

## **Attachment 4: Fragments of the text of the Guide.**

### **Chapter I.1 Why study here?**

#### **a) General information**

Academy of Fine Arts in Gdańsk:

→ is the most significant artistic Academy in the North of Poland, with almost 75 years of tradition

→ is located in the central old town of historical Gdańsk in monumental buildings (the Great Armoury, the English House, the Small Armoury, the Thatch Bastille)

→ about 200 academic staff, with a broad experience and achievements in the area of art and design

→ currently at ASP in Gdańsk studies almost 1000 students on both undergraduate and postgraduate levels

→ in December 2015 there was an opening of the Armoury of Arts, which bases on the ground floor of the Great Armoury, and in a framework of which ASP in Gdańsk presents the cultural offer of exhibitions, workshops, lectures, debates, conferences and special events with the participation of outstanding artists, designers and art theoreticians from Poland and all over the world. Armoury of Arts project is an expansion of cultural activities of ASP in Gdańsk.

→ in January 2018 there was an opening of PATIO - the unique space designed for cultural events where words, ideas and creative activities infiltrate each other. It is an open and safe place for a broad group of people who want to commune with art every day. The scientific and academic staff, students and employees of the Academy of Fine Arts together with the participants of the cultural program implemented in the new Patio, want to revive ideas and lead projects through dialogue, visual techniques and widely understood creation.

For 75 years, the Academy of Fine Arts in Gdańsk has had great pleasure in educating new creators, who participate in the most important events in the area of culture, art, and design, locally, nationally and abroad. We perceive culture as open, functioning in the public space, based on dialogue, co-created by artists and

viewers. This is why, with attentiveness and engagement, we prepared a diverse cultural and educational offer aimed at art lovers of all ages. Experienced and entitled lecturers will open to you the richness of artistic techniques, means of communication and the newest methods of design. Spacious and well-equipped studios will allow you to make your bravest visions come true.

b) Facts and figures (a mandatory infographics with information given below):

- Foundation year 1945,
- 75 years of tradition,
- 3 monumental buildings (the Great Armoury, the English House, the Small Armoury),
- public institution,
- 4 Faculties (Faculty of Architecture and Design, Faculty of Graphics, Faculty of Painting, Faculty of Sculpture and Intermedia),
- Fields of study - 7 (Design, Design of Cultural Landscapes, Interior Design, Graphics, Intermedia, Painting, Sculpture),
- Academic staff – 200,
- Total number of students – 800,
- International agreements under the Erasmus + program – 100.

c) Campus – buildings (a mandatory infographics with information given below):

Academy is located in three different buildings:

- 1) The Great Armoury [Wielka Zbrojownia] – administration, the Faculty of Architecture and Design and the Faculty of Painting, Targ Węglowy 6 (54°21'02.6"N 18°38'56.6"E),
- 2) The Small Armoury [Mała Zbrojownia] – the Faculty of Sculpture and Intermedia, Plac Wałowy 15 (54°20'31.0"N 18°38'47.0"E),

3) English House [Dom Angielski] – the Faculty of Graphics and Student Dorm,  
Chlebicka 13/16 (54°20'55.3"N 18°39'19.5"E).

#### d) Faculties and courses

The Academy offers education within the framework of four faculties in the following fields of study:

##### 1. Faculty of Architecture and Design

1st and 2nd cycle programmes (3 + 2 years):

Design

Interior design

Design of Cultural Landscapes

##### 2. Faculty of Graphics

1st cycle studies (3 years):

Graphics

Graphics - specialisation Animation

2nd cycle studies (2 years):

Graphics – specialisation Artistic Graphics

Graphics – specialisation Graphic Design

##### 3. Faculty of Painting

Long-cycle Master's degree programme (5 years):

Painting

##### 4. Faculty of Sculpture and Intermedia

Long-cycle Master degree programme (5 years):

Sculpture

1st cycle studies (3 years):

Intermedia

Intermedia – specialisation Photography

2nd cycle studies (2 years)

Intermedia

Intermedia – specialisation Photography

The list of courses is available here: <https://akademus.asp.gda.pl/pl/katalog/>

## **Chapter I.2 International Relations Office**

The International Relations Office is located in the building of the Great Armoury, room no. 210, 2nd floor.

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Academy of Fine Arts in Gdańsk,

Targ Węglowy 6

80-836 Gdańsk Poland

#### Opening hours

Monday 10:00-14:00

Tuesday 10:00-14:00

Wednesday closed

Thursday 10:00-14:00

Friday 10:00-14:00

#### a) Buddy programme

With separate e-mail, each of incoming students gets a contact to Buddy – one of Academy's regular students, who is going to help you with organising your stay at our Academy.

#### b) Welcome meeting

It takes place each semester, a few days before the classes start.

During the meeting you will learn about the basics of our daily academic life, you will be given timetables and be able to ask all burning questions. You will also participate in the sightseeing tour and the integration event.

Please, do not arrive late!

### **Chapter I.3 Organisational matters**

#### a) The Academic year calendar

The academic year in Poland is divided into two semesters of 15 weeks each – the winter and the summer semester.

Winter semester: 01.10.2020–07.02.2021

Exam session: 01.02.2021–07.02.2021

Holiday break: 24.12.2020–06.01.2021

Days off: 01.11.2020, 11.11.2020

Summer semester: 08.02.2021–07.06.2021

Exam session: 01.06.2021–07.06.2021

Holiday break: 02.04.2021–06.04.2021

Days off: 01.05.2021, 03.05.2021, 03.06.2021.

#### b) Course registration and courses in English

For major courses, you will register at your Department after your arrival. Departmental Coordinator will advise you in that process. It might be possible to take courses from other faculties, but each of your choices must be accepted by a professor that teaches particular class/ studio. As there are limits of students in some classes, please be aware that not all of the courses that you are interested in may be available for you. You have to make your final choices within 2-3 weeks after your arrival. Final registration to the courses has to be confirmed by the Erasmus+ Coordinators.

#### Educational offer for foreign students

All of the theory courses that we offer are in Polish. For that reason, we organise some theory courses exclusively for our Erasmus+ students that are taught in English. There will also be an English offer of some practical courses and studios organised in response to the needs and interests of most of the candidates (based on your application forms). We highly recommend you to choose as many of the subjects designed for Erasmus students as possible as your studying process will be more efficient this way. You'll be informed with a separate e-mail once the additional courses offer is ready, and then you'll be asked to fill in your Learning Agreement through the on-line system.

#### Polish language course

During the semester you will participate in a Polish language course - it is obligatory, takes place once a week, and will be rewarded with 1 ECTS point.

#### c) Examination and grading scheme;

There are two assessment methods at the Academy of Fine Arts in Gdańsk:

- 1) the student will be assessed on the scale A-F (A=excellent -F=fail)
- 2) the student will be assessed "Passed" or "Failed", without a mark.

Description of the institutional grading system:

ECTS Grade	Local grade
A	5,5 or 5,0
B	4,5
C	4,0
D	3,5
E	3,0
F	2,0

d) Student ID

It gives you discounts for public transport (up to 51%), cinemas, theatres, clubs, pubs etc. The cost is 22,00 PLN and needs to be paid on our first meeting. It is not obligatory to have it issued.

e) Library & Wi-Fi

During your stay, you have a right to use our Library and a Wi-Fi free of charge. If you already have an Eduroam account, it should be connected with our network automatically. If not, we will explain to you how to get registered to the student internet network during our Orientation Day.

f) Akademos System

Akademus is the Academy's system that provides access to all necessary information related to the student's course of study, among others, grades, deadlines, application procedure and forms. Incoming students register in the system during the application procedure and continue using their functionalities while staying at the Academy.

g) Insurance & healthcare

EU citizens – people who reside on the territory of Poland temporarily, are entitled to use free medical services pursuant to the European Health Insurance Card (EHIC) in the units with a sign of National Health Fund (NFZ- Narodowy Fundusz Zdrowia).

Non-EU citizens – before coming to Poland, every student should arrange health insurance (f. e. ISIC or EYCa). According to domestic regulations concerning medical care, citizens outside of the EU are obliged to bear costs related to medical services. Their insurances later cover such charges. Unfortunately, you cannot expect the health service employees to speak English; you should rather take with you someone who could translate for you.

Please note:

- If you suffer from any chronic problems, need a continues medical treatment or are under permanent medical supervision, remember to:
  - take the documentation of your health history,
  - check the medication equivalents available in Poland (some-times your medication might be available under a different name),
  - ask with your insurance provider, which health care and services points do they cooperate with.
- Contraceptive pills are on prescription in Poland
- In case of lack of the EHIC or equivalent document a patient will have to cover the costs of a service by her/himself



- With EHIC card you can visit all health centres that have the NFZ sign on the outside of the building (have the contract with NFZ) In the area of the City Centre there are many to be found, for example:

- Health care centres, where you can make an appointment with a first-contact doctor: Wałowa Street 27, Żabi Kruk 10, Jaskółcza 7, Aksamitna 1

- Hospitals and emergency points:

Copernicus, Nowe Ogrody 1-6, Emergency department contact no.: 58 764 01 16

You can also use private health centres and cover costs by yourself. The advantage is that at the private sector you rarely meet long queues to make an appointment and for a visit itself, as they mostly happen in the public sector. The prices for a necessary consultation differ between 80–120 PLN; you pay additionally for each professional examination or laboratory check-up.

- Most common private health care centres:

Luxmed – Wileńska 44, Aleja Zwycięstwa 49

Medicover - Aleja Grunwaldzka 472A

h) Principles of studying in Poland for foreigners

You can study in Poland as a foreigner on the basis of rules defined within/by:

- international agreements,
- agreements concluded between a higher education institution and foreign entities,
- decision of the minister competent for higher education,
- decision of the rector of a higher education institution.

Studying on terms applicable to foreigners, you can:

- be awarded a scholarship by a Polish partner,
- study on a tuition fee-paying basis,

- study free of tuition fees and with no scholarship entitlement,
- be awarded a scholarship by the sending partner (for example your country or university), and free of tuition fees,
- be awarded a scholarship by Polish higher education institutions.

Students who do not fall under the rules applicable to Polish citizens have to pay fees as defined by higher education institutions.

Studying on terms applicable to foreigners does not provide an entitlement to state budget financial support. Foreigners with officially confirmed Polish descent are entitled to a 30% fee discount.

### Application

The additional standard requirements for foreigners include:

- confirmation of sufficient knowledge of the instruction language to enter the chosen course,
- a high school diploma and – if applying to 2<sup>nd</sup> or 3<sup>rd</sup> cycle studies – a diploma from the previous cycle of study (for example: a BA diploma is necessary to apply for an MA course).

You will also be asked to prove that you have the predispositions and qualifications required by the Academy of Fine Arts in Gdańsk.

To receive detailed information on Academy's recruitment process, please contact our Admissions Office: [biuro.rekrutacji@asp.gda.pl](mailto:biuro.rekrutacji@asp.gda.pl)

#### i) Tuition fees

If you study on a tuition fee-paying basis, the tuition fee is 5500 EUR per academic year.

#### j) Recognition of foreign school certificates and diplomas in Poland.

Foreign certificates of education may be recognised in Poland on the basis of international agreements or, in the absence of such agreements, according to the

regulations on nostrification. International agreements, to which the Republic of Poland is a party, regulating the legalisation of foreign diplomas can be found on the website of the Ministry of Science and Higher Education (see [www.mnsw.gov.pl](http://www.mnsw.gov.pl))

### **Chapter III.4 Basic safety rules in Poland**

- Avoid isolated areas, especially when walking in the evening or at night. Let your roommates or friends know where you are going and what time you expect to be back.
- Remain particularly attentive in crowded places (streets, clubs, concerts), don't leave your possessions unattended, especially documents and money; when you leave your dorm room, lock it.
- Never leave valuables (ex. money, mobile phone etc.) in easily accessible and visible places.
- Avoid carrying a large amount of cash on you, especially when you go to a party. Buy your tram/ bus ticket home in advance or do not forget your ZTM card/ Student ID card (valid monthly ticket). Check the route home using ZTM maps: <https://ztm.gda.pl/planowanie-podrozy/schematy-komunikacyjne,a,25> or jakdojade.pl service <https://jakdojade.pl/trojmiasto/trasa/>
- Cross the street only at the zebra crossing and when the traffic lights are green.
- Don't drink alcohol in public places.
- Don't smoke in public places, except in designated zones.
- Don't drive vehicles (a car, a bike) under the influence of alcohol (in Poland it is admissible to drive motor vehicles if the concentration of alcohol in the blood is lower than 0.2 per mil).
- Don't leave your drinks unattended at parties or in clubs- somebody could add

something to them.

- You will be fined for ticket evasion.
- Cycle only in bike lanes, and in case there is no bike path- on the side of the street; get off the bike and walk across the zebra crossing unless there is a horizontal sign on the road allowing cycling through the street.
- Remember! Drugs (even so-called 'soft') are prohibited in Poland. You can be charged with a criminal offence for drug possession.
- Use legal software on your computer.
- Keep your family updated on your travel plans and your contact information (phone numbers, e-mail addresses). Leave them contact numbers to people who may know where you are.

### Chapter III.5 Useful words and phrases

Please – *proszę*

Hello – *Cześć*

Good morning – *Dzień dobry*

Goodbye – *do widzenia*

Thank you – *Dziękuję*

Excuse me – *Przepraszam*

Yes – *tak*

No – *nie*

I don't know – *Nie wiem*

I don't understand – *Nie rozumiem*

Do you speak... – *Czy mówisz...*

...English? – *...po angielsku?*

...German? – *...po niemiecku?*

...Spanish? – *...po hiszpańsku?*

I don't speak Polish – *Nie mówię po polsku*

What is your name? – *Jak masz na imię?*

My name is Emily. – *Mam na imię Emily.*

How are you? – *Jak się masz?*

I am lost. – *Zgubiłem się.*  
Where is the bathroom? – *Gdzie jest toaleta?*  
Food – *jedzenie*  
Water – *woda*  
Attention! – *Uwaga!*  
Ticket – *bilet*  
One ticket to...please – *Jeden bilet do...*  
You're welcome – *Nie ma za co*  
Train – *pociąg*  
Bus – *autobus*  
Airport – *lotnisko*  
Train station – *dworzec*  
Bus station – *dworzec autobusowy*  
1 – *jeden*  
2 – *dwa*  
3 – *trzy*  
4 – *cztery*  
5 – *pięć*  
6 – *sześć*  
7 – *siedem*  
8 – *osiem*  
9 – *dziewięć*  
10 – *dziesięć*