

1. DOCUMENTS

Our universities should have the bilateral agreement signed, we need the nomination from your University. **The deadline to send the documents is 31.05.2015 both for winter and summer semester** (please fill the documents electronically. We do not accept handwritten documents).

Documents to be sent

- a) Student Application Form
- b) Learning Agreement
- c) Transcript of Records
- d) some confirmation of the English knowledge (an official certificate or a confirmation from your university about your language level, min. B2)
- e) Accommodation form

after your arrival

- f) the photocopy of an insurance policy (and the European Health Insurance Card for European citizens)
- g). photocopy of the passport, ID card, visa (if you got one)
- h). electronic passport photo

Learning Agreement

You should choose the subjects from the lists available on the website

<http://www.put.edu.pl/erasmus/programmes-available>

If your Faculty does not offer the list of subjects, you should contact the Departmental Coordinator the right Faculty to know if there is such a possibility.

In the Learning Agreement we will also add the Polish language course - 2 ECTS points. (It is 1,5 hour a week)

2. ACADEMIC CALENDAR

The academic calendar is as follows

Winter semester – **01.10.2015 – 29.01.2016**
Christmas holidays- **24.12.2015 – 06.01.2016**
Winter examination session- **01.02.2016- 26.02.2016**
Summer semester – **29.02.2016 – 17.06.2016**
Spring holidays – **25.03.2016-29.03.2016**
Summer examination session – **20.06.2016 – 01.07.2016**

Holidays (free days) – **01.11.2015, 11.11.2015, 25.12.2015, 26.12.2015, 06.01.2016, 01.05.2016, 03.05.2016, 26.05.2016**

3. ACCOMMODATION

a). accommodation at PUT dormitories

As far as the accommodation is concerned, you may contact us if you are interested in PUT dormitories. There is an application form. We try to reserve the rooms for all Erasmus students. To reserve a room it is enough to send the application form by email or post. Erasmus students will be accommodated in the dormitory nr 5 or 6.

During the winter semester we are able to provide you the accommodation until the end of the winter semester, that is until 26th of February 2016. The rooms are double or triple. Only if there are not enough students interested it is possible to stay in a double room alone.

The place in a double room costs around 380 PLN per month (it is around 97 euro depending on the currency exchange), internet included. The deposit is also of 380 PLN. The place in a triple room costs around 350 PLN per month, and the deposit is 350 PLN. The prices are valid for the academic year 2014/2015 in the dormitories nr 5 and 6. New fees will be presented soon.

Our university has got 6 dormitories. They are all very close to the Campus. you can see some photos on the following webpage.

<http://www.hstl.put.poznan.pl/index.php?id=50,0,0,1,0,0>

Dom studencki- means Student Dormitory. You can see the photos clicking on *Dom Studencki*, later *Informacje o akademiku* and than on *Galeria zdjec*.

b). private accommodation

<http://erasmusu.com/en/erasmus-poznan/student-flat-rent>

<http://poland.gabinohome.com/en/rent+room/poznan>

<http://www.realestate24.com.pl/en/sl/rent-flat-poznan.html>

<http://mostowa4a.pl/kontakt/>

4. POLISH WEEK (ORIENTATION WEEK)

One week before the beginning of the academic year, in the second half of September or February, there is a so called "Polish week". It is an orientation week for the International Students. During the week there is Polish language course, information on Polish culture, free sports activities with other Erasmus students, two trips, one Poznan sightseeing tour and one to some town in the suburbs of our city, and what is the most important you can meet and integrate with other Erasmus students. The participation in the activities is free and not obligatory. The exact programme is yet to be decided by the Department Center of Languages and Communication that organizes this event. Please inform me if you want to participate in the Polish week until maximum **31.07.2015!** (or **01.01.2016** - if you come for the summer semester only). You can take a look at the photos from the last academic year.

<http://www.clc.put.poznan.pl/galeria/?album=1&gallery=13>

5. POLISH LANGUAGE COURSE

As the continuation of the intensive Polish course, Center of Languages and Communication organizes “**survival Polish**” lessons during the whole academic year, **obligatory** for all exchange students at PUT.

6. ESN + BUDDY PROGRAMME (MENTOR STUDENT)

There is a student organisation at our university - ESN (Erasmus Student Network). They help international students to organise their stay in Poland. They may also come to pick you up from the airport or railway station, explain everything during your first days after arrival and contact all the professors. The person that help the foreign students is called Mentor. All this action is called Mentor programme. Apart from that this group of students organise a lot of parties, trips or suppers for Erasmus students. You can see some of their action on their webpage.

<http://www.esn.put.poznan.pl>

and contact them at

Mentor ESN Poznan - poznan.mentor@esn.pl

7. HEALTH CARE IN POLAND

EU CITIZENS

You should have a European Health Insurance Card and an insurance policy. With the EHIC card you can meet the doctor. There is a general doctor at the Dormitory nr 2 (within the campus)

NON EU CITIZENS

If you are not the EU citizen there are two options

a). Sign the agreement with the Polish National Health Fund (NFZ). The procedure is described below

- Apply for the PESEL number at the Department of Civil Affairs at Libelta Street (Poznań, 16/20 Libelta Street)
- Sign the agreement with the NFZ (Poznań, 14/15 Piekary Street, room no. 701, tel. 61 655 44 44)
<http://www.nfz-poznan.pl/page.php/1/0/show/4292/>
- Registration of the agreement with ZUS (The Social Security Agency) within 7 days. (Poznań, 12 Dąbrowskiego Street, tel. 61 841 60 00)
- Send the copy of the agreement and the proof of payment back to NFZ at Piekary Street, also by email - wsswm@poznan-nfz.pl
- Monthly payment for contributions is 46,80 PLN per month, not later than on the 15th day of each month for preceeding month)

With these documents you will be able to use the health care in Poland. There is a

general doctor at the Dormitory nr 2 (within the campus). Without this procedure the services will be charged.

Important!!! Please remember to terminate the agreement before going back home! Otherwise the NFZ could count your fees even after your departure.

c). Meet a doctor in a private hospital, you should take your passport with you.

For example the following health center

<http://www.certus.med.pl/en/contact.html>

http://www.certus.med.pl/pl/kontakt/jak_dojechac.html

The cost is around 25/30 euro for a visit.

8. BEFORE YOUR ARRIVAL AT PUT

a). **send all the documents until 31.05.2015** (for both winter and summer semester!)

b). **confirm if you take part in the Polish week/orientation week until 31.07.2015** (for winter semester) or **01.01.2016** (for summer semester)

c). We will send you an **official invitation letter** after the Faculty has decided about your admission.

d). let our office (anna.wolnowska@put.poznan.pl) and your Mentor student (poznan.mentor@esn.pl) know **when you are coming**. Our Office needs to inform the dormitory that you are coming

9. AFTER YOUR ARRIVAL AT PUT

a). **meet your Mentor student at the airport/railway station**. Please remember to let our office (marta.lipinska@put.poznan.pl) and a Mentor student know when you are coming. Our office needs to inform the dormitory that you are coming

b). **meet the administration of the dormitory** (open from Monday to Friday until 3 p.m. It is in the dormitory you will stay in.) If you arrive in the evening or during the weekend, you will be given the keys at the reception. On the following day you should meet the administration. You will need to pay the deposit and the rent for the first month. The administration will give you the bank account number or a form to pay the rent at the post office (the post office is within the campus)

c). **meet the PUT's Erasmus Staff**. We invite you to visit our Lifelong Learning and International Education Office within the first days of your arrival. You can find us there from Monday to Friday from 7.30 a.m. till 2.30 p.m. Please, bring the photocopy of your ID card or passport (and visa if you have it) , and the photocopy of your insurance. (European Health Insurance Card and an insurance policy). You will also have your **arrival form** signed. (If your home university requires one). We sign the arrival forms from the beginning of the

semester. In order to receive the **student card** you will be asked to send to the office a digital passport photo.

d). **participate in the Polish week (orientation week)** after your arrival. It will be one week before the beginning of the semester.

e). **meet your Departmental Coordinator at the Faculty**. At the Faculty you will collect the student card (to have discounts for the transport). You will also get the schedule and all the information about the subjects.

10. BEFORE YOUR DEPARTURE FROM POZNAN

a). Take the **Transcript of Records** from the Faculty. You should check if all the notes and subjects are correct.

b). Fill the "**Erasmus student clearance form**" - you will need the signatures from the administration of the dormitory, the Faculty Library and only then Main Library, the Dean's Office. (You can get the form LLL and International Education Office)

c). At the end of stay, after presenting the Erasmus Student Clearance Form, you will receive the **certification of stay** at LLL and International Education Office. Please note that we issue the certification from the beginning of the semester **until the same day the student come to our office (maximum until the end of the semester)**, even if the actual departure takes place later or during the weekend.

d). If you want to take the **deposit** back from the dormitory (it may be also used as the payment for the last month) you should contact with the administration of the dormitory.

e). Before leaving, please leave the **keys** and the **dormitory card**, as well as the sheets, at the administration of the dormitory. Please remember to inform the dormitory about your departure at least two weeks before leaving.

11. ON-LINE INFORMATION ABOUT POZNAN

<http://www.poznan.pl/mim/public/turystyka/index.html?lang=en>

<http://www.poznan.pl/mim/turystyka/en/download-brochures-about-poznan.p,16577.html>

<http://www.poznan.pl/mim/studia/en/news/poznan-in-5-steps,60704.html>

<http://www.inyourpocket.com/poland/poznan>

<http://www.youarein.poznan.pl/>

<http://www.poznan-life.com/>