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Frequently Asked Questions

for Incoming Erasmus+ Students

STUDY MOBILITY (SMS) • ACADEMIC YEAR 2026/27

Use this guide together with the current UKW website and the instructions sent to you by the International Relations Office.

Official information:
erasmus.ukw.edu.pl

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1. Nomination and application

Does this FAQ also apply to Erasmus+ traineeships?

Most answers below concern Erasmus+ study mobility (SMS). Traineeship students (SMP) follow a different procedure: first find a UKW supervisor or placement, agree on the traineeship programme, and prepare a Learning Agreement for Traineeships. The minimum traineeship period accepted by UKW is three months, and traineeships are not offered during the summer months. See the SMP - Traineeship section on the [How to Apply page](#).

Can I apply directly to UKW for Erasmus+ studies?

No. You must first be selected and officially nominated by your home university under a valid Erasmus+ agreement with UKW. After UKW receives your nomination, you will receive instructions on completing your application in the IRK registration system.

My home university nominated me, but I have not received any message from UKW. What should I do?

First, check your spam and junk folders and confirm with your home university that the nomination was sent to UKW with the correct email address. UKW can contact you only after receiving the official nomination. If the nomination has been confirmed but no message arrives, email olha.marharyta.azarkina@ukw.edu.pl and include your full name, home university, intended semester and the date on which the nomination was sent.

What are the nomination and application deadlines?

- Winter semester or full academic year: nomination by 31 May; application by 30 June.
- Summer semester: nomination by 30 September; application by 30 November.

Applications and missing documents submitted after the relevant deadline may not be accepted. Full instructions are available on the [How to Apply page](#).

Can I change, shorten or cancel my mobility?

Contact your home university and UKW as soon as possible. A change of semester, duration or mobility type is not automatic and may require a new nomination, updated documents and approval from both institutions. If you cancel, do not simply stop replying: inform olha.marharyta.azarkina@ukw.edu.pl in writing so that your application can be closed correctly. Also check the financial consequences with your home university and the cancellation terms of your accommodation and travel bookings.

Which documents do I need to submit?

Complete your [IRK application](#) and upload:

- the Application Form generated in IRK and signed by you;
- a recent Transcript of Records or a copy of your latest university diploma;
- proof of English proficiency at the minimum B1/B2 level specified in your application instructions;
- a copy of your passport or national identity card;
- any other document requested in the application system.

You must also complete your [Online Learning Agreement \(OLA\)](#). Make sure every file is complete, readable and uploaded to the correct section.

My profile photo is still awaiting approval. What should I do?

Wait until the photo has been checked. Once it is approved, download the Application Form from the Documents and Further Steps section, sign it and upload the signed form to your existing account. Do not create a second account.

When will I receive my Letter of Acceptance?

Your Letter of Acceptance can be issued only after your application and all required documents have been checked and accepted. If you need the letter for a visa application, complete your application as early as possible. Do not make non-refundable travel arrangements before receiving formal confirmation of acceptance.

Do I pay tuition fees at UKW?

Students admitted under an Erasmus+ or other valid exchange agreement do not pay tuition fees to UKW for their exchange studies. You remain responsible for accommodation, travel, insurance, food, local transport and other personal expenses.

Who should I enter in my Online Learning Agreement?

Use the following UKW contacts unless you have received different instructions:

Responsible Person at the Receiving Institution

Aleksandra Koperska-Kowalczyk, Head of the International Relations Office

incoming-erasmus@ukw.edu.pl

Contact Person at the Receiving Institution

Olha-Marharyta Azarkina, Incoming Student Advisor

olha.marharyta.azarkina@ukw.edu.pl

If your home university uses the [OLA platform](#), submit the agreement there. Do not email additional copies unless UKW asks you to do so.

My document was rejected or the application system is not working. Should I create a new account?

No. Keep your existing account and correct or replace only the document concerned. If a technical problem continues, email olha.marharyta.azarkina@ukw.edu.pl once and include your full name, home university, intended semester, a short description of the problem and a screenshot showing the error.

2. Courses, Learning Agreement and classes

Where can I find courses taught in English?

Use the official UKW [Course Catalogue](#). Check the semester, ECTS value, course restrictions and every note in the Information field. Do not select a course marked as unavailable for your mobility period. Courses for some language departments are provided separately; the relevant contacts are listed on the [How to Apply page](#).

Is the Learning Agreement also my final course registration?

No. The Learning Agreement is the academic agreement between you, your home university and UKW. It does not by itself guarantee a place in every class, create your final timetable or complete every UKW enrolment step. Follow the registration and timetable instructions sent by UKW before and during Welcome Week. If a course appears in your OLA but you have not received confirmation that you can attend it, ask the IRO or the relevant course contact.

Is every course in my Learning Agreement guaranteed?

No. A selected course may be cancelled, full, unavailable in your semester, restricted to a particular study area, or impossible to attend because of a timetable clash. If this happens, choose an available replacement from the catalogue, obtain the necessary approval from your home university and update the Changes during the mobility section of your OLA when instructed.

Can I choose courses from different UKW departments?

Generally yes, provided that the courses are open to incoming students, you meet any entry requirements, the timetables do not overlap and your home university approves the study plan. Check the department, campus location and restrictions in each course description. Courses offered by language departments may require direct contact with the department listed on the [How to Apply page](#).

How many ECTS credits should I take?

Your home university decides how many ECTS credits you must complete and which courses it will recognise. Discuss your study plan with your home coordinator before submitting the OLA. UKW cannot decide how a course or grade will be recognised or converted by your home institution.

When will I receive my timetable?

Detailed timetables are normally finalised close to the beginning of the semester and may still change during Welcome Week. Instructions will be sent by email. Check your inbox and spam folder regularly and use your UKW email account after it has been activated.

What should I do if two classes overlap?

Contact the relevant lecturer or course contact immediately and inform the IRO if you need to replace a course. When choosing an alternative, check both the class time and the campus location, as travel between UKW buildings may take time. Regularly missing part of one class to attend another is not an acceptable solution.

Can I change my courses after my Learning Agreement has been approved?

Yes, when a change is necessary. First discuss the replacement with your home university coordinator and check that the new course is available at UKW. Then update the Changes during the mobility section of your OLA as soon as possible and no later than the deadline communicated by the IRO. Removing a course from the OLA may not automatically remove it from other university records, so follow all UKW instructions. Do not delete your IRK account or cancel the original application.

A course was not approved by my home university. What should I do?

Choose another available course from the UKW catalogue, obtain approval from your home coordinator and update your OLA. If the semester has not started, replace the course as soon as possible. If the OLA system does not yet allow changes, prepare the replacement and submit it when the changes section becomes available.

Is attendance compulsory?

Attendance is generally required. Each lecturer explains the course rules, permitted absences, assessment method and exam requirements at the beginning of the course. Registration for a course does not allow you to skip classes and attend only the final exam.

When and how are examinations organised?

The examination periods are listed in the academic calendar on the [How to Apply page](#). The lecturer determines the exact date and form of assessment. Some tests, presentations or final assignments may take place before the official examination session, so do not book your departure until all assessment dates are confirmed.

What happens if I fail a course or exam? Can I retake it?

Contact the lecturer immediately and ask whether a resit is available under the course rules and when it will take place. Inform your home coordinator if the result may affect recognition or your required number of ECTS credits. A resit is not automatically available online or before the scheduled date, and UKW cannot guarantee an alternative assessment because you have already booked your return journey.

Can I take Polish or English language classes?

UKW offers free language classes for incoming Erasmus+ students. The English course consists of 30 hours and 4 ECTS and may be included in the Learning Agreement. The Polish course consists of 20 hours, carries no ECTS and does not appear on the Transcript of Records; participants receive a certificate of completion. Registration instructions are sent before or at the beginning of the semester.

3. Before arrival and Welcome Week

When should I arrive in Bydgoszcz?

For 2026/27, Welcome Week is scheduled for 1-9 October 2026 (winter semester) and 22-26 February 2027 (summer semester). Plan to arrive in time to take part and to start classes on schedule. The programme includes registration, essential academic instructions and practical information. Check the [How to Apply page](#) before travelling in case dates or arrangements change.

Which documents should I bring to Poland?

Bring the originals or valid electronic versions of the documents relevant to your stay, including:

- a passport or national ID card valid for the whole mobility period;
- a visa or residence document, if required;
- your Letter of Acceptance;
- your European Health Insurance Card (EHIC) or private insurance policy;
- your Learning Agreement and any forms required by your home university;
- your accommodation address and rental agreement;
- copies of important medical documents or prescriptions, if applicable.

Keep secure digital copies separately from the originals. Check with the Polish consulate whether additional documents are required for your nationality or visa.

What if my visa is delayed or I cannot arrive on time?

Inform olha.marharyta.azarkina@ukw.edu.pl immediately and state the reason for the delay and your expected arrival date. Once you receive your timetable, also contact the lecturers whose first classes you will miss. Late arrival does not automatically excuse absences or guarantee that you can remain enrolled in every course.

How do I travel to Bydgoszcz?

Bydgoszcz has an airport, a main railway station and a coach station. It is also accessible from airports in cities such as Gdańsk, Poznań and Warsaw. Check the practical routes on the [Arriving in Bydgoszcz page](#) shortly before travelling, as connections and timetables may change.

Does UKW provide airport or station pickup?

UKW does not provide a guaranteed official pickup service. If you have been assigned a Buddy, you may ask whether they are available to help, but pickup depends on the individual Buddy's availability and must be agreed directly in advance.

When will I receive access to my UKW account, email, Wi-Fi and student services?

Access is normally provided after your admission data have been processed and your arrival or registration has been completed. Some services may not be active before the semester begins. Follow the instructions sent by UKW for activating your university account, email, Wi-Fi, library and student systems. If access still fails after activation, use the indicated password-recovery or technical-support route and inform the IRO if the problem prevents you from completing an essential academic task.

4. Accommodation and everyday life

What is the Buddy Programme and what can my Buddy help me with?

The Buddy Programme connects incoming students with UKW students. A Buddy may provide practical advice, explain everyday matters and help you become familiar with the university and the city. A Buddy is not an accommodation agent, interpreter, guarantor, legal adviser, emergency service or member of university staff, and cannot be expected to pay deposits, sign contracts or complete official procedures on your behalf.

My Buddy has not contacted me. What should I do?

First, check your spam folder and confirm that the email address in your application is correct. If you still have no message, email olha.marharyta.azarkina@ukw.edu.pl and include your full name and home university. Buddy assignments depend on the availability of local volunteers.

Does UKW provide student dormitory accommodation in 2026/27?

Due to renovation work, UKW cannot offer Student House accommodation to international students during the winter semester of 2026/27. Winter-semester students must arrange private accommodation before arrival. From the summer semester of 2026/27, the UKW Student House is expected to become available again; room application and availability information will be sent directly to nominated students. UKW does not currently operate a waiting list or guarantee that a room will become available. The IRO and your Buddy may share practical advice, but they do not act as landlords, letting agents or guarantors. Verify private offers carefully and use the resources on the [Accommodation page](#).

Will UKW or my Buddy find a private room for me?

The IRO and your Buddy may share information and practical advice, but they do not act as landlords, letting agents or guarantors. The rental decision and contract are between you and the owner or agency. Listings shared on external websites are not offers made or guaranteed by UKW.

When will I receive my UKW student identity card?

You will receive instructions after your arrival and registration. Your Polish student identity card confirms your UKW student status and is normally required to use statutory student discounts. Always carry valid proof of entitlement when travelling with a reduced-fare ticket.

Can I use student discounts on public transport before receiving my UKW student card?

Foreign students under 26 may use a valid ISIC or EURO26 Student card issued abroad on Bydgoszcz municipal transport until they receive their Polish student card. Other foreign university cards may not be accepted. Check current fares and accepted documents on the [UKW Public Transport page](#).

Do I need a PESEL number?

A PESEL number is not required simply to begin your exchange studies, but it may be useful for some public and administrative services. For example, when buying a personal long-term public transport ticket in [Jakdojade](#), students without a PESEL number may enter their date of birth instead.

Do I need a visa or residence permit?

EU/EEA and Swiss citizens do not need a visa to enter Poland. Non-EU/EEA students must hold a valid passport and the visa or other residence document required for their entire stay. Requirements depend on nationality and individual circumstances. Check them early with the competent Polish consulate and on the [official Polish government portal for foreigners](#). UKW cannot issue a visa, extend its validity or guarantee a positive immigration decision.

Is address registration (meldunek) the same as registering or legalising my stay?

No. Registering your address (meldunek) and registering or legalising your residence are separate procedures. Foreigners living in Poland should check the official address registration guidance. EU/EEA and Swiss citizens staying longer than three months should also check the official residence registration rules. Your landlord may need to provide documents confirming your right to live at the address.

What health insurance do I need?

EU/EEA students should obtain a valid European Health Insurance Card (EHIC) before arrival. It provides access to medically necessary public healthcare during a temporary stay under the applicable Polish rules, but it is not a replacement for travel insurance. Non-EU/EEA students must have health insurance valid for their entire stay in Poland. Private insurance should clearly cover medical treatment and hospitalisation in Poland. Read the current guidance on the [UKW Health page](#).

Where can I get medical or psychological help?

For non-emergency medical care, follow the options listed on the [UKW Health page](#). UKW also offers free psychological consultations, including support in English. In a life-threatening emergency, call 112.

What should I do in an emergency or if my passport or ID is lost or stolen?

In an immediate threat to life, health or safety, call 112. If your passport or ID is lost or stolen, report the theft to the police where appropriate and contact your embassy or consulate for instructions and a replacement or emergency travel document. Contact your bank immediately if payment cards were also lost. Inform olha.marharyta.azarkina@ukw.edu.pl and your home university if the incident affects your studies, legal stay or planned travel. The Buddy Programme and the IRO are not emergency services.

What support is available for students with disabilities or additional needs?

Contact olha.marharyta.azarkina@ukw.edu.pl as early as possible, preferably before arrival, and explain what support you may need. UKW's Disability Services can advise on accessibility, study support and available adjustments. Some arrangements require documentation and time to organise.

5. Documents during and after the mobility

How can I obtain a Certificate of Arrival or Certificate of Stay?

Send the form provided by your home university to olha.marharyta.azarkina@ukw.edu.pl or bring it during office hours. The start date can be confirmed only after you have arrived and completed the required registration. The end date can be confirmed only after you have completed your academic obligations. Certificates cannot confirm future or inaccurate dates.

When should I book my return journey?

Check the academic calendar and wait until lecturers confirm all exam, presentation and final-assignment dates. Do not assume that an assessment can be taken online or moved to an earlier date. Any exception must be agreed with the lecturer in advance.

When will my Transcript of Records be ready?

The Transcript of Records can be prepared only after all final grades have been entered and verified. Check that every course and grade is complete. If a grade is missing, contact the lecturer first and then inform olha.marharyta.azarkina@ukw.edu.pl if the matter remains unresolved. Your home university is responsible for recognising the credits and converting the grades.

Can I extend my Erasmus+ stay at UKW?

An extension is not automatic. Contact your home university first. It requires approval from both universities, an updated Learning Agreement and completion of all required formalities before your current mobility period ends. Accommodation and Erasmus+ funding are not guaranteed by an academic extension.

6. Contacting the International Relations Office

Who should I contact?

For general incoming Erasmus+ matters, write to olha.marharyta.azarkina@ukw.edu.pl unless you have been instructed to contact a named adviser. For questions about the content, assessment or schedule of one course, contact the lecturer or the course contact shown in the [Course Catalogue](#).

To help us answer quickly, send one clear email and include:

- your full name;
- your home university;
- your mobility semester;
- the course name and code, if relevant;
- a short description of the issue;
- a screenshot or document, if needed.

Please do not send the same message separately to several UKW staff members. Office contact details and opening hours are available at the bottom of the [Erasmus+ UKW website](#).

