

Study at AGH



AGH

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Introduction to this guide for international students

Dear International Student,

Thank you for your interest in the AGH University of Science and Technology.

We have designed this guide to provide you with everything you need to know regarding application process and other legal requirements connected with **studying full-time** at AGH-UST

If you wish to study here as an Exchange Student you may want to consult our website (www.dwz.agh.edu.pl) and the International Office at your University.

Please remember that if you have any questions you can always visit our website or email us at dwz@agh.edu.pl

Best Regards,
Department of International Relations

About AGH University of Science and Technology

AGH-UST, located in Krakow, is one of the largest technical Universities in Poland, and at the same time possibly one of the best universities in Europe.

The University, established on 20th October, 1919, known as the Academy of Mining until 1949, founded after long-lasting endeavours which had started in 1782, has been continuing the traditions of the Mining Academy in Kielce (1816-1827), inaugurated by Stanislaw Staszic.

Our aim is to offer education at the best possible level. Apart from our Technical Faculties, AGH-UST also has a Faculty of Management and a Faculty of Humanities, therefore offering even wider possibilities to our students.

The University, being a technical school, serves science and industry through educating students, and through developing academic and research staff.

The University cherishes its traditions and educates its students to be honest and responsible people both at work, and as members of the society, according to its motto: "Labore creata, labori et scientiae servio" (Created in labour, I serve labour and science.)

From the Statute of AGH-UST, June 2006

Introduction to the Department of International Relations

The Department of International Relations serves as a liaison between international students (including Exchange Students) and the Faculties. We are here to provide you with all necessary information, and offer assistance before, during, and after the application process.

We also help all our students to apply for various Exchange Programmes, including LLP Erasmus, CEEPUS and different exchange programmes based on General Agreements with various Universities located all over the world.

Contact the Department

Postal address:
Department of International Relations
Al. Mickiewicza 30
30-059 Krakow
Poland

Phone numbers:
+4812 6174615
+4812 6173302

Fax:
+4812 6173303

Website:
www.dwz.agh.edu.pl

Email:
dwz@agh.edu.pl

Please always remember to put in the subject line of your emails the country you are from and the programme you're interested in.

Educational Offer

AGH-UST offers courses mainly in the Polish language, meaning that all classes, lectures, laboratories, progress tests, exams etc. are conducted in Polish.

We also offer some courses in English, which are listed in this Guide.

We provide a detailed description of each course, including areas on which the course focuses, tuition fees and contact information for each Faculty which conducts courses in English.

Courses in Polish

If you wish to study at AGH-UST in Polish, you will need to prove your proficiency in the language during the application process. It is important for our students to be fluent in Polish as many subjects are quite demanding.

If you want to take a language proficiency examination and get a certificate stating your proficiency in Polish in your home country, you should inquire about such possibility at the Polish Embassy in your country. The AGH University of Science and Technology does not keep track of the examinations, and we do not get or store information about deadlines and dates of these exams.

If you do not speak Polish and you would still like to learn the language in order to study at AGH-UST, you will need to find or arrange a course on your own. However, if you have confidence that your knowledge of the Polish language is sufficient, please feel free to visit our main website (<http://www.agh.edu.pl>) and browse through our educational offer. Once you have made a decision, follow the instruction provided on the website regarding applying for Polish courses.

All contact information you need is available at the main website.

Courses in English

While we offer courses mostly in Polish, we do our best to meet the expectations of our students, as well as the needs of the market. For this reason, every year we introduce more and more courses and elective subjects available in English.

Below, you will find a details about courses currently available in English. For each course we have included a short summary of what the course offers, the tuition fees, and all necessary contact information.

Bachelor Studies (BSc)

After completing the first level of studies, you will obtain a Bachelor of Science degree (BSc), which is the first level university degree according to the Bologna Process. You can apply for studies at this level after graduating from secondary school (for more details on the Application Requirements please check the relevant sections of this guide).

Mechatronics

Mechatronics means interdisciplinary studies in the areas of engineering and technology. In general, it is a new approach to designing and manufacturing innovative products. Mechatronics combines such fields as mechanics, electronics, controlling and computer engineering.

Graduates in Mechatronics are able to analyse, design and manufacture, operate and service complex interdisciplinary products. They are able to recognize real engineering problems and be ready to work as part of engineering teams in many different fields of industry, including automation, aviation, house equipment, consumer electronics, defense, software, manufacturing etc.

Studying is divided into two parts: general courses and technical courses. General courses include mathematics, physics, chemistry, material science, computer and control science, while technical courses include mechanical design, manufacturing processes, electronics, electrical engineering, CAD/CAM/CAE, measurements and signal processing, project management and software engineering.

The programme has been created because we believe it is very important for engineers nowadays to have a wide knowledge in many disciplines, as it helps them to achieve innovative solutions and be competitive on the global market.

Course duration:

7 semesters – 3,5 years

Fees:

3800€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Mechanical Engineering and Robotics

Wojciech Lisowski, DSc, Vice-Dean

email: lisowski@agh.edu.pl

Postal address:

Faculty of Mechanical Engineering and Robotics

Enrolment Board, Mechatronics I in English

AGH University of Science and Technology

Al. Mickiewicza 30

30-059 Krakow

Poland

Electronics and Telecommunications

First degree graduates in Electronics and Telecommunications acquire theoretical knowledge and practical abilities essential for designing, building, practical application and exploitation of electronic circuits, equipment and telecommunications systems, networks and services. Education is based on carefully selected courses, which serve suitable education for future electronics and telecommunications engineers in order to be able to take advantage of modern technologies and computer-aided designing, as well as to create new technologies and computer tools.

There is a substantial contribution of practical assignments during the course of studies (basic, major and specialization courses: well-equipped laboratories, computer-aided design tasks, projects and classes). Every student also has to do a four-week internship in a specialist enterprise or company, which will further develop their professional skills.

The programme creates an opportunity for students to get a broad education and practical skills based on some basic and general courses, but also to gain some important knowledge in the field of economy, which will allow graduates to participate actively in the economic life and conduct their own independent economic activities.

Course duration:

7 semesters – 3,5 years

Fees:

5170€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Ms Jolanta Lepiarczyk

email: lepiarcz@agh.edu.pl

Andrzej Staniszewski, DSc, Vice-Dean

email: stanisze@kt.agh.edu.pl

Postal address:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Enrolment Board, Electronics and Telecommunications in English

(Building B1, room 015)

AGH University of Science and Technology

Al. Mickiewicza 30

30-059 Krakow

Poland

Master Studies (MSc)

To apply for a Master's Degree course at the AGH University of Science and Technology you need to hold a Bachelor's Degree. It is preferred that the degree you already have is in a similar field to the Master's Degree course you intend to apply for; however, it is not always necessary.

Mining and Geology: Mining Engineering (specialization)

Graduates in Mining Engineering are prepared to work in underground and opencast coal mines, mines of metal ores, salt and other minerals, and in other mining plants dealing with the mining of mineral raw materials and in the companies of underground construction. Students of Mining Engineering deal with modern subjects within the scope of mining technology, mechanization, geomechanics, blasting techniques, natural threats (rock bursting, roof falls, underground fire prevention, methane control etc.) and geological background.

Thanks to the access to the latest software and fast computers students can simulate mining conditions by the means of numerical modeling. Graduates gain full qualifications entitling them to hold top management positions in a mine. They can also find employment in research and scientific centers serving the mining industry.

Students are also provided with a wide range of theoretical and practical knowledge in the field of mining economics, as well as the organization and management in the mining industry. They can use modern computer techniques and technologies. During the course of studies AGH-UST ensures practical training for students in some very modern Polish mines.

Course duration:

4 semesters – 2 years (including master's thesis writing)

Fees:

5800€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Mining and Geoengineering

Jacek Jakubowski, DSc

email: jakubjac@agh.edu.pl

Postal address:

Faculty of Mining and Geoengineering
Enrolment Board, Mining and Geology
AGH University of Science and Technology
Al. Mickiewicza 30
30-059 Krakow
Poland

Chemical Technology: Sustainable Fuels Economy (specialization)

Fuels – the source of primary energy and the basis for the development and even the existence of contemporary economies. The production and use of fuels needs to follow sustainability principles in order to be acceptable in the long term.

Students at the course gain the competence and knowledge in the field of fuels technologies and the analysis of their use and production. The course combines two groups of subjects: the basis of fuel technologies, and the principles of energy systems analysis and development. The former group comprises the following subjects: engineering of chemical reactors, surface phenomena and industrial catalytic processes, physics of energy transformation, basics of biotechnology, batteries and fuel cells, and environmental protection in chemical processes. The latter group comprises the following subjects: modeling and planning of energy systems, energy markets and policies, energy and the environment.

Classes, laboratories and projects constitute the main part of the course, thus giving practical competence for the application of the acquired knowledge.

Graduates are prepared to analyze and optimize the processes of fuels use and production with respect to technical, economic and environmental issues.

Course duration:

3 semesters – 1,5 years (including master's thesis writing)

Requirements:

BSc in a cognate discipline

Fees:

5000€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Energy and Fuels
Professor Teresa Grzybek, Vice-Dean
email: grzybek@agh.edu.pl

Postal address:

Faculty of Energy and Fuels
Enrolment Board, Sustainable Fuels Economy
AGH University of Science and Technology
Al. Mickiewicza 30
30-059 Krakow
Poland

Energy Technology: Sustainable Energy Development (specialization)

Contemporary energy systems must fulfill the principle of sustainability. We should not adversely affect the environment and economy prospects of our and future generations. In order to meet these requirements we need knowledge in various fields which involve the analysis of energy systems development.

The course of Sustainable Energy Development includes two balanced groups of subjects. The first group focuses on energy technologies and comprises the following subject areas: physics and chemistry of energy, and contemporary energy technologies with focus on renewable technologies. The second group refers to energy planning and forecasting processes, and comprises the following subjects: management, economics, auditing, planning and forecasting. The course concentrates on providing practical knowledge, and therefore classes, laboratories and projects predominate the course programme.

Our aim is to enable students to gain the ability to analyse and optimise plans of energy systems development. The selection of energy carriers and technologies while taking into consideration the economic, environmental and technological issues is the basis for building harmonized development plans. The competence and knowledge of graduates constitute a firm base for their contribution into energy systems development.

Course duration:

3 semesters – 1,5 years (including master's thesis writing)

Requirements:

BSc in a cognate discipline

Fees:

5000€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Energy and Fuels
Professor Teresa Grzybek, Vice-Dean
email: grzybek@agh.edu.pl

Postal address:

Faculty of Energy and Fuels
Enrolment Board, Sustainable Fuels Economy
AGH University of Science and Technology
Al. Mickiewicza 30
30-059 Krakow
Poland

Management and Production: Logistic Management (specialization)

Classes in the specialization of Logistic Management start in the eighth semester of the Management and Production studies, and the programme lasts three semesters. All classes are conducted strictly in English and the total number of hours is 845, of which 270 are lectures, 365 classes and 210 laboratory classes.

A graduate completing this specialization will have knowledge of the functioning of modern logistic systems and the basics of economic sciences, organization and management, as well as will possess some good managerial skills. Graduates will also have skills enabling them to solve logistic problems by the means of engineering methods and techniques, including designing logistic systems and processes, managing specialist logistic functions and processes, applying computer-aided systems in logistic management, managing costs, finance and capital, as well as personnel recruitment and training.

Requirements:

a BSc degree/ diploma

Course duration:

4 semesters – 2 years (including master's thesis writing)

Fees:

2000€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Management

Rafał Kusa, DSc, phone +4812 6174671,

email: rkusa@zarz.agh.edu.pl

Postal address:

Faculty of Management

Enrolment Board, Logistic Management in English

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Al. Mickiewicza 30

30-059 Krakow

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Electronics and Telecommunications: Control and Measurements Systems (specialization)

A graduate in this specialization is educated to make technical progress and is able to conduct creative professional activities in up-to-date electronics and telecommunications, especially in the field of control and measurement microsystems. Graduates are also prepared for team management, as well as to advance to the 3rd cycle of studies (doctoral research).

The programme of the specialization focuses on the education of prospective graduates who will be able to design new integrated circuits, new control and measurement microsystems, sensor microsystems, data acquisition and transmission systems, structures and protocols of distributed intelligence and sensor networks. Graduate will also be familiar with the equipment and standards of control and measurement systems, as well as be able to use CAD tools for the purpose of designing control and measurement systems.

During the first semester (uniform across all specializations) students acquire supplementary knowledge in basic theoretical subjects (Mathematics, Stochastic Processes, Numerical Methods, Optimisation Methods) and in major courses (Fibre Optics and Photonics, Programmable Logic Devices, Electromagnetic Compatibility, Information Theory and Coding, Security of Information Systems, Reliability and Diagnostics, Telecommunication Networks Design).

During the following semesters the education is accomplished at two major courses: Analogue Design for CMOS VLSI Systems, and Custom Systems, and within the framework of six elective courses: CAD Tools for Control and Measurement Systems Design, Signal Processors in Data Processing, Data Acquisition and Transmission Systems, Design of SoC for Monitoring and Control, Intelligent Distributed Control Systems, and Technology of Wireless Sensor Networks.

Course duration:

3 semesters – 1,5 years (including master's thesis writing)

Fees:

11 650€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Ms Jolanta Lepiarczyk

email: lepiarcz@agh.edu.pl

Andrzej Staniszewski, DSc, Vice-Dean

email: stanisze@kt.agh.edu.pl

Postal address:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Enrolment Board, Electronics and Telecommunications in English

(Building B1, room 015)

AGH University of Science and Technology

Al. Mickiewicza 30

30-059 Krakow

Poland

Electronics and Telecommunications: Network and Services (specialization)

A graduate in this specialization is educated to make technical progress and is able to conduct creative professional activities in up-to-date electronics and telecommunications, especially in the field of telecommunication networks and services. Graduates are also prepared for team management, as well as to advance to the 3rd cycle of studies (doctoral research).

The programme of the specialization focuses on the education of prospective graduates who will be able to develop new telecommunication equipment and systems, networks, and will also be able to manage existing networks, analyse existing networks and future networks standards including wireless data transmission networks, modern IP networks, exchange of electronic documents, methods of modelling and testing telecommunication protocols, efficiency, research and development of data telecommunication systems, as well as to create www pages and digital video libraries.

During the first semester (uniform across all specializations) students acquire supplementary knowledge in basic theoretical subjects (Mathematics, Stochastic Processes, Numerical Methods, Optimisation Methods) and in major courses (Fibre Optics and Photonics, Programmable Logic Devices, Electromagnetic Compatibility, Information Theory and Coding, Security of Information Systems, Reliability and Diagnostics, Telecommunication Networks Design).

During the following semesters the education is accomplished at three major courses: Network and Service Management, Digital Transmission Techniques, and Modelling and Simulation of Networks and Services, and within the framework of the elective courses: Wireless Data Transmission System, www - SED and PHP, Digital Video Libraries, Business Models of Telecommunication Services and Networks, Signalling Systems, Unified Signalisation Services, Global Communication Systems.

Course duration:

3 semesters – 1,5 years (including master's thesis writing)

Fees:

11 650€ - Tuition fee per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information please contact:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Ms Jolanta Lepiarczyk

email: lepiarcz@agh.edu.pl

Andrzej Staniszewski, DSc, Vice-Dean

email: stanisze@kt.agh.edu.pl

Postal address:

Faculty of Electrical Engineering, Automatics, Computer Science and Electronics

Enrolment Board, Electronics and Telecommunications in English

(Building B1, room 015)

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Al. Mickiewicza 30

30-059 Krakow

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Mathematics in Finance

This is a full 4-semester graduate program leading to MSc in mathematics.

The core modules include:

- Portfolio theory and risk management
- Black-Scholes theory
- Numerical methods in finance, including Monte-Carlo simulations
- Theory of stochastic interest rates
- Case studies

Students will gain skills in quantitative finance that will enable them to embark on a range of careers throughout the financial services industry with a particular focus on derivative pricing, risk management and fund management. Graduates will typically find employment within investment banking, the hedge fund industry, insurance, asset management.

Duration of the course:

4 semesters

Fees:

2000 EUR - per year

Tuition for the first year is higher to include additional, nonrefundable 200€

For more information contact:

Faculty of Applied Mathematics

Prof. Marek Capinski

marek.capinski@agh.edu.pl

Mailing address:

Faculty of Applied Mathematics

AGH University of Science and Technology

Al. Mickiewicza 30

30-059 Krakow

Poland

Postgraduate Studies

Drilling

1 year postgraduate studies - „Drilling" give theoretical knowledge people working in Petroleum industry or looking for job in drilling. Program covers: Drilling, , Well-log Geophysics, Economics, Petroleum Geology, Oil Reservoir Production, Gas Reservoir Production, Well testing, and also more detailed classes like Rock Mechanics, Wellbore Design, Drilling and Production Equipment, Drilling Fluids, Drilling Technology, Well Completion and Workover as well as Quality, Health, Safety & Environmental Management System.

All classes are conducted strictly in the English language and the total number of classes is 265, of which: 155 are lectures, 45 classes, 30 laboratories and 35 projects. Successful candidate will get knowledge from drilling and relevant disciplines. Students who pass all exams will get postgraduate certificate of AGH University of Science and Technology

Duration of the course:

2 semesters

Fees:

1550 EUR - per semester

For more information contact:

mgr Jolanta Ulman

e-mail: ulman@wnaft.agh.edu.pl

Mailing address:

Faculty of Drilling, Oil and Gas
Pawilon A-1, p. 104

AGH University of Science and Technology
Al. Mickiewicza 30
30-059 Krakow
Poland

Doctoral Studies (PhD and DSc)

11 Faculties of the AGH University of Science and Technology are authorized to confer the degree of Doctor of Science or Doctor of Philosophy in the following areas:

- technical sciences
- chemical sciences
- physical sciences
- Earth sciences
- economic sciences
- mathematical sciences

in the following disciplines: automatics and robotics, construction and operation of machines, chemistry, electronics, electrotechnics, geology, geophysics, mining and mining engineering, geodesy and cartography, computer science, materials engineering, environmental engineering, mathematics, mechanics, metallurgy, chemical technology, and telecommunications.

While not all of the Faculties run PhD or DSc programmes in English, if you know what exactly you would like to research into and study during your 3rd cycle of studies, the Department of International Relations will try to help you by putting you in contact with the right Faculty and helping you to prepare all necessary documents.

Apart from the Department of International Relations (dwz@agh.edu.pl) you can also contact the following people:

Magdalena Bożym, MA
phone: +4812 6172449
email: mbozym@agh.edu.pl

Magdalena Pyzik, MSc
phone: +4812 6173157
email: pyzik@regent.uci.agh.edu.pl

Summer Courses

Apart from regular full-time courses, the AGH University of Science and Technology also offers various Summer Courses, some of which are run in co-operation with universities in other countries.

Summer Semester in Krakow

Summer Semester in Krakow is an offer designed especially for American students. Students can come to Poland for a period of approximately six weeks during the summer and take some selected courses of their interest. Courses are arranged by the AGH University of Science and Technology and conducted in English. The programme creates a unique opportunity for international students to learn more about central Europe, and Poland in particular.

<http://dwz.agh.edu.pl/en/home/summer-semester>

Course duration:

7 weeks, usually from 1 June to 17 July

Fees:

Participation fee depends on the exchange rate of US dollar (USD) to Polish zloty (PLN) and the number of course participants.

For more information please contact:

at AGH-UST: Professor Janusz Gołaś – jgolas@agh.edu.pl

at SDSU (California, USA) – Professor Janusz Supernak - supernak@mail.sdsu.edu

at MU (Oxford, Ohio) – Carter Hamilton, PhD – hamiltonbc@muohio.edu

Cursos de Veranos – Summer Courses

Summer Courses organized for students from both Americas, particularly for Mexican students. Both English and Spanish are used in the process of studying. During their stay at the University, students do some laboratory hours as well as excursions to industrial plants (depending on the course).

www.summer-courses.agh.edu.pl

Course duration:

4 weeks

Fees:

\$1300 (tuition \$900 + excursions \$400) – please note that this fee has been calculated for a group of 24 students and may be subject to change.

For more information please contact:

Czesław Grzbiela, DSc – Summer Courses Co-ordinator

email: grzbiela@agh.edu.pl

phone: +4812 6332284

Summer School of Mining Engineering

Summer School run by the Faculty of Mining and Geoengineering covers the following subjects:

- ✓ Underground hard coal mining
- ✓ Metal ore mining
- ✓ Opencast mining
- ✓ Salt mining
- ✓ Economics in mining
- ✓ Occupational risk in mining
- ✓ Mining and the environment
- ✓ Ventilation in underground coal mines
- ✓ Geomechanics in mining

A summer course in mining engineering offers an excellent opportunity for foreign students to benefit from a valuable exchange of information and professional development.

<http://www.gorn.agh.edu.pl/>

Course duration:

19 July – 30 July

Fees:

€350 – participation (tuition), accommodation, technical excursions

For more information please contact:

Marek Borowski, DSc
AGH University Science and Technology
Faculty of Mining and Geoengineering
Al. Mickiewicza 30, 30-059 Krakow, Poland
e-mail: borowski@agh.edu.pl

Other Courses

Apart from regular courses we also offer one or two-semester classes in specialized areas.

Mathematical Finance

This program is an intensive one-semester program consisting of five modules:

1. Mathematical methods in finance
2. Discrete models of financial markets
3. Portfolio theory
4. Continuous models and Black-Scholes theory
5. Stochastic interest rates

Students are offered materials on CD ROMs for self-study, including multi-media interactive presentations, lecture notes and exercises with model solutions (courtesy of The University of York, UK). They have one contact hour a week with their tutor, where the material from all five modules is discussed. Performance is continuously evaluated, which is then reflected in the final marks for each module. Each module carries 6 ECTS points. The program is offered in either the Autumn or Summer semester.

Candidates are expected to have an undergraduate degree in a quantitative subject (which should include at least two years of courses in undergraduate mathematics).

Students will gain skills in quantitative finance that will enable them to embark on a range of careers throughout the financial services industry with a particular focus on derivative pricing, risk management and fund management. Graduates will typically find employment within investment banking, the hedge fund industry, insurance, asset management.

Duration of the course:

1 semester

Fee:

2695 EUR per semester

For more information contact:

Faculty of Applied Mathematics

Prof. Marek Capinski

marek.capinski@agh.edu.pl

Mailing address:

Faculty of Applied Mathematics

AGH University of Science and Technology

Al. Mickiewicza 30

30-059 Krakow

Poland

Application Process Overview

Once you have decided which course you are interested in, all you need to do is to start the application process and attend to other legal requirements. This section of the Guide will help you go through these procedures. Please read it carefully! If, after reading it, you still have some doubts or questions, please do not hesitate to email us at dwz@agh.edu.pl.

The AGH University of Science and Technology allows a great amount of autonomy to its Faculties, where the application process is carried out. This means that all international students and their applications are reviewed directly by the Faculty. The Department of International Relations can liaise between the candidates and the Faculty of their interest, but once the application has been sent in, we are unable to track the application progress of individual students.

First Steps

In the previous sections of the Guide, we have provided you with detailed information regarding courses offered in English at our University, and also have included contact information to people who are in charge of course admissions, as well as postal addresses of the Faculties that arrange the courses.

Your first step in order to apply for one of our courses should be emailing the respective contact person mentioned in this Guide. They will be able to provide you with instructions concerning the subsequent steps. This initial contact should be enough to help you complete your application form.

Please do **NOT** send your documents via the regular post without contacting the Faculty first. If the Faculty (or the Department of International Relations) receives your documents without a prior notification, there is no guarantee that the documents will be processed or that your application will be registered.

Because your initial email to the Faculty and/ or the Department of International Relations is your first contact with the University, we advise that you send us an email using proper English grammar and vocabulary. As our international students often come from many different countries all over the world, these initial emails often serve as substitutes for interviews and therefore the first impression is very important.

Please remember that the emails will be read by people who will be deciding your prospects of a successful application.

Necessary documents

To apply for a course at the AGH University of Science and Technology, apart from **filling in the Application Form** (available at our website www.dwz.agh.edu.pl or at the website of the Faculty of your choice), you will need to provide us with following documents:

- Curriculum Vitae,
- A nostrificated original of your secondary school certificate,
- A copy of the identification page of your passport,
- A language certificate stating your proficiency in English and/ or a certificate confirming the teaching language in your secondary school or at university,

- A medical certificate in English stating a lack of contraindications to study at the AGH University of Science and Technology,
- All degrees/ diplomas you may already hold,
- Official transcripts (official copies/ inventories of your academic record),
- Four recent photographs (passport format, bright background),
- Any/ all additional documents as requested by the Faculty.

Of course, we do not require that you provide us with all the listed documents at once. However, if you are certain which course you would like to apply for, attaching the scanned images of the documents you already have to the application form sent along with your initial email to the Faculty (or to the Department of International Relations) will definitely help your application process.

Below we have included sections detailing how to proceed with each document.

Application Form

A properly filled-in Application Form is one of the most important documents each candidate has to provide. Only applications with the Application Form can be registered and processed thereafter.

Please make sure that the information you provide in the Application Form is correct and corresponds closely to the information in the other documents you provide. Any mistakes may mean that your Application is misfiled, and that you are ultimately rejected as a candidate for studies at the AGH University of Science and Technology.

Nostrification of documents

According to the *Regulation of the Minister of Education and Science on the Nostrification of School Certificates and Maturity Certificates Obtained Abroad* of 6th April, 2006, any school certificate obtained abroad has to be legalized in the country in which it was issued and then presented to the local educational authority (*Kuratorium Oświaty*) in Poland in order to be nostrified (officially recognised).

The above does not apply to the certificates issued in the countries which have signed a bilateral agreement with Poland on the recognition of educational credentials. The list of current bilateral agreements can be found at the website: <http://www.buwiwm.edu.pl/rec/legal.htm#agree>.

Foreign credentials which give access to higher education abroad are recognized as such in Poland similarly to other school certificates. However they must contain a clause confirming that their holders have access to higher education institutions in their own country. In case the certificate does not include such a clause, the authorities of the school issuing the certificate may issue a separate note confirming this fact.

As in the case of other school certificates, the credentials issued in the countries with which Poland has signed an agreement on the recognition of qualifications for academic purposes need not be presented to Polish local educational authorities for the purpose of nostrification.

Further information concerning the obligatory nostrification procedure can be found at the website: <http://kuratorium.krakow.pl/index.php?ac=111&id=2210>.

Language certificates

Because the AGH University of Science and Technology educates students in highly complex and technical subjects, we need to ensure that your knowledge and command of English is good enough to handle the course of your choice.

You have two ways of informing us about your proficiency in English.

You can provide us with a certificate stating that English was the main language at your secondary school or the university you graduated from prior to applying to AGH-UST (in the case of applicants for MSc courses), and that all classes/ lectures and exams were conducted in English.

Such a certificate should be issued by your secondary school and/ or the university.

If the lectures at your secondary school and/ or the university were not conducted in English, you will need to provide us with **one of the following** certificates stating your proficiency in English:

- CAE, CPE, BEC Higher, CEIBT – certificates issued by the University of Cambridge Local Examinations Syndicate or by the University of Cambridge ESOL Examinations;
- IELTS – International English Language Testing System – above 6 points;
- TOEFL – Test of English as a Foreign Language – minimum of 500 points in the test part of the examination (or minimum 173 points in the test using the computer-based system) and at least 3,5 points in the written part TWE;
- ESOL – English for Speakers of Other Languages – First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level;
- IESOL – International English for Speakers of Other Languages – Communicator level, Expert level, Mastery level;
- EBC – English for Business Communications – Level 2, Level 3;
- EOS – English for Office Skills – Level 2;
- TOEIC – Test of English for International Communication – at least 750 points from the test part of the examination;
- TELC – The European Language Certificate – B2 Certificate in English – Vantage, B2 Certificate in English for Business Purposes – Vantage, Certificate in English for Technical Purposes (B2).

Accommodation

The AGH University of Science and Technology has a campus with halls of residence for the University students. It is the largest campus in Krakow, with 20 student houses capable of accommodating over 9,000 individuals.

Due to the fact that every year there are nearly 35,000 undergraduates and postgraduates studying at our University (including students from all over the country as well as international students), we unfortunately cannot provide every student with accommodation in one of the halls of residence.

Therefore, it is crucial for you to apply to the University as soon as possible, including information that you would like us to arrange accommodation for you in one of the student houses at the campus.

Legal Arrangements

Once you have been accepted as an international student to the AGH University of Science and Technology, the Faculty will provide you with a **Letter of Acceptance**, in which you will find the official confirmation of your acceptance to the Faculty and further information regarding the course you have been accepted for.

From that point you can start attending to other legal requirements and arrangements that will enable your stay in Poland.

This section is aimed at helping you to obtain the obligatory Health Insurance and a Student Visa, and also to advise you on how to apply for Temporary Residence Permit.

Health Insurance

As the *National Health Insurance Act* of February 1997 (Journal of Laws of the Republic of Poland, 1997, number 28, position 153, with further amendments) does not encompass individuals from other countries staying or residing in Poland, all non-Polish citizens visiting or studying at our University need to be insured against possible consequences of accidents and the cost of medical treatment, or they have to join the Polish National Health Fund immediately upon their arrival.

It is one of your responsibilities as an international student to ensure that you have valid insurance during your entire stay at AGH-UST.

The Department of International Relations can assist you in choosing a suitable insurance policy and/ or filling in necessary forms (in case they are provided entirely in Polish), but you will have to cover all insurance costs.

Please remember that if you opt for insurance against consequences of accidents and the cost of medical treatment, you will have to pay for any/ all doctor appointments not covered by your insurance policy (such as allergies, flu and/ or other medical conditions).

Joining the National Health Fund will allow your doctor appointments to be free of charge, but will not entitle you to any payments in the case of an accident or the need for hospital treatment.

Student Visa

After receiving a Letter of Acceptance (or before receiving the Letter if you wish so), you will need to apply for a Student Visa. Although Polish Embassies around the world can issue visas which may have different expiry dates, we encourage you to apply for a visa that will remain valid for at least 3 months (this will give you enough time to finalize all the legal and administrative aspects of your stay in Poland), though a visa valid for an entire year is preferred.

Please remember that the AGH University of Science and Technology sends the Letter of Acceptance only to you. However, upon a request from the Polish Embassy where you are applying for a visa, we can fax them a confirmation letter stating that you have been accepted as a student to AGH-UST. In such a case, we will also fax a copy of your Letter of Acceptance to the Embassy.

This should resolve any problems that you might have obtaining a visa. However, please remember to make sure that you meet any other requirements from the embassy.

In an unfortunate case of not being granted a visa, AGH-UST will refund your tuition fees, but will deduct the enrolment fee, which is non-refundable.

Temporary Residence Permit

Temporary Residence Permit is a document which allows you to stay in Poland for the period of no more than two years (after that you have to reapply for the Permit).

All non-European students intending to study in Poland full-time have to apply for the Permit in order to be allowed to stay in the country.

Please remember that you have to apply for the Permit **no longer than 45 days before your Visa expiry date**. The Department of International Relations will provide you with all necessary help (and in case you need a Polish speaking guide, we will arrange for a Polish student to help you with the formalities), but you need to bear in mind that most legal arrangements require your personal contact.

To apply for a Temporary Residence Permit, you will have to fill in an Application Form and submit various documents. Some of the documents will be provided to you by AGH-UST (such as a confirmation letter stating that you are a student at the University), but most of the documents you will have to provide yourself.

You will also be asked to prove that you have sufficient funds to cover your stay in Poland (a bank statement from your bank, or the bank of your financial supporter should be enough).

IMPORTANT:

If you are applying for a Temporary Residence Permit for the first time, you will be required to present the original of your Birth Certificate and a sworn (certified) translation of it. Please remember to collect the necessary documents before you leave your country.