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FOREWORD

Welcome to the Jagiellonian University in Kraków!

This handbook has been prepared by the International Students Office for students who are coming to study at the Jagiellonian University in Kraków. It provides information and guidance you may need to help you to make the most of the opportunities on offer at the Jagiellonian University. It also gives you a practical explanation of the University’s regulations and procedures, and signposts relevant contact details and web links where you can find out more.

All information included in this guide has been checked carefully, however it may be subject to change. You are suggested to familiarise yourself with the departmental handbooks and instructions relevant to your field of study. If you have any concerns or suggestions for improvement, do not hesitate to contact the International Students Office or any other mentioned in this guide units.
I. INTRODUCTION

1. Structure of the University

1.1 Governance

The Jagiellonian University’s organizational structure is based on a medieval tradition dating back to its establishment. 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 Educational Affairs – prof. dr hab. Armen Edigarian
Vice-Rector for Medical College – prof. dr hab. med. Tomasz Grodzicki
Vice-Rector for Research and Structural Funds – prof. dr hab. Stanisław Kistryn
Vice-Rector for Human Resources and Financial Management – prof. dr hab. Jacek Popiel
Vice-Rector for University Development – prof. dr hab. Dorota Malec

1.2 Faculties

Faculty is a basic institutional unit of the University, conducting at least one degree program, which organizes and coordinates education of students and PhD students, as well as academic and teaching staff; it also performs academic research. Its authorities are: Faculty Council and Dean of a Faculty.

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 and Earth Sciences
- Faculty of Management and Social Communication
- Faculty of International and Political Sciences
- Faculty of Biochemistry, Biophysics and Biotechnology
- Faculty of Geography and Geology

1.3 Libraries

The 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 on degree programs conducted by these institutes may use them.
The list of faculty/institute libraries is available here: http://www.en.uj.edu.pl/en_US/about-university/faculties-and-other-units/libraries

The Jagiellonian Library is the central library of the University and one of two national deposit libraries which contain all titles published in Poland. All 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). You may order books to the library’s reading room or borrow them home. In order 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 at the library you need to bring:

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

Terms of use of libraries are determined in the regulations of the unit concerned.

The Jagiellonian Digital Library is a digital platform, established in 2010 and funded by the European Union, which provides its users with electronic versions of books stored in the Jagiellonian Library as well as other university libraries. Currently more than 250,000 publications are available for reading. The Library makes it possible for the general reader to become acquainted with unique manuscripts and incunabula, such as Nicolaus Copernicus’ De revolutionibus and newspapers from the 19th and early 20th century.

Contemporary academic papers are available in the Jagiellonian Digital Library via terminals located in the Jagiellonian Library due to copyright reasons.

More information:
The Jagiellonian Library
Address al. Mickiewicza 22, 30-059 Kraków
Phone 12 633 09 03, Fax 12 633 09 03, E-mail ujbj@uj.edu.pl
Opening hours: Monday - Friday - 8.15am - 8.50pm; Saturday - 9am - 4pm
Circulation Desk: Monday - 10am - 8pm; Tuesday - Friday - 9am - 8pm; Saturday - 9am - 3.30pm

2. Student organizations

At the Jagiellonian University there are many academic students organizations, including student academic societies, thanks to which students can engage in the academic life by participation in initiatives carried out by these organizations. Membership in academic students organizations enables students to develop their academic, sport, cultural, and tourist interests.

Activity of students’ academic movement (academic societies) concentrates on i.e. organization of and participation in conferences, research projects and discuss panels organization, and papers publishing.
List of students organizations:

- Rada Kół Naukowych Uniwersytetu Jagiellońskiego
- Bratnia Pomoc Akademicka im. Św. Jana z Kęt „Cantianum”
- Niezależne Zrzeszenie Studentów Uniwersytetu Jagiellońskiego
- Erasmus Student Network Uniwersytet Jagielloński
- Akademicki Klub Turystyczny „Rozdroże” przy Uniwersytecie Jagiellońskim
- Europejskie Forum Studentów AEGEE- Kraków
- Zrzeszenie Studentów Polskich Uniwersytetu Jagiellońskiego
- Klub Wolontariusza Uniwersytetu Jagiellońskiego
- Klub Uczelniany Akademickiego Związku Sportowego Uniwersytetu Jagiellońskiego
- „Teatr Remedium” Uniwersytetu Jagiellońskiego
- Studencki Klub Żeglarski „Odyseusz”
- Forum Obywatelskie Uniwersytetu Jagiellońskiego
- Stowarzyszenie Katolickiej Młodzieży Akademickiej
- Europejskie Stowarzyszenie Studentów Prawa ELSA Kraków
- Bractwo Czapki Studenckiej Uniwersytetu Jagiellońskiego
- Krakowski Teatr Studencki Graciarnia
- Młodzi dla Polski UJ
- Stowarzyszenie All In UJ
- Demokratyczne Zrzeszenie Studenckie Rada Uczelniana Uniwersytetu Jagiellońskiego
- Towarzystwo Biblioteki Słuchaczów Prawa Uniwersytetu Jagiellońskiego
- Stowarzyszenie Studenci dla Rzeczpospolitej

3. Student Information

3.1 Dean

Dean – this is the person who leads a faculty, as well as decides on all matters concerning the faculty, except for those which are reserved by the law or the statute to competences of other bodies. Dean or person authorised by the dean makes decisions in individual students’ matters. On the basis of the Regulations such decisions may be appealed against to the Rector. Rector’s decision is final and it cannot be appealed against.

An appeal should be filed in writing via the authority which issued the contested decision within 14 days from the day of serving the decision. An appeal is filed in accordance with provision of administrative proceedings therefore it should contain such elements like: personal data of the person who files an appeal (name, surname, address, field of study, year of study) and reasons (however it is not obligatory, it can present to the Rector particular issues). Student may appeal against a decision in a whole or in part, nevertheless it should be stated in an appeal.

3.2 Dean’s office/Institute secretary office

Dean’s office is an organizational unit established to assist the dean or director of institute. The basic responsibility of this unit is to provide administrative service to each faculty and to coordinate studies (student’s secretary office).
Basic responsibilities of a dean’s office/secretary office include:

- Registering students for studies (enrolment, change of study program, resumption)
- Issuing, extending and invalidating student ID cards
- Management of tuition fees
- Accepting applications and subject declarations
- Settling student accounts and registering students for the following year of study
- Issuing certificates (e.g. for confirmation of studying)
- Coordination of applications addressed to the governance of the faculty/institute
- Coordinating final diploma examinations and management of the APD system (archive of diploma dissertations)
- Issuing higher education diplomas

Dean’s offices are open for students in specified working hours which should be checked in advance.

Detailed information on dean’s offices/institute secretary office’s and their internal units are available on the websites of faculties/institutes.

3.3 Persons conducting classes

Basic responsibilities of persons conducting classes include; organization of academic classes, exams and other forms of assessment, putting grades to protocols, making notes on transferring grades and carrying out regular office hours for students.

3.4 Self-governing Students’ Union

Self-governing Students’ Union is the only organization which represents all students before the authorities of the Jagiellonian University. Among its tasks there are: distribution of financial support to students, all types of actions aiming at improvement of students living conditions, as well as improvement of studying standards. Members of the Union participate in all University committees related to educational affairs, as well as provide opinions regarding all projects which concern students and studying rules at the Jagiellonian University. Self-governing Students’ Union deals with widely understood organization of students’ cultural life. The Union operates at two levels: the University level and the faculty level.

The Union closely cooperates with faculty authorities and has an impact on studies within the framework of conducted fields of study. An important question is also a direct assistance to a student provided in case of administrative problems at the faculty, as well as proving current information on important events at the faculty. At the faculty level the Union’s bodies are: Faculty Council of the Self-governing Students’ Union (members of which are elected in direct general elections held every two years), and Chairman of the Faculty Council of the Self-governing Students’ Union elected from among members of the Council.

Essential decision concerning all the student are made at the University level of the Union. The main body at the University level is Board of the Self-governing Student’s Union of the Jagiellonian University presided over by the President of the Self-governing Students’ Union of the Jagiellonian University. Among members of the Board there are as well chairpersons of academic standing committees of the Union, and persons appointed by the President.
Within the Union there are Academic Committees, activity of which concentrates on a given field of the Union work. There should be mentioned Academic Committee for Economic Affairs, which deals with financial support and dormitories, and Academic Committee for Educational Affairs together with the Team for Student’s Rights which operates within the Committee. Each student can contact the Team in the case of legal problems related to studying, like the question of student’s rights defence or representation in individual cases before the University bodies. Apart from e-mail contact there is the possibility to contact directly with committees’ members at their office hours which can be found on the website of the Union: http://www.samorzad.uj.edu.pl/. You can engage both in the Union’s actions, and in particular committees’ activities by contacting the Committee Chairperson.

More information:
Address Czapskich 4/23, 31-110 Kraków
Phone 12 663 11 71, E-mail samorzad.studentow@uj.edu.pl
Opening hours: Monday-Friday 9 am - 2 pm

3.5 Association of PhD Students

Association of PhD Students of the Jagiellonian University is the proper name of self-governing PhD students’ union and it gathers all PhD students at the University. Each year all PhD students elect the Council which stands at the head of the Association, and its goal is to promote the interests of PhD students. Numerous Committees and Teams which operate within the Association support PhD students in their academic development, as well as provide legal assist.

The Association is engaged at many levels – it represents PhD students before the University’s authorities, participates in granting social aid, grants places in dormitories, organizes social meetings and sports activities, financially supports research conducted by PhD students and carries out events aiming at science popularization. As the self-governing union the Association helps in developing regulations, as well as provides opinions on creating new PhD programs. It also performs its tasks by representatives in University Committees, in Faculty Councils and Institute Councils. Drawing upon the knowledge and experience of leading Polish researchers, the Association organizes for PhD students trainings regarding soft skills, as well as specialist knowledge, i.e. how to write grant applications and research papers. The Association publishes as well its own journal ‘Zeszyty Naukowe Towarzystwa Doktorantów Uniwersytetu Jagiellońskiego’. Each year there are published research papers by the academic society in three series: Humanities, Social Sciences, and Mathematical and Natural Sciences.

More information:
Address Czapskich 4/14, 31-110 Kraków
Phone 12 663 30 19, 663 39 04, E-mail doktoranci@uj.edu.pl
Opening hours: Monday-Tuesday and Thursday-Friday 9 am - 2 pm, Wednesday 9 am – 5 pm

4. Visa and temporary stay permit

Foreign students are obliged to possess a valid visa to enter the territory of Poland. Visa can be obtained in a Polish consular office in the country of residence of the foreigner on the basis of a certificate confirming admission to studies.
Citizens of the EU enter the Polish territory without a visa and may stay on the Polish territory without the obligation to register their stay if the foreseen stay does not exceed the period of 3 months. If they plan to extend their stay, then within a period of 3 months they should register their stay.

Foreigners holding a visa in order to extend their stay on the Polish territory are obliged to apply for a temporary residence permit within the period of 45 days before the expiration of the visa or apply for a visa for the next year of study.

Formal issues related to legalization of stay and temporary residence permit may be settled in the Department of Nationals’ and Foreigners’ Affairs:

Małopolski Urząd Wojewódzki w Krakowie (Małopolska Provincial Office in Krakow)
Wydział Spraw Obywatelskich i Cudzoziemców (Department of Nationals’ and Foreigners’ Affairs)
Oddział do Spraw Cudzoziemców (Foreigners’ Affairs Unit)
Address Krakow, Przy Rondzie 6 (ground floor, foreigners’ affairs room)
Postal address Basztowa 22, 31-156 Kraków
E-mail wo@malopolska.uw.gov.pl
Phone Unit Manager: 12 39 21 808,
Information on legalization of foreigners’ residence: 12 39 21 804, 12 39 21 877
Information on visas and invitations: tel. 12 39 21 807, fax 12 422 30 19
Opening hours for residents: Monday 9 am – 5 pm, Tuesday – Friday 8 am – 3 pm

5. Health care in Poland

5.1 Health insurance

Health care in Poland is free for persons who have a medical insurance.

Citizens of the EU/ EFTA who hold the European Health Insurance Card are entitled to receive free health care services. Students-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), the monthly cost of such insurance for students is approximately 40 PLN (~10 EUR). Foreigners insured under the above mentioned rules, are treated in the same manner as Polish citizens in relation to access to health care benefits and financing of these benefits.

Before arriving in Poland, you should consider purchasing additional private insurance covering costs of potential medical intervention or costs of transport to the country of origin, that are not covered by a health insurance. More information on the scope of the insurance can be found on the website of the Ministry of Health: http://www.mz.gov.pl/system-ochrony-zdrowia/powszechne-ubezpieczenie zdrowotne/finansowanie-leczenia-cudzoziemcow-w-polsce/.

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 Pole’ Card or documented adherence to the Polish nation may be insured free of charge at the JU. These persons need to contact the Centre for Academic Support. The Pole’s Card entitles its holder to benefit from a free treatment in the facilities of the National Health Fund only in cases of emergency.
5.2 Accident Insurance (Polish abbreviation: NNW)

Accident Insurance (Polish abbreviation: NNW) mitigates effects of an accident by post-accident benefits, like: costs refund regarding medical treatment, medical transport, appointments and medical tests, purchase of medicines, rehabilitation, hospitalization. It is not an obligatory insurance, however it is worth to have one. Students of the Jagiellonian University may purchase accident insurance (NNW) in the Self-Governing Students Union of the Jagiellonian University. Cost of the accident insurance depends on the insurance sum and it is 40 or 45 PLN. Insurance is valid for the period of a given academic year.

More information: Self-Governing Students’ Union
Address Czapskich 4/23, 31-110 Kraków  
Phone 12 663 11 71, E-mail samorzad.studentow@uj.edu.pl  
Opening hours: Monday-Friday 9 am - 2 pm

6. Accommodation

6.1 Student dormitories

The Jagiellonian University offers more than 3000 places in 6 student dormitories which are: Bursa Jagiellońska, Bydgoska (blocks B, C, D), Kamionka, Nawojka, Piast, Żaczek. The cost of renting a two-bedded room is approximately 380 PLN per month.

Information on the application procedure and contact details are available on the website of International Students Office.

Students-foreigners, who commence a degree program for the first time at the Jagiellonian University, are entitled to get a place in a dormitory granted by the International Students Office. Application for a place in a dormitory granted by the ISO should be completed in the USOSweb system and filed online only.

Students-foreigners, who continue their degree program, may apply for a place in a dormitory in accordance with general rules. Application for a place should be completed in the USOSweb system, then printed and signed, and filed with a faculty officer for financial support. Places are distributed by the Academic Committee for Economic Affairs of the Self-governing Students’ Union of the Jagiellonian University.

A PhD student may apply for a place in a dormitory by completing an application in the USOSweb system (www.usosweb.uj.edu.pl), then printed and signed, and filed with the ISO. Places are distributed by the Committee for Financial Support of the Association of PhD Students of the Jagiellonian University.

More information: International Students Office
Address Gołębia 24/21, 31-007 Kraków  
Phone 12 663 11 04, 663 15 17, Fax 12 663-1545, E-mail iso@uj.edu.pl  
http://www.dmws.uj.edu.pl/zakwaterowanie
Opening hours: Monday-Tuesday and Thursday-Friday 7:30 am - 3:30 pm
6.2 Private housing

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. Before you start looking for a place for rent, you should define your expectations of the flat (location, number of rooms, price, area).

If you have already friends in Kraków then you should consider asking them for help in renting a flat. Websites such as www.gumtree.pl, www.olx.pl and Facebook may be very useful.

While looking for private housing, it is worth contacting:

Biuro Pośrednictwa Mieszkań
Address Al. 3 Maja 5, Kraków, Phone 12 632 75 50, 12 622 11 65, E-mail biuro@zamieszkaj.bratniak.org

Bratnia Pomoc Akademicka im. Św. Jana z Kęt „Cantianum”
Address św. Anny 11/2, 31-008 Kraków, Phone 723 689 648, E-mail bpa@bpa.pl

It is vital to do deep research when renting a property. Ask someone to accompany you when viewing a flat. Think about the level of security (door locks, CCTV in the building, security where relevant, distance to public transport etc.). Consider to revisit the area in the evening or at night to check your potential route home from the party. Meet all the potential flatmates in advance to avoid any future quarrels.

Make sure your potential landlords have their tenure of property – ask them to show identity cards. It is crucial to remember about the lease agreement as it is a guarantee of the tenant’s rights. It is also important to determine the agreement’s duration, the rent and deposit at the beginning.

If you pay cash for rent or deposit, ask for a receipt. Always sign a rental agreement and ask for a copy. Ask for explanations, if you do not understand any of the provisions of the agreement. Consider legal advice especially if the agreement is not written in your mother tongue.

7 Schedule of the 2017-2018 academic year

Academic year at the Jagiellonian University in Kraków begins on the 1st of October and lasts until the 30th of September of the following year. The academic year is divided into two semesters. The rules of organisation of the academic year, its division into semesters and the allocation of tuition periods and examination sessions are determined by the Rector in consultation with the Self-Governing Students’ Union at the latest on the 1st of May of the preceding academic year. The detailed organisation of the academic year for each form and field of study carried out by a faculty is determined by the Dean in consultation with the Self-Governing Students’ Union and in accordance with the principles set forth by the Rector, and is announced not later than three months before the beginning of the academic year.
The academic year 2017-2018 starts on October 1, 2017 and ends on September 30, 2018. It consists of two semesters: 
**Winter** – from October 1, 2017 until February 23, 2018
**Summer** – from February 24, 2018 until September 30, 2018

7.1 Lectures and classes will be held in the following periods:

- From October 2, 2017 until December 22, 2017
- From January 3, 2018 until January 28, 2018
- From February 24, 2018 until March 29, 2018
- From April 4, 2018 until June 15, 2018

7.2 Examination periods:

- **Winter examination period**: from January 28, 2017 until February 10, 2018
- **Winter resit examination period**: from February 17, 2018 until February 23, 2018
- **Summer examination period**: from June 16, 2018 until June 29, 2018
- **Summer resit examination period**: from September 1, 2018 until September 15, 2018

7.3 Breaks:

- Christmas break: from December 23, 2017 until January 2, 2018
- Winter break: from February 11, 2018 until February 16, 2018
- Easter break: from March 30, 2018 until April 3, 2018
- Summer holiday break: from June 30, 2018 until September 30, 2018

7.4 Additional breaks:

- May 2, 2017
- Friday during the week when Juwenalia student festival is held

Rector may change the date of the examination period on the basis of a justified application from the dean of the faculty which was the subject of the Faculty Council of the Self-Governing Students’ Union opinion, provided that the fulfilment of the complete study program and overall curriculum is ensured.

Dean of the faculty – for significant reasons related to the faculty’s activity – may determine additional holidays in periods different from the ones indicated in the Regulation.

7.5 Organizational matters

The period from 16th September until 30th September 2017 is intended for settlement of organizational matters related to termination of the 2016/2017 academic year and the beginning of the 2017/2018 academic year.

More information:
II SUPPORT SERVICES

A range of services is available to support you during your studies at the JU. You can get advice and details from your Faculty, Institute, as well as central university services and fellow students.

1. Educational support available at the JU for undergraduate and PhD students with disabilities and for students in a difficult health situation

1.1 Who is entitled?

This catalogue applies to all undergraduate and PhD students, i.e. the following individuals:

- Persons with disabilities holding a valid disability-degree certificate or an equivalent document
- Persons with chronic illnesses who are not holders of a disability-degree certificate and whose health circumstances are confirmed by medical documentation presented at the JU DSS
- Persons whose sudden illness or accident result in their temporary incapacity in terms of full participation in university courses and such circumstances are confirmed by specialist documentation presented at the JU DSS

At the Jagiellonian University, educational support for persons with disabilities and in a difficult health situation is provided by the following bodies with specific competences:

- The authorities of the University and its basic organisational units (deans of faculties or persons acting on their authorisation and heads of PhD studies): decisions concerning the adaptations of the educational process (adjustments of courses as well as course completion assignments/tests and examinations) and award of dean's leaves.

- The Disability Support Service: an opinion-issuing and advisory body in charge of:
  - The selection of appropriate forms of educational support adapted to the individual disability-related needs as well as the specific nature of the university course pursued
  - The effective adjustment of the educational materials to an accessible format on conditions specified in the Rules and Regulations of the Hamlet program
  - Consultations and training for undergraduate and PhD students in modern technological solutions
  - Consultations and training for teachers delivering courses
  - Handling documents furnished by undergraduate and PhD students confirming their disabilities

- Academic teachers: lecturers and examiners in charge of implementing the adaptations of courses as well as course completion assignments/tests and examinations granted to undergraduate and PhD students by the relevant authorities in a manner ensuring that such undergraduate and PhD students can attain the results of their educational process.

- Building administrators in charge of the physical environment where classes and lectures are delivered.
• Administrative staff (e.g. material assistance coordinators, staff at dean’s offices and secretariats) in charge of handling administrative matters for undergraduate and PhD students with disabilities in accessible formats.

• Undergraduate and PhD students with disabilities in charge of requesting accessible accommodations to their educational process and implementing adaptations of courses, course completion assignments/tests and examinations in agreement with the academic teachers who deliver the courses.

1.2 Catalogue of educational support

This catalogue is open-ended leaving the possibility to apply for other formats of educational process accommodations than those specified below that are relative to the specific nature of the student’s disability pursuant to Ordinance no. 122 by the Jagiellonian University Rector of 10 December 2012 on the adjustment of the educational process to the needs of persons with disabilities and persons with special health conditions.

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
• A wellbeing zone

Students with disabilities may benefit from the support in the course of their studies and during examinations and other forms of assessments. Some of the support that students may use: recording course meetings and lectures, educational materials in an accessible format (e.g. electronic, with enlarged font or in braille), the extension of the duration of exams, the possibility to sit written examinations at a PC with specialist software, replacement of oral exams with written tests, teaching aids which facilitate the reception of information by the visual channel (e.g. multimedia presentations, slides, graphs, charts, maps, illustrations, photographs), technological solutions, taking short breaks during written examinations and many other.

Students experiencing stress-related or mental-health difficulties may benefit from adaptional support from the Jagiellonian University with the ‘Constellation Station’ program. The program is an opportunity to stop and talk about excessive stress, a sudden worry which makes studying or work difficult, or in the case of persistent problems, 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 or receive advice on where to go for more advanced assistance. No written confirmation of one’s issues or a disability certificate is needed. Conversations and meetings under the Constellation Station initiative are free of charge.

1.3 Urgent psychiatric consultations

In ambiguous cases it is recommended to contact the Crisis Intervention Centre in Krakow. In difficult cases which require urgent psychiatric consultations assistance can also be sought from medical units operating round the clock.
1.4 Leave of absence from classes

In the case of necessity of a temporary interruption in studies due to, for example bad health condition, a student may take:

- A student’s leave (maximum two semesters)
- A dean’s leave (maximum 4 semesters)

Taking a leave is possible after completion of the first year of study (on each cycle of studies). Student has to submit a letter declaring his/her intention to take this form of leave to the dean, before semester starts.

Taking a dean’s leave is possible in each year of study upon student’s application to the dean. Dean’s leave of absence is granted on the ground of serious circumstances preventing student from attending classes, in particular for reasons of health, disability, or in connection with the birth and bringing up of a child.

During the leave, a student maintains student rights with the exception of the rights to benefit from financial support, unless the regulations of financial support state otherwise.

During the leave student may, upon dean’s consent and on terms specified by the dean, take part in classes and sit examinations from subjects specified in the study program, provided that in the case of leave granted due to health conditions such consent may be given upon presentation of documents which confirm that there are no counter-indications for taking part in classes and sitting examinations.

2. Student parents

It is challenging to reconcile studying with parenting. We put a lot of effort so that parenting is no longer associated with alienation from the student community, education discontinuation or concealing the fact of being a parent. We want to make it possible for you to dedicate enough time to your child and to your studies or research.

If you are a student-parent and you have any remarks about the University’s current offer in this area or you think that student parents need a different form of support, we encourage you to contact us: bezpieczny.student@uj.edu.pl.

2.1 Dean’s leave of absence

Students bringing up children may apply to the dean for a dean’s leave of absence (a maximum of 4 semesters). Taking a dean’s leave of absence is possible in each year of study, upon the consent of the dean.
2.2 Extension of the duration of PhD programs upon the consent of the head of PhD program

PhD students taking care of a child may apply for an extension of the duration of a PhD program for a period of a maternity leave, leave on terms of a maternity leave, paternity leave and a parental leave. Moreover, PhD students taking care of a child may apply for an extension of the duration of a PhD program jointly for a period no longer than a year in the case of taking personal care of a child younger than 4 years old or a child with a declared disability.

2.3 Childbirth allowance

An allowance may be given to a student who due to a misfortune of fate is temporarily in a difficult financial situation, among other things on account of having a child/children. The allowance is given on the basis of an evidenced student’s application. Application for an allowance should be submitted immediately, however not later than within 3 months from the event giving the right to the awarding of the allowance. Allowance on account of having a child/children is awarded to one parent, student of the Jagiellonian University. Students may be given an allowance not more than twice per academic year. Students cannot receive allowances twice on the basis of the same reason.

Information on the Jagiellonian University’s offer dedicated to students and PhD candidates who are parents can be found on the website of the Safe Student Service.

More information: Safe Student Service
Address Straszewskiego 25/14, (outbuilding, I floor), 31-113 Kraków
Phone 12 663 39 44 (during office hours), mobile 506 006 722, Email bezpieczny.student@uj.edu.pl
www.safe-student.uj.edu.pl

2.4 Taking care of a child

‘Bratniak’ Foundation of Students and Graduates of the Jagiellonian University runs a nursery ‘Żaczus’, that has been created to provide a safe environment and attentive care for the youngest children of students, PhD candidates and persons employed by the JU or persons performing tasks for the University on the basis of a civil law agreement. Our institution is intended for children in the age from 6 months up to 3 years old.

The nursery is located in a peaceful surrounding, far from busy roads in the neighbourhood of a green park, round the back of the student dormitory Bydgoska 19B. The area surrounding the nursery, the playground and rooms are covered by a round-the-clock security monitoring. The nursery’s entrance is secured by an intercom.

More information:
Address Bydgoska 19b, 30 – 056 Kraków, Phone 12 36 35 300, Email zlobek@zaczus.pl
http://zaczus.pl/

JCI Kindergarten is an original project of the Jagiellonian Centre of Innovation. This secure and colourful space on the premises of the Life Science Park has been specially designed for children. Every day, children can expect great fun that is imperceptibly changing into learning. It is an academic kindergarten, where child’s curiosity about the world is becoming a fascinating adventure oriented for discovering the riches and beauty of nature through research experiments and observation. Forty children are enrolled at the kindergarten from the age of 2,5 years up to 6 years. Enrolment to the JCI Kindergarten is open all year long depending on the number of available places.
3. Safety and security

3.1 General Safety

Kraków is a truly student city, with almost 210,000 students, 760,000 inhabitants and 10 million tourists every year it creates a dynamic mixture of cultures. If you are new in such a vibrant place, then you may be particularly exposed to some risks, therefore like in any other big city, you should remember about some basic safety rules. Check some basic tips regarding your personal safety, parties, flat rentals etc.: http://www.safe-student.uj.edu.pl/en_GB/personal-safety.

At Jagiellonian University there are several units which can help you in case of any concerns regarding equality and diversity. They provide information and advice on all equality areas, including gender, gender identity, sexual orientation, nationality, disability etc.

You can turn to the Rector’s Proxy for Student Safety and Security when, for example:

- A person connected with the University (friend from the university, a course instructor/teacher) is behaving towards you in a way that you perceive as inappropriate (e.g. being sexually suggestive, imposing oneself, sending unwanted messages especially of a sexual character, making sexual advances of another nature)
- Because of your nationality, ethnic background, sexual orientation, disability, world-view, religious affiliation etc. you are physically or verbally harassed, attacked or insulted etc.

More information: Safe Student Service
Address Straszewskiego 25/14, (outbuilding, I floor), 31-113 Kraków
Phone 12 663 39 44 (during office hours), mobile 506 006 722, Email bezpieczny.student@uj.edu.pl
www.safe-student.uj.edu.pl

3.2 Commissioner for Human Rights (Rzecznik Praw Obywatelskich) in Poland:

You can receive help also outside of the University by contacting the Office of the Commissioner for Human Rights. Pursuant to the act of 3rd December 2010 on the implementation of certain regulations of the European Union in respect to the equal treatment, the realization of tasks concerning the rules of equal treatment has been among others entrusted to the Commissioner for Human Rights.

More information: Office of the Commissioner for Human Rights
Address Aleja Solidarności 77, 00 - 090 Warsaw
Phone 22 55 17 700, Fax 22 827 64 53, Email biurorzecznika@brpo.gov.pl
### 3.3 Anti-discrimination and anti-violence campaigns at the Jagiellonian University:

Since 2012, Jagiellonian University has been involved in the international campaign ‘16 Days of Activism Against Gender-Based Violence’. On this occasion, the University organizes events, seminars, conferences and prepares leaflets and projects for students and staff to raise awareness in the field of anti-discrimination and combating violence regardless of its motivation. During the organization of campaigns, we are cooperating with the Autonomy foundation based in Kraków. The campaign is organized under the auspices of the Rector of the Jagiellonian University. For more information, check our website:


The aim of the international campaign ‘16 Days of Activism Against Gender-Based Violence’ is to eliminate all forms of gender-based violence. The campaign is organized between the 25th of November (International Day Against Violence Against Women) and the 10th of December (International Human Rights Day) to emphasize that women’s rights are an integral part of human rights and that violence against women means violation of these rights. This period also highlights other significant dates including: World AIDS Day (1st of December) and the Anniversary of the Montreal Massacre (6 December), during which a young man has assassinated a dozen of young female students as a result of hatred and opposition to the emancipation of women. Each year over 2000 organizations from 158 countries participate in the campaign. This international campaign has been run at the Jagiellonian University since 2000 and is a great opportunity to promote activities ensuring safety of students, counteracting violence and providing help regardless of reasons.

### 3.4 Combatting hate crime:

Hate crime is an act motivated by hostility or prejudice towards an aspect of the victim’s identity. In the handbook prepared for foreigners by the Ministry of Interior and Administration, you can find the following examples of crimes motivated by hate: “physical violence, verbal abuse, threats, damage to property, and arsons – provided that they are committed because of hatred for a person, provoked by this person’s race, religion, ethnicity, or nationality. In public places, you may also encounter other manifestations of hostility towards foreigners such as hateful graffiti placed on building walls or public transport stops. This kind of content may also appear on websites” ([www.reportracism.pl/en](http://www.reportracism.pl/en)).


### 3.5 Project ‘JUST and Safer Cities for All’

It is planned to prepare a course for students and staff on antidiscrimination strategies and diversity and equality as part of the project.

3.6 Disappearance of a person

Disappearance of a person means that one is unable to establish the person’s place of residence, as well as take care of the person’s life, health or freedom, and it involves the necessity of finding the person or providing help. Each time you have serious and justified concerns that missing of a person, their absence may be related to a dramatic event, and attempts to find the person had no effect, immediately contact the Police.

Since 2013 in the General Police Headquarters has operated Centre for Missing Persons Searching which coordinates, analyses and searches for missing persons in Poland.

What to do when a person close to you is missing?

- Immediately report it to the Police! In Poland there are no time restriction between disappearing and reporting that fact to the Police. Do not wait 24 or 48 hours. Report the disappearance to the closest Police unit. Take with you a recent photo of the missing person (both printed and digitalized) which clearly present their face. Ask the officer for certifying acceptance of the missing report. Do not be afraid of ‘false’ reporting that a person is missing – sometimes it is the immediate reaction which rescues people’s life and health.
- If the missing person is a foreigner, immediately contact consular post – addresses can be found on: http://www.msz.gov.pl/en/ministry/diplomatic_protocol/foreign_missions_and_consular_posts_in_poland/consular_posts/. A proper consular post is entitled to report a foreigner’s disappearance.
- Contact the ITAKA Foundation, either by e-mail or by phone. Read the information on http://www.zaginieni.pl/home-english/. The Foundation operates 24/7.
- Hang posters with a missing person’s photo and your phone number in the neighbourhood where the missing person was seen for the last time. Contact media and ask for spreading an information. Ask for help the ITAKA Foundation experts. Cooperate with the Police officers and comply with their suggestions.
- Check hospitals, night-shelters, social welfare centres. Contact friends, neighbours, colleagues, friends on social media. Find out when the missing person was seen for the last time. Ask for help in searching process.

Who can report disappearance?

- A family member, legal guardian or statutory representative of the missing person
- Head of the institution in which the missing person was residing for a treatment purpose, or was provided with care
- Representative of a proper consular post, if the missing person is a foreigner
- Other person who, in his/her report provides reasons for suspicions that a crime against life health or freedom of the missing person was committed, or provides unambiguously circumstances of the person’s disappearance

What will a Police officer ask about?

- Personal data of the missing person
The person’s appearance with physical characteristics
Description of clothes with reference to special signs or features of its particular elements
Blood type
Description of the missing person’s belongings, including a cell phone’s number of the missing person
Place and circumstance of disappearance
Information on health condition of the missing person, including information regarding physical and mental disabilities, addictions as well as their character with reference to suicide attempts, and other threats for safety of the missing person and other people
Type, duration and results of previous leaving of a place of residence
probable reason of disappearance in the context of a family situation, job situation, conflicts, declarations, letters left by the missing person
Addresses of persons and institutions where the missing person could go
Type and scope of searching actions which have been taken so far by family, friends or other entities
Information concerning a legal guardian of the missing person, particularly their contact data
If it is possible – information concerning a person who is entitled to receive the missing person in case it is necessary
Names of social media accounts of the missing person
Criteria which allow starting the Child Alert

3.7 Sexual violence and assault

If you have experienced sexual violence or assault, you can receive support from University units and beyond it. All students can turn to the Rector’s Proxy for Student Safety and Security in case of sexual harassment or gender-based violence, particularly if a person related to the University (friend form the University, a course instructor/teacher) is behaving towards them in a way that they perceive as inappropriate (e.g. being sexually suggestive, imposing oneself, sending unwanted messages especially of a sexual character, making sexual advances of another nature).

Reporting - contact Safe Student Service:

E-mail: bezpieczny.student@uj.edu.pl
Phone: +48 12 663 39 44
Website: http://www.safe-student.uj.edu.pl/en_GB/contact
Competence: http://www.safe-student.uj.edu.pl/proxy/competence
Procedures: http://www.safe-student.uj.edu.pl/proxy/procedures
Psychological counselling: http://www.safe-student.uj.edu.pl/psychological-counselling
Legal counselling: http://www.safe-student.uj.edu.pl/legal-counselling
Consent and how to prevent sexual violence: http://www.safe-student.uj.edu.pl/consent

If you have experienced harassment then you can seek help from the Rector’s Proxy for Student Safety and Security. Check the contact details mentioned above and disciplinary steps.
3.8 Police and Emergency services in Poland:

All crimes and other crime-related incidents should be reported to the nearest police station.

Below you can find addresses and here you will find a map: https://www.google.com/maps/d/embed?mid=1puRBMMMD8xT85LAT7PbMvA3T5QFg.

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<tr>
<th>Komisariat Policji I</th>
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<tr>
<td>Szeroka 35</td>
<td>Zamoyskiego 22</td>
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<tr>
<td>31-053 Kraków</td>
<td>30-523 Kraków</td>
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<tr>
<td>On duty officer: +48 12 61-52-914</td>
<td>On duty officer: +48 12 61-52-916</td>
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<tr>
<td>Lubicz 21</td>
<td>Ćwiklińskiej 4</td>
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<td>31-503 Kraków</td>
<td>30-863 Kraków</td>
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<tr>
<td>On duty officer: +48 12 61-52-915</td>
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<th>Komisariat Policji VII</th>
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<tr>
<td>Strzelców 16</td>
<td>os. Złotej Jesieni 11 c</td>
</tr>
<tr>
<td>31-422 Kraków</td>
<td>31-827 Kraków</td>
</tr>
<tr>
<td>On duty officer: +48 12 61-52-912</td>
<td>On duty officer: +48 12 61-52-911</td>
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<th>Komisariat Policji VIII</th>
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<tr>
<td>Królewska 4</td>
<td>os. Zgody 10</td>
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<tr>
<td>30-045 Kraków</td>
<td>31-950 Kraków</td>
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Take your identity document with you (you will be asked to give the police your personal data). The officer is obliged to inform you about your rights as a victim of crime (you may find a description of victim’s rights and duties translated into several languages on the website: http://www.policja.pl/portal/pol/346/, in English: http://www.policja.pl/download/1/7018/pouczeniepokrzywdzonegoangielski.pdf).

Ask for an interpreter if you do not understand Polish. The presence of an interpreter is mandatory while conducting activities concerning a person having no command of Polish. It is free of charge.

Emergency services in Poland:
112 – European emergency number
997 – Police
999 – Medical aid
998 – Fire Brigade
968 – City Guard (Municipal Police)
3.9 Trouble with law?

There are some misdemeanours (petty crimes, delinquencies) for which you may be fined by a municipal warden or a police officer. Foreigners pay a fine directly to the officer. You can refuse to accept and pay a fine, but then your case goes directly to court.

- **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. 118 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. 118 EUR) fine for smoking cigarettes in forbidden places.
- **Jaywalking or going through on the red light** may cost you 100 PLN (approx. 24 EUR)
- **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. 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
- **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. 125 EUR)
- Look at the guidelines prepared by the City of Kraków for more details: http://krakow.pl/english/200980,artykul,the_most_important_regulations.html

3.10 Security on Jagiellonian University’s premises

Dormitories

Perhaps it is the first time you have lived away from home or the first time you have shared a room or a flat. Be aware and take some sensible precautions to stay safe:

- Familiarize yourself with rules and regulations regarding your stay in dormitories (particularly regarding room keys, hosting a guest, overnight stay of a guest, emergency procedures, disciplinary actions, your rights and obligations)
- Remember to close the windows and lock the doors when leaving your room. 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)
- Report any suspicious activities or persons to the receptionist or the administrator
- Do not ignore emergency alarms. In case of evacuation follow the commands of the rescue team leader. Unplug your electronic equipment, check the taps, close the windows, take your ID and the most important personal belongings and immediately leave the building. If possible, alert fellow students, but do not delay your evacuation. Provide the rescue team leader with any relevant information (injured students/ staff etc.). Doors MUST BE LEFT UNLOCKED in case of emergency/ evacuation! Do not use lifts in case of a fire alarm. Gather at the point indicated by the rescue team leader and remain there until you are told you are allowed to leave

Failure to comply with the rules, including non-evacuation or late evacuation, may result in disciplinary action.
Remember that smoking is prohibited on the entire premises of the University, including students’ rooms, except the designated areas. According to Polish law, drinking alcohol (and even possessing it) is prohibited in dormitories.

Around the University Campus

- Obey general safety rules
- Familiarize yourself with your rights and obligations (particularly those regarding disciplinary actions, health and safety in labs/classrooms etc.)
- Ask your program 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
- **Tell us what you think:** once a year, in the summer semester, we carry out a survey on students’ safety, security and discrimination within the Students’ Satisfaction Barometer. You will receive a link to the survey to your JU mailbox. Help us to improve!

4. Sport

4.1 Compulsory classes offered by Department of physical education and sport

Physical education classes (in the amount of 60 hours of tuition) are compulsory for all students in their 1st year of full-time first cycle programs and long cycle programs.

Students may participate in one chosen form of physical education classes:

- General physical education classes. The following forms of activity are carried out as part of general physical education classes taking into consideration students’ preferences: team sports games (volleyball, basketball, football, floorball), physical activities with the use of music, general classes with elements of athletics, track and field, Nordic walking and gymnastics, badminton, lawn tennis (introduction to games and basic techniques), preparation and participation in JU first-year students’ championship in disciplines chosen by the group (for volunteers), fitness tests
- Swimming – a clingy bath suit is obligatory
- Cycling groups - SWF.UJ.ROW
- Fitness (pilates, aerobics) - SWF.UJ.FITNESS
- Gym - SWF.UJ.SIŁOWNIA
- Rowing classes (dragon boats, rowing machines) - SWF.UJ.WIOSŁA
- Football
- Sport section (the couch decides on admission) – information and codes can be checked in the tab: sections
- Correctional classes / a certificate of referral from a doctor is compulsory - SWF.UJ.KOR
- Classes for disabled persons – a medical diagnosis confirming disability is compulsory - SWF.UJ.SPEC

Registration for physical education classes is carried out online via the USOSweb system at: zapisy.usos.uj.edu.pl/ul/ in the deadlines specified by department.

Changing group: in case of necessity of changing schedule or form of classes, students are obliged to submit an application for group change in the secretary office of department of physical education and sport (form available in the secretary office).
Students who have a sick leave or a declaration of disability register for subjects with the following codes:

- A year-long sick leave (60h) or declaration of disability - SWF.UJ.ZLEK60
- A semester sick leave (30h) - SWF.UJ.ZLEK30

Students who have obtained a pass from physical education on another study program or at another higher education institution (but only dating back 5 years from the current academic year), register for subjects with the following codes:

- Completed 2 semesters (60h) - SWF.UJ.ZPRZ60
- Completed semester (30h) - SWF.UJ.ZPRZ30

In the cases specified above, after registration has been completed, students need to deliver to the secretary office of the department a sick leave or certificate on the basis of which the grade can be transferred (transcript of records, student’s registration book) and student ID cards. In order to transfer a grade obtained at the JU, a student ID card is sufficient.

The basis for obtaining a pass is: registration in USOS for classes, regular participation in physical education classes (at least 30h per semester) and active participation in classes.

One unexcused absence per semester is accepted. A short-term absence is excused on the basis of a sick leave, a sick leave should be handed to the person conducting classes within the period of two weeks from its issue. Number of excused hours cannot exceed 50% of compulsory classes in a particular semester. In the course of the semester (after the 18th of October) it is not possible to change the group.

Exceptional cases concerning the completion of a subject are resolved by the head of the Department of physical education and sport or a proxy for student’s affairs acting on his behalf.

A pass from physical education classes can be obtained through:

- Transferring a pass from physical classes that has been obtained in previous years (but only dating back 5 year from the current academic year) at the JU
- Transferring a pass from physical classes that has been obtained in previous year (but only dating back 5 year from the current academic year) at another higher education institution

In the above mentioned cases in order to obtain a pass in the USOSweb, after registration to the correct group (SWF.UJ.ZPRZ, SWF.UJ.ZLEK) has been completed, students should visit the secretary office of the Department of physical education and sport.

Membership in KU AZS UJ is not obligatory for students who train in SWFiS sports sections. The following sections: badminton, sports bridge, mountain biking, chess, hiking are carried out by KU AZS UJ and thus cannot be counted as physical education classes.

4.2 Non-obligatory classes in the 2017-2018 academic year.
4.3 Offer of the Sports Office and Academic Club of the University Sports Association of the Jagiellonian University

There are more than 40 sport sections at the University, including the most popular ones: football, basketball, volleyball, swimming, Alpine skiing.

Best athletes, both the University students and staff members, trained by well-qualified instructors, represent the University in regional and national academic competitions (www.ampy.pl).

Apart from amateur sport, the Jagiellonian University takes part in professional sports competitions, winning Championship of Poland in women futsal.

What’s more, academic units and students’ organizations organize sports events (both free of charge and chargeable), like ski and snowboard camps, running events, bike trips, sports and recreation classes, as well as events promoting less popular sports disciplines like rowing.

More information: Sports Office
Address Piastowska 26d, 30-065 Kraków
Phone 12 623 44 80, Email biuro.sportu@uj.edu.pl, Email: azs@uj.edu.pl
Opening hours: Monday - Friday 10 am – 2 pm
III MY STUDY

1. Student Membership

Students pursue studies on degree programs carried out by 16 faculties of the University. Tuition on first cycle, second cycle and third cycle programs is carried out in the form of full-time and part-time programs. All students sign agreements concerning the conditions of payment for tuition or educational services for full-time and part-time programs.

PhD students participate in third cycle programs carried out within areas of science and academic disciplines. Third cycle programs are carried out by 16 faculties of the University. Tuition is carried out in the form of full-time and part-time programs. PhD students who pursue studies on the tuition fee-paying basis sign agreements concerning the conditions of tuition payment for full-time and part-time programs.

1.1 Acquisition and loss of the student status

A person admitted to first cycle, second cycle or long cycle study programs acquires student’s rights upon matriculation and taking the oath, customarily on October 1, of a particular year.

A person admitted to a PhD program acquires the PhD student’s rights on October 1, upon the submission of a signed oath whose content is determined by the Statute of the JU.

Each person admitted to the Jagiellonian University in Kraków should become acquainted with the Regulations and other provisions determining their rights and duties.

Student’s and PhD student’s rights and duties expire:

- On the day of his/her graduation
- On the day of the final expulsion
- On the day of completion of the PhD program and termination of its duration (applicable only to PhD students)

1.2 Removal from students’ list

Student is struck from the list of students in the following cases:

- he/she fails to register
- he/she submits a written statement of resignation from studies
- he/she fails to submit a diploma dissertation or to pass the diploma examination in the deadline determined
- he/she is punitively sent down for disciplinary misconduct
- He/she declares less than 60 ECTS credits
- He/she fails to submit a subject declaration within the determined deadline
The head of an academic unit may strike from the student register a student who has:

- If it has been determined that the student has not made any academic progress (if such an event occurs, the student may be struck from the list of students already after the first semester of studies)
- If the student has not completed the year in the period specified
- If the student has not paid the required tuition fee, despite having received a summons in writing to pay the fees within 7 days of the date of delivery of the summons (the removal from the list of students may occur at any time during the academic year)
- If the student has failed to sign the agreement concerning the conditions of payment for tuition or educational services submitted by the University.

A dean’s decision concerning removing from students’ list may be appealed against to the Rector. Rector’s decision is final.

1.3 Failure to take up a degree program

Failure to take up a degree program means discontinuation of performance of duties imposed on a student on the basis of the Regulation for studies or specified in the program of study. It results in removing from the students’ list. It particularly concerns situations when:

- Student fails to submit a subject declaration or declares too few ECTS credits
- Student fails to obtain registration for the following year of study before classes start in a given semester, after coming back from the leave of absence

1.4 Readmission to study

On application from the person concerned, the dean may consent to the readmission of a person who was struck off the list of students in his/her second or higher year of study, for the same field or specialisation, which the readmitted student continues as of the next academic year (readmission to study), unless the person concerned was punitively struck off the list of students and sent down from the University, or if more than 5 years have passed since the date on which he/she was struck off. Readmission to study shall be considered as the continuation of the readmitted student’s previous syllabus. Readmitting a student the dean determines the number of ECTS points which are to be counted towards the readmitted student’s achievement record and the year of study for which he/she is to be registered, with the consideration of any differences in the program which are confirmed.

The dean determines the number of student’s ECTS points in consideration of the overall educational program prescribed for the particular field or specialisation of study in the given academic year. If differences in the respective programs are found to occur, the dean may decide that fewer ECTS points are to be taken into consideration for the readmitted student’s achievement record, or that a given subject shall not be taken into consideration at all.

1.5 Removal from PhD students list

PhD student may be struck from the list of PhD students in the case when:

- He/she has failed to fulfil the duties defined in the content of the oath and in the Regulations
- He/she fails to perform the duties specified by the program of PhD studies and the curriculum of PhD studies, fails to perform academic research or fails to submit a report from its course; an opinion of this matter is presented to the head of PhD program by the academic tutor or supervisor
- He/she has breached the rules concerning the collection of fees
- He/she submits a written statement of resigning from a PhD program

Readmission to a PhD program after removal from PhD students list is not allowed.

1.6 Change of a field of study

Transferring to other field of study is available for students who have completed the first of a degree program. Consent for the change of a field of study is granted by the dean. Student is obliged to present to the dean a motion with reasons and opinion given by a head of an organizational unit from which transfer is to be made together with documents which certify the so far course of a degree program.

1.7 Student’s transfer from another institution of higher education

Transferring from other institution of higher education to the Jagiellonian University is available to students who have completed the first year of a degree program. Consent for the student’s transfer is granted by the dean by means of a decision. Student is obliged to present to the dean a motion with reasons and opinion given by a head of an organizational unit from which transfer is to be made together with documents which certify the so far course of a degree program.

More information:

Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programs of Study
http://www.dmws.uj.edu.pl/documents/1437122/645c117a-7ae3-4857-a0f6-f153426ef6be

Regulations for PhD Programs of Study
http://www.dn.uj.edu.pl/documents/1333504/c4cc728d-b0de-4190-948d-7c9a60c080ea

Study Support Office
Address Straszewskiego 25/3, 31-113 Kraków
Phone 12 663 15 03, Fax 12 421 59 15, E-mail aleksandra.jankowska@uj.edu.pl, maciej.dziewirz@uj.edu.pl

International Students Office
Address Gołębia 24/21, 31-007 Kraków
Phone 12 663 11 04, 663 15 17, Fax 12 663-1545, E-mail iso@uj.edu.pl
http://www.dmws.uj.edu.pl/zakwaterowanie
Opening hours: Monday-Tuesday and Thursday-Friday 7:30 am - 3:30 pm
Electronical Student Card (*Elektroniczna Legitymacja Studentka (ELS)*) is a document and an electronic card that confirms one’s status as a student/PhD student, and the right to benefit from reduced fees for public transport. Persons who graduated from first cycle degree programs are as well entitled to the Student Card till 31st October of the year of a degree program completion. Persons who are suspened in student’s rights are not entitled to the Student Card.

Student Card contains basic personal data and a photo of the holder. The reverse side contains a personal student number which identifies in an unambiguous way a particular student/PhD student of the University. The student ID card may be used as a library card or a public transport ticket. In case of changes in personal data, loss or damage to the student ID card, the dean’s office should be notified immediately.

### 2.1 Validity period

Student Card has a determined validity period – for students it generally covers the period of one semester, and for PhD students its validity period covers the whole academic year. After the period of validity has expired, the card no longer confirms the student/PhD student status. Extension (‘podbicie’) of the card should be made in a secretary office before the 31st of March (after the winter semester) and before the 31st of October (after the summer semester) in a particular academic year. The holograms (stickers) that are placed on the reverse side of the card and data introduced electronically decide on the validity of the card.

### 2.2 Krakowska karta miejska (public transport card)

Student ID card may serve as Krakowska Karta Miejska (public transport card), which means that you may use it to purchase a seasonal ticket in any ticket vending machine in Kraków. Students, who did not grant their consent to the University to pass their personal data to the municipal public transport service, will need to visit any ticket outlet.

### 2.3 Library card

Student ID card serves also as a library card. Upon registration in the Jagiellonian Library and in faculty libraries a barcode printed on the reverse side of the student ID card will serve as an identifier of the reader and will enable to benefit from the services of these units (for example to borrow books).


### 2.4 Secretary office

All the matters concerning the student ID card should be addressed to the secretary office – the one which is responsible for your course of study. You can collect there the student ID card, exchange it for a new one (on the basis of a warranty replacement or for a fee) or extend its validity, when it’s close to its expiration.
2.5 Handling the Student Card

In the future, the Student Card may be needed to access certain information or rooms. Therefore, it should be handled as any other important and valuable document – keep it in the same way as other important card (for example credit cards), try not to lose it or damage it. In case of loss or damage, you can obtain a duplicate card in the secretary office (however you need to pay for the duplicate). The duplicate card will not be identical to the original card, thus if for example you are using the Student Card as a public transport card, then you should visit a ticket outlet so that the tickets that have been purchased previously will be registered on the new card.

3. Study program

Study program determines the detailed schedule and method of implementation of the program of study.

Study program and study program of PhD studies in force for a particular program may stipulate some subjects as compulsory and other as optional. Study program may stipulate all subjects as compulsory.

In order to complete first cycle degree program student is obliged to obtain at least 180 ECTS credits, for second cycle degree program – at least 120 ECTS credits, and for long cycle Magister degree program – at least 300 ECTS credits in the case of five year program, and 360 ECTS credits – in the case of six year study program. Student has to obtain in principle at least 60 ECTS credits within a year of study, whereby the study program of a particular program may determine a higher number of credits obligatory to complete a year of study.

A PhD student is obliged to obtain within a full study cycle from 30 to 45 ECTS credits. The number of credits obligatory for PhD students to complete the PhD study program is determined by councils of the institutional units responsible for PhD programs.

ECTS – European Credit Transfer System which allows comparing educational achievements and activities of students of higher education institutions from the EU and cooperating countries. Credits correspond with work load counted in hours required for completion of a given subject. Generally 1 ECTS credit corresponds with approximately 25-30 hours of student’s work. In order to complete a year of study student is obliged to acquire at least 60 ECTS credits. Credits may be granted only upon a passed examination or completion of other criteria stated for a subject.

Student may follow an individual course of study (granted by the dean at the request of a student whose life situation does not permit participation in classes and the completion of subjects in accordance with program of study, particularly in case of disability or illness, the following of more than one program of study or taking care of a child) or may follow individual syllabus (granted by the dean at the request of a student, which consists in the modification of the study program in order to adapt it to the academic interests of the student or in the enabling of the student to carry out academic research or in the appointment of an individual academic tutor to supervise the student concerned).

Head of third-cycle studies may transfer some of the PhD candidate’s duties to next academic year. The head may also at the request of the PdD candidate’s application which has been given the opinion of the tutor or promoter, decide to count some subjects that are not specified in the study program and course of study of third-cycle studies among the duties of the PhD candidate.
3.1 Individual Curriculum at first cycle, second cycle and long cycle programs of study

A student, who due to his/her life circumstances cannot attend classes and obtain credits from subjects as it is prescribed in the curriculum, particularly due to disability or sickness, pursuing studies at more than one fields of study or specializations, or taking care of a child, may apply for awarding an Individual Curriculum. It may particularly involve:

- A modification in the consecutive system of classes and examinations, in the form of credits and examinations, the order in which classes are conducted in the syllabus; and the number of hours of tuition
- The student completing classes extramurally, with the approval of the person conducting the subject
- Changes in the dates and terms for examinations and credits for particular subjects

A motion should be filed with the dean of faculty via the dean’s office/secretary office.

Student who wants to be granted an Individual Curriculum presents to the dean’s acceptance mode of obtaining credits and sitting examinations which are prescribed for a given semester, and in the case of subjects which last for the period of an academic year – for the academic year, together with examination conditions agreed and reviewed by academic staff members who are responsible for particular subjects in a given semester. Detailed rules of studying in accordance with an Individual Curriculum or an Individual Educational Program are determined by the Faculty Council.

3.2 Individual Educational Program for first cycle, second cycle and long cycle programs of study

A student may apply for awarding an Individual Educational Program in order to adapt the study program to student’s academic interests or in order to allow him/her conducting academic research. Individual Educational Program may involve appointment of an individual academic tutor. A motion containing proposition of an educational program for the next academic year, agreed with the academic teacher who agreed to be an academic tutor should be filed with the dean of faculty via the dean’s office/secretary office.

The dean approves of an educational program, as well as the candidate for an academic tutor. Only a PhD holder may become an academic tutor.

3.3 Change of a curriculum of a PhD program

A PhD student may apply for transferring some PhD duties to the following academic year. A motion should be filed with the head of a PhD program via the dean’s office/secretary office.

A PhD student may apply for a consent to pursue and obtain credits for subjects which are not included in a curriculum and a PhD study program. A motion, with opinion of an academic tutor or supervisor, should be filed with the head of a third cycle program via the dean’s office/secretary office.

Head of a PhD program may transfer some of the PhD student’s duties to the next academic year. The head may also at the request of the PhD student’s application which has been given the opinion of the tutor or promoter, decide to count some subjects that are not specified in the study program and course of study of a PhD program among the duties of a PhD student.
More information:
Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programs of Study
http://www.dmws.uj.edu.pl/documents/1437122/645c117a-7ae3-4857-a0f6-f153426ef6be
Regulations for PhD Programs of Study
http://www.dn.uj.edu.pl/documents/133350/c4cc728d-b0de-4190-948d-7c9a60c080ea

Study Support Office
Address Straszewskiego 25/3, 31-113 Kraków
Phone 12 663 15 03, Fax 12 421 59 15, E-mail aleksandra.jankowska@uj.edu.pl, maciej.dziewirz@uj.edu.pl

Medical College/Division for Education and Academic Careers
Address Św. Anny 12, 31-008 Kraków
Phone 12 37 04 307, 422 42 48, Fax 12 422 25 78, E-mail dydaktyka.kariery@cm-uj.krakow.pl, jowita.dunajska@uj.edu.pl
Opening hours: Monday-Friday 8:00 am - 4:00 pm

International Students Office
Address Gołębia 24/21, 31-007 Kraków
Phone 12 663 11 04, 663 15 17, Fax 12 663-1545, E-mail iso@uj.edu.pl
http://www.dmws.uj.edu.pl/zakwaterowanie
Opening hours: Monday-Tuesday and Thursday-Friday 7:30 am - 3:30 pm

4. Course requirements and Examinations

The dean determines and announces detailed rules of organization of an academic year at the faculty. The dean announces detailed classes schedule not later than 2 weeks prior to a semester commencement. Rules of classes delivery are determined by lecturers in consultation with the dean, and after that they are announced in the USOSweb system on the webpage of a subject, as well as presented to students during first classes.

4.1 Classes

Types of classes aiming at performance of educational program and curriculum:

- **Lecture** – type of classes for a greater number of students (often for the whole class) in the form of a lecturer’s monologue
- **Laboratory** – practical classes for students, which are delivered in classrooms with research equipment
- **Practical classes** – delivered in small groups, aiming at advancing knowledge on issues discussed during lectures
- **Conversation** classes – type of classes which involves discussions with students
- **Seminar** – classes aiming at a thorough study in a particular field and preparing students to write and defend a final thesis
- **Pro-seminar** – classes preparing student to independent work during seminars
- **Practical placements** – practical classes performed in companies, institutions, public offices, hospitals, schools, and many others; venue of practical placement should be related to the
degree program; student may apply for practical placement via the University, e.g. the Career Service of the Jagiellonian University or on their own; dean or head of institute may exempt student from carrying out practical placement in whole or in part if student performed work which meets practical placement’s goal.

In the case of classes schedule change during the academic year, student is entitled to resign from completing a declared subject by informing the dean about resignation within 7 days from the schedule change.

### 4.2 Subject declaration

Declaration is a student’s subject curriculum for a given academic year or semester. Declarations are submitted twice a year within deadlines determined by the faculty council: till the October 27, 2017 in case of courses held in the winter semester and in the whole academic year and till the March 22, 2018 in case of courses held in the summer semester. Declaration should be preceded by registration for courses completed within the specified deadline.

Registration for courses can be carried out online via the USOSweb system or via staff of the dean’s office. Secretary office of the unit responsible for a particular study program. Immediately after registration has been completed, student should link their courses to the appropriate study program.

In accordance with the Regulations for Study, all courses that the student has declared become compulsory and the concerned student is obliged to fulfil them until the completion of the course of study.

Declaration should be drafted individually. In order to do it, the following steps should be taken:

- Generate the declaration from the USOSweb system
- Print it
- Check it and sign it
- Deliver it to the appropriate dean’s office/student secretary’s office

Student is obliged to submit a declaration of subjects for a given year of study and declare at least 60 ECTS credits for both semesters, unless student has a surplus of credits accumulated from previous years of study which entitles him/her to declare a respectively less number of ECTS credits. The Faculty Council may exempt students from submitting declarations when there is no possibility of choosing subjects in a given year of study.

Submitting declarations on PhD studies is obligatory only for certain PhD programs.

### 4.3 Consecutive system of classes

It is a relation of subjects where student may register to subject B only after passing subject A. Consecutive system of classes may make it impossible to repeat a year of study.
4.4 Registration for courses for PhD students

A PhD student is obliged to register for courses which are delivered in a given academic year in terms determined by the unit. Registration for courses can be carried out online via the USOSweb system or via staff of the dean’s office/secretary office of the unit responsible for a particular study program. Immediately after registration has been completed, PhD student should link their courses to the appropriate study program.

4.5 Course content

The principles and criteria for grading subjects are determined in the syllabus of a particular subject, they are announced in the USOSweb system and in the first class. Conditions of being admitted to an exam are determined by the person conducting subject in consultation with the dean.

4.6 Examinations Timetables

At least one examination date should be scheduled for the ordinary examination session, and at least one for the repeat session. The person conducting a particular subject in consultation with the dean specifies the dates of the exams and deadlines for credits, furthermore he/she may determine other dates of exams or deadlines for credits also outside the examination session, not later than until the end of the summer re-sit examination session. Information on the dates of exams or deadlines for credits should be provided to students a month before the start of the examination period at the latest (for example during classes, on the website of the unit). Subjects may be completed by the following means: written assignments, written and oral exams, test exams etc. A student who has been refused a credit for a class which constitutes a condition for admission to an examination has the right to one attempt to gain the credit before the commencement of the repeat examination session, provided the type of classes admits of such a possibility. The procedure of registering for exams is determined by the person conducting a particular subject. The form of the exam or pass is determined by the person conducting the subject in consultation with the dean. For detailed information please contact the dean’s office/secretary office.

4.7 Attending and failure in attending an examination

Student has the right to choose the dates of sitting an examination (this is restricted by room capacity). Lecturer may order preparation of registration lists for particular examination date. Lists are closed no later than four days before the examination date. After the list is closed it is not possible to enter the list or resign from sitting the examination in the specified date without the lecturer’s consent. Student, who sits an examination for the first time in the last of determined dates, loses their right to repeat examination. Student who sits an examination or classes credit is obliged – upon a demand – to present an ID card. In case of failure to attend examination in the fixed date student may sit the examination only as a repeat examination, unless an additional date was determined. Failure to attend an examination does not provide grounds for a grade of fail. Student receives ‘0’ which counts to the average grade. It is possible to reinstate the examination date.
4.8 Reinstatement of the examination date

Establishing an additional examination date is possible when student failed to attend an examination in a given date due to justified reasons. An additional examination date is established by the dean in consultation with the lecturer on a student’s motion. Student may apply for an additional examination date within 7 days from the determined examination date. Examination is held in the same academic year. Upon granting an additional examination date student is entitled to two examination dates. Reinstating of an additional examination date is not allowed.

4.9 Transfer of a subject credit

On a student’s motion the dean agrees to transfer of a subject credit obtained within another field of study, another institution of higher education or previous year of study. The dean makes their decision in consultation with the lecturer, having reviewed documentation of the course of a degree program, acting on the basis of an educational program binding for a specific field of study or specialization, even if there were differences within this scope between the present program and the program binding for the previous field of study or specialization. In case of stating that there are program differences, particularly resulting from inconsistent learning outcomes, the dean may determine fewer number of ECTS credits which will be counted or refuse to acknowledge such a subject. If the subject which is to be transferred is covered by a study program for a given academic year, it may consist a basis for the year completion. Generally transferring a subject credit is possible within the period of five years from the date of obtaining a credit, however the dean may grant their consent event after that time.

Rules of obtaining a foreign language course credit on the basis of a language certificate, as well as list of certificates which are recognized by the University are determined by the Rector by means of Regulations.

4.10 Extraordinary repeating of a subject

Extraordinary repeating of a subject involves a situation when a student who failed during two examination dates is granted two additional dates before the end of an academic year, i.e. before September 30. In practice, extraordinary repeating of a subject is used at the last year of study. It is free from charges. It is allowed:

- Once during the course of a degree program
- Only in exceptional, particularly justified situations

Extraordinary repeating of a subject is granted by the dean upon a student’s motion.

4.11 Consequences of failing to attend an exam or failing an exam due to reasons other than absence

In case of failure to attend an exam in the specified term, student/PhD student obtains NZAL for the exam. In case of attending an exam but failing to pass, student obtains Fail grade.

Both situations result in subject failure. As a result of that student may be obliged to:
- Repeat the course within a conditional registration to the following year of study or within repeating a given year of study or
- May be struck from the register of students

A student/PhD student who fails an examination in a given subject has the right to re-sit it once in the given academic year.

A student who has been refused a credit for a class which constitutes a condition for admission to an examination has the right to one attempt to gain the credit before the commencement of the repeat examination session, provided the type of educational activity admits of such a possibility.

A student’s failure to satisfy the requirements for admission to an examination or to attend an examination for other reasons does not provide grounds for a grade of fail to be entered in his/her examination record.

### 4.12 Results and grading scale

The results of exams and grading subjects are announced in the USOSweb system within 10 days from the date of the exam.

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

- **Very good** – 5,0
- **Good plus** – 4,5
- **Good** – 4,0
- **Satisfactory plus** – 3,5
- **Satisfactory** – 3,0
- **Fail** – 2,0

The mean of grades is calculated according to the following method:

- The grades from each subject that constitute the basis for the calculation of the mean are multiplied by the corresponding number of credits
- The result of the multiplication is added
- The total specified in point b is divided by the total amount of points from all subjects that are taken into consideration to calculate the mean
- The result is rounded up to two decimal places.

Formula for calculating students’ Grade Point Average (GPA):

\[
\text{Grade } 1 \times \text{number of ECTS} + \text{Grade } 2 \times \text{number of ECTS} + \text{Grade } 3 \ldots
\]

\[
\frac{\text{Total number of ECTS earned}}{\text{Total number of ECTS earned}}
\]

A student’s mean grade [GPA, Grade Point Average] for a given academic year or for the entire syllabus is calculated as a weighted mean, with weightings determined by the number of credit points awarded for all of his/her grades, including those for subjects failed. The grades taken into account in the calculation of a student’s weighted mean grade are his/her examination grades, and the final grades awarded for those subjects which do not conclude with an examination.
**4.13 Appeal procedures against decisions of examiners**

Results of an examination may be questioned during a final re-sit examination (egzamin komisyjny), which is ordered by a dean.

The dean may order a final re-sit examination for a student or a PhD student in the case when an irregularity occurred during an examination in the way it was conducted and in the case when the scope of the examination which was conducted exceeded the scope specified in the syllabus.

An application for a final re-sit examination should be submitted to the dean within 5 days from the day on which the results of the examination were announced, with details of the allegations as grounds for the application. A final re-sit examination is held within 2 to 14 days from the issue of an order to carry it out.

The application forms are available on the websites of secretary offices/dean’s offices.

**4.14 Written assignments**

Academic teachers specify in the syllabus the deadlines and rules for submitting written assignments and also the consequences of failing to submit a written assignment.

If submission of a written assignment is a condition to pass a subject then failing to submit it results in failing of the subject concerned.

The person conducting a particular subject determines whether there is a possibility to extend the deadline for submitting assignments and condition, as well as the possibility to make changes to work after it has been submitted.

**4.15 Fees**

Educational services fees involve:

- Education at part-time degree programs
- Repeating of specified classes at full-time degree programs
- Conducting degree programs in foreign languages
- Delivering classes which are not covered by the curriculum, including classes which supplement learning outcomes necessary in order to take up a second cycle program in a specified field of study
- Conformation of learning results

Failure to pay fees related to studying, in spite of written summons for payment within the period of 7 days from serving the summons, constitutes a reason for non-obligatory removing from a students’ list. **Fees are not charged for exams, fees are charged for repeated participation in classes.**

According to the provisions of the agreement concerning conditions of payment for tuition or educational services, students pay fees for repetition of classes due to unsatisfactory academic results that is failing to attend an examination or failing to pass it.

Fees for classes repetition are paid on a one-off basis till the 22nd of October in case of classes carried out in the winter semester and in the whole academic year and till the 15th of March in case of classes carried out in the summer semester. The amount of fees is determined according to the Rector’s regulation on the amount of fees for classes repetition, established each year for particular cycles of studies.
Holders of scholarships awarded by a Polish partner are exempted ex officio for paying fees for repetition of classes.

Students have the right to appeal to each decision of the dean (or a head of an institute acting on his behalf) to the Rector (Vice-Rector for Educational Affairs) within a period of 14 days from the dean’s decision.

**4.16 Registration (to the following year of a degree program)**

Registration (to the following year of a degree program) generally it is made automatically, upon submitting the program for settlement in the USOSweb system.

**4.17 Conditional entry (warunek) for first cycle, second cycle and long cycle programs**

Registration made in spite of student’s failure to meet all requirements for completion of a year of a degree program. Student may conditionally enter the next year of study upon his/her request and upon the consent of the dean on condition that he/she has obtained at least 50 ECTS credits in the given academic year. The overall curriculum may provide additional criteria for ECTS credits.

Decision concerning a conditional entry is made by the dean. In the case of a conditional entry student is obliged to acquire the number of ECTS credits which consists the credit difference from the previous year of a degree program, as well as meet other requirements stated in the educational program till the end of the year to which student was registered. Detailed conditions and rules of supplementing credit difference is determined by the Faculty Council.

**4.18 Repetition of a year**

Students who have completed the first year of first cycle programs and long cycle programs are permitted to repeat a year of study.

The dean upon student’s request grants consent for the repetition of a year of study in the case when:

- A student fails to accumulate the number of ECTS points required for registration for the next year of study
- A student fails to satisfy the conditions of the conditional entry that has been granted
- A student fails to satisfy any other conditions laid down in compliance with the program of study for the completion of the given year of study

In exceptional, specially justified cases, the dean may allow a second repetition within a student’s tuition program of the same or another year of study.

In the event of another failure there is a possibility of resuming a degree program. Resumption is possible within 5 years from the decision on the removal from the list of students and is pursued with the beginning of the following academic year. Resumption is permitted only once within a particular study program and is recognized as a continuation of the preceding course of study.

**PhD students do not have the right to repeat a year.**
4.19 Repeating a subject

A subject repeating is understood as a repeated declaration of the same subject due to any reasons. Repeating subjects is mostly related to a conditional entry or a repetition of a year of study. In order to repeat a subject it is compulsory in each case to obtain dean’s consent and to pay a due fee.

In the event of failing to pass classes stipulated by PhD study program, a PhD student may repeat the failed classes upon the consent of the head of PhD program on condition that it will not extend the duration of a PhD program. A PhD student can use this right once in the course of a PhD program.

4.20 Awans Credit in advance

Credit in advance means that part or all classes are performed during an earlier study year than it is prescribed in an educational program. It means that student has the right to obtain credit for a subject which is obligatory for the third year of study during the second year. A motion regarding this matter should be filed with the dean till the moment of commencement of classes for this given subject (before classes start).

Student who perform a degree program in a part-time mode pays fees for subjects credited in advance in the year during which subjects were credited. For a whole year of study completed in advance payment should be made earlier in one lump sum. If student performed a part of classes in advance and the amount of fee changed, the fee for the credited subject will be counted on the basis of previous rate, which was in force in the year during which the subject was credited.

4.21 Extraordinary repeating of a year of a degree program

Another repeating of a year of a degree program is allowed:

- Once during the course of a degree program
- Only in exceptional, particularly justified situations.

Decision is made by the dean who may but is not obliged to consent to extraordinary repeating of a year of a degree program. In their motion student is obliged to indicate subjects which will be repeated. Extraordinary repeating of a year of a degree program is chargeable.

4.22 Other conditions for completing degree programs

Foreign language (lektorat)
Conditions for completing degree programs at the Jagiellonian University include mastering a modern foreign language on a specified level, in accordance with standards adopted by the Common European Framework of Reference for Languages (CEFR). Jagiellonian Language Centre is the unit responsible for teaching languages.

Physical education
Students of first year of full-time programs are obliged to pass physical education classes. Jagiellonian University Sports Centre (Studium Wychowania Fizycznego i Sportu - SWFiS) is the unit responsible for physical education. Classes may be held – depending on student’s choice and available places – in the sports hall of SWFiS (general classes), in the KS Bronowianka sports hall (football) or in the swimming pool of the AGH University of Science and Technology. Students may also participate in other forms of
physical education classes, such as: cycling, fitness, gym or rowing. Registration for physical education classes is carried on a basis of chip system via the USOSweb system (www.usosweb.uj.edu.pl/ul).

Training in occupational safety and health
Passing a training in occupational safety and health is compulsory to complete the first year of study. The training is carried out via Pegaz e-learning platform (www.pegaz.uj.edu.pl).

The obligation to complete the training in occupational safety and health concerns all PhD students in the first year of PhD programs at the JU, with the exception of those who have completed such a training in the course of their studies at the JU.

Practical training and internships
PhD students are obliged to complete a practical training by conducting classes or by participating in conducting of classes of at least 10 hours and not more than:

- 90 hours within the academic year for PhD students who are receiving a PhD scholarship
- 60 hours within the academic year for PhD students who are not receiving a PhD scholarship

Settlement of the number of hours of practical training for PhD students is specified in the study plan.

More information:
Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programs of Study
http://www.dmws.uj.edu.pl/documents/1437122/645c117a-7ae3-4857-a0f6-f153426ef6be
Regulations for PhD Programs of Study
http://www.dn.uj.edu.pl/documents/1333504/c4cc728d-b0de-4190-948d-7c9a60c080ea

Study Support Office
Address Straszewskiego 25/3, 31-113 Kraków
Phone 12 663 15 03, Fax 12 421 59 15, E-mail aleksandra.jankowska@uj.edu.pl, maciej.dziewirz@uj.edu.pl

Medical College/Division for Education and Academic Careers
Address Św. Anny 12, 31-008 Kraków
Phone 12 37 04 307, 422 42 48, Fax 12 422 25 78, E-mail dydaktyka.kariery@cm-uj.krakow.pl, jowita.dunajska@uj.edu.pl
Opening hours: Monday-Friday 8:00 am - 4:00 pm

International Students Office
Address Gołębia 24/21, 31-007 Kraków
Phone 12 663 11 04, 663 15 17, Fax 12 663-1545, E-mail iso@uj.edu.pl
http://www.dmws.uj.edu.pl/zakwaterowanie
Opening hours: Monday-Tuesday and Thursday-Friday 7:30 am - 3:30 pm

5. Mobility

At the Jagiellonian University there are many mobility programs available. When studying at the University you may spend part of that time abroad thanks to our offer of 18 international exchange and scholarship programs.
5.1 Erasmus+

Within the Erasmus+ Program you can go for a semester or an academic year to more than 500 partner institutions in the whole world, including EU Member States (28), 3 EEA countries (Iceland, Lichtenstein, Norway), Turkey, and Former Yugoslav Republic of Macedonia 28 EEA countries and 13 countries outside of the EU: Algeria, Armenia, Belarus, Brazil, China, Egypt, Georgia, Israel, India, Japan, Kenya, Korea, Morocco, Russia, Republic of South Africa, Serbia, Singapore and Ukraine. Student participating in the Erasmus+ Program receives a monthly financing in the amount of 650 EUR, 500 EUR, 450 EUR or 350 EUR, depending on the country of mobility.

Erasmus+ Program provides as well opportunity for abroad placements in prestigious European institutions in the Program countries, which ensure skills development, as well as acquisition of experience of work in an international environment.

Transfer of learning outcomes is based on Learning Agreement for Studies and Learning Agreement for Traineeship.

5.2 Scholarship and Traineeship Fund financed from EEA funds and Norwegian Funds

Within the Scholarship and Traineeship Fund you may pursue a part of a study program as well as pursue a placement (from 3 to 12 months) in Norway, Iceland or Lichtenstein. Student participating in the scholarship program receives 800 EUR a month and 500 EUR to cover travel and insurance costs. Mobility is performed in accordance with rules applicable in the Erasmus+ Program and allows transfer of learning outcomes achieved in the partner institution within the studied field of study.

Transfer of learning outcomes is based on Learning Agreement for Studies.

5.3 Utrecht Network

Within the Utrecht Network you can go for a semester or an academic year to one of 6 partner institutions of higher education in Australia, one of 18 partner higher education institutions in the USA or 6 partner higher education institutions in Brazil. Participating in Australian European Network (AEN), Mid-America Universities International (MAUI) and Network of International Offices of Rio de Janeiro Higher Education Institutions (REARI-RJ) you will be exempted from tuition fee in the chosen partner institution.

What’s more, the Utrecht Network offers students on master level as well as PhD students a scholarship in the amount of 1000 EUR within the framework of the Utrecht Network Young Researcher’s Grant for a research stay in one of European universities – members of the Utrecht Network. Students of first cycle and second cycle programs may be granted a possibility of free participation in a selected course performed by the Utrecht University within the Utrecht Summer School.

More information: International Relations Office
Address: Czapskich 7, 31-110 Kraków
Phone 12 663 30 13,
E-mail izabela.zawiska@uj.edu.pl
Opening hours: Monday- Friday 7:30 am - 3:30 pm
5.4 Bilateral exchange

Bilateral exchange of students and PhD students of the Jagiellonian University is a result of agreements on academic cooperation which were concluded by the Jagiellonian University with foreign institutions in the whole world, at three levels; the university level, the faculty level, and the institute level.

More information: International Relations Office
Address: Czapskich 7, 31-110 Kraków
Opening hours: Monday- Friday 7:30 am - 3:30 pm

Cooperation with universities in Europe
Dr Maria Kantor
Phone 12 663 30 14,
E-mail: maria.kantor@uj.edu.pl

Cooperation with universities in Asia
Ms Adriana Holub-Palonka
Phone 12 663 30 15,
E-mail: adriana.holub-palonka@uj.edu.pl

Cooperation with universities in North America, South America and Australia,
Ms Malgorzata Paiak
Phone 12 663 30 44,
E-mail: malgorzata.paiak@uj.edu.pl

5.5 The SYLFF Program

The SYLFF Program aims at educational support for graduate and PhD students of high leader potential by performance of a part of a degree program, as well as student’s own research program in the chosen institution in the world.

More information: International Relations Office
Address: Czapskich 7, 31-110 Kraków
Opening hours: Monday- Friday 7:30 am - 3:30 pm

Ms Dorota Maciejowska
Phone 12 663 11 10,
E-mail: dorota.maciejowska@uj.edu.pl

5.6 Program of Polish-American Fulbright Commission

The Polish-U.S. Fulbright Commission administers the Fulbright Program in Poland. It offers prestigious scholarships to outstanding Polish and U.S. students and scholars to study, teach and conduct research at Polish and U.S. higher education institutions. The Commission in Poland is a non-profit organization
financed by the Department of State and the Ministry of Science and Higher Education on the basis of a bilaterally agreement.

5.7 Lane Kirkland Scholarship Program

The Scholarship Program initiated in 2000 aims at sharing Polish experiences in economic, social and political transformations, as well as European transformation with representatives of Eastern Europe, Transcaucasia and Central Asia by two-semester supplementary study program in Polish institutions of higher education. The Program is dedicated to candidates from Ukraine, Russia, Belarus, Moldova, Georgia, Armenia, Azerbaijan, Kazakhstan and Kirgizstan.

Within individual educational programs grant holders study selected elements of economy and management, public administration and business, law, social and political sciences, journalism, NGO’s management, management in culture.

The scholarship starts with a preparatory course which aims at providing, as well as systemizing knowledge concerning history, and political and social situation of Poland. Then grant holders perform their individual programs at institutions in Warsaw, Cracow, Poznań, Wrocław and Lublin, preparing semester and diploma theses under supervision of a tutor.

5.8 The Scholarship Program for Young Academicians

Exchange Program of the Bureau For Academic Recognition And International Exchange. The Bureau is supervised by the Minister of Science and Higher Education. It coordinates as well as organizes recruitment process and qualification of Polish academics and students for abroad scholarships, as well as foreigners for degree programs and traineeships in Poland. It provides as well administrative support for State Committee for Certifying Knowledge of the Polish Language as a Foreign Language. The scholarship offer of the Bureau presents information on the possibility of going abroad in a given academic year for partial degree programs, traineeships and academic missions, PhD programs, habilitation traineeships and language courses.

5.9 CEEPUS Program - Central European Exchange Program for University Studies

It is a program of multilateral cooperation of Central European countries in the sphere of education. It offers participation in abroad traineeships, semester studies, language courses. CEEPUS Program (III) supports development of cooperation between higher education institutions in Central European countries. Its main principle is the lack of money transfer – each country provides a proper number of scholarship months and covers travel costs of their scholarship holders to and from the traineeship venue, as well as accommodation costs for foreigners within the number of declared number of scholarships offered.

The following countries are participants of the Program: Austria, Albania, Bulgaria, Croatia, the Czech Republic, Former Yugoslav Republic of Macedonia, Poland, Romania, Serbia and Montenegro, Slovakia, Slovenia and Hungary.

Financed activities

Within the CEEPUS Program the following actions are performed:
• There are created networks of interinstitutional cooperation with participation of partners from at least three countries
• There are awarded scholarships for short-term traineeships, semester studies and placements
• There are delivered improvement seminars, language courses, specialist courses

5.10 Transfer of learning outcomes

Transfer of learning outcomes, regardless of an exchange program in which a student/PhD student participates, is in each individual case agreed at the stage of application between exchange participant, the Jagiellonian University unit, and the partner institution.

According to the agreement on academic co-operation the Jagiellonian University ensures that its students propose a program of study at the hosting institution that will be approved by both universities. The modules or courses proposed must fulfil the exchange students’ degree requirements at Jagiellonian University. Enrolment in modules or courses is subject to availability and pre-requisites of the host institution. Exchange students may propose alternative module choices.

The head of the study program is responsible for approving the contents of the learning program before students departure to the hosting institution for the recognition of the learning outcomes. The study achievements, assessed by the grade, are indicated in the Transcript of Records of the hosting institution and are recognized and recorded in the Diploma Supplement, if the learning program is fulfilled. If in the Transcript of Records it is indicated that the student has passed the subject but the learning outcomes are not evaluated by the mark, the evaluation and the recognition is performed by the head of the study program according to the approved assessment procedures of a certain study program.

5.11 MOST Program

MOST is a mobility program for students and PhD students of Polish universities that enables students to carry out a part of their degree programs (semester or an academic year) at a different Polish university. Students of first cycle and long cycle programs may participate in the program after they have completed the second semester of their studies. Students studying on second cycle programs may participate in the program after they have completed the first semester of their studies.

Rules of studying within the MOST program are determined in the Regulations of MOST program for Students and PhD Students, and can be found on the official website of the program: www.uka.amu.edu.pl.

More information:
http://www.dn.uj.edu.pl/studenci/program-most
6. Leave of absence from classes

Leave of absence from classes is a temporary suspension of student’s duties for the period when student is not obliged to attend classes, obtain credits or sit examinations. Leave of absence from classes is granted on a semester basis. During the period of leave of absence student maintains student’s rights, however without the right to financial support, unless provisions state otherwise. During the leave of absence from classes student may, upon then dean’s consent and in accordance with conditions prescribed by the dean, participate in classes and obtain credits for subjects covered by the program of study. There are two types of leave of absence from classes: student’s leave and dean’s leave.

In the case of necessity of a temporary interruption in studies due to for example bad health condition, a student may take a student’s leave (maximum two semesters) or a dean’s leave (maximum 4 semesters). This does not apply to PhD students!

Taking a leave is possible after completion of the first year of study (on each cycle of studies). The student has to submit a letter declaring his/her intention to take this form of leave to the dean, before the start of the semester.

Taking a dean’s leave is possible in each year of study upon student’s application to the dean. Dean’s leave of absence is granted on the ground of serious circumstances preventing the student from attending classes, in particular for reasons of health, disability, or in connection with the birth and bringing up of a child.

Student may apply for a dean’s leave immediately upon occurrence of its reasons. It is not allowed to grant a dean’s leave for a past period or during examination session, unless reason for the leave occurred earlier. Participation in classes as well as sitting examinations require presenting to the dean a certificate that there are no counter-indications for such activities in the case of a leave caused by health conditions.

Template application forms for a leave of absence from classes are available on the websites of secretary offices/ dean’s offices as well as ‘Dictionary of Regulations Terms’ published by the Self-governing Students’ Union of the Jagiellonian University.

7. Extension of a PhD program

A PhD student may apply for extension of the period of a PhD program in the case of necessity of a long-term research conduction, related to the PhD program. The extension period cannot be longer than two years. A motion for extension should be filed with the head of a PhD program.

Apart from the above mentioned reason, a PhD student may apply for extension of the period of a PhD program in the total period of a year in the case of:

- Temporary incapacity for pursuing studies due to health condition
- Necessity to personally taking care of a family member with health conditions
- Necessity to personally taking care of a child under 4 years old or a child with a declared disability
- Having a declared disability

A motion for extension should be filed with the head of a PhD program.

Additionally, a PhD student may apply for extension of the period of a PhD program for a period which corresponds to the period of maternity leave, a leave granted on conditions specified for maternity
leave, paternity leave and parental leave, specified in the act of 26th June 1974 – Labour Code. A motion for extension should be filed with the head of a PhD program.

In each of the above specified cases, having consent of the head of a PhD program for extension of the period of a PhD program, a PhD student is exempted from the duty of participation in classes.

In each of the above specified cases a PhD student is obliged to file a motion for extension of the period of a PhD program with the head of a PhD program.

The motion for extension of the period of a PhD program shall contain:

- Personal data of a PhD student: name, surname, PESEL number and in the case when there is no PESEL number – number of a document which confirms identity, and specification of the year of study
- Reasons

To the motion there should be attached:

- Opinion by the academic supervisor – in the case when a PhD student applies for extension of the period of a PhD program due to necessity of a long-term research conduction, related to the PhD program
- A document which provides reasons for extension of the period of a PhD program – in the other cases

More information:

Regulations for First-Cycle, Second-Cycle, and Long-Cycle Magister Programs of Study
http://www.dmws.uj.edu.pl/documents/1437122/645c117a-7ae3-4857-a0f6-f153426ef6be

Regulations for PhD Programs of Study
http://www.dn.uj.edu.pl/documents/1333504/c4cc728d-b0de-4190-948d-7c9a60c080ea

Study Support Office
Address Straszewskiego 25/3, 31-113 Kraków
Phone 12 663 15 03, Fax 12 421 59 15, E-mail aleksandra.jankowska@uj.edu.pl, maciej.dziewirz@uj.edu.pl

Medical College/Division for Education and Academic Careers
Address Św. Anny 12, 31-008 Kraków
Phone 12 37 04 307, 422 42 48, Fax 12 422 25 78, E-mail dydaktyka.kariery@cm-uj.krakow.pl, jowita.dunajska@uj.edu.pl
Opening hours: Monday-Friday 8:00 am - 4:00 pm

International Students Office
Address Gołębia 24/21, 31-007 Kraków
Phone 12 663 11 04, 663 15 17, Fax 12 663-1545, E-mail iso@uj.edu.pl
Opening hours: Monday-Tuesday and Thursday-Friday 7:30 am - 3:30 pm
8. Surveys

On completion of each semester students may evaluate academic classes via the USOSweb system. Students can voice their opinion on particular subjects by responding to questions included in the survey. The questions concern the following matters: punctuality and the academic teacher’s preparation for classes, teacher’s attitude towards students, the level of the imposed requirements. The surveys are anonymous.

More information:
Address Straszewskiego 25/14, 31-113 Kraków
Phone 12 663 39 56, Fax 12 663 39 35, E-mail jakosc@uj.edu.pl
http://www.jakosc.uj.edu.pl/badania

9. Disciplinary procedures & rights

9.1 Disciplinary liability

Students bear disciplinary liability for violation of regulations in force at the University and for actions that offend Jagiellonian University’s student’s dignity (for example contrary to the oath taken by the student, or to the code of ethics or to the standards adopted by the University).

The examples of the above mentioned misconduct or breach of the regulations:

- harassment of friends, colleagues, academic staff members, and other people
- abuse of alcohol in the University (in a dormitory, during activities organized by the University, etc.)
- committing of a crime against sexual freedom (sexual harassment, sexual violence)
- possessing of drugs or drug-trafficking
- using threats towards friends and colleagues, teachers and other people, insulting or defaming those people
- damaging or stealing of property (e.g. equipment of a dormitory’s rooms, classrooms)
- insulting other people in social media, sending vulgar memes, photos, movies
- discrimination of other members of the academic society
- verbal or physical violence during classes
- plagiarism in a final paper
- cheating during exams
- copying or taking photos of examination sheets without permission

9.2 Disciplinary proceedings

In the event of the receipt of a notification on suspicion of committing a disciplinary offence by a student, the Rector may:

- Bring the case to the Rector’s Disciplinary Prosecutor for Students and PhD Students of the Jagiellonian University in order to start an investigation
- Bring the case to the peer tribunal acting by the Student’s Self Governing Body
- Examine the case independently and impose on the accused student a penalty of admonition
In the event of a justified suspicion that a student has committed a crime, the Rector has the right to suspend the student from his rights. The Disciplinary Prosecutor depending on the outcome of the investigation may:

- File an application with the Disciplinary Committee to start disciplinary proceedings and penalty
- File a justified application with the Rector to remand the case to the peer tribunal
- File a justified application with the Rector to impose a penalty of admonition
- Issue a decision to discontinue the investigation that has to be validated by the Rector

At the request of the Disciplinary Prosecutor the Disciplinary Committee for students initiates disciplinary proceedings against the accused student. The accused student has the right to defence, including the right to use a defendant lawyer.

In disciplinary proceedings, the Disciplinary Committee for Students adjudicates in a five-person panel (three academic teachers and two students). After the trial has been conducted, the Disciplinary Committee passes a judgement on:

- The punishment of the accused
- The acquittal of the accused of the charge of committing a disciplinary offence
- The discontinuance of the disciplinary proceedings

The Disciplinary Committee may impose the following penalties:

- Admonition
- Reprimand
- Reprimand with a warning
- Suspension in certain student’s rights for the period of a year
- Expulsion from the University

### 9.3 Appeal

Both parties (the accused and the Disciplinary Prosecutor) have the right to make an appeal against the decision of the Disciplinary Committee to the Appeal Disciplinary Committee. The appeal with a justification and copies for both parties is made via the Disciplinary Committee that has issued the judgement within 14 days after the receipt of the judgement with a written justification. Filing of an appeal stops execution of the judgement. *Failing to file an appeal within the specified period results in the validation of the judgement.*

### 9.4 Complaint to the Administrative Court

In order to appeal from a final and valid decision issued by the Appeal Disciplinary Committee, a complaint has to be lodged with the Administrative Court.

### 9.5 Expungement of the penalty

Expungement of the disciplinary penalty occurs by law within a term of 3 years as of the moment when the judgement has become valid.

**More information:** Centre for Academic Support / Office for Settlements and Disciplinary Affairs  
**Address** Straszewskiego 25/3, 31-113 Kraków
10. Plagiarism

In the event of a justified suspicion that a student has credited himself with the authorship of a part or the whole of someone else’s work, the academic teacher reports this matter in writing to the dean. If these suspicions are confirmed, the dean submits to the Rector a request to take disciplinary action against the student. Such a request results in failing of the subject, and in case of subjects assessed by an examination – the students shall fail.

The competent body, by way of a decision, determines the invalidity of the proceedings leading to the conferring of a professional title, if in the thesis which serves as a basis for the conferring of a professional title the person who’s striving for the professional title, has credited the authorship of a significant part or other elements of someone else’s work or scientific establishment.

In the case when it has been detected by the University that a final paper or a thesis is not an individual work of the student, at the instruction of the Rector, the Rector’s Disciplinary Prosecutor for Students and PhD Students starts 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.
1. Daily life 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 7.3 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

1.1 Polish currency

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).

1.2 Monthly cost of living in Kraków

The costs of living in Kraków differ depending on the preferred standard and lifestyle, and they vary from around 1300 PLN to 2700 PLN:

- Student dormitories 375–400 PLN
- Renting a room 700 to 2000 PLN
- Food min. 600 PLN
- Public transport around 50 PLN
- Insurance around 50 PLN
- Other expenses (books, entertainment, phone and internet) around 200–300 PLN
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.

### 1.3 Local Transport

The cost of a student monthly ticket (tram&bus) is 50 PLN (11 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).

**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 the Jagiellonian University, entitles you to benefit from these discounts as well.

### 1.4 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.

### 1.5 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.

### 2 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 for six months within the period of a year Students and PhD candidates who are carrying out intramural studies in Poland may work in Poland without the necessity to obtain a work permission
- Students and PhD candidates who are carrying out intramural studies in Poland may work in Poland without the necessity to obtain a work permission