STUDENT EXCHANGE REPORT

**Name of the university, city and country:**

**Programme:**

**Duration of your exchange (dd-mm-yyyy):** (from...to...)
**Semester:** (winter/summer)

**Length of a semester** (number of months)
**Major and level of studies at CUE:**

**Number of semesters finished prior to exchange:**

**1. Exchange destination**– how to reach the city from Poland, description of the city, localisation of the university, public transportation to the university (what is the most adequate mean of transport and the closest stop).

**2.** **Requirements during application process**– necessary documents, language certificates, insurance.

**3.** **University**  – short description, number of students, number of foreign students.

**4.** **Organisational meeting** – was there an Orientation Week organised? (if yes – what were the dates and programme), was the Orientation Week compulsory? Was there a possibility of attending language courses before the start of a semester (Were they free or paid? How much did it cost?).

**5.** **Welcoming and help from foreign university** – how were you welcomed? Who was taking care of you? Could you count on Buddy/Mentor? Was airport pick-up possible? How did relation with International Relations Office looked like? Address and e-mail of the IRO, other necessary contacts, responsible persons, e-mails and websites.

**6. Academic offer** – offered courses (where to look for the list of courses – link to the website if possible), language of instruction, possibility of choosing the courses from different levels (bachelor/master) and from different faculties/majors, signing up for the courses, possible changes and time available to make final choices, duration of exam period, possibility to retake the exam/improve the grade –when is it possible?

 7. **Courses** – names of the courses, names and last names of professors, number of ECTS points, duration of the course, total amount of hours, form of the course (lectures, practices, field trips etc.), general rules of grading, evaluation during the course (quizzes, essays, final exam etc.), difficulty of the course and workload, attendance (compulsory/not compulsory), final grade from what it consists of.

**8. Study conditions** – were there any compulsory additional fees (i. a. fee for student’s ID)? Was there an access to library, computers, copy centre, group work rooms, Wi-Fi connection, restaurants, coffee places, and shops on campus or nearby the university.

**9.** **Accommodation** – apartment rental possibilities, accommodation in dormitory; where, when and in which area in the city it is the best to look for an apartment? Amount of deposit needed, what to bring from your home country? Useful links for finding housing.

**10. Maintenance costs** – please share all information that could be useful to others: for example price of accommodation, public transportation (monthly or semestral pass), compulsory fees connected to the university, SIM card, insurance, best places to do shopping, average monthly costs, how did the scholarship related to the amount of money you were spending, was it enough or did you need to cover the expenses from your own pocket?

**11.** **Insurance** – what type of insurance is required and when it should be delivered to the university, address of a doctor/clinic.

**12. Visa (if applicable)** – necessary documents, address of embassy/consulate, fees.

**13. Students’ life** – entertainment, sports, organisations taking care of exchange students (i.a. ESN), culture, events worth attending and places worth visiting.

**14. Tips for future exchange students** – what did you find out during your stay, you wish you would know before? What advices would you give to future exchange student, preparing for exchange? Cultural shock and your experiences with adaptation in the new country and culture.

**15. Score** – would you recommend the exchange at this University to others? Please rate your exchange in general terms and according to academics (merit) in a scale from 1 to 5.
**General score:**

**Merit based score:**