:
www.rozklad-pkp.pl

International coach connections:
www.eurolinespolska.pl

Academic Calendar (2017/18)

**The winter semester**


**The summer semester**


**Days off (2017-2018):**

- November 1st – All Saints’ Day
- November 11th – Independence Day
- December 21st – January 6th – Christmas Break
- January 6th – Epiphany
- February 17th-24th – break between semesters
- Mars 22th – 5 th April – Easter Break
- May 1st – Labour Day
- May 3rd – Constitution Day
- June 15th – Corpus Christi

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**Housing for exchange students**

**Do you offer housing for exchange students?**
Yes, housing can be arranged

**Contact person(s) responsible for housing:**
Palace of Culture and Science pl. Defilad 1 (entrance from Emiliii Plater Street, between Kongresowa Hall and Museum of Technology)

**Email:** info@warsawtour.pl

**Telephone:** +48 22 194 31

**Website with information about the housing procedure:**

**Deadlines for housing application:**
- Fall semester: please check the website
- Spring semester: please check the website

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**Visa**

**Contact person(s) responsible for visa:**
Ministry of Foreign Affairs of the Republic of Poland
Al. J. Ch. Szucha 23,00-580 Warsaw

**Email:** e-konsulat@msz.gov.pl

**Telephone:** +48 22 523 90 00

**Website with information about the visa procedure:**

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**Outgoing exchange students**

**Contact person(s) responsible for outgoing exchange students:**
mgr Katarzyna Gajewska

**Email:** kgajewska@wszechnicapolska.edu.pl

**Telephone:** +48 22 656 61 92