

# PJAIT ERASMUS+ STUDENT GUIDEBOOK FOR INCOMING STUDENTS

## ENROLLING STEP BY STEP

1. Browse PJAIT's selected specialization study program: courses and its syllabuses. The study programmes are here:  
[New Media SYLLABUSES and PROGRAM](#)  
[> interior design E+ recommended courses](#)  
[IT SYLLABUSES and PROGRAM](#)
2. Choose the courses for your Learning Agreement with your Erasmus Coordinator. The PJAIT data for LA can be found in [the Factsheet](#)
3. It is advised for you to choose courses of a specific semester and level of study – parallel to your level of study at your home university.
4. You are however allowed to choose from BA and MA level courses at PJAIT. Mind though it can weaken your social experience – it will be harder for you to integrate and being supported by students community while not sharing the same study path with specific group of students. One year group of students at PJAIT are divided into numerous groups of 15 persons max (eg. 7 groups at the New Media Dep., BA )
5. Please mind while making choices for your LA: the courses cannot interfere – cannot be taught at the same time.  
you can check courses' timetable in [PJAIT's classes' schedule](#). It's easy to find a specific course by looking (ctrl+F) for 3-letter+digits symbols of the course. The schedule is organized by days of the week.
6. Your University's Erasmus+ coordinator has to e-mail us ([pjint@pja.edu.pl](mailto:pjint@pja.edu.pl)) your nomination before 30th of June(1st semester application) / 30th of November (2nd semester application)
7. Fill [our online application form](#) ASAP after your nomination has been sent from your university to PJAIT (up to 2 weeks after the nomination has been sent)
  - a. You will be asked to attach your CV when filling the form

- b. If you are an art / design student, please attach PDF / paste a link to website of your portfolio.
8. Join the FB groups for an ease of communication with PJAIT's students:  
[PJAIT exchange students' group](#)  
[general group of all PJAIT's students \(mostly in Polish\)](#)
9. Find yourself a place to stay in Warsaw for the mobility period. PJAIT does not rent or own student dorms.

It is worth to ask PJAIT students (eg. via FB groups - look above), who will be studying abroad at the same time: is it possible eg. to rent their flat during their mobility period.

try searching FB groups. *Rent a flat in Warsaw* = **Wynajem mieszkania Warszawa**  
*Rent a room in Warsaw* = **Wynajem pokoju Warszawa**

**biggest Warsaw rental FB groups:**

<https://www.facebook.com/groups/warszawa.pokoje.mieszkania.wynajem>

<https://www.facebook.com/groups/wynajemwarszawa/>

**OLX:** <https://www.olx.pl/nieruchomosci/mieszkania/warszawa/>

**Gumtree:**

<https://www.gumtree.pl/s-mieszkania-i-domy-do-wynajecia/warszawa/v1c9008l3200008p1>

10. Check your e-mail and PJAIT exchange FB group for an announcement of the [Orientation Day](#). It's obligatory for you to come to Warsaw and join that event, if you are coming for the 1st semester. It is organised usually about a week before the academic year starts.
11. Get to know our special [Orientation Info presentation](#) for PJAIT newcomer students, save the link for future reference.

**DURING THE SCHOLARSHIP STAY**

1. Visit the PJAIT's International Office ASAP after your arrival – you will get all the info and support needed from:  
the coordinator [Olga Wroniewicz](#) (mob. +48 512 957 767)  
the officer [Arkadiusz Frydrych](#) tel. +48 22 58 44 544 (general - for the office)  
address:  
[PJATK \(PJAIT\)'s main building: Koszykowa 86, Warsaw](#), ground floor, room 16 (straight on from the main entrance, c.a. vis a vis the library)
2. Get to know your schedule; The timetable of courses and labs is here:  
[PJATK /PJAIT classes timetable](#)

3. you will get an PJAIT student number when you arrive. Student's number is integrated with your PJ's e-mail account: '[studentNo'@pjwstk.edu.pl](mailto:studentNo@pjwstk.edu.pl). your Student number lets you log-in to any of the school's computers (your own account in Academy's cloud)
4. WIFI is free and available to all the students at PJAIT's campus through an international EDUROAM system. To log in via eg. your laptop: choose eduroam network. Login = your PJAIT e-mail, password = a password to your PJAIT account (vide pt. 3).
5. Check your student (@pjwstk.edu.pl) e-mail daily for important info from your teachers. PJAIT's communication policy relies on e-mails. Checking Academy's e-mail account is obligatory for all the students.
6. It is advised during the first week of the semester to browse the courses and get to know their aims. During the 1st week you can attend as many courses as you wish. It is to help you decide on the courses you find most interesting and relevant, in case you are allowed to propose changes in your Learning Agreement by your home Erasmus coordinator.
7. Regarding the choice of courses: you can suggest changes to your Learning Agreement after you arrive. you have to pass the final decision to your home, and PJAIT's International Office during the **first 2 weeks of the semester**. This is **the latest moment for changing the choice of courses**.
8. PJAIT students are obliged to follow the strict attendance policy: 80% minimum for all courses and lectures they have taken.

#### **AFTER RETURNING TO HOME COUNTRY**

1. Please share some photos of your stay in Warsaw with us. We will be happy to share it, to further promote Erasmus mobility for students :)
2. If you've been studying at the New Media Department – please share the projects you created at PJAIT: posters, case studies, animations, etc. We would love to make it visible to promote the value of the mobility.
3. Please share your experience at PJAIT with your colleagues at your home university.