

FACT SHEET JAN MATEJKO ACADEMY OF FINE ARTS IN KRAKOW, POLAND

Information for incoming students

General Information:

Name of the Institution	Jan Matejko Academy of Fine Arts in Krakow
Country	Poland (Cracow)
Information Website for Exchange Students	https://www.asp.krakow.pl/index.php/en/international-exchange/llperasmus

Contacts:

Name of the office in charge of exchange programmes	<p>International Office Jan Matejko Academy of Fine Arts in Krakow Pl. Jana Matejki 13 31-157 Kraków Poland</p> <p>e-mail: erasmus@asp.krakow.pl tel : (0048) 12 299 20 66</p>
Erasmus+ Institutional Coordinator (programme countries) - responsible person	<p>Ms. Joanna Ksaiser-Plaskowska jkaiser@asp.krakow.pl</p>
Contact person for Incoming and Outgoing students	<p>Ms. Aleksandra Wicik-Żurek erasmus@asp.krakow.pl or awicik@asp.krakow.pl</p>
Faculty coordinators (contact them only in order to get information about courses)	<p>Faculty of Painting :</p> <ul style="list-style-type: none"> Ms. Joanna Zemanek (jzezmanek@asp.krakow.pl) <p>Faculty of Sculpture :</p> <ul style="list-style-type: none"> Mr. Janusz Janczy (jjanczy@asp.krakow.pl) <p>Faculty of Graphic Arts :</p> <ul style="list-style-type: none"> Ms. Katarzyna Skrobiszewska (kskrobiszewska@asp.krakow.pl) <p>Faculty of Interior Design :</p> <ul style="list-style-type: none"> Ms. Magdalena Pińczyńska (mpinczynska@asp.krakow.pl) Mr. Paweł Żelichowski (pzelichowski@asp.krakow.pl) <p>Faculty of Conservation and Restoration of Works of Arts :</p> <ul style="list-style-type: none"> Ms. Aleksandra Hola (ahola@asp.krakow.pl) <p>Faculty of Industrial Design :</p> <ul style="list-style-type: none"> Mr. Kamil Kamysz (kkamysz@asp.krakow.pl) <p>Faculty of Intermedia :</p> <ul style="list-style-type: none"> Ms. Edyta Maşior (emasior@asp.krakow.pl)

Application procedure:

Deadline to receive applications	<p>June 15th, for the fall/winter (1st) semester November 15th, for the spring/summer (2nd) semester</p> <p>You must be officially nominated by the International Office at your home institution!</p> <p>Nominations must be done at least 14 days before the deadline and it should include:</p> <ul style="list-style-type: none">• Name and last name of a student• Date of birth, place of birth• Year of study• Name of sending school and Erasmus code• Name of the faculty to which student is going to apply to our Academy (please indicate one of our 7 faculties)• Information about winter or summer semester <p>Nominations should be send to the following address: incoming.applications@asp.krakow.pl</p>
Required application materials	<p>Student's application should contain:</p> <ol style="list-style-type: none">1. motivation letter and CV2. portfolio (<i>preferably pdf</i>)3. document proving the knowledge of English language - level B1 at least (<i>can be a letter form a home school</i>)4. transcript of records in English (<i>for the previous years</i>)5. learning agreement (<i>for the programme details please consult the relevant departmental coordinator</i>)6. application form7. Agreement to give your data to ESN ASP group (<i>optional, only if you wish to join Mentor Programme and other activities held by our students</i>). <p>Application form, Learning Agreement and agreement to send your data to ESN ASP can be downloaded from the website: https://www.asp.krakow.pl/index.php/en/international-exchange/llperasmus/how-to-apply/programme-countries-eu</p>

<p>Application guidelines</p>	<p>You must be officially nominated by the International Office at your home institution.</p> <p>You can apply to one faculty only.</p> <p>All applications should be send to the International Office via regular mail OR e-mailed to incoming.applications@asp.krakow.pl</p> <p>Please note:</p> <ul style="list-style-type: none"> • as a subject write: "Your name – Erasmus+ (KA103) application documents" <p>Website with application guidelines: https://www.asp.krakow.pl/index.php/en/international-exchange/llperasmus/how-to-apply/programme-countries-eu</p> <p>Student's Guide for Incoming Students: https://www.asp.krakow.pl/index.php/en/international-exchange/llperasmus/student-guide</p>
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Academic information:

<p>Level of Study</p>	<p>Undergraduate, Graduate and PhD students</p>
<p>Exchange numbers / Combination possibilities</p>	<p>According to our bilateral agreement 1 student = 1 semester (approx. 4,5 month)</p>
<p>Orientation Day for IC Students</p>	<p>During the first week of the semester there are two meetings:</p> <ul style="list-style-type: none"> • one with International Office and students from ESN ASP • one with faculty coordinators <p>Students from ESN ASP organize activities for all incoming students (including Mentor Programme)</p>
<p>Academic calendar</p>	<p><u>Fall/winter (1st) semester</u></p> <p>Lectures: beginning of October – end of January</p> <p>Presentations and exams: one week after the semester end (usually until the beginning/mid of February)</p> <p><u>Spring/summer (2nd) semester</u></p> <p>Lectures: mid of February – end of May</p> <p>Presentations and exams: one week after the semester end (usually until the beginning/mid of June)</p> <p><i>*There is a possibility to participate in the final exhibition which takes place in the beginning/mid of June</i></p>
<p>Courses</p>	<p>Exchange students can choose their courses from almost all years (within one faculty only). Students who do not speak Polish can select only practical courses and studios.</p> <p>Current study programmes can be found here: https://www.asp.krakow.pl/index.php/en/international-exchange/llperasmus/our-faculties-and-study-programmes</p>

	<p>Incoming students select their courses before arrival (LA before the mobility part). Once they are here they talk to faculty coordinators and professors in order to finalize their study programme and sign up for classes.</p> <p>Incoming students can select 1-2 courses (but not major courses) from other faculties. This can be discussed once a student arrive.</p>																																
Credit system	<p>Local grades, which are converted to ECTS scale:</p> <table border="1"> <tr> <td>excellent</td> <td>5,5</td> <td>A</td> <td>celujący</td> </tr> <tr> <td>very good</td> <td>5</td> <td>B</td> <td>bardzo dobry</td> </tr> <tr> <td>plus good</td> <td>4,5</td> <td>C</td> <td>dobry plus</td> </tr> <tr> <td>good</td> <td>4</td> <td>C</td> <td>dobry</td> </tr> <tr> <td>plus satisfactory</td> <td>3,5</td> <td>D</td> <td>dostateczny plus</td> </tr> <tr> <td>satisfactory</td> <td>3</td> <td>E</td> <td>dostateczny</td> </tr> <tr> <td>unsatisfactory/fail</td> <td>2,5</td> <td>FX</td> <td>niedostateczny</td> </tr> <tr> <td>unsatisfactory/fail</td> <td>2</td> <td>F</td> <td>niedostateczny</td> </tr> </table>	excellent	5,5	A	celujący	very good	5	B	bardzo dobry	plus good	4,5	C	dobry plus	good	4	C	dobry	plus satisfactory	3,5	D	dostateczny plus	satisfactory	3	E	dostateczny	unsatisfactory/fail	2,5	FX	niedostateczny	unsatisfactory/fail	2	F	niedostateczny
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Full time workload/semester	<p>Around 30 ECTS points. There is a possibility to take more courses.</p>																																
Language of instruction	<p>The primary language is Polish. Exchange students can select only practical courses or studios, where there is a possibility to consult work in English.</p>																																
Language requirements	<p>Good English</p>																																
Language courses throughout the stay	<p>We offer a free of charge Polish language course during every semester for which students can get 1 ECTS point. Exchange students can also join other language courses offered by our Academy (English, German and French).</p>																																
Other courses for incoming students	<p>Incoming students can join sport classes (swimming, fitness, table tennis, football, basketball, gym classes).</p>																																

Accommodation:

Accommodation assistance	<p>Incoming students must arrange themselves with hostels or private apartments. We do try to help students find dormitories in other university in Krakow, but information if it will be possible will be send only within around 3 weeks before the semester starts.</p>
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Health insurance:

Health insurance requirements	<p>All students must obtain their health insurance coverage which covers standard health and accident insurance. It can be purchased in your country of origin.</p>
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Visa:

visa	All students must obtain a student visa before entering Poland. Please contact the nearest Embassy/Consulate for more information. If you are having trouble in obtaining one please contact our International Office.
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