

INFORMATION FOR INCOMING ERASMUS+ STUDENTS ACADEMIC YEAR 2018/2019

ERASMUS+ OFFICE

International Exchange Section
International Relations Office
The John Paul II Catholic University of Lublin
Al. Raławickie 14
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Poland

Room 203, 2nd floor (main building)
Office hours: Monday, Tuesday, Thursday, Friday 11:00 – 14:00

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UNIVERSITY

ACADEMIC YEAR

Winter semester: from the beginning of October to the end of January

Summer semester: from mid-February to the end of June

More details at:

http://www.kul.pl/academic-calendar-2018-19,art_80684.html

ORIENTATION DAYS

Orientation Days are organized by the Erasmus Office at the beginning of each semester. It is desirable that all Erasmus+ students be present at the meeting, at which they will obtain all the necessary information concerning their study period in Lublin.

COURSE CATALOGUE

Courses delivered in English: **Course Catalogue 2018/2019 will be available in June 2018**

As an Erasmus+ student you are allowed to choose courses from different fields of study and study levels.

POLISH LANGUAGE COURSE

Course organized by KUL: Polish language course: 60 hours per semester (2 levels – beginner and intermediate offered each semester). It is free of charge for Erasmus+ students; after passing the final exam, student can gain 4 ECTS credits.

REQUIRED LEVEL OF LANGUAGE

Please be aware of the fact that your **level of English must be good enough (at least B1; for English Studies programme - at least B2)** to be able to understand, speak and write both general and academic English. If your English is of a poor level, you will not succeed in most subjects!

We require a **certificate of the English language level** confirmed by the International Relations Office/Erasmus+ Office or an international certificate e.g. TOEFL, FCE (at least B1 level; for English Studies programme at least B2).

ERASMUS+ DEPARTMENTAL COORDINATORS

Academics responsible for all internal matters directly related to the study programme.

List of coordinators is available at http://www.kul.pl/art_830

GUARDIAN ANGELS (BUDDY STUDENTS)

Every Erasmus+ student is assigned their personal Guardian Angel, a Polish student, usually ex-Erasmus, who is to help solve any practical problems before arrival and during the stay in Lublin. Moreover, Guardian Angels help Erasmus+ students to integrate into the new environment.

You will receive your Guardian Angel's name and e-mail address approx. a month before the beginning of the semester.

STUDENT ID CARD

If you sent all the required documents with your application form (a photocopy of the applicant's passport, 3 photographs, a digital photo, a certificate confirming your level of English, a photocopy of health insurance policy, a photocopy of accident insurance and Learning Agreement), within two weeks after arrival you will receive the **Student ID Card (*Legitymacja Studencka*)** in the Erasmus+ Office or in the Dean's Office. The Student ID Card entitles you to benefit from discounts in all means of public transport in Lublin, cinemas, discos, etc.

If you did not deliver all the required documents (during the application procedure), please contact our Erasmus+ Office.

E-KUL PLATFORM

Each KUL student has a student account on the e-kul platform. E-KUL is a university platform where you can find classes schedule, change your Wi-Fi password, etc. You should also code the classes you chose on this platform. You will get more information on the platform during the Orientation Days.

EXAM PERIOD & TRANSCRIPT OF RECORDS

At the end of each semester before your exams you will receive "*Karta zaliczeniowa*" (mark sheet) from the Dean's Office or the Erasmus+ Office. This is a document where all your marks have to be written and signed by your teachers. You have to deliver this document to the Erasmus+ Office and within four weeks you will receive your **Transcript of Records**. The document will be also sent to your local Erasmus+ Office / Coordinator. At the end of your stay you will also be asked to complete the questionnaire for Erasmus+ students. It is required that you fill out the questionnaire in order to receive your Confirmation of Stay and Transcript of Records.

INTERNET ON THE CAMPUS

Computers in the hallways, libraries – log in with your e-kul password.

Wi-Fi at KUL – look for signs STREFA WI-FI (WI-FI ZONE) for best signal.

Wifi - you will receive detailed information after your arrival.

DISABLED STUDENTS AND STAFF

The John Paul II Catholic University of Lublin has the infrastructure to welcome students and staff with disabilities (physically disabled, blind and visually impaired regardless of the subject area; in the case of deaf and hearing impaired we can offer support only in Polish sign language). Incoming students and staff with disabilities are advised to apply for additional financial support within the Erasmus + programme at their home university and to contact our university well in advance (as soon as they are selected) in order to arrange the necessary details.

PRACTICAL INFORMATION

VISA PROCEDURES

Non-EU students will need a visa to enter Poland. You will find relevant information on the website of a Polish embassy:

- Turkey – Polish embassy in Ankara: <http://www.ankara.msz.gov.pl/pl/>

You will need a Letter of Acceptance. It will be sent to you as soon as we receive your application form along with all the required documents.

Early visa application is very important. Please bear in mind that the wait time to receive a visa differs depending on an embassy. It is recommended that you apply for a visa 2-3 months in advance.

General information about visa requirements:

<http://www.msz.gov.pl/en>

ACCOMMODATION

In order to receive assistance with accommodation, students coming for the 1st semester or the whole academic year should contact our Erasmus+ Office as soon as possible. Any requests concerning accommodation after the 15th July might not be met due to a limited number of vacancies. In case you are nominated as an Erasmus+ student after the 15th July or you will contact us later, your Guardian Angel will provide you with necessary information and help you find a suitable place to stay.

University dormitories – The number of places is limited. There are only double or triple rooms. The code of conduct is rather strict (e.g. the exit is closed at 11 p.m., no overnight visits are allowed). It is possible to have the Internet connection in the room. There are only single-sex dormitories available:

- The female dormitory is located approx. 15 minutes by bus from the city centre, near the Faculty of Biotechnology and Environment Sciences, Faculty of Mathematics, IT and Landscape Architecture and KUL's Sports Centre. The price is 350 PLN per month (double room).
- The male dormitory is located approx. 15 minutes on foot from the university. The price is 400 PLN per month (double room).

Please contact our Erasmus+ Office as soon as possible to have your room booked. Important! **In case you decide to stay in the university dormitory and then resign at the beginning of a month, you will be charged for this month.**

Private dormitories - There are several options available. You will find them listed below:

- private dormitory *Burzuj* at 26 Langiewicza Str.: <http://burzujlublin.pl/> (e-mail: biuro@burzujlublin.pl phone: +48 607 278 753);
- private dormitory *Duet* at 13 Chodźki Str.: <https://studentdepot.pl/pl/pokoje-akademik-duet> (e-mail: duet@studentdepot.pl phone:+ 48 81 718 00 29);
- private dormitory *Cube Stay & Study* at 7 Mackiewicza Str.: <http://www.cube-study.pl/offer.html> (e-mail: info@cube-study.pl phone: +48 502 020 501);
- private dormitory *Dom Studenta TBV* at 72A Nadbystrzycka Str.: <http://www.akademiki.tbv.pl/dom-studencki-przy-ul-nabystrzyckiej/> (e-mail: akademik@tbv.pl phone: + 48 81 538 28 28)

In order to book a room, you should contact the chosen dormitory as soon as possible (by e-mail / phone).

Private flats - There is also a possibility of renting a room or a flat in different parts of the city. The prices range from 100 EUR to 250 EUR per month depending on the standard, location and distance from the university. If you want to find private accommodation, your Guardian Angel will help you to look for it.

There are more and more students every year in Lublin, so it is strongly advised to come some time in advance in order to find a suitable place.

If you need a temporary accommodation, contact the Erasmus+ Office and you will receive addresses of cheap hostels and hotels.

Important: please remember to find out about all the conditions and fees; you are also responsible for keeping your place in order. If you want to organize a party, please keep in mind that your neighbours may not like it! In Poland there is curfew from 10 pm till 6 am – no loud music or noises allowed. If you damage something, you will have to repair it or buy a new one. Your neighbours can call the police if you behave in an unsuitable way – you might end up in the police station or with a fine. Our university will not bear any responsibility for any problems that may occur during your stay at a private dormitory / private flat.

COST OF LIVING

It is difficult to give a precise estimate of how much money you will need, partly because much depends on your own circumstances and lifestyle. The following suggestions may be helpful:

Accommodation: ca.80-200 EUR (per month)

Food: ca.70-150 EUR (per month)

Local transport: ca. 15 EUR (per month)

INSURANCE

Students coming to study in Poland are required to obtain health and accident insurance before arrival:

- health insurance should cover all medical expenses during your stay in Poland (e.g. European Health Insurance Card - EHIC);
- accident insurance is a form of insurance policy which offers a payout when people experience injury or death due to an accident (e.g. ISIC or Euro26).

RESIDENCE REGISTRATION (AFTER ARRIVAL)

If you are an EU citizen you can enter Poland with your ID document (a valid travel document e.g. passport, or another document certifying your identity and citizenship). Non-EU citizens will need a visa and a passport.

Foreign students who stay in Poland for more than three months continually (without leaving Poland during that period) are obliged to register within four days after arrival at:

Information Desk for Foreigners
20-071 Lublin
14 Wieniawska St., (1st floor)
Telephone: 81 466 10 02
E-mail: foreigners@lublin.eu

In order to register you should follow the steps listed below:

1. Print out the Temporary Residence Registration Form (code: **SA-069-01**) - you will find it on the website of the Municipality of Lublin City:

<https://bip.lublin.eu/e-urzed/opisy-uslug/wydzial-spraw-administracyjnych/zameldowania-i-wymeldowania/zameldowanie-cudzoziemca-na-pobyt-czasowy,2,22994,2.html>

You can also obtain this form in the International Relations Office of our university (main building, room 201).

2. Fill in the form with capital letters. The form should be filled out in Polish – in case you do not know the language, your Guardian Angel will help you.

3. In point 5. of the form you will need a confirmation from the owner of the residence you will be staying in. If you stay in a dormitory, you will need a stamp and signature of the administrator of the building. In case of a private flat, you will need a copy of the rental agreement and the signature of the owner of the flat.

4. You should bring the completed form, a copy and an original of your passport and visa to the Information Desk for Foreigners at 14 Wieniawska Street in Lublin. You will be registered immediately for the period of stay specified in your visa.

IMPORTANT NOTICES

- 1) In case of any problems, contact your Guardian Angel and Erasmus+ Office at KUL.
- 2) Check out your e-mail box and Facebook group regularly as we will be sending information to you.
- 3) If you need to find your teacher's e-mail address, your Guardian Angel is expected to help you.

More information available at: <http://www.kul.pl/erasmus,272.html>

Frequently Asked Questions: http://www.kul.pl/faq-tips-from-ex-erasmus-students,art_62793.html