

Coming IN

Application and recognition procedure

Application Procedure - Erasmus+: detailed instructions.

Please keep in mind that applying to the Lodz Film School you have to have required level of the **English** (or **Polish** for some classes) appointed in the bilateral agreement signed between your home institution and the Lodz Film School. Whereas, the Lodz Film School has to have sufficient number of free places to accept more participants.

All applications from prospective Erasmus+ Students are administered by the International Relations Department at the Lodz Film School. Your application must reach us not later than, for winter semester or the whole year, and not later than for spring semester.

If you wish to apply to the Lodz Film School as an Erasmus+ student, you must submit by e-mail the following documents:

- Learning Agreement
- application form (approved by home institution)
- Portfolio: a file or a link.

Learning Agreement: in section Receiving Institution, please state as the contact person Institutional Erasmus+ Coordinator Ms Dagna Kidon (dkidon@filmschool.lodz.pl).

The responsible person at receiving institution should be Department Erasmus+ Coordinator of the Faculty you want to apply for.

The Faculty Erasmus+ Coordinators:

- **Film and TV Direction Department:**
Jakub Mikurda jmikurda@filmschool.lodz.pl
 - Direction
 - Film editing
- **Direction of Photography and TV Production Department:**
Aleksandra Chrapowicka winc99@gazeta.pl
 - Direction of photography
 - Animation and special effects
 - Photography
- **Film Art Organization Production**
Anna Pachnicka annapachnicka@wp.pl
- **Acting Department**
Małgorzata Flegel malgorzata.flegel@gmail.com

APPLICATION STEP BY STEP

1. To apply for a study at the PWSFTviT firstly you must check if your university has an interinstitutional agreement.
2. If yes, you have to succeed in the selection procedure at your home university.
3. Your Erasmus Coordinator must inform the PWSFTviT Erasmus Coordinator about this fact.
4. You must send by email **application form** along with **learning agreement** and **portfolio**. Please do not send your movies in file, if you have them, but just send the links to Ms Dagna Kidoń dkidon@filmschool.lodz.pl. By sending the application documents the applicant confirms that he/she knows and understands the exchange programme regulations.
5. If all above mentioned documents reach us on time and you will succeed in the selection procedure, the PWSFTviT 's International Office will send you an **Acceptance e-mail**. Please note that PWSFTviT reserves the right to reject proposed students on the grounds of incorrect submission of required document (form and deadline), standard of portfolio and availability of places.
6. You can contact the PWSFTviT International Office if you have any questions related to your stay in our city.
7. You come to Łódź, study hard and enjoy your stay at the PWSFTviT.
8. After passing all the exams you are required to come with your Exams Results Slip, Student's Clearance Slip and your student card to the International Office. All the documents can be found in "Downloads" section. Then the International Office will prepare the final documents.

DEPARTURE INFORMATION – BEFORE YOU GO BACK HOME:

You have to inform the International Office about the day of your departure in advance (at least two weeks earlier) so your documents can be prepared before you leave.

Final documents

In order to receive the final documents Erasmus+ students have to deliver the following documents to the International Office:

- Exams Results Slip
- Student Card
- Student Clearance Slip

The recognition of your mobility achievements will be documented in the final documents (courses, marks, ECTS). In order to receive the document you need to deliver the Exam Results Slip with other above mentioned documents to International Office. The final documents will contain the information about the course (either semester or whole academic year), local marks and their equivalents in ECTS grading scale together with the grade distribution table, number of ECTS points.

Course Catalogue and grading system

As an incoming student you have to choose courses within one department. Depending on your polish language level you will be able to choose more classes – information about polish level is always written in the catalogue. Studying in Acting Department is possible only for polish speaking students (minimum level B1). If you have any questions related to the educational offer please contact relevant Department Coordinator.

PWSFTviT GRADING TABLE - *soon*

Grades (from highest to lowest passing grade)	Percentage of each grade with respect to the total passing grades awarded
6.00	
5.00	
4.50	
4.00	
3.50	
3.00	

GRADING ASSESSMENT SCALE:

- 6 excellent
- 5 very good
- 4,5 good plus
- 4 good
- 3,5 satisfactory plus
- 3 satisfactory
- 2 fail

Polish for foreigners

Please, keep in mind that all the courses are taught in **Polish**. However, professors can communicate and work with you individually in **English**. Yet, some of the classes requires a good Polish level. Information about language requirements can be found in the Course Catalogue. Acting Department classes are dedicated only to Polish speaking students (B1 level is the minimum).

The Lodz Film School offers an intensive polish course for foreign students. Classes are run Monday-Friday. For enquiries and application please contact Jolanta Axworthy

jax@filmschool.lodz.pl, +48 42 27 55 820

Accommodation, insurance, visa

The Lodz Film School can provide some Erasmus+ students with accommodation.

The students interested in our dormitory's offer need to fill in the Application Form and has to fulfill the conditions included in the Rector's Order number 15/2007.

The dormitory is located in the city center 10 min from the Film School.

Łódź, 189/191 Piotrkowska

St. Dormitory manager: 42 6366 980

Dormitory switchboard: 42 6366 066, 42 6366 673

ds@filmschool.lodz.pl

Dormitory reception is open daily 7 a.m.– 10 p.m.

The applications must be sent until 30 July.

The student can stay at the dormitory from 1 October till 15 July

In the new academic year, to confirm the intention to stay at the dormitory the student should pay to the dormitory manager the October fee by 30 September. The payment for the dormitory should be made to the manager by 15th day of a given month for that month. An extra charge of 0,50 PLN per day will be made for delayed payment.

The students who wish to stay at the dormitory in September pay at the start of their stay

The fees:

- 250 PLN –monthly fee for a place in a 2 and 3-person room
- 270 PLN –monthly fee for a single room

Single rooms are available only to fourth and fifth year full time students

dorm application and Rector's order can be found in the "Download" section

<http://www.film school.lodz.pl/fileups/stu/stu5262804899a9brector-pwsfbx.pdf>

INSURANCE AND HEALTH CARE

Students of non-Polish origin are obliged to take out medical care/health insurance in their country or hold a European Health Insurance Card (EU citizens) valid for the whole period of stay in Poland. You may also take out an additional medical insurance in Poland.

Students who do not have the European Health Insurance Card should act according to the instructions given by their insurance company advisor. In case of problems with finding the proper medical centre, please contact the International Office.

In case of emergencies you may visit the Emergency Care Unit (Pogotowie Ratunkowe, 137/141 Sienkiewicza Street, Łódź). In serious cases you may call 999 from a stationary phone or 112 from a mobile one.

Accident Insurance

Students of non-Polish origin are obliged to take out accident insurance in their country of origin valid for the whole period of stay in Poland. You may also take out an additional accident insurance in Poland. To learn more about the accident insurance options offered by the Academy, please contact the International Office.

TRAVEL DOCUMENTS, RESIDENCE PERMIT, REGISTRATION OF TEMPORARY RESIDENCE

All the procedures connected with the above mentioned issues may vary according to the country the student comes from.

Citizens of EU member states

Travel Documents

Exchange students who are citizens of the EU do not need a passport or a visa to enter Poland. However, they have to have an official, valid proof of identity with them.

The list of countries whose citizens may enter Poland without a visa is available here: [http://www.msz.gov.pl/en/travel to poland/entering poland/visa free/visa free countries](http://www.msz.gov.pl/en/travel%20to%20poland/entering%20poland/visa%20free/visa%20free%20countries)

Residence permit

EU citizens who plan to stay in Poland for more than 3 months for study purposes need to apply for a residence permit. The application should be submitted to the Łódź Voivode no later than on the day following the period of 3 months counting from the day of entering the territory of Poland.

The applicant should submit:

1. 4 copies of the application for the residence permit for a defined period of time (http://www.paszporty.lodzkie.eu/data/other/wniosek_o_zarejestrowanie_pobytu_obywate_1.pdf) – the application form has to be submitted in Polish;
2. 2 photocopies of a valid travel document, or another document confirming the identity and nationality of the applicant;
3. a declaration of the date of crossing the Polish border and a declaration of the address of temporary residence;
4. a certificate confirming the admission to or continuation of the studies issued by the entity in charge of the studies issued by the International Office;
5. a document confirming the availability of funds to cover the costs of living;
6. one copy of the European Health Insurance Card valid for the period of stay

Please, remember to have the originals of the copied documents with you during the procedures at the Voivode Office.

Since the documents need to be prepared in Polish the International Office or the Erasmus coordinator will be glad to help you with the necessary paperwork.

All the documents should be submitted to the Department of Citizen Affairs and Foreigners (Wydział Spraw Obywatelskich i Cudzoziemców) on 103 Piotrkowska Street, room 11 or 12 (1st floor):

Opening hours:

Mon., Wed., Fri. : 8 am – 3:45 pm

Tue.: 10 am – 5:45 pm.

The EU citizen whose stay was registered receives a registration certificate issued by the Voivode. During the 1st visit at the office you will be informed when and where you will receive the certificate.

Registration of temporary residence for dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw Obywatelskich, Oddział Ewidencji Ludności, Łódź, 47 Zachodnia Street, 2nd floor, room 220).

The applicant should submit:

- a copy of the registration of temporary residence application form (downloadable from <http://bip.uml.lodz.pl/index.php?str=16&id=10224&PHPSESSID=084d89ce183c5b2277b895591>– Formularz);
- a valid travel document, or another document confirming the identity and nationality of the applicant;
- the residence permit issued by the Voivode;

Registration of temporary residence for non-dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw Obywatelskich, Oddział Ewidencji Ludności – ask your landlord about the address of the correct office for the area of your residence).

The applicant should submit:

- a copy of the registration of temporary residence application form (downloadable from <http://bip.uml.lodz.pl/index.php?str=16&id=10224&PHPSESSID=084d89ce183c5b2277b895591>– Formularz); the form requires your landlord's confirmation;
- a valid travel document, or another document confirming the identity and nationality of the applicant;
- the residence permit issued by the Voivode;
- a rent agreement with the landlord stating the period of residence.

Non EU citizens

Travel Documents

Students who are not citizens of the EU need to obtain a visa from a Polish embassy in their native country before entering Poland. The list of countries whose citizens may enter Poland without a visa is available

here: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries

For further information on applying for a visa, the validity period of visas and visa application fees visit the webpage of the Polish embassy in your country or of the Ministry of Foreign Affairs of the Republic of Poland: http://www.msz.gov.pl/en/travel_to_poland/visa/visa

Residence permit

Foreign students who plan to stay in Poland for more than 3 months for study purposes need to apply for a residence permit. Application for the permit should be submitted to the Łódź Voivode at least 45 days before the lapse of the period of stay based on a visa or a period for which the previous permit has been granted.

The applicant should submit:

1. 4 copies of the application for the residence permit for a defined period of time (http://www.paszporty.lodzkie.eu/data/other/wniosek_o_udzielenie_zezwolenia_na_zamie_2.pdf) – the application form has to be submitted in Polish;
2. 5 up-to-date, colour photographs, dimension: 45cm x 35cm, taken during the last 6 months, clearly showing the person en face on a plain, light background. The person's facial expression should be natural, eyes should be clearly visible. The person should be visible from the top of the head to the top of the shoulders and the face should occupy 70-80% of the photographs; photographs should present a person without any head covering or dark glasses;
3. 2 photocopies of a valid travel document;
4. a confirmation of payment of the administrative fee (340 PLN) for granting the residence permit;
5. a declaration of the address of temporary residence;
6. a document confirming the legal entitlement to the temporary place of residence (e.g. rent agreement);
7. a document confirming the person has a health insurance;
8. a certificate confirming the admission to or continuation of the studies, issued by the entity in charge of the studies, stating the estimated period of studies, source of financing (fee amount and period for which a payment was made); the document is issued by the International Office and available in the room 309, Strzemiński Academy of Fine Arts Łódź (main building, 3rd floor);
9. a document confirming the availability of funds to cover the costs of living.

All the documents in a foreign language have to be translated into Polish by a sworn translator. The original documents should be also presented along with the translation.

Please, remember to have the originals of the copied documents with you during the procedures at the Voivode Office.

Foreigners who stay in Poland for a period longer than three months are obliged to possess minimum funds to cover the costs of living:

- 800 PLN for each month they intend to spend in Poland or an equivalent of that amount in a foreign currency.

Furthermore, foreigners should possess a return ticket to their native country or financial means to cover their return trip. The amount is estimated on the basis of the price of the ticket to Poland, but must be a minimum of:

- 200 PLN in the case of foreigners who come from countries neighbouring with Poland;
- 500 PLN in the case of foreigners who come from a European country;
- 2 500 PLN in the case of foreigners who come from non-European countries – or an equivalent of that amount in a foreign currency.

All the documents should be submitted to the Department of Citizen Affairs and Foreigners (Wydział Spraw Obywatelskich i Cudzoziemców) on 103 Piotrkowska Street, room 11 or 12 (1st floor):

Opening hours:

Mon., Wed., Fri. : 8 am – 3:45 pm

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Registration of temporary residence for dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw Obywatelskich, Oddział Ewidencji Ludności, Łódź, 47 Zachodnia Street, 2nd floor, room 220).

The applicant should submit:

- a copy of the registration of temporary residence application form (downloadable from <http://bip.uml.lodz.pl/index.php?str=16&id=10224&PHPSESSID=084d89ce183c5b2277b895591>– Formularz). You can receive the form from the Dormitory Manager;
- a passport;
- a visa;
- the residence permit issued by the Voivode.

Registration of temporary residence for non-dormitory residents

After receiving the residence permit foreign students are obliged to register their temporary residence in the Citizens' Affairs Department of the City of Lodz Office (Wydział Spraw

Obywatelskich, Oddział Ewidencji Ludności – ask your landlord about the address of the correct office for the area of your residence).

The applicant should submit:

- a copy of the registration of temporary residence application form (downloadable from <http://bip.uml.lodz.pl/index.php?str=16&id=10224&PHPSESSID=084d89ce183c5b2277b89559> 1– Formularz); the form requires your landlord’s confirmation;
- a passport;
- a visa;
- the residence permit issued by the Voivode;
- a rent agreement with the landlord stating the period of residence.

Deadlines

Check the deadlines, dates and academic calendar

Academic calendar, application deadline will be uploaded soon

Useful links

The Lodz Film School

<http://www.filmschool.lodz.pl/en/>

The Lodz Film School Cinema

<http://kino.filmschool.lodz.pl/>

Lodz Film School Student Films’ Competition “Łodzią po Wiśle”

www.lodziapowisle.pl

Transportation

[MPK Łódź](#) - city transport operator

www.modlinbus.com – direct bus from the Warsaw airports to Lodz

[PKP](#) - Polish State Railway route search

[PolskiBus](#) - inter-city express coach service

www.jakdojade.pl - Public transport journey planner and timetables

Cultural Events

Łodzią po Wiśle www.lodziapowisle.pl

Festiwal Szkół Teatralnych <http://festiwalszkolteatralnych.pl/>

Camerimage www.camerimage.pl/en/

Transatlantyk <http://transatlantyk.org/en>

Fotofestiwal Łódź <http://www.fotofestiwal.com>

Łódź Design Festival <http://www.lodzdesign.com>

Light Move Festival lmf.com.pl

International Festival of Comics and Games in Lodz <http://komiksfestiwal.com/en/>

Contact

The Lodz Film School

International Relations Office, G building

61/63 Targowa St., 90-323 Lodz

Opening hours:

9-17 Monday-Friday

Head of International Relations:

Marcin Malatyński

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M: + 48 501 639 646

E: mmalatynski@filmschool.lodz.pl

International Relations Coordinator:

Dagna Kidoń

T: + 48 42 27 54 690

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