



# للدراسته في جامعه Kazimierz Wielki البولنديه

جَامِعَةُ  
عَمَّانِ  
الْأَهْلِيَّةِ



تعلن دائرة العلاقات العامة والدولية في الجامعة عن فتح باب التقديم لمنح إيراسموس + لطلبة كلية الأعمال - قسم إدارة الأعمال (لدرجة البكالوريوس)،  
للدراسته في جامعه **Kazimierz Wielki** خلال الفصل الدراسي الأول من  
العام الجامعي 2021-2022 ولمدة 4 أشهر.

حيث تشمل المنحة مخصصات شهرية مقدارها 800€ بالإضافة إلى 360€  
مساهمة في تذكرة السفر.  
ينتهي التقديم بتاريخ 2021\5\25.

الوثائق المطلوبة للتقديم باللغة الإنجليزية:

- 1- صورة عن جواز السفر.
- 2- كشف علامات باللغة الإنجليزية.
- 3- تعبئة النماذج المرفقة كاملة.
- 4- تعبئة اتفاقية التبادل (في مكتب العلاقات الدولية).

ملاحظة: لاستكمال اجراءات التقدم للمنحة يرجى مراجعة مكتب العلاقات الدولية في جامعه عمان  
الأهلية، مبنى الدراسات العليا، الطابق الرابع)

e-mail: [inter.relations@ammanu.edu.jo](mailto:inter.relations@ammanu.edu.jo)

  AAU International Index



# Study in Poland Kazimierz Wielki University

جامعة عمان  
عسكرك  
الاهلية



The Public and International Office at AAU announces the availability of Erasmus+ International Credit Mobility opportunities to study at **Kazimierz Wielki** University for the first semester of 2021/2022.

## Who can apply?

Students in the Bachelor's level enrolled in Business Administration Department who are not expected graduates

## Requirements

- Good academic performance (average to high)
- Fluency of English as language of instruction (English B2)
- Filled application form
- Learning agreement
- Official transcript
- Passport photocopy
- Personal questionnaire
- CV

## Grant

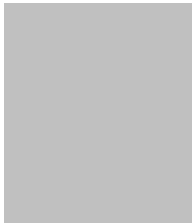
**€800** per month and  
**€360** for travel costs

e-mail: [inter.relations@ammanu.edu.jo](mailto:inter.relations@ammanu.edu.jo)









AAU International Index

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

-  Replace with house number, street name, city, postcode, country
-  Replace with telephone number  Replace with mobile number
-  State e-mail address
-  State personal website(s)
-  Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

- JOB APPLIED FOR
- POSITION
- PREFERRED JOB
- STUDIES APPLIED FOR

Replace with job applied for / position / preferred job / studies applied for (delete non relevant headings in left column)

WORK EXPERIENCE

Replace with dates (from - to)

[Add separate entries for each experience. Start from the most recent.]

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

- Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

Replace with dates (from - to)

[Add separate entries for each course. Start from the most recent.]

Replace with qualification awarded

Replace with EQF (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

- Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

Mother tongue(s)

[Remove any headings left empty.]

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Communication skills

Replace with your communication skills. Specify in what context they were acquired. Example:

- good communication skills gained through my experience as sales manager

Organisational / managerial skills

Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:

- leadership (currently responsible for a team of 10 people)

**Job-related skills** Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.  
Example:  
▪ good command of quality control processes (currently responsible for quality audit)

**Computer skills** Replace with your computer skills. Specify in what context they were acquired. Example:  
▪ good command of Microsoft Office™ tools

**Other skills** Replace with other relevant skills not already mentioned. Specify in what context they were acquired.  
Example:  
▪ carpentry

**Driving licence** Replace with driving licence category/-ies. Example:  
▪ B

---

#### ADDITIONAL INFORMATION

**Publications** Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.  
**Presentations**  
**Projects** Example of publication:  
**Conferences** ▪ How to write a successful CV, New Associated Publishers, London, 2002.  
**Seminars** Example of project:  
**Honours and awards** ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).  
**Memberships**  
**References**

---

#### ANNEXES

Replace with list of documents annexed to your CV. Examples:  
▪ copies of degrees and qualifications;  
▪ testimonial of employment or work placement;  
▪ publications or research.



## Erasmus + International Credit Mobility Scholarships Application Form

Completed form should be returned to: International Relations Department

The application form should be accompanied with the following:

1. Proof of language proficiency- link
2. Recent transcripts –in English
3. Passport copy
4. C.V- link

<b>Applicant Information</b>	
<b>Name :</b>	
<b>Student ID #:</b>	
<b>Academic Level:</b>	<b>Bachelor</b> <b>Master</b>
<b>Faculty:</b>	
<b>Department:</b>	
<b>Exchange Semester:</b>	<b>Fall</b> <b>Spring</b> <b>Summer</b>
<b>Completed Credit Hours:</b>	
<b>GPA:</b>	
<b>Partner Academic Institution:</b>	
<b>Country:</b>	
<b>Email:</b>	
<b>Mobile#:</b>	



**Erasmus + International Credit Mobility Scholarships Application Form**

**MOTIVATION STATEMENT**

\*Please explain why you are interested in the ERASMUS + scholarship with no more than 200 words.

[Empty box for writing the motivation statement]

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_



## Erasmus + International Credit Mobility Scholarships Application Form

Courses the student is allowed to choose from at the Partner Academic Institution and their equivalent courses at Al-Ahliyya Amman University

Partner Academic Institution Course Details			Al-Ahliyya Amman University Course Details		
Course Code	Course Title	Credit Hours	Equivalent Course Code	Equivalent course Title	Equivalent Credit Hours

### Academic Faculty Approvals

Head of Department Signature: \_\_\_\_\_ Deans Signature: \_\_\_\_\_

### Admission & Registration Approval

Department Manager: \_\_\_\_\_

## Annex to Erasmus+ Inter-Institutional Agreement

### Institutional Factsheet 2020/2021

<b>Name of the institution</b>	Kazimierz Wielki University
<b>Address</b>	ul. Chodkiewicza 30, 85-064 Bydgoszcz, Poland International Relations Office, building B, room 161, 1. floor
<b>Erasmus Code</b>	PL BYDGOSZ01
<b>ECHE</b>	78840-EPP-1-2014-1-PL-EPPKA3-ECHE
<b>Institution website</b>	<a href="http://www.ukw.edu.pl">www.ukw.edu.pl</a> ; <a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a> ; <a href="http://www.studyinbydgoszcz.pl">www.studyinbydgoszcz.pl</a>
<b>Online course catalogue</b>	<a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a> > English version > For students > Incoming student application form
<b>International Relations Office</b>	<a href="http://www.bwm.ukw.edu.pl">www.bwm.ukw.edu.pl</a>
<b>Official video:</b>	<a href="http://studyinbydgoszcz.pl/en/">http://studyinbydgoszcz.pl/en/</a>

#### CONTACT PERSONS

<b>Erasmus+ Institutional Coordinator</b>	Katarzyna Chmielewska <a href="mailto:kasiach@ukw.edu.pl">kasiach@ukw.edu.pl</a> Phone : +48 52 341 9108
<b>International Relations Office (outgoing Erasmus+ students, inter-institutional agreements)</b>	Joanna Kalka <a href="mailto:erasmus@ukw.edu.pl">erasmus@ukw.edu.pl</a> , <a href="mailto:jkalka@ukw.edu.pl">jkalka@ukw.edu.pl</a> Phone : +48 52 341 9108
<b>International Relations Office (incoming Erasmus+ students, Erasmus+ outgoing and incoming staff)</b>	Aleksandra Koperska-Kowalczyk <a href="mailto:akoperska@ukw.edu.pl">akoperska@ukw.edu.pl</a> Phone : +48 52 3419108
<b>Head of the International Relations Office</b>	Aniela Bekier-Jasińska <a href="mailto:aniela@ukw.edu.pl">aniela@ukw.edu.pl</a> Phone : +48 52 3419107



## APPLICATION DOCUMENTS AND REQUIREMENTS

<b>Application and Nomination Deadlines (Studies and Traineeships)</b>	Autumn semester Spring semester	1 June 1 November
<b>Required documents:</b>	<ol style="list-style-type: none"> <li>1) Application form: <a href="http://www.bwm.ukw.edu.pl/index.php?_m=2&amp;_id=131">http://www.bwm.ukw.edu.pl/index.php?_m=2&amp;_id=131</a></li> <li>2) Transcript of records issued by home university in English</li> <li>3) A scanned copy of valid identification document (non-EU applicants – a copy of the passport page stating the personal details)</li> <li>4) Proof of English language skills (not applicable for native speakers of English and students of the universities where English is the language of instruction);</li> <li>5) Learning Agreement (Student Mobility for Studies/Student Mobility for Traineeships)</li> <li>6) Personal questionnaire (form attached)</li> <li>7) jpg photo (for a student card)</li> </ol> <p><b>Please note that graduate trainees will not be accepted. That means that trainees are expected to conduct their traineeships during studies, not after graduation.</b></p>	
<p>Exchange students whose primary language is not English must meet level <b>B1</b> requirements for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: <a href="http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf">European Levels – Self Assessment Grid</a>: <a href="http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf">http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf</a>. Documented evidence is needed to demonstrate student's English language proficiency. This could include an official letter from a language instructor at student's home university stating that student's English skills are sufficient to study abroad. If student has taken an international test of the English language (TOEFL, IELTS etc.), please send us a copy of the test score.</p>		
<p>Student needs to complete Application form, Personal questionnaire and Learning Agreement and send it to together with other required documents to the following email address: <a href="mailto:akoperska@ukw.edu.pl">akoperska@ukw.edu.pl</a>. Scanned documents are sufficient.</p>		
<p>The decision of admission will be made within 4 weeks after the application deadline as follows. Admission package will be sent electronically directly to a student. It includes Acceptance Letter, approved Learning Agreement and information sheet.</p>		

## ACADEMIC CALENDAR

<b>Academic calendar</b>	<p><b>Autumn semester: from 1 October 2020 until 14 February 2021</b>  <b>Spring semester: from 15 February 2021 until 27 June 2021</b></p> <p>See the full academic calendar:</p> <p>1. Autumn semester lasts from 1 October 2020 until 14 February 2021  01.10.2020 ÷ 22.12.2020 - teaching period  23.12.2020 ÷ 03.01.2021 - Christmas break  04.01.2021 ÷ 27.01.2021 - teaching period  28.01.2021 ÷ 14.02.2021 - examination session</p> <p>2. Spring semester lasts from 15 February 2021 until 27 June 2021  15.02.2021 ÷ 21.02.2021 - semester break  22.02.2021 ÷ 31.03.2021 - teaching period  01.04.2021 ÷ 06.04.2021 - Easter break  07.04.2021 ÷ 15.06.2021 – teaching period  16.06.2021 ÷ 27.06.2021 - examination session</p> <p>3. Extra free day:  4.06.2021</p>
<b>Orientation programme (welcome week)</b>	<p>Autumn semester: 1 October – 7 October 2020  Spring semester: 15-19 February 2021</p> <p>Orientation programme which can be a part of Learning Agreement includes trips, guided tours, cultural workshops, sport activities, survival Polish crash course, ice-breaking activities, etc. For full participation students are awarded with 2 ECTS and grade 5.0 (A).</p>
<b>Recommended arrival days</b>	<p>Students are recommended to arrive in Bydgoszcz up to a week before the orientation programme starts, but not earlier than a week before a semester starts. In case of arrival before the recommended date we cannot guarantee the accommodation.</p>

## COURSE INFORMATION

<b>List of courses in English</b>	<p>Please notice that UKW has to the right to cancel courses due to unforeseen circumstances and in case there are less students the course that anticipated.</p>
<p>Please keep in mind!</p>	

- 1) UKW requires that Erasmus+ students take at least 15 ECTS per semester and maximum 30 ECTS per semester. Your home institution might also have certain requirements regarding the courses you need to take or amount of credits you need to obtain!
- 2) We strongly advise that most of the courses to be completed at UKW are related to the student's specialization back home. It might happen that the most suitable courses will be offered by different faculties and such a situation is acceptable. Simultaneously, student is free to select one or two courses from different study programmes in order to compile a study plan that best suits her/his interests.
- 3) Changes can be made to the originally proposed study plan by completing DURING MOBILITY part of Mobility Agreement for studies/internship within 30 days of the beginning of the semester.

**Grading system.** UKW is using the following assessment system to assess the academic progress of students:  
5- excellent, 4.5 – very good, 4 – good, 3.5 –satisfactory, 3 – sufficient, 2 – insufficient.

**Transcript of Records** can be issued only after all grades and credits are in the USOS system.

## ACCOMMODATION

All Erasmus students are guaranteed accommodation in the University student house. The monthly payment for the accommodation in a double room should be made in advance by the 10th of each month to the University bank account:

**SANTANDER BANK POLSKA S.A.**  
**IBAN: PL 92 1500 1360 1213 6001 8602 0000**  
**SWIFT: WBKPPLPP**

Monthly payment for a double room is 350 zlotys, i.e. about 80 Euros. **We cannot offer single rooms** but you can choose your roommate.

Dorm address: **Dom Studenta nr 1 Romek**  
**ul. Łużycka 24, Bydgoszcz**

Bed covering (pillow, quilt, and sheets) is included so you do not have to worry about that. You are only asked to bring your own towels and toiletries as well as some basic kitchen utensils (dishes, a mug, a spoon etc.). But you can also buy all these things upon your arrival in Bydgoszcz.

Alternatively, you can rent a flat or a room in a private flat. A monthly payment ranges from 500 zlotys for a room to 1500 zlotys for a flat.

**There is no a separate accommodation application. You apply for housing in our student house filling in the Erasmus+ incoming student application form.**

## TEMPORARY RESIDENCE PERMIT

<b>For whom?</b>	<p><b>The citizens of the European Union</b> do not need a visa to study in Poland. They are allowed to stay without any official permission on the territory of the Republic of Poland for a period of 3 months. The EU-Erasmus students who are going to stay longer have to obtain a <i>certificate of temporary stay</i> for an <i>EU citizen</i> in URZĄD WOJEWÓDZKI in Bydgoszcz at 1-3 Konarskiego St.</p> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>copy of ID;</li> <li>copy of health insurance (EHIC)</li> <li>Statement (in Polish) that you have sufficient financial resources to provide for yourself during your stay in Poland</li> <li>Certificate (in Polish) that you are Erasmus student issued by the receiving institution (to be obtained in IRO UKW)</li> </ul>
<b>Non-EU citizens</b>	<p><b>Non-EU/EEA citizens</b> can enter Poland on the basis of a valid travel document (passport) and a visa (if required). The visas might be obtained at the consulate of Poland in the student's country of residence. Students are obliged to apply for the visa for the whole planned period of their stay in Poland.</p>

## TEMPORATY REGISTRATION (ZAMELDOWANIE TYMCZASOWE)

<b>Who?</b>	Both EU and non EU citizens
<b>Where?</b>	Municipality of Bydgoszcz, ul. Przyrzecze 13;

Required documents	EU citizens	Non EU citizens
	1. filled out form 2. Tenancy agreement 3. ID card or passport	1. filled out form 2. Tenancy agreement <b>3. Passport and visa</b>

### PRACTICAL INFORMATION

<b>Cost of living</b>	Monthly living costs of a student in Bydgoszcz: 300-350 EUR (accommodation included)
<b>Monthly expenses</b>	Accommodation – 350 zlotys/month (80 EUR) Monthly bus and tram travel card – 46 zlotys (10 EUR) Food – 800 zlotys (200 EUR) Other expenses – 200 zlotys ( 50 EUR)
<b>Buddies</b>	Buddies are students who help newly arrived students to adapt into academic environment at Kazimierz Wielki University. Students will be contacted by the buddies before the beginning of the semester by email/FB, etc.
<b>Polish language course</b>	<b>Polish language course</b> University offers free of charge 30-hour Polish language course, 4 ECTS.
<b>English language course</b>	<b>English language course</b> University offers free of charge 30-hour English language course, 4 ECTS.
<b>Useful links</b>	<b>Information about Poland:</b> <a href="http://erasmusplus.org.pl/in-poland/">http://erasmusplus.org.pl/in-poland/</a> <a href="http://www.studyinpoland.pl/en/">http://www.studyinpoland.pl/en/</a> <a href="http://www.go-poland.pl/">http://www.go-poland.pl/</a> <a href="http://www.thinkpoland.org/">http://www.thinkpoland.org/</a>  <b>Information about Bydgoszcz:</b> <a href="http://www.studyinbydgoszcz.pl/">http://www.studyinbydgoszcz.pl/</a> <a href="http://www.visitbydgoszcz.pl/pl/">http://www.visitbydgoszcz.pl/pl/</a>