

Dear Student,

We are pleased to welcome you at:

**Czestochowa University of Technology (PL CZESTOC01) / POLAND.**

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

[www.pcz.pl/erasmus/student](http://www.pcz.pl/erasmus/student)

**COVID-19 information:**

We are glad to inform that there was no confirmed case of COVID-19 at our institution within whole academic year 2019/2020.

Our university plans to teach classes in a "mixed/hybrid" mode within academic year 2020/2021 as specified within the calendar given below.

Laboratory, workshop and other practical activities impossible to be carried out with the use of distance learning methods and techniques will be carried out in a direct/traditional form with the use of sanitary procedures limiting the risk of contamination of students, while lectures are planned in a remote/on-line form. Detailed information on the organization of the next academic year will follow soon.

In case of the change of the pandemic situation, regulations regarding mobility may change, but classes will continue (on-line learning).

Calendar:

AUTUMN SEMESTER: **01 October 2020 – 14 February 2021**

The application deadline for studies during **AUTUMN semester** (2020/2021) is: **September 15<sup>th</sup> 2020**, nevertheless, we kindly asks you to send us all the documents mentioned below before August 15<sup>th</sup>, if it is possible.

SPRING SEMESTER: **22 February 2021 – 30 June 2021**

The application deadline for studies during **SPRING semester** (2020/2021) is: **January 31<sup>st</sup> 2021**, nevertheless, we kindly asks you to send us all the documents mentioned below before December 31<sup>st</sup> 2020, if it is possible.

detailed calendar available at:

<http://pcz.pl/erasmus/erasmus-plus-2014/erasmus-incoming-students/223-academic-calendar>

**PLEASE NOTE:**

- ✓ we kindly ask you to:
  - follow the procedure
  - use our forms
  - fill the documents with care (use **BLOCK/CAPITAL LETTERS**) – 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](mailto: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 "office-to-office" (not by the student).

## Step 2: Applications:

All exchange students are required to submit a Formal Application Form available at: [www.pcz.pl/erasmus/application](http://www.pcz.pl/erasmus/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](mailto: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/erasmus/student](http://www.pcz.pl/erasmus/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/erasmus/subjects](http://www.pcz.pl/erasmus/subjects)
  - ✓ detailed descriptions: [www.pcz.pl/erasmus/description](http://www.pcz.pl/erasmus/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

**Additional note:**

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](mailto:erasmus@adm.pcz.pl)
- or regular post to the following address:

Politechnika Częstochowska  
BSZ – Erasmus+ KA103  
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: Accommodation**

When Learning Agreement successfully established, we will send you dormitory booking form, to be filled-in and sent us back.

We provide the places in our dormitories for all accepted students, if requested within the form. If student is officially accepted, than receives Invitation Letter. Since than chosen room is booked and awaits for student's arrival, as requested.

Detailed fee and room standard information are given at:

[www.pcz.pl/erasmus/accommodation](http://www.pcz.pl/erasmus/accommodation)

**Step 5: Invitation Letter:**

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

- nomination from the Home University given direct (office-to-office),
- Application Form (completed with all the required enclosures),

- Learning Agreement - already accepted and signed by student and by both university coordinators (Home and Host),
- dormitory booking form filled-in (or student's statement that he/she decided to resign from our accommodation proposal, instead – please be aware that in such case we cannot guarantee, that there will be a free place at the dormitory later, if such statement/refusal given by student, initially),
- all enclosures specified above as “Step 2”

## Academic Calendar

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

[www.pcz.pl/erasmus/calendar](http://www.pcz.pl/erasmus/calendar)

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For more information, you are encouraged to also visit:

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

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

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

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

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

We are looking forward to receiving your application.