



Katowice School of Economics

In-coming STUDENTS' GUIDE 2009/010

Erasmus Programme

Contest:

1. Katowice School of Economics
2. International Cooperation
3. Faculties and Educational Offer
4. Semester Dates
5. Admission Procedures for Exchange Students
6. Visa Procedures and Obligations for EU citizens
7. Orientation Week and Polish Language Course
8. Accommodation
9. Academic Services
10. Leaving the KSE

11. Practical information
12. Mini Dictionary

13. Links
14. Forms

1. KATOWICE SCHOOL OF ECONOMICS

◆ Welcome

Katowice School of Economics (KSE) is a non-public university type school. Currently, we host 11 000 students. So far, 15 000 students have graduated from KSE. Our study programs fully respond to the expectations of modern labour market in Poland and abroad. According to the report published by "The Economist" in 1999 Katowice School of Economics was recognized as one of the best Polish business schools.

◆ History

The history of the Górnośląska Wyższa Szkoła Handlowa (Katowice School of Economics) dates back to the 15th of May 1991, when the then Private College of Economics was opened. On the 15th of June 1994, the School was entered into the register of Non-Public Institutes of Higher Education and the name was changed to the one it functions under currently. At the time, the School offered degrees in two faculties: Management and Marketing, and Tourism and Recreation.

On the 4th of December, 1997, the School was the first in Southern Poland to be permitted by the Ministry for Education and Training to offer courses at Masters level in Management and Marketing. A similar decision with regards to Tourism and Recreation was handed down on the 27th of November, 2001.

Between 2001 and 2006, the School created five new faculties: Administration, Information Technology and Econometrics, Sociology, Physiotherapy and Cosmetology.

Currently, the Katowice School of Economics, offers full time and part time degrees with 10 different possible major courses of study.

On the 24th October, 2005, the Faculty of Management at the School, was awarded permission to offer **Doctoral studies (Economics)**.

◆ Quality

Our study programmes are accredited by the Polish Ministry of Education as well as other Polish and EU Institutions. Scientific research conducted by our School, as well as high standards of education, make KSE one of the top Polish non-public universities. We equip our students with creativity, critical thinking and entrepreneurial skills, as well as the ability of following the rules of ethics.

◆ Students Organizations

- Student Council
- GWSH Leaders
- IFES - International Fellowship of Evangelical Students
- Student Parliament and MONSSUN - Association of students of non-public institutes of higher education
- Student Magazine - KONTRASTY
- Student Magazine - PUNKT-G
- Sports Union
- Erasmus Student Network
- Erasmus Club
- 8 Specialist Academic clubs:
 - Erasmus Student Network
 - Information Technology
 - International Economic Relations
 - Marketing
 - Management Psychology
 - Tourism
 - Sociology
 - German-Polish Collaboration
 - Management and Integrated Information Systems

◆ International Organizations

The international organizations of higher educational institutions play an important part in sharing and exchanging experience or creating new partnerships. Katowice School of Economics is a member of several major international organizations:

- World Tourism Organization (WTO)
- European Council for Business Education (ECBE)
- The Leading Hotel Schools in Europe (EURHODIP)
- The Alliance of Universities for Democracy (AUDEM)
- World Association for Hospitality and Tourism Education and Training (AMFORHT)

2. INTERNATIONAL COOPERATION

International Office

Our International Office is responsible for organizing foreign internships, trainings, students and academic staff exchange and other activities connected with international relations.

Students and the academic staff have participated in the bilateral exchange within the Lifelong Learning Programme – ERASMUS.

Our students have also got the opportunity to develop their professional skills during apprenticeships within European programmes, as well as during internships organized by KSE in Germany, France, Greece, Spain, Great Britain, Ireland, Iceland and occasionally other.

Our Office in association with Konrad Adenauer Foundation in Germany holds seminars with participants from Poland, Germany and the Czech Republic.

We are also an organizer of international conferences, seminars, and meetings with outstanding personalities from the world of science, business, politics and culture.

In cooperation with our foreign partners we also offer our students the possibility to participate in subsidized summer foreign language courses, summer business schools, international business e-courses in which participation is awarded with certificates.

Moreover, as the first school in Poland we offer the possibility to obtain Eurhodip Certificates, which prove students' skills acquired during foreign internships in the field of hospitality.

Our students eagerly participate in international competitions and win prestigious prizes.

Contact

Full legal name: Górnośląska Wyższa Szkoła Handlowa im. Wojciecha Korfańtego

Erasmus code: PL KATOWIC07

Name in English: Katowice School of Economics

International Office, room 103/l, building B

Postal Address:

Gornoslaska Wyzsza Szkoła Handlowa
International Office
ul. Harcerzy-Września 3
40-659 Katowice
Poland

Fax: + 48 (32) 205 94 84

E-mail: b.malysiak@gwsh.pl

Websites: www.gwsh.pl

www.dwz.gwsh.pl

Dean for International Affairs



Ewa Piaskowska PhD

Erasmus Coordinators and International Officers:



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3. FACULTIES AND EDUCATIONAL OFFER

KSE is continuing to execute its long-term plan of diversifying its educational offer by enriching list of possible majors. This diversification conforms to the changing needs of the Silesian region and the employment prospects our students face upon completion of their studies. The economy of the Silesian area is undergoing a process of restructuring and modernization due to the change in regional focus from heavy industry such as coal mining to other, more modern industries such as automotive as well as communications and services. In part, this is also due to the process of Poland's integration into the European Union.

Currently, the Katowice School of Economics, offers full time and part time degrees with 10 different possible major courses of study:

Faculty of Management

- Management and Marketing (Bachelor and Master's Degrees)
- Information Technology and Econometrics (Bachelor and Master's Degrees)
- Sociology (Bachelor and Master's Degrees)
- Administration (Bachelor Degree)
- International Relations (Bachelor and Master's degree)
- Finances and Accounting (Bachelor Degree)
- Pedagogic (Bachelor Degree)

Faculty of Tourism and Health Sciences

- Tourism and Recreation (Bachelor and Master's degrees)
- Physiotherapy (Bachelor Degree)
- Cosmetology (Bachelor Degree)

On the 24th October, 2005, the Faculty of Management at the School, was awarded permission to offer **Doctoral studies (Economics)**.

- The **full education offer** is available at: http://www.gwsh.pl/en_oferta_educacyjna.php
- The exact **course information in English for exchange students** is available on request sent to: Ms Barbara Malysiak – Erasmus Coordinator b.malysiak@gwsh.pl

4. SEMESTER DATES

ACADEMIC YEAR 2008/2009 = 2 semesters (winter semester and spring semester) + summer holidays (July, August).

Each semester = studying period + exams' period

Semesters:

- WINTER SEMESTER: 01.10.2009 – 14.02.2010
- SPRING SEMESTER: 16.02.2010 – 30.09.2010 (in July and August - no classes and no exams take place – it's summer holidays for students).

Exams' period:

- WINTER SEMESTER: 22.01.2010 – 14.02.2010 (only if you fail, you may resit the exams during the time: 16.02 – 31.03.2010).
- SPRING SEMESTER: 28.05.2010 – 30.06.2010 (only if you fail, you may resit the exams during the time: 01.09 – 30.09.2010).

SEPTEMBER – in September no classes take place, students resit exams if they didn't pass them in June. If you managed to pass all the exams in June, your summer holidays are longer :).

There is practically no teaching from mid-June to the end of September.

A few days differences may occur within the mentioned above dates of exam's period.

Public Holidays

New Year's Day - 1st January
Easter Sunday - 12th April
Easter Monday - 13th April
Labour Day - 1st May
Constitution Day - 3rd May
Corpus Christi - 11th June
Feast of the Assumption - 15th August
All Saint's Day - 1st November
Independence Day - 11th November
Christmas holidays and New Year holiday – 22nd December – 2nd January
Christmas Day - 25th December
Boxing Day - 26th December

5. ADMISSION PROCEDURE FOR EXCHANGE STUDENTS

5.1. Application procedure

a) to be sent before the deadline by the Erasmus Coordinator of home university

The list of outgoing students' has to be officially e-mailed to the International Office b.malysiak@gwsh.pl by the Erasmus Coordinator of home university.

For every student it is mandatory to mention **the following data**: family and first name; sex; valid e-mail address; exchange period (winter/spring semester) and number of months.

Deadline: 15 May (winter semester or full academic year); 10 November (spring semester)

b) to be sent before the deadline: 31 May (winter semester or full academic year); **30 November** (spring semester)

- Application form completed electronically and sent per regular post to KSE – handwritten applications are not acceptable.
- Learning Agreement
- copy of the passport and copy of the Identification Card
- copy of the health insurance
- formal confirmation of student status issued in English by the home University (signature and stamp required)
- 4 photos (dimension 3,5 cm wide and 4,5 cm high) - if it's not possible to do it in your country, we will help you to arrange it here in Poland at an approximate cost of 15 PLN (about 4-5 Euros)

As soon as we receive the documents mentioned above, we will issue the letter of acceptance and send it per fax to partner university while the original will be sent to the student's home address mentioned in the application form.

c) to be sent to us later before arrival

- copy of the received visa (if applicable)
- information form about your travel details (as soon as you know it)
- information (e- mail) about the accommodation requirements

d) to be done in Poland with our help :)

- valid medical statement that says that no contradictions for studying are detected. Approximate cost 30 PLN (about 7-8 euros).
- 4 photos (if not sent earlier)
- registering in KSE and in the Municipal Office

Students' Card is issued within the first two weeks.

5.2. Learning Agreement

The LA is required during the application process. However, please remember that timetables are not finalised until the beginning of the new semester. Just after your arrival some changes may be introduced to the LA.

6. VISA PROCEDURES and OBLIGATIONS FOR EU CITIZENS

6.1. Students from EU countries

EU citizens are obliged to register in Silesian Voivodeship Office if they stay in Poland over 3 months.

The in-coming Erasmus students are provided with all necessary information and assistance by the KSE International Office.

The required documents:

- appropriate application form available in Silesian Office (available also in International Office) – 3 copies
- 2 copies of the passport or/and ID document (plus the ID document to verified)
- official letter of acceptance from the Polish university (with information about the planned period of study)
- the proof of valid health insurance translated into Polish by a certified translator or the proof of having EHIC (European Health Insurance Card)
- declaration about sufficient resources to cover the subsistence costs in Poland

These documents need to be submitted by the student to the Silesian Voivodeship Office in order to obtain the residence permit. There is a charge for this service. The documents are prepared by a student with the assistance of his/her tutor and Erasmus Coordinator within the 1st month.

Silesian Voivodeship Office
Department of Civic Matters and Migration
address: 40-032 Katowice, ul. Jagiellońska 25
room 119; phone: ++48 (0) 32 207 79 21

If you are an EEA-country citizen, you are subject to the same conditions as the EU citizens. If you are a citizen of Switzerland you can enter Poland only on the basis of a valid passport.

For details please visit the websites:

- www.erasmus.org.pl ---> International Version
- Polish Ministry of Foreign Affairs: <http://www.msz.gov.pl/> -> International Version
- <http://www.uric.gov.pl/General,Issues,269.html>

6.2. Students from non-EU/EEA countries – visa requirements:

If you come from a non-EU/EEA country, you can enter the territory of Poland on the basis of **a valid passport and a visa (if required)**. You have to obtain the visa from the consulate of Poland in your country of residence.

For details and visa requirements please visit the websites:

- www.erasmus.org.pl ---> International Version
- Polish Ministry of Foreign Affairs: <http://www.msz.gov.pl/> -> International Version / Consular Information
- <http://www.uric.gov.pl/General,Issues,269.html>

7. ORIENTATION WEEK and POLISH LANGUAGE COURSE

Every in-coming student is mostly welcomed at KSE. To help in-coming students in adjusting to the new environment KSE offers:

- **orientation weeks** – organized at the beginning of each semester;
- **tutoring system.**

Students are informed about the dates of the orientation weeks individually.

For the whole period of studies at KSE Erasmus exchange students are assisted by a tutor (Polish student) who is responsible for integrating the in-coming students with the local and School's environment. Currently, at KSE there is an Erasmus Club whose members are taking care of in-coming students.

Excursions are also organized by the Erasmus Club for exchange students. Most of the trips are paid, however. The detailed offer will be send to exchange students individually.

KSE does not organise any special Polish language courses.

However, it is possible to participate in **Polish Language Courses** offered by the Silesian University in the centre of Katowice: <http://sjikp.us.edu.pl/index.php>

Students, who would like to participate in the course, are asked to contact the organizers of the courses directly.



8. ACCOMMODATION

We offer you the accommodation in TOMBOR - students' hostel about 200 meters from the university. There's no need to take a bus in order to reach our School, 5 minutes walk is enough.

www.tombor.com.pl

Students are hosted in TOMBOR in the following rooms:

2 persons' room – 450 PLN / 1 month / person;

3 persons' room – 380 PLN / 1 month / person;



At the beginning of their stay, students are obliged to pay for 1 month in advance + returnable deposit - depends on the type of the room: 450 / 380 PLN respectively. *Please note, that the prices may rise a bit by the time you arrive.*

Bathroom, kitchen and washing machines are available on each floor. The price for room include:

accommodation, water and electricity. Internet connection in a room is available on request but upon additional charge (cost 30 PLN)

Tombor and school are located about 8 km from the Centre of Katowice. In order to reach the City Centre you can take a bus which goes every 15 minutes. The bus stop is located next to KSE, and the name of the bus stop is: Piotrowice FAMUR Fabryka Maszyn; direction: Katowice – Piotrowice.

NOTE for students: Even if you decide to come for the spring semester we have to be informed about your accommodation requirements no later than 15th September!!! We have to book a room early otherwise we do not guarantee free rooms. Students are asked to contact the International Office: jolanta.cop@gwsh.pl regarding accommodation.

International Office cooperates with Student House of University of Economics in Katowice. There is a possibility to organise accommodation in case of free places. Exemplary cost of accommodation is following:

- **2 persons' room – 390 PLN / 1 month / person**
- **3 persons' room – 360 PLN / 1 month / person**

International Office does not offer any apartments to let. There is a possibility to let a flat through the estate agency and monthly rent is around 1500 PLN in the centre of Katowice. The estate agency charge is equal to one month rent.. Students who would like to rent a flat will receive the assistance of their tutor.

KITCHEN PACKAGE

Student Hostel 'Tombor' and Student House do not provide students with kitchen appliances. International Office is able to provide incoming students with Kitchen Package, which consists of necessary devices, like plates, pots, pans, glasses, mugs. The deposit for the package is 100 PLN and it is returned at the end of students' stay. You have to inform the Erasmus coordinator (Jolanta Cop – jolanta.cop@gwsh.pl) before your arrival, if you are willing to rent the Kitchen Package.

9. ACADEMIC SERVICES

KSE consists of 3 buildings. Two main buildings (A+B) are located next to each other. Most classes for Erasmus students take place at A and B building. Building C is located around 600 m from A and B.

Buildings A, B and C:

- Classrooms and lecture rooms
- Library and reading room with free Internet access (building A)
- Multimedia room with free Internet access (3-rd floor building A)
- Career Office (A)
- Students' Bar (A) and Students' Canteen (B)
- Photocopy service (A and B)
- Administrative offices and Department offices (A)
- International Office (103/I building B)
- Students' Gym – building C
- Students Organizations' Office (B)

Students also have access to:

- swimming pool
- 4 parking lots (one security car park)
- Student clubs:
 - Tokarnia - Tychy, Browarowa 7 www.tokarnia.com.pl
 - Longman - Katowice, Gliwicka 10
 - Poziom 3 - Katowice, 1-maja 33 www.poziom3.pl
 - Arkada - Katowice, Bogucicka 14A www.arkada.ae.katowice.pl
 - 2B3 – Katowice, Sejmu Śląskiego 2 www.2b3.com.pl



10. LEAVING KSE

Before leaving the Katowice School of Economics to return home, students are **strictly obliged to return the student card to the International Office** and provide other required documents such as **index with the exam card**. The index and exam card should be completed with the obtained marks by the teachers.

Students will be also asked to complete a special **questionnaire** so that we could receive feedback about the quality of studying as Erasmus student in our School.

It is important to remind the exchange students to close all bank accounts opened in Poland at the beginning of their stay. It has to be done individually by a student – owner of the account. Otherwise, the account will be active and bank will charge the student according to bank's regulations.



11. PRACTICAL INFORMATION

Health insurance, personal accident cover and liability insurance are required for the whole period of study in Poland.

Medical support may also be provided for Erasmus students through private clinics. An exchange student should ensure that his/her insurance covers invoices from private clinics abroad. Proof of the insurance is necessary for receiving the residence permit.

More about medical care in Poland: www.erasmus.org.pl / International Version / Coming to Poland – formal issues / Medical care.

● Living costs

Depending on your life-style and habits you have different needs. The required minimum in our opinion is 250 - 300 PLN/month, excluding accommodation. Below you will find a list of sample prices of goods and services available in Poland. Please note, that prices change all the time.

milk (1l)	2.6 zł	pasta (0,5 kg)	4 zł
yoghurt	1.5 zł	apples (1 kg)	3 zł
mineral water (1,5 l)	2.5 zł	chocolate	4 zł
tea	2-10 zł	beer (0,5 l)	3-10 zł
coffee	5-10 zł	chips	4 zł
bread	3,5 zł	cinema ticket	15-20 zł
butter	3 zł	theatre ticket	30-200 zł
ham (1 kg)	25 zł	haircut	20-80 zł
cheese (1 kg)	30 zł	Bus ticket - monthly	45 – 60 zł

The price of a room at student's house varies from 300 to 600 PLN per month upwards.

There is a University canteen where you can dine between 8a.m.-17p.m. Otherwise there are many restaurants in Katowice, which vary in standard and thus prices as well. There is however a very wide range of international cuisine.

● Money

Polish currency is New Polish zloty (**PLN** or **zł**). 1 PLN = 0.22 EUR; 1 EUR = 4.77 PLN (20.02.2009).

Currency exchange: If you wish to exchange euro (or other currency) into PLN you have at your disposal exchange desks at border crossings, airports, railway stations, travel offices, hotels and special exchange counters called "kantor". No commission fee is charged at kantor. Cash machines (ATM) are very common.

There is a possibility to open a bank account in Poland. In order to do it you need passport and your ID document. It is recommended to ask your Polish friend to assist you as still few people speak English in banks.

- **Public transportation**

Every city has its own network of public transportation and therefore, there are a few transport companies which require their own tickets. Tickets are available at kiosks and in some cities from drivers but then with additional charge. Once you get a ticket, don't forget to punch it just after you get on a bus or tram. A valid student card entitles you to reduced-price tickets (up to the age of 26).

In Katowice one reduced price ticket costs 1.20 zł, full price - 2.40zł. However if you know you will be using the public transportation many times within the day or weekend you can buy more economical tickets, valid for a given period of time, eg.: 24 hours, 3 days, 30 days, etc. More information on transportation around Katowice and the Upper Silesian Region as well as schedules are available at **KZK GOP:** <http://www.kzkgop.com.pl/english/http://www.kzkgop.com.pl/english/> or at **MZK Tychy:** <http://www.mzk.pl/index.php>

Exchange students will be informed about the local transport by their tutors.

Should you wish to travel around Poland, **railway services are very reliable and inexpensive.** You can look up the train schedule and ticket fares at PKP (**Polish State Railways**): <http://rozklad.pkp.pl/>

- **Driving in Poland**

While driving a vehicle on the territory of the RP, the driver is obliged to have with him a **driver's license, civil liability insurance and car's registration document.** The legal alcohol limit is 0.2 promille.

Speed limits:

- town (5am-11pm) - 50 km/h (11pm - 5am) - 60 km/h.
- open road - 90 km/h.
- motorway - 130 km/h.

Remember to switch on the day light! The new regulations in Poland oblige you to have the day lights switched on all the time, every day in a year. More information at: www.erasmus.org.pl/ / International Version

- **Shopping**

Generally, shops are open Monday to Saturday. On Saturdays they are opened usually only till 14:00. Supermarkets are open seven days a week, often till late. There are also shops open 24 hours a day.

One of Poland's biggest shopping centers is situated in the heart of Katowice. You can look up additional information about the center at 3 Stawy (3 Lakes): <http://www.3stawy.pl/> or/and Silesia City Center: <http://www.silesiacitycenter.com.pl>

● Making phone calls

When you want to make a phone call you have to buy a telephone card (tokens are rare). The cards are of 25, 50 or 100 units and are available at newspaper stands and post offices. Public phone boxes are located at many places - train stations, post-offices, universities, in the street.

The main GSM operators in Poland: Era, Orange, Plus GSM, Play Mobile.

Free emergency telephones:

- **Police: 997**
- **Fire brigade: 998**
- **Ambulance: 999**
- **calling from mobile dial: 112**

● Katowice

Katowice is located in the South-West of Poland, in a region called Upper Silesia, which is exclusively identified with heavy industry and workers' houses. It is today a real European region where tradition meets modernity. Nowadays, Katowice with the population of 330 thousand residents is a city of dynamic transformations, open to changes, attracting young people who associate their future with the city.

Useful links:

www.ultramaryna.pl - local information about entertainment in Katowice,

www.gosilesia.eu – basic information about Katowice and Silesia.

● Entertainment in Katowice

Katowice, the capital city of the Silesian Voivodship, is also a well developed cultural center. Here is a list of some cultural and entertainment spots:

Theaters

- ✓ **The Silesian Doll and Actor Theatre 'Ateneum'**
ul. Św. Jana 10, 40-012 www.ateneum.art.pl
- ✓ **The St. Wyspiański Silesian Theatre**
ul. Rynek 2, 40- 003 www.teatrlaski.art.pl
- ✓ **The Korez Theatre**
Plac Sejmu Śląskiego 2, 40-032 www.korez.art.pl

Cinemas

- ✓ **Światowid Cinema**
ul. 3-go Maja 7, 40-096 www.swiatowid.katowice.pl
- ✓ **Helios Cinema Centre**
ul. Uniwersytecka 13, 40-007 www.heliosnet.pl
- ✓ **Cinema City - Silesia**
ul. Chorzowska 107, 40-121 www.cinema-city.pl
- ✓ **Cinema City - Point 44**
ul. Gliwicka 44, 40-853 www.cinema-city.pl
- ✓ **Orange IMAX Katowice**
ul. Gliwicka 44, 40-854 www.kinoimax.pl

Museums

- ✓ **The History of Katowice Museum**
ul. Szafranka 9, 40-025 www.mhk.katowice.pl
- ✓ **Magiel' Gallery The History of Katowice Museum - Nikiszowiec**
ul. Rymarska 4, 40-425 www.mhk.katowice.pl
- ✓ **The Silesian Museum**
al. Korfantego 3, 40-005 www.muzeumslaskie.pl
- ✓ **The Archdiocese Museum**
ul. Jordana 39, 40-900 (wejście od ul. Wita Stwosza) www.kuria.katowice.pl

● **Sports**

Katowice School of Economics is active within the **Academic Sports Association**, that exists in almost every Polish higher education institution. Its aim is to provide opportunities to maintain a good physical condition of KSE students. You may sign up for the following sports sections:

- **football**
- **volleyball**
- **swimming**
- **basketball**
- **tennis**
- **table tennis**
- **mountain cycling**
- **dance**
- **chess club**

Members of the Academic Sports Association pride themselves in numerous successes that they consistently achieve every year in tournaments organized by the Non-public Schools STARS Association.

Contact STUDENTS' ORGANIZATIONS:

tel. (32) 35 70 546 ; room B109

- **Climate in Poland**

Winter - cold and snowy (the average for January is -4°C),

Summer - warm with showers and thunderstorms (the average for July is 17°C),

Spring and **early Autumn** is very pleasant with moderate temperatures and lovely gold and brown colours.

Autumn – rainy, chilly and wet.

In summer it can be hot and dry with temperatures reaching over 30 Celsius, and in winter the temperature falls below zero (occasionally reaching -20°C or more).

It is very easy to get cold, especially during spring and autumn due to frequent temperature change. Therefore it is advisable to counteract against symptoms of decreasing immunity.

- **How to get to Katowice?**

By bus?

There are many international transportation companies which stop in the centre of Katowice.

By plane?

We recommend you to arrive either to Warsaw Airport or Krakow or Katowice Airport.

- **Katowice – Pyrzowice airport** is situated within the proximity of 32km from the city center. The airport may be reached from many European and international destinations. You can look up more information on the airport at <http://www.gtl.com.pl/> . In order to get to Katowice, you should take a taxi or a shuttle bus.
- The closest airport to Katowice is **Balice International Airport (Krakow)**
<http://www.lotnisko-balice.pl/>
It is named after John Paul II and is located to the west of Kraków, at a distance of 11 km from the city centre and 72km from Katowice. In order to get to Katowice, you should take a train from Krakow Główny (the main railway station in Krakow) to Katowice.
- **Warsaw Airport:** <http://www.lotnisko-chopina.pl/> . In order to get to Katowice, you should take a train from Warszawa Centralna (the main railway station in Warsaw) to Katowice.

For more information on the city you can go to:

- www.us.edu.pl/katowice/informator/tekst/poliso/start.shtml

- www.gosilesia.pl

12. MINI DICTIONARY

English	Polish
Good morning	<i>dzień dobry</i>
Good evening	<i>dobry wieczór</i>
Goodbye	<i>do widzenia</i>
Good night	<i>dobranoc</i>
Hi	<i>cześć</i>
Thank you	<i>dziękuję</i>
Please	<i>proszę</i>
Sorry	<i>przepraszam</i>
yes	<i>tak</i>
no	<i>nie</i>
What's your name?	<i>Jak masz na imię?</i>
My name is...	<i>Mam na imię....</i>
How are you?	<i>Jak się masz?</i>
Where do you come from?	<i>Skąd jesteś?</i>
I come from...	<i>Jestem z...</i>
Excuse me, where is....?	<i>Przepraszam, gdzie jest....?</i>
Do you understand?	<i>Rozumiesz?</i>
I don't understand	<i>Nie rozumiem</i>
How much?	<i>Ile kosztuje?</i>
Bus	<i>autobus</i>
Bus stop	<i>przystanek</i>
Taxi	<i>taksówka</i>
Train	<i>pociąg</i>
Hospital	<i>szpital</i>
Pharmacy	<i>apteka</i>
Post Office	<i>poczta</i>
Cinema	<i>kino</i>
Poland	<i>Polska</i>

Food and drinks

English	Polish
Restaurant	<i>restauracja</i>
Shop	<i>sklep</i>
Breakfast	<i>śniadanie</i>
Lunch	<i>obiad</i>
Dinner	<i>kolacja</i>
Bread	<i>chleb</i>
Juice	<i>sok</i>
Water	<i>woda</i>
Tea	<i>herbata</i>
Coffee	<i>kawa</i>
Wine	<i>wino</i>
Beer	<i>piwo</i>

University and studying

English	Polish
School	<i>szkoła</i>
Classes	<i>zajęcia/lekcje</i>
Course	<i>przedmiot</i>
Exam	<i>egzamin</i>
Library	<i>biblioteka</i>
Textbook	<i>podręcznik/książka</i>

13. Useful LINKS

- www.polska.gov.pl
- Trains: www.pkp.pl
- www.erasmus.org.pl

- Airports: Katowice (<http://www.gtl.com.pl/>), Krakow (<http://www.lotnisko-balice.pl/>), Warszawa (<http://www.polish-airports.com/>)
- www.msz.gov.pl

14. FORMS – attachment.

- Application form
 - Information Form
 - Questionnaire
 - Learning Agreement
 - Changes to Learning Agreement
 - Instruction to the Nationals of the European Union Member States and their Family Members
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