

## COLLEGIUM HUMANUM– Warsaw Management University

### GENERAL PARTNER INSTITUTION INFORMATION

NAME OF THE INSTITUTION	Collegium Humanum - Szkoła Główna Menedżerska/ Collegium Humanum – Warsaw Management University
ACRONYM	CH
ADDRESS	Al. Jerozolimskie 133A, 02-304 Warszawa
TELEPHONE	+48 22 487 53 59
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OID NUMBER	E10099710
ACCREDITATION TYPE (ERASMUS CHARTER FOR HIGHER EDUCATION (ECHE))	Applicable
ERASMUS ID CODE	PL WARSZAW99
TYPE OF ORGANIZATION	Higher education institution
LEGAL STATUS	Non-public higher education institute
LEGAL REPRESENTATIVE - PROVOST	prof. dr hab. Paweł Czarnecki, MBA, DBA, LL.M, MPH Dr h.c

### ERASMUS DATA INFORMATION

ERASMUS+INSTITUTIONAL COORDINATOR	Anna Tomczyk, MSc.
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INCOMING STUDENTS NOMINATIONS' DEADLINE:	
1 <sup>ST</sup> SEMESTER	30 <sup>th</sup> June
2 <sup>ND</sup> SEMESTER	30 <sup>th</sup> November
INCOMING STUDENTS APPLICATIONS' DEADLINE:	
1 <sup>ST</sup> SEMESTER	15 <sup>th</sup> of July
2 <sup>ND</sup> SEMESTER	15 <sup>th</sup> of December

### DOCUMENTS REQUIRED FROM INCOMING STUDENTS:

- English language proficiency certificate (at least B2 Level)
- passport-size photo in the JPG format,
- copy of your passport or another identity document,
- copy of your European Health Insurance Card (EHIC) or a private insurance (minimum coverage of medical costs: at least 30,000 EUR),
- transcript of records from home university.

### IMPORTANT DATES – ACADEMIC YEAR 2024/2025

ACADEMIC CALENDAR	30 <sup>th</sup> of September 2024 – 27 <sup>th</sup> of June 2025
AUTUMN SEMESTER	30 <sup>th</sup> of September 2024 – 31 <sup>th</sup> of January 2025
SPRING SEMESTER	17 <sup>th</sup> of February 2025 – 18 <sup>th</sup> of June 2025
CHRISTMAS HOLIDAYS	21 <sup>nd</sup> of December 2024– 6 <sup>th</sup> of January 2025
WINTER EXAMINATION PERIOD	3 <sup>rd</sup> of February - 16 <sup>th</sup> of February 2025
NATIONAL HOLIDAYS IN POLAND	1 <sup>st</sup> of November – All Saints Day 11 <sup>th</sup> of November – Polish Independence Day 1 <sup>st</sup> of May – Labour Day 3 <sup>th</sup> of May – Polish Constitution Day 19 <sup>th</sup> of June– Corpus Christi Day
NO CLASSES - OTHER DAYS	2 <sup>nd</sup> of May,
EASTER HOLIDAYS	18 <sup>th</sup> – 21 <sup>rd</sup> of April 2025
SPRING EXAMINATION PERIOD	23 <sup>th</sup> of June – 29 <sup>th</sup> of June 2025

### LOCAL GRADING SYSTEM OF THE INSTITUTION

GRADE SCALE		
DESCRIPTION	LOCAL GRADE	English description
A (Excellent)	5	Very Good
B (Above average)	4,5	Better than good
C (Average)	4	Good
D (Below average)	3,5	Better than satisfactory
E (Satisfactory)	3	Satisfactory
F (Fail)	2	Unsatisfactory / Fail
Zal / Pass	Participation; i.e. the student has successfully and regularly attended the course.	

### STUDY PROGRAMMES OF THE INSTITUTION

STUDY PROGRAMMES	long-cycle (1 <sup>st</sup> +2 <sup>nd</sup> ):	long-cycle (5 years) Master Study of Psychology long-cycle (5 years) Master of Law long-cycle (5 years) Pre-school and early school pedagogy
	1 <sup>st</sup> cycle:	Undergraduate Study of Management Undergraduate Study of Finances and Accounting Undergraduate Study of Pedagogy
	2 <sup>nd</sup> cycle:	Master Graduate Study of Management Master Graduate Study of Finances and Accounting Master Graduate Study of Pedagogy

## **VISA**

EU citizens can enter the territory of Poland on a basis of a valid travel document (passport/ national ID). Non-EU students can enter Poland on the basis of a valid travel document (passport) and a visa. A student of a non-EU country has to obtain a visa from the Polish Embassy or Consulate. List of all Polish embassies and consular posts is available on the website of the Ministry of Foreign Affairs: [VISAS - Ministry of Foreign Affairs Republic of Poland - Gov.pl website \(www.gov.pl\)](#)

A short-term visa entitles the holder to stay in Poland for up to 3 months, a long-term visa up to 1 year. International Relations Office issues acceptance letters and the university admission form necessary in the Visa process.

## **INSURANCE:**

### **EU STUDENTS:**

Healthcare in Poland is available for students from EU/EEA countries, provided that they hold valid medical insurance in the national insurance system of their country. A valid passport, student identity card or doctoral student identity card and a valid European Health Insurance Card (*Europejska Karta Ubezpieczenia Zdrowotnego*) entitles its holder to medical care free of charge in Poland. Detailed information on the health care for EU/EEA citizens can be found on the website of the National Health Fund: <https://www.ekuz.nfz.gov.pl>

### **NON-EU STUDENTS:**

If possible it is recommended that students from non-EU/EEA countries purchase their own international medical insurance prior to their arrival in Poland. Otherwise they are required to sign a voluntary health insurance agreement with the National Health Fund (*Narodowy Fundusz Zdrowia – NFZ*) and pay their own insurance fees, which amount to about EUR 15 a month. Under this insurance scheme, students are entitled to free medical care and can use university health care clinics and health centres. Also, all foreign students have the option of purchasing additional accident insurance. For detailed information visit the website of the National Health Fund: [www.nfz.gov.pl](http://www.nfz.gov.pl).