



Collegium Humanum – Warsaw Management University FACT SHEET 2022/2023

UNIVERSITY NAME	Collegium Humanum - Szkoła Główna Menedżerska/ Collegium Humanum – Warsaw Management University
ADDRESS	Stanisława Moniuszki 1A, 00-014 Warszawa
ERASMUS CODE	PL WARSZAW99
WEBSITE	https://humanum.pl/en/
LANGUAGE OF INSTRUCTIONS	English/Polish
ACADEMIC YEAR STRUCTURE	2 semesters (Fall & Spring) – 15 weeks each semester
(APPROXIMATE DATES)	<ul style="list-style-type: none">• Adaptation week: last week of September• Expected beginning of classes: from beginning of October
FALL SEMESTER	<ul style="list-style-type: none">• National Holidays:<ul style="list-style-type: none">1 Nov. – All Saints Day11 Nov. – Polish Independence Day24-28 Dec. – Christmas• Expected dates of exam session: Jan. 30 – Feb. 10, 2023 Students may arrange retakes individually with a lecturer
SPRING SEMESTER	<ul style="list-style-type: none">• Welcome week: 3rd week of February, 2023• Expected beginning of classes: Feb. 20, 2023• National holidays:<ul style="list-style-type: none">April 9-10 – Easter



NOMINATIONS	May 1-3 – Long weekend in Poland
	June 8 – Corpus Christi
DOCUMENTS	• Expected dates of exam session: June, 2023
	Nomination deadlines (to your home coordinators):
SUBMISSION DEADLINE	• for the fall semester and academic year – May 1
	• for the spring semester – December 1
LANGUAGE REQUIREMENTS	Documents submission (deadline to you – nominated students)
	• for the fall semester and academic year – June 1
	• for the spring semester – January 1
	LINK TO ONLINE APPLICATION FORM TO BE FOUND AT:
	https://humanum.pl/erasmus/
	• English level B2
	• Accepted Certificated: FCE, IELTS, TOEFL or a confirmation of language skills issued by home university
	*Native speakers and students whose language of instruction is English are exempt from language certification

INCOMING STUDENTS COORDINATOR CONTACT: incomingstudents@humanum.pl

(contact e-mail for nominations from partner universities and contact to incoming students: administration process, scholarship issues, students' support before and during the exchange, Learning Agreement and subject selection)

ADMISSION REQUIREMENTS FOR EXCHANGE STUDENTS

Admission to the program begins at your home university. Once we receive your nomination from your home university coordinator, we will send you a welcome email with all necessary information on how to further your registration to the program. You will be asked to complete the online registration form and provide the following attachments:



- English language proficiency certificate or confirmation issued by your home university,
- 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),
- your transcript of records from home university.

The completed and duly signed application must be sent to incomingstudents@humanum.pl

COURSE SELECTION

The course offerings for the autumn term will be available in February and the list of courses for the spring term will be available in October, just before the exchange begins. In the meantime, take a look at the list of core [courses available in English and Polish](#). The official list will be expanded with new basic and elective subjects. In the first weeks of the exchange you will be able to alter your course choices and complete your LA accordingly. Students may choose subjects from a variety of courses and levels of study, unless the home university has mandatory instructions for subject selection.

Full course outlines are **available at eHumanum platform**.

NOTE: Exchange students are requested not to take more than 35 ECTS.

TIPS FOR THE INCOMING STUDENTS

INSURANCE

- students from EU-countries: EHIC
- students from non-EU countries: private medical insurance with minimum coverage 30.000 EUR or coverage under National Health Fund, more info: www.nfz.gov.pl

ACCOMMODATION

Collegium Humanum doesn't provide accommodation for students. We suggest students are cautious while choosing their housing provider. Below find some recommended housing platforms:

- <http://www.easyrenting.pl/>



- <https://www.olx.pl/>

- <https://gratka.pl>

Real estate agencies:

- [MAXON](mailto:jan.jablonski@maxon.pl): +48 505 949 375, jan.jablonski@maxon.pl
- [Capital Estates](mailto:biuro@capitalestates.pl): +48 884 884 422, biuro@capitalestates.pl

Please note that the service is an additional fee and the university is not responsible for the costs associated with it.

ARRIVAL ASSISTANCE

We suggest that incoming students get to know current university students through [students' organizations](#). The exchange of experiences will help new students to better adapt in Poland.

VISA

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. 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.