

**A) Your program of study (courses, assignments, course format). Add the exact number of class hours per course.**

As an exchange student at the university of Kozminski you are able to mix different courses from different years. This means that you have the possibility of taking master's courses. Below is a list containing a short description of the assignments and course format for each course. I have also included the number of hours per week for each course and the total amount of class hours.

- 1) *Internet Marketing*. During this course you will learn about different aspects of marketing using digital media. The marks in this class are distributed between a presentation, and a final exam. In addition to this attendance is mandatory and for every class you miss after the first absence you lose 10%. However, there is an online class that you can complete for 10 bonus marks (equivalent to a 10% boost). It is important to note that this class started on the 4<sup>th</sup> week of the semester. 3h30 min per week. TOTAL 30 hours
- 2) *Multilateral International negotiations*. In this class you will recreate the negotiations from COP21. Due to the experience of the professor this year we also have the possibility to attend COP24 which will be held in Poland. 2 h15 min per week TOTAL: 20 hours
- 3) *Business Plan*. As the name suggest this is the chance to enrich your skills for writing a business plan. There is also however a book report to do on a book of your choice. 2 h 30 min per week. TOTAL 30 hours
- 4) *Polish*. In the polish class you have the chance to learn a few words and sentences that will help during your stay. I definitely would recommend taking this course as it will be very beneficial during your stay. This class does not have any assignments only an exam in January. 1 h 15 min per week. TOTAL 30 hours.
- 5) *Team building*. This course is a chance to develop your public speaking skills in front of a camera. However, it is also a chance to manage a team and manage your team more effectively. Assignments here are given in the form of case studies. 2 h 15 min per week. TOTAL 20 hours
- 6) *Artificial Intelligence in business (master's course)*. In this course you will learn theory and practical application. The practical application will come from Microsoft Azure. For this class the marks are broken down into 1 project divided into two parts, a presentation worth 40% and a report worth 60%. The project is done in teams of 4 or more depending on the size of your class. Similar to internet marketing this class began during the 4<sup>th</sup> week of the semester. 3h30 min per week. TOTAL 30 hours.
- 7) *Social Media in business communication*. In this course you will learn how to effectively manage social media for business purposes. The course also teaches you the importance of communicating with the people who aren't as present on social media. 1 h 15 min per week. TOTAL 20 hours

- 8) *Internationalization of business.* The main assignment of this course is to partner up with someone either from Poland or another exchange students (from a different country). With this partner you will chose a small or micro business. Your task is to reach out to the company and offer them your services to do a small project for them involving internationalization (This could be finding potential partners in a different country or offering to do market research in another country). The rest of the class is devoted to case studies and a bit of theory. 2 h 30 min per week. TOTAL 30 hours
- 9) *Entrepreneurship and new venture development (master's course).* This course is divided in two parts. The first part consists of a writing a business plan for a social venture. The second part consists of finding **two** entrepreneurs from either your home country or elsewhere and conduct an in dept interview. Following these interviews, you must write a comparative report outlining similarities and differences. 2 h 30 min per week. TOTAL 30 hours.
- 10) *Virtual Collaboration in projects.* In this course you will learn about time management and how to effectively manage virtual teams. You will also get the chance to put these new skills and knowledge to the test during a collaboration with the university of Iowa during the month of Janaury. 1 h 15 min per week. TOTAL 20 hours
- 11) *Company law in international and European perspective.* This course has an odd schedule. The professor lives in Zurich and so he is only in the city during class time. Due to this, classes run twice in October, twice in December and the rest in January. During this class you will analyze different cases of company law and how the strategies used could be applied to future clients. The class is composed of 30% class participation and 70% a final exam. The final exam is a case study and it is open book. However, the internet is not permitted. Given the odd structure of the course it is hard to say how many hours per week. However, the TOTAL number of hours is 20 hours.

A few things to note about the classes at Kozminski university

- a. Most classes do NOT have exams. Your grades will depend solely on your participation in class and on the case studies/reports you hand in.
- b. Attendance to all courses are mandatory. Teachers will ask you to sign a list at the end of the class to ensure that you attended the lecture.
- c. Most classes will only go till the start of December. Do not be alarmed this is completely normal. However, some classes may go until January therefore you can't go home earlier.

**B) The timetable (academic calendar, registration dates, orientation, beginning and end of classes, exams, holidays, number of semesters, etc.) Please submit the precise dates so students will know when to book their flights next year.**

#### ACADEMIC CALLENDAR

It is important to note that in Europe classes will start and end later than they do in Canada. At the university of Kozminski the courses do not begin until the 1<sup>st</sup> of the October. However, there is an

orientation week, in which you receive information about the university, your student ID and get to know fellow exchange students. Orientation begins on the 24<sup>th</sup> of September. Due to the late start the university of Kozminski ends on the 1<sup>st</sup> of February. As for vacation/holiday days there are very few. During the fall semester there are only 2 vacation periods. The first is on November 1<sup>st</sup>. In Eastern Europe this is known as “All saints day” during this time most things (if not all) will be closed to celebrate the religious holiday. Depending on the day of the week when November 1<sup>st</sup> falls it is possible to also get the 2<sup>nd</sup> of November off as well. (For reference: November 1<sup>st</sup> is on a Thursday this year (2018) therefore I also got the 2<sup>nd</sup> off). The second vacation period is during Christmas. The official dates are the 22<sup>nd</sup> of December to the 2<sup>nd</sup> of January. However, depending on your schedule you may end earlier or start later. For example, I have no classes from December 20<sup>th</sup> to January 8<sup>th</sup>.

## REGISTRATION DATES

The date for registration will be announced 1 week before it opens, and it will then stay open for 1 week after that.

In the fall of 2018 it went as follows

- I received an email on the 12<sup>th</sup> of September announcing that the registration will be open on the 19<sup>th</sup> of September
- One day later I received an email announcing that the system will open at 10 am.

On September 19<sup>th</sup> the registration opens and remained open until the 27<sup>th</sup> of September.

## ORIENTATION

Orientation is composed of 2 official days and 4 “friendship building” days. The first day happened exactly 6 days before the start of classes. During the first day I was given a welcome package that included a few guide books about Warsaw and a notebook that can be used throughout the semester for various classes. After a few presentations by the school we were given perogies. The evening ended with pairing up in teams and doing a few exercises to get to know each other. These games included: family feud, creating a team handshake and asking each other questions to get to know each other better.

The second day is the official day, we received our ID’s, heard presentations from the city council, from the library and from the IT services. The day started early in the morning at 9am and ended at 2pm in the afternoon.

The third day was possibly the most fun. The official name of the day is “Warsaw City Games”. We met in the center of old town and from there we did 5 activities. Now at first these activities seemed a bit odd such as performing something entertaining to obtain 5 PLN from a stranger but once you got involved it became a lot more fun. The other activities included, taking group selfies and posting them on Instagram with the caption #ESNKozminski (Picture below), creating dances, competing in a game of leapfrog in front of the national theatre, playing telephone, (Where “I love Warsaw” turned into “Someone showed his pants) and finally a small Polish lesson to end off the day.

The fourth day was roller skating at 6pm. (I opted not to come therefore I don't have much information to provide). The last 2 days consisted of museum visits. On the Saturday it was the national museum and on Sunday the Warsaw Uprising museum.

Orientation week also is composed of parties in the evening. To enter into the parties, you will need a bracelet. The cost of the bracelet is 45 PLN and it can be bought at the school during any of the orientation days or one week prior. The schedules of the parties were as follows

**Tuesday:** Bowling and pool at Hula Kula

**Wednesday:** Party at Karova club

**Thursday:** Party at Teatro club

**Friday:** Opera party

**Saturday:** Party at Bank club

### **C) Procedures to follow upon arrival. List and description of services offered by the International Exchange Office of the host institution. Registration and course selection. Social activities.**

#### **PROCEDURE TO FOLLOW UPON ARRIVAL**

The first and the most important thing to deal with upon arrival to Warszawa is opening a bank account. Even though the exchange rate is in my favour (1 CAD = 2.8 PLN) I was able to save more money by opening a local bank account. If I decided to ONLY use my Canadian (or any other foreign bank account) I would be charge 5 CAD each time I took money out of an ATM and 2% + the exchange rate for each time that I used my visa abroad. Luckily the school has a company that facilitates this process. The company is called Santander Universitades. They were able to open the account within 2 business days and I only had to wait 10 days for my official bank card. However, once the account is open I was given access via blik code which allowed me to take money from an ATM without a card. Opening a bank account in Poland is also beneficial because it allows you to avoid the wire transfer fee from back home.

The second thing to follow upon arrival is a cellphone plan. In Poland there is 2 major companies Play and Orange. There offers are very similar and so it is just a matter of preference.

The last thing to do upon arrival is optional. Should you prefer to wait until you receive your student ID this step is unnecessary. However, if you will be in town earlier and wish to have a transport card earlier you can order a personalized transport card. I recommend ordering your card 4 days before your arrival. The card can be order on this website: <https://personalizacja.ztm.waw.pl/?l=2>. Upon your arrival in Warsaw you should pick up your card at the location you chose load and activate your card. There are 2 options to load your card: one month the price is about 50 PLN and 3 months 140 PLN. To activate your card, you have to tap it upon entering into either a tram, metro or bus. Once activated you do not need to re tap it, you will be covered for the duration you chose. If you decide to wait until you receive your ID card the process is the same however you can load your card at any of the self-loading stations at any of the tram or bus stops.

#### **SERVICES OFFERED**

### *Lux-med for Kozminski students*

You can visit a doctor free of charge it is fully covered by the university.

### *Sports at Kozminski*

For a cost (350PLN for the semester) you can have unlimited access to the sports facilities and classes with a personalized access card.

### *Virtual university*

This is where you will have access to courses, course material including where you will make your course selection two weeks before the start of the semester.

### *Wifi*

Wireless internet is available throughout the university campus via ALK-STUDENCI. The user name is your student ID and the password will be sent to you via email. During your first login you will be prompted to change your password.

## REGISTRATION AND COURSE SELECTION

As mentioned before at Kozminski you can pick any courses from any semester and any year. The official list of courses available during the semester are released 3-4 months before the semester begins. The syllabi for the courses will be available on Ikozminski, this will facilitate your course selection. However, the schedule of these courses will not be released until 1 week before the selection platform is open. Due to this I recommend picking at least 10 ECTS ABOVE the amount required by the university because chances are there will be conflicts in your schedule. Once the registration opens it is quite straight forward. You will select the classes you want by checking the boxes. If the class fits in your schedule it will be highlighted in green if there is a conflict it will be highlighted in red. One thing to note is that there is no save button, as soon as the user logs out it is automatically saved. Once you have completed your course selection you should fill out the learning agreement. This is a document that Kozminski needs to finalize your courses for the semester. In the event that you don't like the courses you chose there is also a second round of course selection in the middle of the month of October. After this second round you fill in the learning agreement again with any changes that were made.

## SOCIAL ACTIVITIES

ESN is the group that will organize all the events for exchange students. Throughout the semester they organize events such as karaoke nights, game night, pub crawls for Halloween, ice skating in December etc. They also organize trips to Krakow and Finland during the Christmas season. Although none of these events have happened yet the friends you make here are more than willing to go out and explore the town or country with you.

## **D) Budget outlining the cost of studying abroad (i.e. airplane tickets, housing, vacation and daily travel costs, textbooks, meals, etc.).**

### AIRPLANE TICKETS

This does not apply to me because I did not fly directly from Canada to Warsaw. I arrived 2 weeks before orientation and I flew in from Munich, Germany.

## HOUSING

I live in a studio apartment very centrally located and I pay 2100 PLN (750 CAD) per month everything included.

## VACATION

With the kozminski student ID card you obtain 51% off all train tickets within Poland. This makes travel very inexpensive. As an example, 1 train ticket to Krakow return is 105 PLN (37.5 CAD), 1 train ticket to Gdansk return is 77 PLN (27.5 CAD). In addition to the train ticket you will need accommodation. With an Airbnb you can find a centrally located apartment in the major city for 70 CAD a night. With regards to airline tickets to other countries it is also very cheap. To go to neighboring countries such as Lithuania its 145 CAD or Budapest for new year is 100 CAD.

## DAILY TRAVEL COST

Please see section C – Procedure to follow upon arrival

## TEXTBOOKS

None of my classes require textbooks all materials are available online or in the library. The only class that requires you to purchase a book is the business plan class. However, even in this instance you can rent it from the library or bring it from home (a business book of your choosing)

## GROCERIES

The biggest grocery store here is a French brand called Carrefour. Here you can find pretty much anything you want. However, the portions are quite big. I do my groceries once a month for my protein and frozen food and then I portion it in freezer bags. And my normal groceries (bread, milk, snacks, etc) will be done every two weeks. On the week that I shop for protein and freezer food it will cost me 350PLN (125 CAD) and on the day of normal groceries I will pay 100 PLN (35.7 CAD). However, it is dependent on what you buy and where. Carrefour is one of the more expensive grocery stores. There are others such as Biedronka and Piotr and Pawel which will have a lower selection but be less expensive.

## EATING OUT

Sushi – 145 PL (51.7 CAD) for 2 people

Burgers – 30 PLN (10.7 CAD) for 1 person

Pizza – 30 PLN (10.7 CAD) for 1 person

Traditional polish food – 50 PLN (17.8 CAD) for 1 person in Old Town.

## **E) Application procedures before your arrival (visa deadlines, documents required for visa, course registration, housing deposit, etc.).**

This does not apply to me because I have dual citizenship. Canadian and Italian. Due to the Italian passport I do not require a Visa to study in Poland.

## **F) Address and description of housing. Cost of housing.**

I originally had found a house with the service Pepe housing. This was an apartment with a 1.5 bath and 3 bedrooms. However, after booking the apartment I received no feedback from the company. This incident prompted me to end my term with Pepe housing and decide to rent from Easyrenting.pl. This agency was able to find me a studio located at **Dubois 7 in the district of Muranów** located 15 min away from the school by tram. The apartment contains 2 double sofa beds, a washing machine, and a dishwasher. The rent is 2100 PLN (750 CAD) per month, internet, water, electricity and basic cable. The agency requires a fee of 60% of first month's rent (1260 PLN = 450 CAD) at the time of booking and a deposit which can be negotiated with the landlord to be used as last month's rent.

It is important to keep in mind that the deposit and the fee must be paid before you arrive via wire transfer. This may cost an additional 30 CAD.

**G) Work term (if applicable).**

Not applicable

**H) Other comments or recommendations.**

The best recommendation I can give is to enjoy every minute of your time in Poland. The semester here is very short (on average only 10 weeks) it will pass by very quickly. Try to do something new every weekend and explore Poland. The best places to see are Krakow, Gdansk, Sopot and Gdynia.

**I) Add a description of about five to seven sentences summarizing your experience.**

Although I have only been here one short month I have already made friends that I think will outlast this exchange. I have been very lucky this year with the weather being 20 degrees for 2 weeks straight at the beginning of October. If you have the same weather I recommend visiting parks, Warsaw is a very green city with many parks. As for the classes, each class is composed of at least one group project. Most of your grade will depend only on your group projects it is important to find good partners earlier in the semester. Once again enjoy every moment Warsaw is a beautiful city and a great choice for your international exchange.

Picture with 2 fellow exchange students (Germany and Philippines) during Kozminski Orientation week

