



NICOLAUS COPERNICUS
UNIVERSITY
IN TORUŃ

Collegium Medicum in Bydgoszcz



Erasmus+

Student Guide

2019-04-09





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1. THE UNIVERSITY

The Nicolaus Copernicus University (NCU) in Torun is a state university established in 1945. On 24 November 2004 the Ludwik Rydygier Medical University in Bydgoszcz was incorporated into the NCU as the **Ludwik Rydygier Collegium Medicum** in Bydgoszcz.

Official Name (PL): Uniwersytet Mikołaja Kopernika w Toruniu Collegium Medicum im. Ludwika Rydygiera w Bydgoszczy

Official Name (ENG): Nicolaus Copernicus University in Torun Collegium Medicum in Bydgoszcz

Address: Jagiellońska 13-15, 85-067 Bydgoszcz, Poland

Department of Projects and International Cooperation

Erasmus code: PL TORUN01

University webpage: <http://www.cm.umk.pl>





2. ORGANISATION OF STUDIES

According to Bologna Process, the basic university course in Poland lasts three years, at the end of which students are awarded a **Bachelor's degree (LICENCJAT)**. After two additional years of studies students are awarded a **Master's degree (MAGISTER)**.

Course of Medicine offers unified six-years Master Programme.

Having obtained the degree of Master (MAGISTER), it is possible to engage in further study for the PhD (DOKTOR).



3. TITLES AND DEGREES

There are different academic titles and degrees in the Polish system of higher education, which should be interpreted as follows: Mgr (MAGISTER) - MA and its equivalents in other disciplines; Dr (DOKTOR) - PhD and its equivalents in other disciplines; Dr hab. (DOKTOR HABILITOWANY) - a higher level doctoral degree. The highest academic title is Professor (PROFESOR), which may be conferred on distinguished academics by the President of Poland.



4. ERASMUS COORDINATORS

MEDICINE:

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Faculty of Medicine, Department of Paediatrics, Haematology and Oncology
Bydgoszcz, M. Curie Skłodowskiej 9 St.

PHARMACY:

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Bydgoszcz, dr. A. Jurasza 2 St.

HEALTH SCIENCES:

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Faculty of Health Sciences, Department of Food Chemistry
Bydgoszcz, M. Curie Skłodowskiej 9 St



5. LANGUAGE OF INSTRUCTION

The lectures and classes at CM NCU are held in Polish. Exchange students who are fluent in the language may attend the courses taught in Polish.

Erasmus students are offered courses taught in English according to their choice in the Learning Agreement. It must be noted that a good command of English is required (B2 level).

LEARNING POLISH

All international students are offered a Polish language course during their stay in Bydgoszcz. The course is free of charge and conducted by an experienced teacher. Accepted applicants who wish to take the course are requested to send their declaration via an e-mail. The content of the course is communication-oriented.



6. ACADEMIC CALENDAR

The academic year is divided into two terms/semesters:

Winter term: October - mid-February.

Summer term: mid-February - mid-June.

The system requires 15 weeks of classes followed by two or four-week examination sessions. Unsuccessful students may retake an examination in February (for the first semester) and in September (for the second semester).





PUBLIC AND UNIVERSITY HOLIDAYS:

- 1 October** - Inauguration Ceremony
- 1 November** - All Saints' Day
- 11 November** - Polish Independence Day
- 25-26 December** - Christmas
- 1 January** - New Year
- 19 February** - Copernicus' birthday/University Holiday
- One week in March or April** - Easter
- 1 May** - Labour Day
- 2 May** - National Flag Day
- 3 May** - Constitution Day
- Thursday in May or June** - Corpus Christi
- June – September** - Summer holidays
- 15 August** - Saint Mary's Ascension/Polish Army Day





7. GRADING SYSTEM

The Polish grading system in higher education is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst.

Moreover, students can also be marked with additional signs of + and -. Each of them equals half a point: + means 0.5 more. Some courses, however, are not evaluated on such a marking scheme and for these a student may simply obtain *zal.* or *zaliczenie*, which means that their workload was satisfactory and they have passed the course.

Local grade	ECTS grade	Local definition
5	A	Very good (bardzo dobry)
4+	B	Better than good
4	C	Good (dobry)
3+	D	Better than satisfactory
3	E	Satisfactory (dostateczny)
2	FX/F	Unsatisfactory, fail
		(niedostateczny)
Zal.	Credit/approval	Credited without marks



As there are many different grading systems in Europe, the ECTS grading scale has been developed to help institutions translate the grades awarded by host institutions to ECTS. This provides additional information on the student's performance to that provided by the institution's grade, but does not replace the local grade.

In general, ECTS (European Credit Transfer and Accumulation System) helps facilitate the recognition of periods of study abroad and enhances the quality and volume of student mobility in Europe.

The Nicolaus Copernicus University also follows ECTS scheme, which means that ECTS credits are allocated to course units, lectures, tutorials, etc. at each faculty.

In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester). ECTS credits are also allocated to thesis preparation if this activity forms a part of the regular programme of study at both home and host institutions.

Since not all the ECTS Information Packages are available on the Internet, please contact your responsible departmental coordinator for further information.



8. APPLICATION PROCEDURE

Application Deadline

1 JUNE – full academic year and winter semester

1 NOVEMBER – summer semester

If the process of qualification for the Erasmus scholarship has not finished yet at your university, please ask your International Relations Office to send us at least the number of students who would like to come to NCU and the approximate period of their studies.





Steps - Application form

If you have been selected by your home University to study at the Nicolaus Copernicus University within the ERASMUS programme, your home University should send an e-mail with your nomination to our office. Afterwards, you may apply online. The link to the application procedure 2019/20 you can find in the link below:

irk.umk.pl/incoming/2019

Important instructions!

While filling in the application form, please **write your correct personal data** especially your permanent address, as it will be included on your electronic Student ID-card.

Moreover, you will be asked to **upload the following documents ONLY in PDF** format

- the official **Transcript of Records in English** signed and stamped by your university (this is a list of exams you have passed at your university, with grades)
- **Learning agreement** (if you have questions concerning your study programme at a particular department, please contact our faculty coordinator.
- **Language competence and accommodation form** (downloaded from our website: <https://www.umk.pl/en/erasmus/downloads/>)
- **Application form (printed)** with all necessary stamps and signatures from your University
- a copy of your **passport or identification card**



Once you have submitted your online application form, you should print it and have it signed and stamped by your home institution (e.g. by your Faculty Coordinator or Erasmus Officer). Please send the completed form by post to the following address:

Nicolaus Copernicus University Collegium Medicum in Bydgoszcz
Department of Projects and International Cooperation
ul. Jagiellońska 13
85-067 Bydgoszcz, Poland

Other **important documents** to be sent to our office are as follows:

- **Health insurance** - by e-mail – a scan of the **European Health Insurance Card** or of **private insurance** (the latter one should be translated into English)
- **2 photos** - by post (passport-size of high quality)
- **Electronic photo** - uploaded in the on-line application.

Once you have completed the application procedure, the Department of Projects and International Cooperation will contact you and provide you with more detailed information. We will also send you by e-mail the invitation letter.



Steps - Accommodation

If you are interested in university accommodation, please mark it in the application form. The NCU cannot guarantee a place in our student dormitories for every Erasmus student. Since the number of rooms is limited, we follow the rule “first come, first served”.

Detailed information on living conditions in the student dormitories in Bydgoszcz is provided at <https://www.cm.umk.pl/en/student-info/accommodation.html>





9. VISA AND RESIDENCE PROCEDURES

EU citizens and citizens from EFTA countries (Norway, Liechtenstein, Iceland, Switzerland), do not need any visa to enter Poland. If they plan to stay in Poland for up to 3 months, they only need an ID document (a valid passport, or another document certifying their identity and citizenship).

If, however, your stay in Poland is for more than 3 months, you should apply for registering the residence (ZAREJESTROWANIE POBYTU) at Voivodeship's Office in Bydgoszcz (Wydział Spraw Obywatelskich i Migracji) at the Civil Affairs and Migration Office.

URZĄD WOJEWÓDZKI is situated in Bydgoszcz, ul. Konarskiego 1, VI floor, room 62, tel. 052 34 97 246/249 (Office hours: 8 a.m. - 3 p.m., Mon. - Fri.; and 8 a.m. - 4 p.m. Tue.)



The documents that are required in order to apply for registering the residence are as follows:

- Confirmation of your status of a student of the Nicolaus Copernicus University (you will get it upon your arrival)
- Letter from your home university stating the amount of ERASMUS grant you receive (in English)
- 4 copies of your passport (the page with the photo and information on citizenship)
- Certificate of your legal accommodation (MELDUNEK) provided by the Head of the Student Dormitory
- 3 copies of the European Health Insurance Card. If you have private Health Insurance which is valid in Poland during the whole period of stay, you have to have it translated into Polish by a sworn translator.
- 4 copies of the application form for registering the residence completed in Polish



Citizens from non-EU/EFTA countries require a visa to enter the territory of Poland. The visas are issued by the Polish Consulates or Embassies in your country of residence. You should apply for a long-term visa for the whole planned period of stay in Poland.

To obtain a visa you need the following documents:

- **A valid passport**
- **Visa application form**
- **Current passport photographs**
- **A letter of acceptance as an Erasmus student from the Nicolaus Copernicus University with the dates of your studies in Toruń**
- **An official statement from your home institution confirming the amount of grant**

Detailed information on entry regulations for your country can be obtained from the Polish Consulate or Embassy in your home country.

See also the web-site of the Polish Ministry of Foreign Affairs
<http://www.msz.gov.pl/en/>

If you have a visa for the duration of your studies in Poland, you are not obliged to apply for a residence permit.



10. INSURANCE AND MEDICAL CARE IN POLAND

All international students/lecturers coming to Poland require an adequate health insurance. Proof of it for the time of your stay in Poland has to be presented upon your arrival when you apply for a valid residence status in Poland (see Visa and Residence Procedures) and when you register at our University.

1. If you come from an EU/EFTA country you should bring the European Health Insurance Card or its substitute certificate, completed by the public health insurance company in your home country. On the basis of this document you will be entitled to free medical assistance in Poland according to the Polish state health regulations.

Provided you have private health care cover in your home country and this insurance is valid in Poland during your stay, you may also bring a certificate issued by your private health insurance company. The dates included in this certificate should correspond to the time of your stay in Poland. In the case of the private health insurance, you have to pay for a medical consultation both in public and private sector. The cost is then reimbursed by your health insurance company.

2. Citizens of non-EU/EFTA countries should purchase health care and casualty insurances in your home country before departure.

It is highly recommended to have the certificate of your private health insurance translated into Polish by a sworn translator!



11. PRE-DEPARTURE CHECK LIST

Before arrival at Nicolaus Copernicus University you should have done **ALL** of the following:

- If you already have a **passport**, make sure that it is **valid** well past the date of your anticipated return; if it is not, renew it as soon as possible.
- Collect **documents** required for your **Residence Permit**.
- **Visa** (if you come from a country for which visa regulations apply).
- Collect any other entry documents you are required to take with you (e.g. **insurance**, extra **photographs**-always useful, etc.)
- Copy down all names, phone numbers, postal and e-mail addresses of people and offices at HOME with which you might need to have contact during your time away.
- **Arrange your arrival** on time so you can attend all orientation sessions to which you are invited.
- Prepare to bring the recommended amount of **money** for start-up costs.
- Make sure you have the bank, credit cards, etc. which you are planning to use.
- Have a physical, dental check, eye examination, etc.



12. ARRIVAL

All Erasmus students are invited to attend the information meeting at the Department of Projects and International Cooperation, where you will receive all necessary information.

STUDENT IDENTIFICATION CARD (LEGITYMACJA STUDENCKA)

Students receive a Student ID that entitles them to access all university facilities (libraries, clubs, cafeterias) and to reduced fares on all means of public transport and other discounts (e.g. at the cinema, swimming pool etc.). In Poland, LEGITYMACJA STUDENCKA is valid for all means of transport on condition that a student is under 26 years old.

EXAMINATION CHART (KARTA EGZAMINACYJNA)

This is a document where the students register their credits and grades obtained at CM.

ORIENTATION WEEK

We recommend that all Erasmus students participate in the Orientation Week which starts at the beginning of each semester, in October and mid-February. The program of this week is varied. It usually contains sightseeing of Bydgoszcz, lessons of Polish, a short walk around campus, intercultural workshops. The first week of your stay is also a great chance to meet Erasmus students studying on other universities located in Bydgoszcz.



13. SOCIAL AND LIVING CONDITIONS

- **STUDENT DORMITORIES**

Student's House No. 1

Student's House No. 1 is organized in flats that consist of 3 rooms, a toilet, a bathroom with a shower and a kitchen with a table and chairs, a refrigerator, a gas cooker, a microwave and a kettle. You will need your own cutlery, pots and pans. Sheets and a pillowcase are provided every fortnight. You will need your own towels. Each room is equipped with desks, bookshelves, a wardrobe, a bed, a desk lamp and chairs.

Student's House provides self-service laundrettes called PRALNIA (you need to sign at reception desk at what time you want to wash your clothes, you also need to have your own washing powder). Students are required to clean their rooms. No deposit is charged.

There is a Reception in each dormitory, open 24 hours, where you get keys to your room and where you leave them each time you go out of the building. Each room has an internet socket. The whole building is within the eduroam wireless Internet network.

Link to Student's House No. 1

<https://www.cm.umk.pl/en/31-studies-in-english/accommodation/302-student-s-house-no-1.html>





Student's House No. 2

Student's House No. 2 has 140 places for students in:

- 16 single rooms,
- 50 two-person rooms,
- 8 three-person rooms.

Standard room equipment includes: bed, wardrobe, table, chairs, hanging shelf, fridge, bedside cabinet. Each room has a toilet. Bathrooms with showers are located on 1st and 2nd floors and are available to all residents. Students can also make use of the following: a quiet study room, a TV/leisure room where social meetings and events can be organised. Kitchens equipped with electric cooking ranges and microwaves.

There is a ground floor room with disabled facilities and a disabled-friendly bathroom. The building has a wheelchair ramp.

Each room has an internet socket. The whole building is within the eduroam wireless Internet network.

Link to Student's House No. 2:

<https://www.cm.umk.pl/en/en/31-studies-in-english/accommodation/303-student-s-house-no-2.html>





Student's House No. 3

The building is divided into two parts: the public and the residential part that offers 252 places: 108 single rooms and 72 double rooms, assembly room, offices and sanitary facilities.

Standard furnishings of the rooms:

Bed with storage, wardrobe, bookcase with two drawers, desk with drawers and swivel chair, standing rack, hanging shelf, 4-drawers chest, armchair (only in single rooms), window blinds.

Each room has a private bathroom with toilet, sink, shower, toilet cabinet.

There is a kitchen for each pair of single and double rooms (i.e. shared by 2 or 4 students). It is equipped with: electric stove with oven, 3 hanging cabinets, refrigerator, telescopic hood, washing machine, worktop.

Students will have access to the following facilities: quiet study room, recreation room, where you can organize social events and meetings.

The building has a wheelchair ramp and offers rooms with bathrooms for people with disabilities.

Free Internet access:

In each room there is an internet socket. Moreover, the building is connected to the wireless network.

Link to Student's House No.3:

<https://www.cm.umk.pl/en/student-s-house/31-studies-in-english/accommodation/199-students-house.html>





- **MONEY AND BANKING**

The Polish currency is the Polish złoty (PLN or zł). 1 złoty equals 100 groszy (gr). Exchange rates for the Polish złoty 1 EUR = 4,2 zł

You may exchange currency in a bank or in a KANTOR, a Polish currency exchange office. Credit cards such as VISA, American Express, and Eurocard are accepted in hotels, banks, and most shops in Polish cities. Moreover, there are numerous cash point machines (BANKOMAT) available in the streets, (some of them are also located on the Campus) which may be used with most of the major credit cards.

- **COST OF LIVING**

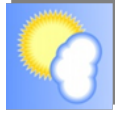
Poland is still quite a cheap country for travelers, though this largely depends on what degree of comfort you need, what kind of food you eat, etc. Foreign students should remember that if they want to travel, make phone calls abroad, and lead an active social life they will spend more than a few hundred złoty per month (excluding the costs of accommodation). You should bring approximately a minimum of 1,600 zł with you when you arrive. This will cover your expenses for at least the first couple of weeks.



- **SHOPPING**

Polish shops are usually open from Monday to Friday from 10 a.m. to 6 p.m. On Saturdays shops are mostly open till 2 or 3 p.m. and on Sundays they are open on the last Sunday in the month. Stores do not close for lunch. Opening hours may be changed during Christmas or holidays - check advertised hours nearer the time.

Most international products are present in Polish shops, hence there is no need to bring cosmetics or food articles unless you are on a special diet or have special requirements. The easiest way to do the shopping at the very beginning is to go to one of the supermarkets which are usually open from 9.00 a.m. to 9.00 p.m. from Monday to Saturday and from 9.00 a.m. to 8.00 p.m. on Sundays. A good choice of articles is offered in a shopping centre Zielone Arkady (Wojska Polskiego 1), Focus (Jagiellońska 39) or GALERIA POMORSKA (Fordońska 141). Foreign newspapers and magazines can be bought in EMPIK. If you live in a private apartment and want to decorate it, there are special shops in Bydgoszcz, such as Leroy Merlin, OBI, IKEA.



- **CLIMATE**

Poland is situated in a moderate climatic zone. Generally, northern and western parts of the country predominantly have a maritime climate, with rather mild, humid winters and cool, rainy summers. The east of Poland, however, has more of a continental climate with harsh winters and hotter, drier summer.

- **CULTURE SHOCK**

Many people travelling go through an initial period of euphoria and excitement, overwhelmed by the thrill of being in a totally new and unusual environment. When this initial feeling of 'adventure' disappears, they suddenly no longer feel comfortable. Minor problems seem major crises, and they find themselves growing depressed. If this happens to you, as it is likely to, you will feel like the outsider. You may feel an anxiety, a kind of psychological disorientation. What does it mean? You are experiencing what people refer to as 'culture shock'. It is important to understand that this reaction is entirely normal and it will pass! As long as you know it in advance, you can prepare yourself psychologically to accept the temporary discomfort and turn it into an advantage by learning from it. Remember that you are not the only one experiencing occasional frustration, irritability, and depression, etc.



Contact details:

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