

ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

I have been nominated by my home university to go to Lazarski University. How should I proceed?



When LU's Erasmus+ office receives your nomination, we will ask you to submit: your certificate of English (e.g. done online in *EU Academy*); *Student Application Form*; *Learning Agreement*, photo for the Student ID and insurance scan.

Who are my contacts at LU?



- Institutional Erasmus+ Coordinator:
 - Katarzyna Zielińska, erasmus@lazarski.edu.pl
- Faculty Erasmus+ Coordinator for Economics and Management:
 - Katarzyna Marton-Gadoś, k.marton-gados@lazarski.edu.pl
- Faculty Erasmus+ Coordinator for Law and Administration:
 - Dominika Harasimiuk, PhD, dominika.harasimiuk@lazarski.pl
- Vice Dean for International Cooperation - Medical Faculty:
 - dr Olga Aniołek, erasmus.wm@lazarski.pl



Who will sign my Learning Agreement?

Your *Learning Agreement* needs to be signed by three parties:

1. The coordinator at your home University;
2. Yourself;
3. The Faculty Erasmus+ Coordinator at LU.

ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS



What is the deadline for submitting all documents ?

Fall semester/whole academic year: 15 July

Spring semester: 15 December

Which level of English is required?

All exchange students must have a minimum B1 level of their English command.



When and how will I receive my acceptance letter?



After receiving your nomination from your sending university, we will email you a list of the necessary documents for your application. Once you have sent us all the required documents, you will receive your *Acceptance Letter* by email.

ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

Where can I find information about available courses?



The list of our courses can be found here:

COURSE LIST

Please do keep in mind, that there might be few significant changes in the courses (e.g, some of them may overlap), so you may be obliged to slightly change your initial selection once you arrive in our university.

Can I choose subjects from different faculties?

Yes, you can choose courses available for incoming Erasmus+ students from different faculties. However, it is important to note that your home university should agree to this.



Where can I find information about accommodation, insurance, visa etc.?



You can find information about accommodation, insurance, visa requirements, and other related topics on our WEBSITE.

If you have any specific questions or difficulty finding the information you need, simply send us an email, and we will guide you to the right unit that can assist you.

ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

Does LU offer language courses?



We provide courses in a variety of languages, including Polish. You can check out our full offer here:

[LANGUAGE COURSES OFFER](#)

Can I do my internship/traineeship under the Erasmus+ Programme at LU?

Yes, it is possible. Please contact the Erasmus+ Team or Faculty Coordinators for information about available posts.



Can I finish my mobility before the end of the semester and leave earlier?

If you want to leave before the end of the semester, we recommend discussing this with your home University. It's important to note that leaving earlier may have implications for your Erasmus+ grant, as it may be adjusted accordingly. Also, make sure that you have fulfilled all your academic and administrative obligations before you go.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

My University does not have an agreement with LU.

**Are there any other opportunities for me
to study at your University?**



Yes, we are open to new interinstitutional agreements and new partnership opportunities. Please contact our Erasmus+ Team to start the process.

I'm a student with special needs.

Do you have a support service?

In order to ensure complete comfort of studies for all our students, our University has been fully adapted to the needs of persons with disabilities. Please visit our website to learn more about the specific accommodations and support available:

[STUDENTS WITH DISABILITIES](#)



How will the semester be organized?

On campus or online?



The study process at LU is organized on-site.

ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

When is the start and end of the semester?



You can check our academic calendar here:
[ACADEMIC CALENDAR](#)

When the timetable will be available?

You will be able to see your personalized timetable on our online platform approximately two to three weeks before the start of the semester.



Is LU planning to organize the orientation meeting?

Yes, Lazarski University organizes Orientation Days every semester. You will get the chance to learn more about the institution, its resources, academic and administrative staff, etc. We hope that this meeting will help you get settled in and get the most out of your Erasmus+ experience.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

Do you have a 'BUDDY' programme or mentor?



Right now sadly no, but we hope to be able to reactivate these programmes in the future. We do, however, have Erasmus+ Student Ambassadors who can guide you at Lazarski and in Warsaw.

Do you have an online platform?

Yes, we have an online platform that allows you to access your schedule, grades, and other important information related to your studies. You will receive detailed information about our university's online platform via email, and it will also be discussed during the Orientation Day.



Can I do some research/write my final thesis during my exchange?

We are open to students' input and always welcome all research-based initiatives. More specific questions about thesis/research opportunities at Lazarski might only be answered by your supervisor at home institution and by a specific lecturer who deals with your topic of interest at LU.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

I have forgotten my password for my student account, what should I do?



In this case, please visit our IT department.
They are located in Sector C of the Campus. You need to climb up to the 1st floor and find room 121.

Do I have to pay for my student ID Card?

No. Your student ID card
is free of charge.

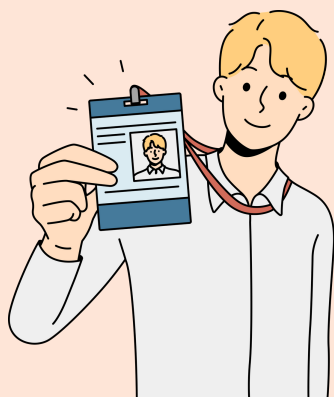


Should I pay for study?

No. In accordance with the rules of the
Erasmus+ programme, the host university does
not charge tuition fees.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS



Where and when can I collect my student ID card?

You can collect your student ID card from the International Programs Office at the beginning of the semester.

I will arrive a few days after the beginning of the semester. Is that okay?

You can arrive a few days after the beginning of the semester, but it's important to note that you will miss some classes and the mandatory orientation meeting. If this is an unavoidable circumstance, please let us know as soon as possible.



How can I register for the classes?

You do not need to do anything to register for classes. The International Programmes Office will handle the registration process for the courses mentioned in your *Learning Agreement*.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

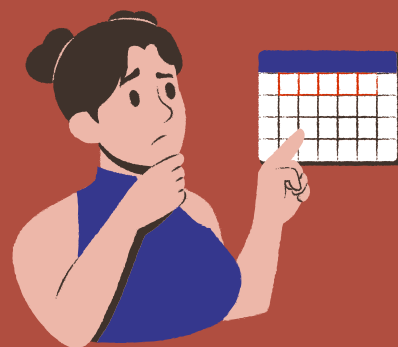


Is there an exam session?

Yes, Lazarski University does have an exam session. However, bear in mind that not all courses necessarily have exams. Please check the syllabuses where you can find more information about the assessment process.

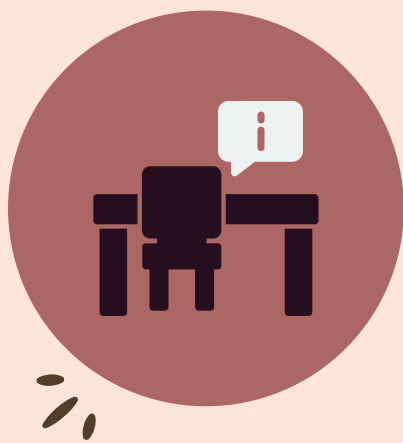
What should I do if I cannot attend a class?

You should contact your teacher and ask what you can do to make up for the missed lessons.



Can I skip some classes?

Although skipping classes is not something we recommend, you should ask your teacher how many absences are acceptable. Such information is also placed in the syllabuses.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

What should I do if my courses or exams overlap?



In this situation you need to contact the International Programmes Office at Lazarski University as soon as possible. We will check if there are alternative groups you can join or any other options available to help with the overlap.

What if I want to retake an exam?

It is advised to talk to your teacher and discuss the possibility of retaking an exam. They will be able to inform you whether or when a retake option is available and provide you with information on the procedures for retaking the exam.



What if I failed a course?

It is important to have a conversation with your teacher about your grade. They will be able to discuss the possibilities regarding retaking the course or any alternative solutions. It is recommended to reach out to your teacher as soon as possible, preferably using MS Teams.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS

How will I be assessed?



The assessment methods vary for each subject. To learn more about the specific assessment methods for the courses, please check the syllabuses .

You can find detailed information here:

[SYLLABUSES OF COURSES](#)



How and when will I receive my Transcript of Records?

You will receive your Transcript of Records via email. We will provide the document within 5 weeks from the end of the exam session. You can expect to receive it even sooner, without any unnecessary delays.



I would like to extend my stay at LU, what should I do?

Please contact your university first and ask them about the possibility of continuing your study for the whole year. They will provide you with the necessary information and guidance.



ERASMUS+ INCOMING STUDENTS FREQUENTLY ASKED QUESTIONS



**If you have any questions,
please contact us:**

ERASMUS@LAZARSKI.EDU.PL

International Programmes Office

Sector D, 3rd floor, room 307

Phone: +48 22 54 35 365



**Co-funded by
the European Union**