### Basic data

| **FULL LEGAL NAME OF THE INSTITUTION:** | Jagiellonian University in Kraków Uniwersytet Jagielloński w Krakowie |
| **RECTOR:** | Prof. dr hab. med. Wojciech Nowak |
| **ERASMUS+ CODE:** | PL KRAKOW01 |
| **ADDRESS (MAIN BUILDING, COLLEGIUM NOVUM):** | ul. Gołębia 24 31-007 Kraków Poland |
| **INTERNATIONAL STUDENTS OFFICE:** | ground floor, room 21 erasmus@uj.edu.pl iso@uj.edu.pl (+48 12) 663 1004 |
| **HEAD OF INTERNATIONAL STUDENTS OFFICE:** | Mr Michał Bereziński |
| **INSTITUTIONAL ERASMUS+ COORDINATOR:** | Mrs Monika Rząca |
| **INCOMING STUDENTS COORDINATORS:** | Ms Aleksandra Szklarzewicz Ms Paulina Kowalska Mr Krzysztof Byrski Mr Oleksii Yaroshkevych |
| **OFFICE HOURS:** | Mon – Fri 7:30 – 15:30 |
| **WEBSITE:** | http://www.dmws.uj.edu.pl/en_GB/ |
| **FACEBOOK PROFILE:** | https://www.facebook.com/ismo.uj/ |
Welcome to Jagiellonian University in Kraków!

This guide has been prepared by the International Students Office for exchange students who are coming to study at Jagiellonian University in Kraków. It provides practical guidance on studying at Jagiellonian University and living in Kraków.

Moving to a new country is a challenging and rewarding experience and our intention is to help you make the most out of your exchange period.

The International Students Office, based in Collegium Novum, is the place where you will register and obtain information that will help you to carry out your mobility. Information included in this guide has been checked carefully, however it may be subject to change. If you have any questions or doubts, do not hesitate to contact directly the International Students Office.
<table>
<thead>
<tr>
<th>Table of contents</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 ABOUT THE UNIVERSITY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Structure of the University</td>
<td></td>
</tr>
<tr>
<td>Academic calendar</td>
<td>9</td>
</tr>
<tr>
<td>Administrative support for students</td>
<td>10</td>
</tr>
<tr>
<td>22 BEFORE ARRIVAL</td>
<td></td>
</tr>
<tr>
<td>Travelling to Kraków</td>
<td>22</td>
</tr>
<tr>
<td>Visa requirements</td>
<td>25</td>
</tr>
<tr>
<td>Health care in Poland</td>
<td>26</td>
</tr>
<tr>
<td>Accommodation</td>
<td>28</td>
</tr>
<tr>
<td>Mentors</td>
<td>31</td>
</tr>
<tr>
<td>52 BEFORE DEPARTURE</td>
<td></td>
</tr>
<tr>
<td>Check-out</td>
<td>52</td>
</tr>
<tr>
<td>Transcript of records</td>
<td>52</td>
</tr>
<tr>
<td>Continuing studies at the Jagiellonian University in Kraków</td>
<td>53</td>
</tr>
<tr>
<td>32 DURING THE EXCHANGE PERIOD</td>
<td></td>
</tr>
<tr>
<td>Orientation Week</td>
<td>32</td>
</tr>
<tr>
<td>Registering at the University</td>
<td>33</td>
</tr>
<tr>
<td>Temporary residence permit</td>
<td>34</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>36</td>
</tr>
<tr>
<td>Registration for courses</td>
<td>36</td>
</tr>
<tr>
<td>Grading system</td>
<td>39</td>
</tr>
<tr>
<td>Extension the duration of the mobility</td>
<td>41</td>
</tr>
<tr>
<td>Living in Kraków</td>
<td>42</td>
</tr>
<tr>
<td>Polish currency and monthly cost of living in Kraków</td>
<td>43</td>
</tr>
<tr>
<td>Local Transport</td>
<td>44</td>
</tr>
<tr>
<td>Opening a Polish bank account</td>
<td>45</td>
</tr>
<tr>
<td>Working in Poland</td>
<td>45</td>
</tr>
<tr>
<td>Learning languages</td>
<td>46</td>
</tr>
<tr>
<td>Safety</td>
<td>48</td>
</tr>
</tbody>
</table>
Jagiellonian University in Kraków is the oldest university in Poland (founded in 1364 by King Casimir the Great) and one of the oldest universities in Europe. Several hundred years of academic activity has resulted in many notable alumni, whose inventions, ideas and accomplishments have had a significant impact on the history of Poland and the world.

Pope Saint John Paul II
John III Sobieski
Nicolaus Copernicus
Wisława Szymborska
Norman Davies
Jan Kochanowski
Stanisław Lem
Andrzej Wajda
Krzysztof Penderecki

King of Poland
astronomer and creator of the heliocentric model of the universe
recipient of the 1996 Nobel prize in Literature
historian
Renaissance poet
writer of science fiction, author of the novel Solaris
film and theatre director, director and recipient of an Honorary Oscar and the Palme d'Or
composer and conductor
In 2017, JU was ranked as the best university in Poland equally with the University of Warsaw. Additionally JU was ranked as the best medical university, as the most prestigious university and as the university with greatest academic potential.¹

The University’s history, tradition and prestige attracts each year the best high-school graduates. In the academic year 2016/2017, there were 38,535 students enrolled studying at 16 different faculties (among them 3,394 foreign students and PhD candidates from 90 different countries). This is the most popular university in Poland among foreign Erasmus+ students according to the top 500 higher education institutions receiving Erasmus+ students ranking².

¹ According to Perspektywy University Ranking 2017
² http://ec.europa.eu/education/resources/statistics_en
The JU boasts 3 campuses and 60 buildings with a unique research infrastructure, e.g. Małopolska Centre for Biotechnology, Jagiellonian Centre for Experimental Therapeutics and National synchrotron radiation facility SOLARIS. It is the most innovative university in Poland and in Eastern Europe, according to Reuters’ ranking of The Most Innovative European Universities. The JU has been ranked as one of the 100 most innovative universities in Europe. The University is a rising star in world science: 69th place on the Nature Index 2016 Rising Stars ranking of universities with the fastest growing number of publications published in the 20 most prestigious scientific journals.

Jagiellonian University in Kraków is an active participant of the following international networks: COIMBRA Group, UTRECHT Network, European University Association, Guild of European Research Intensive Universities, EUROPAEUM, Atomium Culture, Unitown, SYLFF Institutions’ Network, Erasmus Student Network, European Students Forum (AEGEE), European Law Students’ Association, AUSCO, and IROS Forum.

JU was ranked best University in Poland equally with the University of Warsaw (2017)
Structure of the University

Governance

Jagiellonian University was established in 1364 and since then its organizational structure has been still based on a medieval tradition. The University is leaded by the Rector and vice-rectors and at the head of particular faculties are deans and vice-deans. Institutes are governed by institute directors. All of them are elected for a four-year term of office.

Rector – prof. dr hab. med. Wojciech Nowak
Vice-Rector for Human Resources and Financial Management – prof. dr hab. Jacek Popiel
Vice-Rector for Research and Structural Funds – prof. dr hab. Stanisław Kistryn
Vice-Rector for Educational Affairs – prof. dr hab. Armen Edigarian
Vice-Rector for University Development – prof. dr hab. Dorota Malec
Vice Rector for Medical College – prof. dr hab. med. Tomasz Grodzicki

Faculties

The Jagiellonian University in Kraków is divided into 16 faculties:

Faculty of Law and Administration
Faculty of Medicine
Faculty of Pharmacy
Faculty of Health Sciences
Faculty of Philosophy
Faculty of History
Faculty of Philology
Faculty of Polish Studies
Faculty of Physics, Astronomy and Applied Computer Science
Faculty of Mathematics and Computer Science
Faculty of Chemistry
Faculty of Biology
Faculty of Management and Social Communication
Faculty of International and Political Sciences
Faculty of Biochemistry, Biophysics and Biotechnology
Faculty of Geography and Geology
Academic calendar

Education at Jagiellonian University is organized in two semesters. Lectures and classes are conducted during these periods, however the dates given below may slightly vary for some faculties, therefore students are advised to verify the dates with their coordinators and on the websites of their faculties. The academic calendar of the university is available on the main website of the University.

The academic year 2017/2018 started on 1 October 2017 and will end on 30 September 2018.

**Winter semester:**
1 October 2017 to 23 February 2018

**Summer semester:**
24 February 2018 to 30 September 2018

**Lectures and classes will be held in the following periods:**
- 2 October 2017 to 22 December 2017
- 3 January 2018 to 28 January 2018
- 24 February 2018 to 29 March 2018
- 4 April 2018 to 15 June 2018

**Breaks**
- **Christmas break** 23 December 2017 – 2 January 2018
- **Winter break** 11 February 2018 – 16 February 2018
- **Easter break** 30 March 2018 – 3 April 2018
- **Summer holidays** 30 June 2018 – 30 September 2018
- **2 May 2018** – a free day between 1 and 3 May which are bank holidays in Poland
- **Friday** – during the week when Juwenalia is held (student festival celebrated each year before the summer examination period).

**Winter examination period:**
29 January 2018 to 10 February 2018

**Winter resit examination period:**
17 February 2018 to 23 February 2018

**Summer examination period:**
16 June 2018 to 29 June 2018

**Summer resit examination period:**
1 September 2018 to 15 September 2018
Administrative support for international students

More than 1000 international students taking part in various exchange programmes may benefit from assistance and support of the following departments, offices and organisations at Jagiellonian University.

Institute secretary offices

The secretary offices of particular institutes offer assistance in matters related to the course of studies and to subjects that students attend.

Secretary offices of the Dean’s Office

All matters that should be addressed to the Dean or the Deputy Dean for Students Affairs should be delivered to the secretary offices of the Dean’s office in writing.

International Students Office

As an exchange student you can rely on the assistance of the ISO team in the following fields:
- the application procedure
- communication with faculty coordinators
- registration for courses
- allocation of places in student dormitories
- issue and extension of the Students ID Card
- issue of the USOSweb logins and passwords
- issue of Transcripts of Records and Certificates of Attendance
• information about the exchange opportunities and other practical matters related to the exchange

Disability Support Service

Disability Support Service provides a broad educational support for disabled students and for students in a difficult health situation, such as:

• adjustment of the course of study to individual needs and adaptations equalising access to education
• the newest supportive technology workroom
• innovative multimedia and computer equipment
• wellbeing zone

Students experiencing mental-health difficulties may benefit from additional support from Jagiellonian University with the 'Constellation Leo' programme. The programme is an opportunity to stop and talk about one’s issues, meet a fellow human being and consider how to decrease the level of one’s stress which may be a result of very many factors. [http://www.konstelacjalwa.pl/index.php/en/](http://www.konstelacjalwa.pl/index.php/en/)

Safe Student

Jagiellonian University cares for the safety of all students. Safe Student of the JU is an initiative of Rector’s Proxy for Student Safety and Security and the main objectives include:

• promotion of cautious behaviour and methods of avoiding threats
• providing support to victims, informing about the possibility of obtaining professional help
• counteracting discrimination
Reporting an issue is regarded as strictly confidential and does not have to necessarily lead to further actions.

On the website http://www.safe-student.uj.edu.pl/start you can find the following information:

- where to seek legal and psychological support
- what to do if you are not feeling safe at the University
- who is providing aid to victims of crime
- who can help you to resolve a conflict amicably

International Relations Office

The International Relations Office (IRO) is responsible for implementation of Jagiellonian University’s policy concerning international cooperation. The IRO coordinates and supports activities related to initiating international cooperation of Jagiellonian University with universities and research institutions at the university level and provides support to JU units that want to make cooperation agreements. Among other responsibilities, the IRO manages bilateral agreements on scientific cooperation implemented at the university level, coordinates exchange within bilateral agreements and organises trainings and meetings for international relations officers from partner universities.

Careers Service

The Careers Service offers JU students and graduates relevant information about the job market as well as practical knowledge on how to prepare job application documents and how to be more effective at job interviews.

The Careers Service helps students take and implement the right decisions about their professional development, manage their careers adequately and lead a successful professional life.

Student’s Self Governing Body

The Student’s Self-Governing Body is the body representing all the undergraduate and graduate students of Jagiellonian University. It deals with both collective and individual issues. The Governing Body has specific
divisions that deal with particular areas. You are welcome to contact your local representative, or division about issues regarding university by-laws, student regulations, funding enquiries, student housing and many more.

We are here to help you
**Erasmus Student Network**

The Erasmus Student Network (ESN) is a non-profit international student organization that was founded in 1989. The core values of ESN involve supporting and developing the student exchange programs.

ESN UJ was established in 2002 and is one of the largest sections in Poland. It is built on a basis of voluntary students who are supported by the International Students Office of Jagiellonian University. ESN recruits new members twice a year, and in one cycle they welcome between 40 and 50 new members. Exchange students are also welcome to join.

Team coordinators and members are working hard to turn an exchange period in Cracow into an unforgettable experience for everyone. They organise everything, from sport events, band practices, remarkable parties, language meetings, city games, museum visits, to extraordinary travels.

In 2013, ESN UJ received an award for the best ESN section. In February 2017, ESN UJ was chosen as the ‘section in the spotlight’ by ESN International.

The office of ESN UJ is located in Collegium Novum.
Our Student Ambassadors are a team of full-time students of foreign origins whose mission is to help and support foreign first-year students during their initial days at the JU. The Ambassadors are representatives of the university and their main responsibility is to organize meetings with prospective students. So far in the academic year 2017/2018 such meetings were organized in Ukraine, Belarus, Czech Republic, Lithuania, Latvia and Romania. It is worth mentioning that the Ambassadors engage in various promotional activities such as international study fairs and University’s open days. The Ambassadors are very active in social media, they have their profiles on Facebook and Vk. It is worth mentioning that these profiles are run in Polish, English, Russian and Ukrainian.
Jagiellonian University has partnerships with many universities around the world. On the basis of these agreements, foreign students may take part in various exchanges.

**Application procedure**

In order to apply for the Erasmus+ programme, you need to be nominated by your home university for the exchange. Your home Erasmus+ coordinator will send your nomination to the International Students Office of Jagiellonian University (ISO).

After your application has been positively assessed, you will receive an e-mail with an invitation to the online application procedure.

You will need to **complete** the online application for short-term studies ([https://www.incomingstudents.uj.edu.pl](https://www.incomingstudents.uj.edu.pl)). In the online application you need to choose a faculty/institute that corresponds to the one in your home university.

To complete the application process the following documents need to be submitted:

**ERASMUS+ Application deadlines**

- **31 May** for the winter semester (the semester starts on 1 October)
- **31 May** for the winter semester and summer semester at the **Faculty of Medicine**
- **30 November** for the summer semester (the semester starts on 24 February)
To complete the application process the following documents need to be submitted:

- transcript of records/last archived diploma
- a language certificate (not applicable to English or Polish native speakers)
- scan of your passport or national identification document
- the application form (signed and stamped by your Erasmus+ coordinator)
- authorization to emergency contact (this form can be downloaded from online application)

English language certificates should be of minimum level B1/B2. If you do not have a language certificate, you may use the Language proficiency form (available on the website of ISO). The form should be signed and stamped by your Erasmus+ coordinator or English teacher.

The authorization to emergency contact form can be downloaded from the online application for short-term studies or from our website. It is a form that indicates who should be contacted in any emergency situation concerning you.

During application, you may upload your photo. It will be used for the purpose of issuing a student ID card. You can check in the system whether the photo has been accepted.

After you have submitted your application, you may check its status online. An ‘accepted’ status means that you have been officially accepted by our university. If you would like to request a paper acceptance letter (for example to fulfil visa requirements) then please contact International Students Office via email: erasmus@uj.edu.pl
INDIVIDUAL RESEARCH STAY

Students from universities that do not have a partnership with Jagiellonian University, may apply for an individual research stay.

It is not a regular exchange and researchers do not obtain student’s status or a student ID card.

Research stays can be carried out in various departments and units of the University. Their duration and programme are always agreed upon individually with a student, based on both student’s needs and unit requirements.

Application procedure

Applications should be submitted to ISO no later than 2 months before the beginning of the stay and should consist of:

- written request to the director of an appropriate institute stating the precise time of the research and motivation
- research plan/ study plan
- curriculum vitae
- copy of the passport page with photo
- letter of recommendation from the home university
- copy of the student ID card issued by the home university

Tuition fees

- Tuition fees for individual research stays are determined by the Rector.
- The fee does not cover accommodation.
- If the research period is shorter than an academic year the fee is paid for each month of stay respectively.
PLACEMENTS

International students may carry out placements at Jagiellonian University within the framework of the Erasmus+ programme. Individual applications for placements are also accepted. Placements can take place in various departments and units of the University. Their duration and programme is always agreed upon individually with a student, based on both the student’s needs and the unit’s requirements.

Students carrying out placements at JU do not obtain student’s status. They are accepted as trainees and therefore they cannot obtain a student ID card.
Application procedure

Jagiellonian University does not provide regular placement programmes. Therefore, international students who are interested in carrying out a placement should:

1. Check the university’s website in order to find a unit where the placement could be carried out
2. Apply directly to the head of the chosen university unit.

Application should consist of:
- Cover letter, including proposed plan and dates of the placement as well as motivation
- Résumé / curriculum vitae
- Copy of the passport/ID page with photo
- Letter of recommendation from the home university

Placement applications should be submitted no later than 2 months before the planned start of the placement. If a student is accepted for a placement, the head of the university unit prepares a placement agreement, which is signed by the university’s Rector.
Jagiellonian University does not provide any financial assistance to international students carrying out placements at our institution.

**Other mobility programmes and scholarships**

JU participates in many mobility and exchange programmes, which guarantee a tuition waiver or a monthly scholarship. If you would like to study at JU within these scholarships, you must first contact your home institution to ask, whether your home university has an agreement with JU in place within a particular mobility programme.

The programmes are:

- Cooperation between universities within bilateral agreements
- Polish Government Scholarship
- Utrecht Network – Australian-European Network – Mid-America Universities International, Network of International Offices of Rio de Janeiro Higher Education Institutions, Young Researchers Grant
- The Ryoichi Sasakawa Young Leaders Fellowship Fund
- International Visegrad Fund
- Polish-American Fulbright Commission
- CEEPUS
- Summer schools
- And other.
BEFORE ARRIVAL

Travelling to Kraków

You can access Kraków by using the following means of transport:

By plane:

Kraków Airport has a wide network of international connections with numerous European capitals and cities, it is also the largest regional city in Poland. The Airport is located merely 11 km away from the centre of the city. Two bus lines (208 and 252) and a train run from the Airport to the centre.
Distance and flying time from Kraków to selected capitals:

<table>
<thead>
<tr>
<th>City</th>
<th>Distance (km)</th>
<th>Flying Time (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amsterdam</td>
<td>1080</td>
<td>1h 40 min</td>
</tr>
<tr>
<td>Berlin</td>
<td>532</td>
<td>1h 10 min</td>
</tr>
<tr>
<td>Brussels</td>
<td>1108</td>
<td>1h 43 min</td>
</tr>
<tr>
<td>Budapest</td>
<td>292</td>
<td>49 min</td>
</tr>
<tr>
<td>Kiev</td>
<td>755</td>
<td>1h 30 min</td>
</tr>
<tr>
<td>London</td>
<td>1419</td>
<td>2h 5 min</td>
</tr>
<tr>
<td>Madrid</td>
<td>2310</td>
<td>2h 56 min</td>
</tr>
<tr>
<td>Moscow</td>
<td>1342</td>
<td>2h</td>
</tr>
<tr>
<td>Paris</td>
<td>1279</td>
<td>1h 55 min</td>
</tr>
<tr>
<td>Prague</td>
<td>394</td>
<td>58 min</td>
</tr>
<tr>
<td>Riga</td>
<td>814</td>
<td>1h 36 min</td>
</tr>
<tr>
<td>Rome</td>
<td>1075</td>
<td>1h 40 min</td>
</tr>
<tr>
<td>Warsaw</td>
<td>252</td>
<td>45 min</td>
</tr>
<tr>
<td>Vienna</td>
<td>331</td>
<td>53 min</td>
</tr>
<tr>
<td>Vilnius</td>
<td>629</td>
<td>1h 19 min</td>
</tr>
</tbody>
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By train:

Kraków Główny railway station is situated in the centre of the city and is a good transport interchange. The railway station has convenient railway connections with all the biggest cities in Poland, and with the most important local sights: Wieliczka Salt Mine, Auschwitz and Zakopane. Additionally, from Kraków Główny railway station direct trains operate to the following cities: Budapest, Lviv, Prague and Vienna.

Train timetables are available on the website of the Polish State Railways: [http://rozklad-pkp.pl/en](http://rozklad-pkp.pl/en)

Organizing you trip

There are no set arrival dates, however it is advisable to arrive a couple of days before the start of the semester. Orientation week is usually organized a week before the official start of the semester. The agenda is sent via e-mail to all incoming students and it is published on the Facebook profile of the ISO and ESN.

The start date of your mobility period corresponds to the date of your arrival at the International Students Office.
Visa requirements
EU Citizens

Citizens of the EU or Schengen member states may cross the Polish border on the basis of a valid travel document (passport/identity card).

Non-EU Citizens

Citizens of countries other than member states of the EU, Norway, Iceland, Liechtenstein and Switzerland, may cross the external borders of the EU, including Polish borders provided they:

- hold a valid transport document
- hold a valid visa, in the event when it is obligatory
- justify the purpose and conditions of their intended stay and prove they have sufficient means of subsistence for the planned stay and for a return journey to their country of origin or that they are capable to obtain such means lawfully
- have an appropriate travel medical insurance

You must apply for the visa from the Polish Embassy in your country of residence, providing the letter of invitation from Jagiellonian University in Kraków. You should apply for visa in advance as the issuing procedures can last several weeks.

Schengen visa

Poland is a Member State of the Schengen Area. Receiving a short-stay Schengen visa (marked with a C symbol) allows a foreigner to enter the Polish territory and to travel freely within the Schengen Area. This type of visa gives its holder the right to spend up to 90 days within the Schengen Area within the period of six months. The period is calculated from the first entry. If you plan to spend less than 90 days in Poland, you should apply for this type of visa.

National visa

If you plan to spend more than 90 days (at least 91) in Poland, then you should apply for a long-stay Polish national visa (marked with a D symbol). Such visas are issued for a period no longer than a year and allow
its holder to move within the territory of other Schengen states for up to three months within a half-year period.

Health care in Poland

If you are a EU/ EFTA and you have the European Health Insurance Card (EHIC) then you are entitled to receive free health care services. Using your card you can go to directly to a General Practitioner.

Citizens of the EU/ EFTA who are not insured in their country of origin or students from countries outside the EU/EFTA should purchase insurance before they arrive in Poland or purchase insurance in the Polish National Health Fund (Narodowy Fundusz Zdrowia - NFZ). The monthly cost of such insurance for students is around 40 PLN (9 EUR). Foreigners insured in NFZ, are treated equally to Polish citizens and have the same access to health care benefits and the financing of these benefits.

Persons without health insurance coverage in Poland or any other member state of the EU/ EFTA, may - as a general rule - use health benefits for a fee. In the event of presenting an appropriate health insurance policy (for example the policy required for the Schengen visa), a facility offering medical assistance may settle the costs directly with the insurer.
All students who hold the Card of the Pole or documented adherence to the Polish nation may be insured free of charge at JU. These persons need to contact the Office for Student Affairs. The Card of the Pole entitles its holder to benefit from a free treatment in the facilities of the National Health Fund only in cases of emergency.
Student dormitories

Jagiellonian University offers more than 3000 places in 6 student dormitories which are: Bursa Jagiellońska, Bydgoska (blocks B, C, D), Kamionka, Nawojka, Piast, Żaczek.

Exchange students are only allocated in Bydgoska (ul. Bydgoska 19), Nawojka (ul. Reymonta 11) and Piast (ul. Piastowska 47) in two-bedroom dorms. Each year, the Rector allocates a certain number of places in dorms to the International Students Office. Therefore, it is possible that some students will be allocated to dorms other than those listed above.

The cost of renting a two-bedded room is around 385 PLN (93 EUR) per month.

The number of places in student dormitories is limited, therefore please apply for a place as soon as possible. If you would like to resign from the place you have been granted, please notify the ISO as soon as possible. Scholarship holders are awarded with places in dormitories according to the terms of the respective scholarship programme.
Application procedure

a. Students of mobility programmes and international exchanges

During the completion of the online application form, please choose that you would like to apply for the dormitory. Afterwards, you will need to fill in an application form in USOSweb system (internal university system). You will be informed whether you have been granted a place, when you receive the acceptance letter.

b. Scholarship holders

You can apply for a dormitory place via the USOSweb system, for further guidance please contact the ISO team.

Useful links:

UJ ISO website, in the incoming students section in the tab ‘housing’

Private accommodation

There are plenty of rooms and flats for rent in Kraków. A monthly rent varies from 700 to 2000 PLN, depending on the location, size and standard of the place. Finding accommodation may be difficult in September at the beginning of the academic year. Therefore, it is advisable to look for a place well in advance.

While looking for private housing, it is worth contacting:

Biuro Pośrednictwa Mieszkań
Al. 3 Maja 5, Kraków
e-mail: biuro@zamieszkaj.bratniak.org
Learning Polish

The International Students Office in collaboration with the Center for Polish Language and Culture in the World offer a two-week intensive Survival Polish Language Course for exchange students. The course takes place two weeks before the start of the term and is aimed at students who have never learned Polish before. The offer and class schedule is sent to students by ISO via e-mail.
English support

If you are looking to brush up your English skills before the start of the mobility, then you may take part in the Academic Writing English course organized by ISO in collaboration with the Jagiellonian Language Centre for exchange students. The course is aimed at students who have already attained B2 level and who are keen to improve their academic writing skills. Classes take place two weeks before the beginning of the semester. The schedule and application details are sent by ISO via e-mail.

Mentors

Erasmus Student Network of Jagiellonian University recruits a number of volunteers ("Mentors") who help and support international students throughout their stay in Kraków. Mentors are regular students of the JU who can help you at the beginning of your stay, guide you through the city and assist you in other daily activities. If you would like to have a Mentor, then contact ESN before your arrival. You can contact them via their Facebook page: ESN UJ Krakow https://www.facebook.com/esnujkrakow/
Orientation Week

Orientation Week is organized by the International Students Office and Erasmus Student Network of JU before the start of the semester. Each Orientation Week begins with a welcome meeting during which students meet the governance of the University, International Students Office and Erasmus Students Network. During the week, different events are organized each day, from sightseeing and lectures about Polish culture to integration games and parties. The week is wrapped up with a trip to Zakopane which takes place on the weekend.
Registering at the University

The first thing that you need to do when you arrive at the university is registration at the International Students Office (ISO), in Collegium Novum, ul. Gołębia 24, room 21.

You should bring with you the following documents:

a. a valid travel document (identity card / passport)
b. copy of a valid insurance card
c. a photo with your name and surname written on the reverse (if you have not submitted it during application process)
d. hardcopy of the Authorization to contact in emergency situations

During the week, different events are organized each day, from sightseeing and lectures about Polish culture to integration games and parties
During registration, you will receive a *confirmation of stay*, an official document that confirms the dates of your arrival and departure at the university. You should bring this document with you to the International Students Office at the end of your mobility when you will be checking-out from the university. On the basis of the *confirmation of stay*, your home university will calculate the effective duration of your mobility. After you have checked-in, it is advisable to contact your departmental coordinator to discuss your study plan and to sign your Learning Agreement, if it has not been signed before your arrival.

**Temporary residence permit**

**EU/EFTA Citizens**

*EU/ EFTA citizens are obliged to register their stay in Poland*
EU/ EFTA citizens are obliged to register their stay in Poland, if it exceeds 3 months. In order to register your stay you should submit an application in the provincial office (Małopolski Urząd Wojewódzki, ul. Przy Rondzie 6, ground floor, Kraków). The application consists of the following documents:

- application form, 1 original and 1 photocopy (website of Małopolski Urząd Wojewódzki w Krakowie > For Foreigners > Residence Permits for EU Nationals)
- photocopy of a valid travel document
- certificate from JU confirming admission
- a document confirming medical insurance coverage
- a declaration or document confirming that you are obtaining a scholarship or that you have sufficient financial resources to stay in Poland

Non-EU Citizens

If you are a non-EU citizen and your exchange period lasts for more than 3 months then you are obliged to register your stay. You have to register your stay within 4 working days following your arrival in Poland in the provincial office (Małopolski Urząd Wojewódzki, ul. Przy Rondzie 6, ground floor, Kraków).

Required documents:

- application form completed according to the instructions
- four photographs
- a copy of a valid travel document (the original document available for inspection)
- a proof of the administrative fee payment

If you are planning to stay in Poland less than 14 days, then you don’t need to register your stay.
Student ID Card

A student ID card confirms your student status at Jagiellonian University in Kraków. You will need the card to access university libraries and to benefit from discount on public transport. Student ID cards for exchange students are issued by the International Students Office. Students carrying out internships are not entitled to receive a student ID card.

In order to obtain a Student ID card you need to:

- pay a fee in the amount of 17 PLN via bank transfer to the account number available in your USOSweb, in the tab student’s section -> payments. The transfer can be done in every local post office or bank. Paying in euro is not advised as the amount of transferred money may not equal to 17 PLN which will result in the prolongation of the issue of the card until the exact amount will be paid.
- provide a passport photo

You do not need to bring a photo if you have uploaded it during application process and it has been accepted.

It is advised to pay for the student ID card at a local post office. In Poland it is possible to make cash transfers at postal offices.

The card can be collected approximately a week after the payment has been settled.

At the end of the semester, you need to extend the validity of the student ID card in the ISO. Student ID cards are not extended automatically.

Duplicate Student ID Card

In case of loss of your card, you need to contact the ISO to issue a duplicate. The cost is 25,50 PLN (6 EUR). The fee should be transferred to the bank account number available in your USOSweb.

Registration for courses

As soon as you have chosen all the courses that you wish to attend at JU according to the approved Learning Agreement, and checked their schedules, then you should register for them.
How to register for courses?

- via the USOSweb system, if registration for a particular course is open. Registration consists of two obligatory steps:
  1. Registration via the USOSweb system for the chosen course
  2. Linking the course to study programme in USOSweb

- if registration for a particular course is inactive in the USOSweb system, you may register in the secretary office of the institute in which the course is held. To use this option you need to find the address of your institute on the website of JU and visit them in their opening hours
- via e-mail to the coordinator or institute staff member, if this type of registration has been announced by the coordinator
- via an application form from the relevant department, if applicable

Registration in USOS opens at the beginning of the semester and differs depending on the faculty/institute. You may check the exact dates in the registration calendar in USOSweb.

Where to find courses and their descriptions?

3. In the USOSweb system: **USOSweb system > Directory > Courses.**
4. In the course finder ‘Informator’: **www.informator.uj.edu.pl**
5. In the course list that is published each semester by the ISO on their website. Students should treat this list as advisory and always check courses in the USOSweb system.
Wi-Fi wireless connection

All Students and staff members who have an active e-mail account in the internal university mailbox system may connect and surf the internet using the university wireless networks: eduroam and restricted UJ_WiFi. If you are experiencing any problems with the wireless network, then you may report them to the administrator via e-mail: wifi@uj.edu.pl

- Please enclose the following information:
- Description of the problem
- Place from which you have tried to connect to the wi-fi
- Name, surname and the JU organisational unit
- Your contact details (e.g. e-mail- only in JU domain, phone number)

Libraries

Jagiellonian University has at its disposal many faculty and institute libraries. Faculty and institute libraries are located in the main buildings of particular faculties/ institutes, students enrolled at these institutes may use them.

The Jagiellonian Library is the central library of the university and one of two national deposit libraries that contain all titles published in Poland. Exchange students may benefit from the collection of books and manuscripts of the Jagiellonian Library. The Jagiellonian Library has a study room in which you may read and study and prepare for classes and exams. In order to register at the library, visit the main building. The registration fee is 10 PLN (2 EUR).

Exchange students may order books to the library’s reading room or borrow them home. To register you need to bring the following documents:

- ID Card (students from the EU- ID card or passport, students from outside the EU- passport)
- a valid Student ID Card

Students carrying out research stays not exceeding 3 months may only use library’s books on the premises of the library. To register with the library you need to bring:
• ID Card (students from the EU - ID card or passport, students from outside the EU - passport)

Grading system

At Jagiellonian University, exams and courses are assessed according to the following scale:

Zaliczenie (non-graded pass) and Niezaliczenie (fail)

At JU not all classes are assessed by a written or oral examination. Some lecturers require students to perform other forms of activity to pass their classes, for example to actively participate in classes or to prepare a presentation. If the given subject is not assessed by an exam, the following grades may be awarded:

- ZAL- zaliczenie – student has passed their classes, no grade has been awarded as it was not required by the lecturer
- ZAL z oceną – non-graded pass with a grade – student has passed their classes and has been awarded a grade as it has been required by the lecturer
- NZAL – niezaliczenie – student has not passed their classes, no grade has been awarded

ECTS

ECTS points are awarded to students for completion of a subject prescribed in the study programme when a student fulfilled requirements concerning acquiring of the assumed learning outcomes. One ECTS point corresponds to learning outcomes which require from a student on average 25-30 hours of work, while the number of student’s hours of work includes classes organized by the university according to the study programme, as well as student’s individual work.

Exams

Exams (written and oral) are taken by students in two examination periods during the winter and summer term. During each term there are two exam sessions: the first session and a resit exam session, during which there are no classes. Often students may take a ‘zero’ exam that is an exam which is held before the start of an examination period, usually
failing this type of exam has no consequences for the student. The lecturer decides whether to organize a ‘zero’ exam.

Students who have failed their exams in the first examination session, may sit a second exam during the resit examination period, the dates are usually settled by the lecturers.

After you have passed an exam the grade will be recorded by the academic teacher in your USOSweb account. If you have failed an exam, you will not receive ECTS points for the respective subject.

**Plagiarism**

Some academic teachers may ask students to submit written papers during the academic year. Therefore, please keep in mind that plagiarism is strictly forbidden at the JU and results in fail. The following things are considered as plagiarism:

- turning in someone else’s work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
• copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Detected cases of plagiarism initiate an investigation that may result in bringing of the case to the Disciplinary Committee requesting the start of disciplinary proceeding and punishment of the student.

**Student Zone**

Student Zone is located in one of the oldest buildings of the University – Collegium Kołłątaja (św. Anny 6 street). It is a modern space dedicated for students and academic staff. The Zone has been designed as a place for recreation, study, exchange of ideas, cooperation or simply relax in between classes. Student Zone is also a creative work space for students’ associations and active individuals - special adjustments and additional support has been designed for them.

Student Zone is the first part of the University’s student support system. In the Zone you can find variety of rooms and a cafeteria. It is open from Monday to Friday from 9:00 AM until 8:00 PM.

**University shop**

In January, Jagiellonian University has opened its first official shop. The shop’s merchandise includes: hoodies, t-shirts, mugs, stationary and various other university gadgets. During the week, the shop is open from 11:00 AM until 7:00 PM. On the weekend it is open from 11:00 AM until 03:00 PM. The shop is located on Floriańska 49 street.

**Extension the duration of the mobility**

If you have applied for the winter semester but you would like to extend your stay for the whole academic year, then you should contact your home Erasmus+ coordinator and your departmental Erasmus+ coordinator at the JU. Your home Erasmus+ coordinator should notify the International Students Office that you are also nominated for the summer semester. Then, ISO will prepare an acceptance letter for the second semester.
Living in Kraków

Located in the southern part of the country, Kraków is the second biggest city of Poland. The former royal capital, Kraków boasts its unique historical Old Town – officially recognized on UNESCO’s world heritage list. Nowadays, it is an academic city considered by many as the cultural capital of Poland. Kraków is also famous for its vibrant night life and high density of various cocktail bars and clubs.

Each year there are about 10 million tourists visiting Krakow, nearly 10 times the actual population.

Facts about Kraków you’ve probably never heard before

• Since the Renaissance, Kraków has been named ‘The capital of 100 churches’, ‘Small Rome’, ‘Roma Altera’ and ‘Florence in the North of Alps’. All of this thanks to the unique monuments and renaissance architecture

• Kraków’s Błonia is the biggest city centre meadow in Europe with 3587 m². Błonia is the perfect place to jog, cycle or practice yoga.

• It is the only place in Europe where a medieval custom of playing a bugle call (hejnał) every hour has remained up until present - just approach the Mariacki Basilica on the hour. Inside the Mariacki Basilica there is the Veit Stoss altar (ołtarz Wita Stwosza) – the oldest Gothic high altar in Europe.

• In 2000, the city has been named by the European Commission as the European Capital of Culture

• In 2013, Kraków became the seventh UNESCO City of Literature and Lonely planet voted Krakow square the best market square in the world.

Useful links:
http://www.krakow.pl/english/culture/6501,events.html
http://www.local-life.com/krakow/culture
http://www.krakow-info.com/events.htm

Polish currency and monthly cost of living in Kraków

The official currency of Poland is Polish Zloty (PLN), divided into 100 groszy (abbreviated to ‘gr’). Usually, shops do not accept payments in euros, therefore you will need to exchange the money. You may do
that in every bank or in an exchange desk/bureau de change (called in Polish ‘kantor’). Please keep in mind that the exchange rate may vary depending on the location (the more touristic area, the less favourable exchange rate).

The costs of living in Kraków differ depending on the preferred standard and lifestyle, and they vary from around 1300 PLN to 2200 PLN per month (300 – 495 EUR). The table below includes costs of renting a flat and travel and food expenses.

<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Student dormitories</th>
<th>385 - 400 PLN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(92-96 EUR)</td>
</tr>
<tr>
<td>Renting a room</td>
<td>700 - 1200 PLN</td>
<td>(169-290 EUR)</td>
</tr>
<tr>
<td>Food</td>
<td>min. 600 PLN</td>
<td>(145 EUR)</td>
</tr>
<tr>
<td>Public transport</td>
<td>around 50 PLN</td>
<td>(12 EUR)</td>
</tr>
<tr>
<td>Insurance</td>
<td>around 50 PLN</td>
<td>(12 EUR)</td>
</tr>
<tr>
<td>Other expenses (books,</td>
<td>around 200-300 PLN</td>
<td>(48 - 73 EUR)</td>
</tr>
<tr>
<td>entertainment, phone and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>internet)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In total</td>
<td>From 1300 to around</td>
<td>(313 - 531 EUR)</td>
</tr>
<tr>
<td></td>
<td>2200 PLN</td>
<td></td>
</tr>
</tbody>
</table>
Consuming three balanced meals daily, the monthly cost of food will amount to around 600 PLN (139 EUR). The average cost of a dinner is about 15-20 PLN depending on the place, whereas a meal at a university canteen usually costs around 15 PLN.

Tickets to the cinema usually cost from 10 to 30 PLN, whereas tickets to the theatre, opera or for a concert start from 40 PLN and upwards. Going out for drinks cost from a dozen to a several dozens of zlotys depending on the venue, the average cost of a beer in the centre of the city is 8 PLN.

**Local Transport**

The cost of a student monthly ticket (tram&bus) is 50 PLN (12 EUR). The *Krakowska Karta Miejska* (KKM) is a card for city transportation which you can buy in any MPK outlet and extend its validity in any ticket machine. The best option is to purchase a semester ticket which costs 184 PLN (41 EUR). The transportation card can be registered digitally on the student ID card.

**Discounts on public transport**

If you are a holder of an ISIC or Euro26 Student card and you are under 26, you can benefit from a 50% discount on public transport. This rule applies to buses and trams within the municipality of Kraków. The Student ID Card that you receive at Jagiellonian University, entitles you to benefit from these discounts as well.
Withdrawing cash from ATM

You may withdraw cash from a local cash dispenser (in Polish called ‘bankomat’), however you will be charged a bank provision. ATMs are located next to all banks and almost in every corner of the street. The majority of shops accepts payments by pay pass, however some of them require the payment to be higher than 10 PLN.

Opening a Polish bank account

If your stay does not exceed a period of three months a Polish bank account is not a must-have. Otherwise, it is advisable to open an account. In order to do so, usually the only required document is a passport or an identity card.

Bank opening hours

In general, banks are open Mondays to Fridays from 8 AM or 9 AM until 6 PM, some of them are also open on the weekend.

Working in Poland

There are many part-time job opportunities in Kraków. Salaries in Poland are constantly increasing. Many students decide to combine work with studies. Permission for work in Poland depends on the citizenship of the student.

- Citizens of the EU and EEA do not need any permission to work legally
- Citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine may work in Poland without any permission from six months up to one year
- Students and PhD candidates who are carrying out intramural studies in Poland may work in Poland without the necessity to obtain work permission
Learning languages

The Center for Polish Language and Culture in the World

The Center for Polish Language and Culture in the World offers a wide variety of Polish language courses that differ in intensity and level depending on individual needs of a participant. The Center offers a Polish language course for Erasmus+ and exchange students. The course lasts for one semester and consists of 60 academic hours, classes are offered at all levels of proficiency (A1 - C2). At the end of the course there is a written and oral exam. After passing the exam, the student receives 6 ECTS credits. The fee for the course in the academic year 2017/2018 is 650 PLN (153 EUR). For students enrolled at other universities the fee is a bit higher.
The Center of Polish Language and Culture in the World of Jagiellonian University in cooperation with the Foundation ‘Bratniak’ has created an interactive online Polish course for beginners (level A1): ‘Po polsku po Polsce’. ‘Po polsku po Polsce’ is an online journey through all of Poland’s regions during which the user is able to practice communication skills and learn some basic Polish vocabulary. The course is available at the website: [http://www.popolskupopolsce.edu.pl/](http://www.popolskupopolsce.edu.pl/)

**Address of the Center:** ul. Grodzka 64, 31-044 Kraków

**The Jagiellonian Language Centre**

The Jagiellonian Language Centre (JCJ - *Jagiellońskie Centrum Językowe*) is an interdepartmental unit of the University. JCJ runs language courses from A1 to C2 language level in the following modern languages: English, Esperanto, French, Finnish, Spanish, Japanese, Lithuanian, German, Norwegian, Modern Greek, Russian and Italian.

Apart from commercial language courses, exchange students may participate in courses with regular students, however there are no ECTS points awarded for them. Information about these courses and available places is distributed by the ISO via e-mails.

**Address of the Jagiellonian Language Centre:**
ul. Krupnicza 2, 31-123 Kraków

**JCJ runs language courses from A1 to C2 language level**
In general, Poland is a safe country for foreigners, and most visitors and tourists experience no difficulties. According to Global Peace Index and Terrorism Index, Poland is one of the safest countries of the European Union. In Kraków, you should stay alert to the possibility of street crime and petty thefts, especially during tourist season. At the beginning of your mobility, in order to minimize any risk we advise to choose brightly lit and frequented streets and to avoid deserted and dark areas. Apart from that, keep in mind the following:

- most Kraków trams and buses have CCTV coverage, but be careful when using public transport. It is easy to get robbed in a crowd.
- never leave any documents, money, mobile phones, laptop computers and other valuables in easily accessible and visible places.
- avoid carrying large amount of cash on you. Especially when you go to a party, take with you only the amount of money you are going to spend that night.
- do not take New Psychoactive Substances (sometimes misleadingly known as ‘legal highs’, as they can contain toxic chemicals and drugs. You never know what you take and how it may affect you. Drugs (even so called ‘soft’) are prohibited in Poland. You can be charged with a criminal offence for drug possession. If your student’s mobility has ended and you are coming back home, you may be forced to come back to Poland to stand a trial.
• keep your family updated on your travel plans and your contact information (phone numbers, e-mail addresses). Leave them contact numbers to people who may know where you are. Prepare a fixed schedule of contacts and stick to it. Do not let your family and friends be worried about you.
• keep useful numbers in your mobile phone. Set an ICE contact (in case of emergency). Make sure you know how to contact your consulate in Kraków or embassy in Warsaw.
• be aware of the risks of air pollution, especially during the winter semester. Reduce or avoid outdoor activity if the pollution alert is raised in Kraków.

Trust yourself and avoid situations and people who make you feel uncomfortable. Try to observe your surroundings. If something seems strange or dangerous, follow your instincts and avoid it. Do not be afraid to ask for help or make a scene if you feel threatened. Do not take any unnecessary risk that you would not take at home.

At the University campus:
• obey general safety rules
• familiarize yourself with your rights and obligations (especially those regarding disciplinary actions, health and safety in labs/classrooms etc.)
• contact your coordinator, ISO Office and/ or Rector's Proxy for Student Safety and Security, for help if you feel threatened or are affected by a crime
At the dormitory:
- remember to close the windows and lock the doors when leaving your accommodation. To protect your belongings lock your room whenever you leave even for a moment (e.g. to go to the kitchen or to borrow some sugar from your neighbour).
- do not trust people that you have just met
- do not ignore emergency alarms
- remember that smoking is prohibited on the entire university premises, including students’ rooms, except the designated areas. According to Polish law, drinking alcohol (and even possessing it) is prohibited in the halls of residence.

At a party:
- plan your night out in advance including your way back home; tell your roommates or friends where you are going and what time you expect to be back
- charge your phone before you leave
- never leave your drinks unattended
- don’t accept drinks from casual acquaintances
- help any student who appears to be dangerously intoxicated (drunk)

Additionally:
- drinking alcohol is prohibited in certain public places (streets, parks, squares, Vistula boulevards, Planty etc.):
  - 100 PLN (approx. 24 EUR) penalty fine for drinking alcohol in certain public spaces
  - the attempt is also subject to punishment– up to 500 PLN (approx. 120 EUR)
- smoking cigarettes is also prohibited in certain places (like universities, halls of residence, workplaces, public transport buses, trams, trains, cabs, bus/ tram stops, stations, restaurants, pubs, playgrounds). You are allowed to smoke in some of the above mentioned places if there is a smoking area
  - 500 PLN (approx. 120 EUR) fine for smoking cigarettes in forbidden places
- jaywalking or going through on the red light may cost you 100 PLN (approx. 24 EUR)
- disturbing peace, violating public order or disturbance during quiet hours with yelling or misbehaving in public (e.g. urinating, vomiting) are also subject to a penalty (500 PLN, which is approx. 120 EUR)
• cycling on public roads under the influence of alcohol or drugs can result in prosecution
• buying, selling and taking drugs is strictly illegal

Polish emergency telephone numbers:

112  European Emergency Number

999  Medical Aid

998  Fire brigade

997  Police
BEFORE DEPARTURE

Check-out

Before departing from Jagiellonian University, after you have sat all your exams, you have to check out at the International Students Office. During check-out, the ISO staff will confirm your departure date on the confirmation of stay, on the basis of this document your home university will be able to calculate your exchange period. If you need any specific documents from your home university to be signed and stamped, then you should bring them with you.

You can check-out even if not all of your grades are recorded in USOSweb.

Before you leave Kraków, remember to return all the book that you have borrowed from libraries.

Transcript of Records

At the end of the exchange period, students receive at the ISO their transcript of records in English. The transcript of records contains your personal data, a list of exams that you have sat and grades and ECTS points that you have obtained. The transcript contains a university grading scale related to ECTS grading system.

Check your grades regularly in USOSweb and notify the ISO as soon as all of them are recorded. Upon your request, the transcript of records will be sent to you or your home university via e-mail and/or by post. If any grades are missing in USOSweb, then contact the academic teacher responsible for the respective subject.

Students can download and print the transcript of records in English on their own from the USOSweb system, however the document is valid only when it bears the signature of JU staff.
Continuing studies at Jagiellonian University in Kraków

If you had enjoyed your exchange than you might consider pursuing regular studies at JU. JU offers undergraduate, graduate and postgraduate degrees in English and other languages.

All necessary information about the admission and deadlines for studies in the academic year 2017/2018 is available on the website of Jagiellonian University Online Application system (www.erk.uj.edu.pl).

If you have any questions or doubts about studies taught in foreign languages, then we encourage you to contact directly the units that offer these courses, their contact details are available in the catalogue of the Online Application System in the tab ‘contact’. You may also seek assistance from the Admissions Department, which is a separate administration unit responsible for organising and carrying out admission processes.
Jagiellonian University sites in the centre of Kraków
Jagiellonian University in Kraków is the top destination for Erasmus+ in Poland!

Diverse educational offer 149 first-cycle study programmes 167 second-cycle study programmes 27 programmes in English

World-class studies and research international academic community and prominent academics guarantee studying at a top level and gaining cross-cultural experience.

International student organizations ESN, AEGEE, ESU, AIESEC, ELSA

650 years of history and tradition

Prime location As a central European city, Kraków is a an excellent starting point for travelling through Europe and world.

Kraków is an academic city 185 000 students in Kraków 11 theatres, 30 museum, 82 cinemas, 428 restaurants, 290 pubs and clubs, 142.5 km cycle lanes 10 millions of tourists each year

JU is one of the most prestigious universities in Poland and in central and eastern Europe

Practical support for foreign students Offices helping international students with information, advice and support

Development opportunities Internships, workshops, scholarships, career paths