

## **GDYNIA MARITIME UNIVERSITY - INFORMATION FOR STUDENTS**

If you are selected for studies at our University, please follow this procedure:

1. Contact the Erasmus Faculty Coordinator at you home university
2. Compare the curricula of your home institution and our university
3. Select subjects to study at GMU
4. Fill in the Learning Agreement (must be signed by your faculty coordinator) and sent it to:

Izabela Dudek-Muczyńska

International Relations Office

Gdynia Maritime University

83 Morska Street

81-225 Gdynia, Poland

Fax: +48-58-6901288

Email: [Izabela@am.gdynia.pl](mailto:Izabela@am.gdynia.pl)

5. When you are accepted at GMU you will receive a relevant message from your future tutor or the Erasmus Faculty Coordinator from GMU.
6. Further details concerning your arrival, accommodation etc. will be agreed with the Faculty Coordinator at GMU.

### **Academic Year and Holidays**

1 <sup>st</sup> October/beginning of October	Inauguration Ceremony
1 <sup>st</sup> November	All Saints' Day
11 <sup>th</sup> November	Polish Independence Day
25 <sup>th</sup> -26 <sup>th</sup> December	Christmas
1 <sup>st</sup> January	New Year
January/February	Mid-year Winter holidays
One week in March or April	Easter
1 <sup>st</sup> May	Labour Day
3 <sup>rd</sup> May	Constitution Day
Thursday in May or June	Corpus Christi
June	Final examinations
June - September	Summer holidays
15 <sup>th</sup> August	Saint Mary's Ascension/Polish Army Day

## Scale of grading in Poland

Local scale	Description
5	Bardzo dobry = very good/excellent
4 +	Dobry plus = better than good
4	Dobry = good
3+	Dostateczny plus = better than satisfactory
3	Dostateczny = satisfactory
2	Niedostateczny = unsatisfactory/fail

## Arrival and registration

All foreign citizens – including undergraduate, postgraduate and doctoral students – who intend to reside in Poland for a period longer than three months, are obliged to apply for a Temporary Residence Permit for a specified period of time.

That document will be issued by:

Pomorski Urząd Wojewódzki

(Pomeranian Voivodship Office)

Wydział Spraw Obywatelskich i Migracji

(Department of Citizens Affairs and Migration)

21/27 Okopowa Street, Gdańsk

Phone: +48 58-3077427

Opening hours:

Monday - Friday: 9.00 am – 2.00 pm, Tuesday: 11.00 am – 6.00 pm.

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 Voivodship 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:

- application form (Polish: *Wniosek* ) available in the office
- certificate from GMU that you have been enrolled as Erasmus student (exact dates and kind of courses e.g. from 22<sup>nd</sup> September 2008 to 30<sup>th</sup> June 2009, 4<sup>th</sup> year of master studies) – to be issued by the Dean's Office (Polish: *Zaświadczenie*)
- insurance (Polish: *Ubezpieczenie*)
- passport (Polish: *passport*)
- certificate of registration for temporary stay (Polish: *Zaświadczenie Potwierdzające Zameldowanie*)
- copy of a bank account balance as an evidence of financial situation (that you have enough money to live) or a letter from your home university stating that you are receiving a student grant each month
- two photographs

It takes about 45 days from the moment of applying to receiving the temporary stay permit.

Erasmus Faculty Coordinators at particular faculties at the GMU will help students to obtain the residence permit.

See also the web site of the Polish Ministry of Foreign Affairs, international version, "Advisory for citizens of the European Union traveling to Poland " or the web site of the embassy/consulate of Poland in your country:

[http://www.msz.gov.pl/Advisory\\_for\\_citizens\\_of\\_the\\_EU\\_countries\\_traveling\\_to\\_Poland,9279.html](http://www.msz.gov.pl/Advisory_for_citizens_of_the_EU_countries_traveling_to_Poland,9279.html)

### **Non-EU/EEA citizens who need Visa**

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 Consulate in your country or follow the instructions of the Polish Ministry of Foreign Affairs:

[http://www.msz.gov.pl/Visa\\_requirements,2346.html](http://www.msz.gov.pl/Visa_requirements,2346.html)

### **Costs of living**

The costs of living in big cities are usually higher than in small ones. The average monthly cost of living per one student is approximately 1200 – 1500 PLN (330 – 420 EUR).

1 EUR = 3,6 PLN

The average cost on monthly living should be divided into:

- Accommodation in the student's hostel - - approx. 320 PLN (90 EUR)
- Monthly food costs – approx. 700 PLN (195 EUR)
- Transport – approx. 60 PLN (17 EUR)
- Leisure, books etc – approx. 150 PLN (40 EUR)