INFORMATION FOR INCOMING STUDENTS AT

THE MEDICAL UNIVERSITY OF WARSAW

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| **Name of Institution** | **2009_02_02_logo_wumWarszawski Uniwersytet Medyczny\***  **Medical University of Warsaw, Poland**    **\*former Akademia Medyczna w Warszawie** |
| **Erasmus code** | **PL WARSZAW06** |
| **Institution website** | [**www.wum.edu.pl**](http://www.wum.edu.pl) |
| **Erasmus Coordinator**  **Head of International Relations Office** | Assoc. Prof. Tadeusz Przybyłowski, MD, PhD – Institutional Erasmus Coordinator  Ms. Hanna Wojtasik, MSc Head of International Relations Office  Phone: +48 22 57 20 370, Fax.+48 22 57 20 449  e-mail: [hanna.wojtasik@wum.edu.pl](mailto:hanna.wojtasik@wum.edu.pl); *Rectorate, room 508* |
| **Contact for incoming students**  **Contact for outgoing students**  **Contact for university staff exchange** | Ms. Hanna Wojtasik e-mail: [hanna.wojtasik@wum.edu.pl](mailto:hanna.wojtasik@wum.edu.pl) Phone: +48 22 57 20 370  Ms. Katarzyna Szałapska-Kręcioch e-mail: [katarzyna.szalapska@wum.edu.pl](mailto:katarzyna.szalapska@wum.edu.pl)  Phone: +48 22 57 20 348, *Rectorate, room 508*  Ms. Marta Molek e-mail: [marta.rutkowska@wum.edu.pl](mailto:marta.rutkowska@wum.edu.pl); phone: +48 22 57 20 360  Ms. Agnieszka Wroczyńska-Gulik e-mail:agnieszka.wroczynska-gulik@wum.edu.pl; phone: +48 22 57 20 312, *Rectorate, room 510*  Ms. Dorota Niewczas e-mail: [dorota.niewczas@wum.edu.pl](mailto:dorota.niewczas@wum.edu.pl);  phone: +48 22 57 20 379; *Rectorate, room 511* |
| **Address** / fax. | **International Relations Office**  **Medical University of Warsaw**  **61 Żwirki i Wigury St. 02-091 Warsaw, Poland**  Fax.+48 22 57 20 449 |
| **Term/semester dates** | Winter semester:  beginning of October – the end of January  Summer semester:  middle of February – the end of June |
| **Application deadlines:** | **15 May** for Winter semester, full academic year  **25 November** for Summer semester |
| **ONLINE APPLICATION**  **Online course application** | To make the application process as easy as possible, a **two-step ONLINE APPLIACTION** has been introduced.It consists of **online registration** and **online course application**. All necessary information on the application process is available on the university website: [**http://www.wum.edu.pl/en/international-cooperation/llp-erasmus/application-procedure-incoming-exchange-students**](http://www.wum.edu.pl/en/international-cooperation/llp-erasmus/application-procedure-incoming-exchange-students)  **NOTE:** number of available places per course is limited. Therefore, the following report may appear while applying:  ***‘waiting list’*** *means that due to limited number of places per course, the course might be available provided that we manage to organize a special group. You should be aware of possible rejections and necessity of modifications of your study program.”* |
| **COURSE CATALOGUES** | Detailed description of the study programmes offered for exchange students can be found on the web site:  <http://www.wum.edu.pl/en/international-cooperation/llp-erasmus/curriculums> |
| **PROGRAM OF STUDY – Medicine** | The university has long tradition of medical education in English. There are two medical programs: 6-year and 4-year program (Advanced Medical Programme). Courses can be chosen from different years of study.  In addition to the online application (see above) each exchange student creates his/her INDIVIDUAL TIMETABLE at the beginning of the semester. It is based on the English Division timetables which are sent by email to new exchange students before the beginning of each semester. The individual timetable is a major tool to arrange the final plan of study at the Medical University of Warsaw. Therefore, please be aware that your proposed study program is only provisionally approved → modifications of the learning agreement caused by overlaps, unavailability of courses are possible! |
| **Accommodation** | Number of rooms in the university student house offered for Erasmus students is limited. Application for places in the university student house is integrated with the application for ERASMUS studies/traineeships- a separate one is not needed. ‘First come first served’ rule is applied based on the order of the online registration.  The university provides fully furnished and equipped double rooms with kitchen and bathroom in the university residence - Dom Studenta BIS 2, ul. Karolkowa 84.  There is no need to pay a deposit in advance. The first payment will be required upon arrival in Warsaw. It is paid to the bank account defined by the dormitory administration after check in. Accommodation cost ~ 600 PLN / person / month (double room).  Contact and email housing confirmation: katarzyna.szalapska@wum.edu.pl; hanna.wojtasik@wum.edu.pl  If you have not been granted a place at the university dorm you can search for accommodation on the websites:  <https://erasmusu.com/en/erasmus-warsaw/student-housing>  <http://www.easyrenting.pl/>  <https://pepehousing.com/>  <https://www.spotahome.com/warsaw/for-rent:rooms>    \*Remember to establish a rental agreement with the landlord and read it carefully. MUW does not take responsibility for any conflicts or misunderstandings between landlords and tenants (students). |
| **Insurance** | Each exchange student is obliged to possess health insurance. For EU/EFTA citizens **European Health Insurance Card** is required. The students from non-EU/EEA countries should purchase health insurance in their home country, before departure. According to state health regulations foreigners (except the EU/EEA citizens, see above) have to pay for a medical consultation. The cost is then reimbursed by the health insurance company. Apart from academic and public medical care system there is also a well-developed private sector. The costs of private medical care may be reimbursed if a student has purchased a health insurance policy in his/her country before departure.  For **non EU/EFTA** citizens (e.g. Turkey) a **private health insurance is necessary**. Make sure that the agreement with insurancecompany ensures reimbursement of costs of treatment abroad.  **ISIC – International Student Identity Card** is also recommended for all international students. It covers additional insurance – health, liability, accident – and gives 50% of discount for Warsaw public transport. ISIC card can be obtained in the home country. |
| **University health centre** | The university **outpatient clinic** is open every day, holiday and at night. The student has to possess European Health Insurance Card or private health insurance while registering for doctor appointment – see above.  **Address:** **Centrum Medyczne Warszawskiego Uniwersytetu Medycznego ul. Jana Nielubowicza 5, 1st floor**  **Contact:**   * Monday to Friday 8 am – 6 pm by **phone: 22 250 28 01** **extension 2** or at the registration desk; from 6 pm directly at the registration desk * Saturday, Sunday, holiday, night by **phone: 22 250 28 01** **extension 2** or at the registration desk * **e-mail:** [kontakt@cmwum.pl](mailto:kontakt@cmwum.pl) * **map:** <http://www.cmwum.pl/index.php?page=kontakt> |
| **Student Card** | **ISIC – International Student Identity Card** is also recommended. It covers additional insurance – liability, accident – and gives 50% of discount for Warsaw public transport. ISIC card can be obtained in the home country.  The **Student Card of the Medical University of Warsaw** entitles to discounts of 50% for public transport and demonstrates all rights that students of our university possess. The card is issued several days upon registration at the MUW International Relations Office. **We need one photo in order to prepare it.** The student cannot use student tickets without one of the above mentioned student cards. In this case a normal ticket should be purchased. |
| **Arrival in Warsaw** | The incoming student should send detailed information about arrival (date, time, number of the flight, place of departure and arrival) at least 2 weeks in advance to: [hanna.wojtasik@wum.edu.pl](mailto:hanna.wojtasik@wum.edu.pl) or [katarzyna.szalapska@wum.edu.pl](mailto:katarzyna.szalapska@wum.edu.pl) .  Students from the Erasmus Student Network will meet the incoming student at the place of arrival and guide her/him to the place of residence. |
| **Other practical information** | For general information about **Poland**, its geography, customs, climate etc. visit the website: [**www.poland.travel/en**](http://www.poland.travel/en)  **Warsaw:** [**www.warsawtour.pl/en**](http://www.warsawtour.pl/en)  **Public transportation in Warsaw - travel planner, bus, tram, metro timetables, tickets – ZTM [www.ztm.waw.pl](http://www.ztm.waw.pl)**  Public transport journey planner in Warsaw: **[www.warszawa.jakdojade.pl](http://www.warszawa.jakdojade.pl)**  **Public holidays**   |  |  | | --- | --- | | **New Year's Day** | 1st January | | **Three Kings Day**  **Easter** | 6th January  Sunday and Monday in March/ April | | **Labour Day** | 1st May | | **Constitution Day** | 3rd May | | **Corpus Christi** | Thursday in May/ June | | **Feast of Assumption Day** | 15th August | | **All Saints' Day** | 1st November | | **Independence Day** | 11th November | | **Christmas** | 25th - 26th December |   **University Student Residence**:  *Dom Studenta BIS 2* ul. Karolkowa 84 01-193 Warszawa  The nearest **Post Office**  *Urząd Pocztowy 137*  ul. Wolność 7  phone: (+48 22) 862 43 03  The nearest **Police Office**  *Komenda Rejonowa Warszawa IV*  ul. Żytnia 36  phone: (+48 22) 603 72 55  Emergency phone calls  If you have a serious problem use the free emergency numbers to call for help. Please note – there are not many English speaking operators.  Police - **997**  Fire Brigade - **998**  Ambulance - **999** When using a mobile phone dial - **112** |
| **Legalization of stay / Visa** | EU/EEA citizensTemporary residence permit An EU citizen can enter Poland with his/her ID document (a valid travel document e.g. passport, or another document certifying his/her identity and citizenship).  For stay up to 3 months no legalisation of stay will be necessary. For stays exceeding 3 months, an EU citizen will have to obtain a temporary residence permit (Karta pobytu obywatela UE). In case of students, the residence permit is issued for one year. The residence permit - once issued - will also entitle its bearer to take up work. The residence permit and the right to work also extends to the immediate family - i.e. spouse and children.  This document will be issued by the Department of Citizens Affairs of the Voivodeship Office (province administration, in Polish Urząd Wojewódzki). Charge for issuing of the residence permit is 30 Polish zloty (ca 7 Euro). Temporary residence permits will be granted to Union citizens who have health insurance and sufficient resources to cover their expenses without needing social security support.  Documents that have to be submitted by the student to the Voivodeship Office in order to obtain the residence permit:   * copy of the travel document (passport or other ID document) * health insurance document * official letter of acceptance from the Polish university (with information about the planned period of study) * declaration about sufficient resources to cover the subsistence costs in Poland * 2 photographs * Application form (Wniosek o zezwolenie na pobyt, in Polish)   Erasmus Coordinators at Polish universities will help students to obtain the residence permit.  Citizens of the EEA countries are subject to the same conditions as the EU citizens.  The citizens of Switzerland can enter Poland only on the basis of a valid passport.  See also the web site of the [Polish Ministry of Foreign Affairs](http://www.msz.gov.pl/), international version,  or the Polish Embassies in Europe - [**www.msz.gov.pl**](http://www.msz.gov.pl) Non-EU/EEA citizensVisa A citizen of a non-EU/EEA country can enter the territory of Poland on the basis of a valid travel document (passport) and a visa (if required). A citizen of a non-EU country has to obtain the visa from the consulate of Poland in his/her country of residence. The short-term visa entitles to stay in Poland up to 3 months, the long-term visa - up to 1 year. The prolongation of visa in Poland is only possible in case of a force majeure or situation impossible to foresee while applying for the visa in the consulate. The visa can be prolonged only once.  It is therefore necessary to apply for a visa in a consulate for the whole planned period of stay in Poland.  For details please contact the Polish Embassies in Europe - [**www.msz.gov.pl**](http://www.msz.gov.pl)  Persons who have received a visa for the whole period of stay in Poland are not obliged to apply for a residence permit for their stay in Poland. |