



# Factsheet

Academic year  
2023/2024

# Exchange Partner Institution Questionnaire



## General Information

**Name of Institution:** University of Warsaw, Faculty of Management

**Language of Instruction:** English

**Important websites for Exchange Students:** 1. **University of Warsaw's general website:** <https://welcome.uw.edu.pl/the-university-of-warsaw/>

2. **The Faculty of Management website:** <https://wz.uw.edu.pl/student/dla-studenta/wymiana-zagraniczna/studenci-przyjezdajacy/>

### Contact Information (Person in charge)

#### Incoming Coordinator

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#### Outgoing Coordinator

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#### International Relations Coordinator

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## Application/ Academic Information

### Number of Exchange Students Accepting for Fall 2023 & Spring 2024:

Depends on specific agreement between the UW and partner institution and it can also be negotiated.

### Maximum Exchange Period:

Usually 2 semesters

### Minimum Application Requirements (GPA, Academic year/ semester, etc.)

1. **Minimum study level of incoming students:** it is indicated that the students were at least on their 2nd year of study at home university and have a basic knowledge of the provided by the UW courses' areas such as Management, Marketing, Finance, Economics, etc.

2. GPA: not specified but the higher the better

3. The UW accepts various range of certificates confirming the knowledge of a foreign language at **minimum B2 level** according to Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR): <https://www.coe.int/en/web/common-european-framework-reference-languages> indicated certificates of proficiency in English language: GMAT, TOEFL, IELTS, CAE, CPE.

<b>Application Documents:</b>	For the detailed list of required application documents please see the brochure: <b>Faculty of Management – what you should know before arrival.</b>
<b>Application/ Nomination Deadline:</b>	The deadline for <b>Fall semester</b> is <b>May 31</b> ; The deadline for <b>Spring semester</b> is <b>November 30</b> .
<b>Academic Calendar:</b>	<a href="https://welcome.uw.edu.pl/academic-calendar-2023-2024/">https://welcome.uw.edu.pl/academic-calendar-2023-2024/</a>
<b>Course Registration Procedures, (Course List Web Link and Closing Dates):</b>	<ul style="list-style-type: none"> <li>• <a href="#">Course offer at the FoM, UW</a></li> <li>• <a href="#">Course registration at the UW</a></li> </ul>
<b>Language of instruction:</b>	All courses offered to our exchange students are conducted in English.
<b>Available Department/ Program open to short-term students</b>	Faculty of Management, International Business Program (IBP) and Master in Food Systems (MFS) plus possibility to join any other courses available for short-term students at the various UW units e.g. PE classes, Polish language and other foreign languages.
<b>Orientation Program:</b>	Orientation Week arranged in cooperation with the Faculty Student Council before the semester starts plus constant assistance of personal buddy (mentor) – Polish student.
<b>Recommended Date of Arrival:</b>	<b>Fall semester:</b> ~September 25th ; <b>Spring semester:</b> ~February 15th
<b>Visa/ legalisation of stay information</b>	For detailed visa related information please visit the main UW website: <a href="https://welcome.uw.edu.pl/before-you-arrive/visas-residence-permit/#">https://welcome.uw.edu.pl/before-you-arrive/visas-residence-permit/#</a> . Also, more information on legalisation of stay for non-EU/EFTA nationals can be found under the link: <a href="https://welcome.uw.edu.pl/during-your-stay/legalisation-of-stay/">https://welcome.uw.edu.pl/during-your-stay/legalisation-of-stay/</a>



## Tuition and fees

<b>Tuition:</b>	In accordance with the Student Exchange Agreements between the Faculty of Management, UW and the partner universities tuition fees at the UW for incoming Exchange Students will be waived.
<b>Accommodation:</b>	All costs related to accommodation will be borne by students themselves. Relevant housing information will be forwarded to students by our Faculty IRO after receiving nominations from partner universities. Also, more information on the UW accommodation options for short-term students can be found the UW website: <a href="https://welcome.uw.edu.pl/before-you-arrive/accomodation/">https://welcome.uw.edu.pl/before-you-arrive/accomodation/</a> .
<b>Mandatory Health/ Accident Insurance Information:</b>	<p><b>Health/ accident insurance is mandatory for all students for the whole duration of their stay in Poland.</b> Otherwise you will be asked to pay for any health service you get. Every student coming to the University of Warsaw for short-term studies will be asked to present proof of health insurance upon arrival.</p> <p>Foreign students and academics are advised to purchase third party liability insurance and accident insurance in their home countries.</p> <p>EU citizens staying in Poland are eligible for free health service providing they present their European Health Insurance Card (EHIC) along with the Student ID and passport or ID card.</p>

**Mandatory Health/  
Accident Insurance  
Information:**

EU citizens not having insurance in their country of residence and non-EU citizens may sign an insurance agreement with the Polish National Health Fund (NFZ-Narodowy Fundusz Zdrowia) or with one of private clinics.

For more information please visit the main UW website, option "Healthcare":  
<https://welcome.uw.edu.pl/important-information/health-insurance-2/>

**Other Expenses:**

Cost of issuing the UW Student ID card: 22 PLN.



## Any other important remarks

Candidates for Erasmus and other exchange/ guest programs under general UW agreements will find more crucial information as for applying for study at our university on the UW website, under the link as follows: <http://en.uw.edu.pl/education/exchange-and-guest-students/>.



## Our values



**An open  
University  
Community**



**Setting trends  
in research  
and teaching**



**Presenting  
diverse  
perspectives**



If you have any questions after reading this guide, please contact  
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An unforgettable time of study awaits you – we wish you good luck!

