

Dear Student,

We are pleased to welcome you at:

Czestochowa University of Technology (PL CZESTOC01) / POLAND.

Please find all information regarding the details of the application procedure and necessary documents relevant for incoming exchange students on our website:

www.pcz.pl/english/student

SPRING SEMESTER's term: **19.02.2018 - 01.07.2018**

The application deadline for studies during **SPRING semester** (2017/2018) is: **January 31st**, nevertheless, we kindly asks you to send us all the documents mentioned below before December 31st, if it is possible.

PLEASE NOTE:

- ✓ we kindly ask you to:
 - follow the procedure
 - use our forms
 - fill the documents with care (use block/capital letters, if needed) – it will accelerate the whole intake process

Step 1: Nominations:

Exchange Students have to be nominated by the Erasmus Coordinators of their home institutions before sending all required forms and documents to us. It can be done by home coordinator's e-mail mailed at erasmus@adm.pcz.pl or by traditional post. Nomination needs to be mailed to us not later than above mentioned application deadline. Nomination have to be delivered us by student's home university officer, direct (not by the student).

Step 2: Applications:

All exchange students are required to submit a Formal Application Form available at: www.pcz.pl/english/application

To complete it student will need to enclose:

- scan of student's photo (minimal resolution: 300 x 375 pixels – higher resolution preferred)
- scan of your national ID or your passport
- if the student is non EU-zone citizen, the scan of the passport is required (page with photo)

Filled applications (filled with care – by block/capital letters, best) should be sent either via:

- e-mail: erasmus@adm.pcz.pl
- or regular post to the following address:

Politechnika Częstochowska

BSZ - Erasmus
ul. Dabrowskiego 69
42-201 Czestochowa
POLAND

More data regarding the application process will be sent to the students' e-mail address that was provided via the form, but also can be found here:

www.pcz.pl/english/student

Step 3: Learning Agreement:

- students are advised to use our forms for [Learning Agreement](#)
- student have to establish/agree Learning Agreement (choose components/subjects) with **close cooperation with his/her home Erasmus Coordinator and our Erasmus Faculty coordinator (obligatory)**.
- Learning Agreement need to be established/agreed (signed and stamped) and sent to our University before previously mentioned [deadline](#).

Choosing Components (courses/subjects)

For every semester, we update our lists of English-taught lectures/components. In order to check the list, use the links below, where the up-to-date list can be found:

- the **components/subjects**:
 - ✓ current list by disciplines: www.pcz.pl/english/subjects
 - ✓ detailed descriptions: www.pcz.pl/english/description
- components may be chosen among all our faculties. Nevertheless, we advise you to minimize the number of faculties involved in. It will reduce the time needed to establish Learning Agreement as well as prospective timetable conflict
- **availability**:
 - **available** – component will be running during the semester.
 - if first column is marked as: A,Y – will be available in autumn sem.
 - if first column is marked as: **S, Y – will be available in spring sem.**
 - **conditionally** – component may be available, if there will be a proper amount of students to launch it, only. Therefore, if you are willing to choose it, please contact our faculty coordinator. Chances are much higher to lunch “conditionally marked” component, if we have got few students willing to choose it at once.
 - **not available** – component will be not available

Although we make every effort to keep it up-to-date your students are kindly requested to contact our [faculties' coordinators](#) to lay down the details of their agreements.

Filled in, signed and confirmed by home university Learning Agreements should be sent either via:

- e-mail: erasmus@adm.pcz.pl
- or regular post to the following address:

Politechnika Częstochowska
BSZ - Erasmus
ul. Dabrowskiego 69

42-201 Czestochowa
POLAND

Please Note That:

Learning Agreement needs to be established/agreed in the close cooperation with the sending and receiving institution coordinators and they will do their best to help your students to receive the up-to-date and precise information.

Standard Learning Agreement includes up to 30 ECTS points per semester. In extraordinary circumstances it may be increased over this level. The exception mentioned above requires our previous acceptance.

Any changes to Learning Agreements, if needed, should be made not later than within 30 days after semester starts. After this date it will be not confirmed by CUT authorities.

Step 4: Invitation Letter:

An Invitation Letter will be given to the student by our university as soon as we receive:

- Application Form (completed with all the required enclosures)
- Learning Agreement (previously accepted and signed by both university coordinators)

Step 5: Accommodation

We provide the places in our dormitories for all accepted students, if requested. Detailed fee and room standard information are given at:

www.pcz.pl/english/accommodation

Chosen room will be booked and waiting for student's arrival, as requested.

Academic Calendar

Information about the academic calendar can be found at the following address:

www.pcz.pl/english/calendar

For more information, you are encouraged to also visit:

Main page: <http://www.pcz.pl/english/>

Faculties and other units: <http://www.pcz.pl/english/faculites-and-other-units>

Student Support: <http://www.pcz.pl/english/why-cut/student-support>

Why CUT?: <http://www.pcz.pl/english/why-cut>

Czestochowa Region: <http://www.pcz.pl/english/why-cut/czestochowa-region>

Czestochowa City: <http://en.czestochowa.pl/page/>

Students' stories: <http://www.pcz.pl/english/erasmus-plus-2014/erasmus-incoming-students/students-stories>

Furthermore, our **Erasmus Students Network (ESN)** organization kindly asks incoming students to visit: <http://www.esn.pcz.pl/?language=en> in order to see how students' life looks here. Erasmus Student Network (ESN) is a non-profit international student organisation. Its mission is to help and represent international students, providing opportunities for cultural understanding and self-development under the principle of Students Helping Students.

Should you have any further questions or doubts regarding students mobility, please do not hesitate to contact us at: erasmus@adm.pcz.pl.

We are looking forward to receiving your application.