

# FACT SHEET

## JAN MATEJKO ACADEMY OF FINE ARTS IN KRAKOW POLAND

### Information for incoming students from partner countries 2020/2021

#### General Information:

<b>Name of the Institution</b>	<b>Jan Matejko Academy of Fine Arts in Krakow</b>
<b>Country</b>	Poland (Cracow)
<b>Information Website for Exchange</b>	<a href="https://www.asp.krakow.pl/international/international-office/contact">https://www.asp.krakow.pl/international/international-office/contact</a>

#### Contacts:

<b>Name of the office in charge of exchange programmes</b>	<p><b>International Office</b> Jan Matejko Academy of Fine Arts in Kraków Pl. Jana Matejki 13 31-157 Kraków</p> <p>e-mail: <a href="mailto:erasmus@asp.krakow.pl">erasmus@asp.krakow.pl</a> tel: (0048) 12 299 20 66</p>
<b>Erasmus+ Institutional Coordinator (partner countries) -responsible person</b>	<p><b>Ms. Aleksandra Hola</b> <a href="mailto:ahola@asp.krakow.pl">ahola@asp.krakow.pl</a></p>
<b>Contact for Incoming and Outgoing students</b>	<p>International Office <a href="mailto:erasmus@asp.krakow.pl">erasmus@asp.krakow.pl</a></p>
<b>Faculty coordinators</b> (contact them only in order to get information about courses)	<p><b>Faculty of Painting:</b> Mr. Artur Kapturski (<a href="mailto:akapturski@asp.krakow.pl">akapturski@asp.krakow.pl</a>)</p> <p><b>Faculty of Sculpture:</b> Mr. Janusz Janczy (<a href="mailto:jjanczy@asp.krakow.pl">jjanczy@asp.krakow.pl</a>)</p> <p><b>Faculty of Graphic Arts:</b> Mr. Paweł Krzywdziak (<a href="mailto:pkrzywdziak@asp.krakow.pl">pkrzywdziak@asp.krakow.pl</a>)</p> <p><b>Faculty of Interior Design:</b> Ms. Magdalena Pińczyńska (<a href="mailto:mpinczynska@asp.krakow.pl">mpinczynska@asp.krakow.pl</a>) Mr. Paweł Żelichowski (<a href="mailto:pzelichowski@asp.krakow.pl">pzelichowski@asp.krakow.pl</a>)</p> <p><b>Faculty of Conservation and Restoration of Works of Arts:</b> Ms. Agnieszka Marecka (<a href="mailto:amarecka@asp.krakow.pl">amarecka@asp.krakow.pl</a>)</p> <p><b>Faculty of Industrial Design :</b> Mr. Kamil Kamysz (<a href="mailto:kkamysz@asp.krakow.pl">kkamysz@asp.krakow.pl</a>)</p> <p><b>Faculty of Intermedia:</b> Ms. Edyta Maşior (<a href="mailto:emasior@asp.krakow.pl">emasior@asp.krakow.pl</a>)</p>

#### Application procedure:

<p><b>Deadline to receive applications and deadlines for nominations</b></p>	<p><b>On-line admission system:</b>  <a href="https://akademus.asp.krakow.pl/pbl/wymiana/rejestracja/">https://akademus.asp.krakow.pl/pbl/wymiana/rejestracja/</a></p> <p><b>May 1<sup>st</sup> - June 15<sup>th</sup></b>, for the fall/winter (1<sup>st</sup>) semester and the whole academic year  <b>October 1<sup>st</sup> - November 15<sup>th</sup></b>, for the spring/summer (2<sup>nd</sup>) semester</p> <p>Students – please note that <b>June 15<sup>th</sup></b> and <b>November 15<sup>th</sup></b> are the last days when our system will be open. After these dates you will not be able to create/send your application documents.</p> <p>Sending institutions will have to nominate their students <u>once</u> students set an <u>account</u> in our on-line system. Nominations can be done within the following dates:  <b>May 1<sup>st</sup> - June 15<sup>th</sup></b>, for the fall/winter (1<sup>st</sup>) semester and the whole academic year  <b>October 1<sup>st</sup> - November 15<sup>th</sup></b>, for the spring/summer (2<sup>nd</sup>) semester</p> <p>All partner institutions will receive an e-mail with their login and password to our system. In case you are our partner and have no access to the nomination system please contact our International Office.</p>
<p><b>Required application materials</b></p>	<p><b>Student's application should contain:</b></p> <ol style="list-style-type: none"> <li>1. <b>motivation letter and CV</b></li> <li>2. <b>portfolio</b> (<i>preferably pdf</i>)</li> <li>3. <b>document proving the knowledge of English language - level B1 at least</b> (<i>can be a letter form a home school</i>)</li> <li>4. <b>transcript of records in English</b> (<i>for the previous years</i>)</li> <li>5. <b>learning agreement</b> (<i>for the programme details please consult the relevant departmental coordinator</i>)</li> <li>6. <b>application form</b></li> </ol> <p>Application form, Learning Agreement can be downloaded from the website:  <a href="https://www.asp.krakow.pl/international/erasmus-international/how-to-apply">https://www.asp.krakow.pl/international/erasmus-international/how-to-apply</a></p>
<p><b>Application guidelines</b></p>	<p><b>You must be officially nominated by the International Office at your home institution.</b></p> <p><b>You can apply to one faculty only.</b></p> <p><b>There is a separate instruction available on our website, where students and sending institutions can find information how to use our system.</b></p> <p><b>All applications should be send via our on-line admission system :</b></p> <p><b>On-line admission system:</b>  <a href="https://akademus.asp.krakow.pl/pbl/wymiana/rejestracja/">https://akademus.asp.krakow.pl/pbl/wymiana/rejestracja/</a>  Website with application guidelines:  <a href="https://www.asp.krakow.pl/international/erasmus-international/how-to-apply">https://www.asp.krakow.pl/international/erasmus-international/how-to-apply</a></p>

	<p>Student's Guide for Incoming Students:  <a href="https://www.asp.krakow.pl/international/useful-information/student-guide">https://www.asp.krakow.pl/international/useful-information/student-guide</a></p> <p><b>Please note that due to limited space in our studios and high number of applicants every semester – we evaluate each application carefully and select candidates based on their documents and our capacity. Rejections are possible.</b></p> <p><b>Results of application are usually send back to students and their home schools within 3-4 weeks after our deadline.</b></p>
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## Academic information:

<b>Level of Study</b>	Undergraduate, Graduate and PhD students
<b>Exchange numbers/ Combination possibilities</b>	<p>According to our bilateral agreement  1 student = 1 semester (approx. 4,5 month)</p> <p>Applicants are evaluated based on their application documents and we reserve the right to select only those candidates who meet our requirements.</p> <p>Extensions are possible only from Winter to Summer term, after making official request during exchange (usually in December) and after getting approval from all parties (sending and receiving schools).  Not all extensions will be permitted as it depends on the availability of places during next semester.</p>
<b>Orientation Day for IC Students</b>	<p>During the first week of the semester there are two meetings:</p> <ul style="list-style-type: none"> <li>• one with International Office</li> <li>• one with faculty coordinators</li> </ul>
<b>Academic calendar</b>	<p><b>Fall/ winter (1st) semester</b></p> <p>Lectures: beginning of October – end of January</p> <p>Presentations and exams: one week after the semester end (usually until the beginning/mid of February)</p> <p><b>Spring/ summer (2nd) semester</b></p> <p>Lectures: mid of February – end of May</p> <p>Presentations and exams: one week after the semester end (usually until the beginning/mid of June)</p> <p><i>* There is a possibility to participate in the final exhibition which takes place in the beginning/mid of June</i></p>
<b>Courses</b>	<p>Exchange students can choose their courses from almost all years (within one faculty only).</p> <p>Students who do not speak Polish can select only practical courses and studios.</p> <p><b>Current study programmes can be found here:</b>  <a href="https://www.asp.krakow.pl/international/our-faculties-study-programmes/faculty-of-conservation-and-restoration-of-works-of-art">https://www.asp.krakow.pl/international/our-faculties-study-programmes/faculty-of-conservation-and-restoration-of-works-of-art</a></p> <p>Incoming students select their courses before arrival (LA before the mobility part). Once they are here they talk to faculty coordinators and professors in order to finalize their study programme and sign up for classes.</p> <p>Incoming students can select 1-2 courses (but not major courses) from other faculties. This can be discussed once a student arrive.</p>

<b>Credit system</b>	Local grades, which are converted to ECTS scale:			
	excellent	5,5	A	celujący
	very good	5	B	bardzo dobry
	plus good	4,5	C	dobry plus
	good	4	C	dobry
	plus satisfactory	3,5	D	dostateczny plus
	satisfactory	3	E	dostateczny
	unsatisfactory/fail	2,5	FX	niedostateczny
	unsatisfactory/fail	2	F	niedostateczny
<b>Full time workload/semester</b>	Around 30 ECTS points.			
<b>Language of instruction</b>	The primary language is Polish. Exchange students can select only practical courses or studios, where there is a possibility to consult work in English.			
<b>Language requirements</b>	Good English, at least B1 level			
<b>Language courses throughout the stay</b>	<p>We offer a free of charge Polish language course during every semester for which students can get 1 ECTS point.</p> <p>Exchange students can also join other language courses offered by our Academy (English, German and French) – if there is available place. They can sign up for these classes only after arrival while making their changes to the Learning Agreement. It is just additional course.</p> <p><b>Please note that such courses will not be open every year</b> and information about it will be given upon arrival.</p>			
<b>Other courses for incoming students</b>	Incoming students can join sport classes if there is available place (swimming, fitness, table tennis, football, basketball, gym classes). They can sign up for these classes after arrival while making their changes to the Learning Agreement.			

### Accommodation:

<b>Accommodation assistance</b>	<p>Incoming students must arrange themselves with hostels or private apartments.</p> <p>We do try to help students find dormitories in other university in Krakow, but information if it will be possible will be send only within around 3 weeks before the semester starts.</p>
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### Health insurance:

<b>Health insurance requirements</b>	All students must obtain their health insurance coverage which covers standard health and accident insurance. It can be purchased in your country of origin.
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### Visa:

<b>Visa</b>	<p>Most students must obtain a student visa before entering Poland if they are not EU citizens.</p> <p>Please contact the nearest Embassy/Consulate for more information.</p> <p>If you are having trouble in obtaining one please contact our International Office.</p>
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