

General information for students

INFORMATION ON THE APPLICATION PROCESS FOR EU CITIZENS

The Fryderyk Chopin Academy of Music offers Master's degree programs in six departments:

- I** The Department of Composition, Conducting and Music Theory,
- II** The Department of Keyboard Studies (Piano, Harpsichord and Organ, Piano Chamber Music),
- III** The Instrumental Department,
- IV** The Department of Vocal Studies,
- V** The Department of Music Education,
- VI** The Department of Sound Engineering.

There are training courses organised at the Academy in the following subjects: aural training, harmony, the history of music, musical forms, mathematics and physics.

To be admitted to any of the departments, the applicant is obliged to pass the admission examination.

Detailed admission procedures are fixed separately by every Department. The list of required documents and detailed information is available at www.chopin.edu.pl.

The Master's degree program lasts 5 years and is offered to both Polish and international students by all the departments. To complete the degree program, all students must meet the following obligations: taking the full list of required courses, writing and defending the MA thesis, and, in specific departments, performing two diploma recitals.

Studies at the Fryderyk Chopin Academy of Music are free of charge for Polish citizens.

EU citizens are obliged to pass the "Polish as a Foreign Language" exam on the B1 level (for Polish language certificate regulations see Att. 1).

The deadline for all the applications is May 31st and the admission examination is organized in the second half of June.

The required documents:

- the application form, which is a questionnaire for the admission to the studies – may be found at www.chopin.edu.pl;
- the high school diploma which is equivalent to the Polish high school diploma (for details see Att. 2);
- 4 photographs (size 3.5 x 4.5 cm);
- a health certificate, issued by a doctor, stating that the candidate is able to start his or her studies – a meeting with a doctor may also be arranged at the AMFC (35 PLN);
- EU/EFTA citizens must additionally submit the B1 certificate.

ENROLMENT ON REGULAR STUDIES FOR NON-EU/EFTA STUDENTS

- a) fee of 6000 € per year submitted by October 15th (for details see Att. 3);
- b) the admission examination – 18-22 June 2007 – details at www.chopin.edu.pl;
- c) the required documents:
 - the high school diploma that is equivalent to the Polish high school diploma;
 - a health certificate, issued by a doctor, stating that the candidate is able to start his or her studies – a meeting with a doctor may also be arranged at the AMFC (35 PLN);
 - 5 photographs (3.5 x 4.5 cm);
 - the application form, which is a questionnaire for the admission to the studies – may be found at www.chopin.edu.pl;
 - a copy of the student's passport;
 - the exam fee receipt (200 €); (does not apply to the Polish government scholarship-holders) (Att.3);
 - additionally, for insurance purposes, candidates of Polish descent (from abroad only) should enclose a document confirming their Polish origins,
- d) candidates should submit all the documents by Mai 31st.

International students, who have declared to pay the full price of their studies, may not withdraw their declaration, even after changing their legal status or receiving Polish citizenship. They are obliged to continue their program under the same terms.

The only financial aid available for applicants from beyond the EU/EFTA is the scholarship of the Polish Government – all the necessary information is available in Polish Consulates and Embassies. Students are admitted to specific departments on the basis of the admission examination (the examination is the same, both for Polish students and students from abroad). Students from beyond the EU/EFTA are also obliged to submit the B1 certificate.

INFORMATION FOR EU CITIZENS ON THE APPLICATION PROCESS FOR POSTGRADUATE STUDIES

The Fryderyk Chopin Academy of Music offers postgraduate studies in the following disciplines:

1. composition;
2. conducting (opera, symphony, choir);
3. keyboard (piano, harpsichord, organ, piano chamber music);
4. all orchestral instruments; classic guitar, accordion;
5. historical instruments (luth, viola da gamba, baroque violin, 19th century guitar);
6. vocal (opera, oratorio);

7. theory of music;
8. history of music;
9. sound engineering;
10. psychology of music.

Studies last for two years (in exceptional cases three years), at the end of which, the student is presented with a postgraduate diploma.

All the classes are taught in Polish. To be admitted to the studies, EU citizens are obliged to pass the “Polish as a Foreign Language” exam on the B1 level.

The fee of the studies depends on the discipline and programme of the classes and amounts to approximately 120€ per month. There is no kind of funding guaranteed.

The required documents:

- the application form;
- a copy of the M.A. diploma;
- 3 photographs;
- the exam fee receipt (150 PLN).

The examination is due on the last week of September, whereas the deadline for the application forms is due on September 20th.

INDIVIDUAL POSTGRADUATE TRAINING (STAŻ ARTYSTYCZNY)

The Fryderyk Chopin Academy of Music offers individual postgraduate training particularly in keyboard and orchestral instruments, as well as in the following disciplines: conducting, composition, piano chamber music and vocal studies. The program lasts for two years (in exceptional cases three years).

The classes are taught in English, Spanish, German and Italian.

The fee of the training amounts up to 5000 € per year (and should be paid by October 15th);

The required documents:

- a copy of the diploma – Bachelor of Arts/Music, Master of Arts/Music;
- a health certificate, issued by a doctor, stating that the candidate is able to start his or her studies – a meeting with a doctor may also be arranged at the AMFC (35 PLN);
- 3 photographs (3,5 x 4,5 cm);
- the application form – available at www.chopin.edu.pl;
- the exam fee receipt (200 €);
- the candidates should enclose an unpublished 30-minute audio cassette or submit scores of their original compositions.

The exam, due in the last week of September, consists of giving a 50-minute program.

The deadline for submitting the application forms is due May 31st.

The Academy does not offer any scholarships, grants or stipends. The information about grants offered by the Polish Government is given by Polish Embassies and Consulates exclusively.

USEFUL SUGGESTIONS

THE ORGANISATION OF THE ACADEMIC YEAR

The academic year lasts from October 1st until September 30th, and includes:

- the winter semester – October 1st until the last week of January;
- the Christmas holidays – December 23rd until January 2nd;
- the winter examination session – the last week of January;
- the winter break – the first week of February;
- the spring semester – from the second week of February until the end of May;
- the Easter holidays – according to the calendar;
- the summer examination session – 6 days between May 29th and June 10th;
- the admission examination – 6 days between June 11th and June 30th;
- the summer break – from July 1st until the end of September.

WORKING HOURS OF THE ACADEMY

The building of the Academy is opened everyday between 8 a.m. and 9 p.m. including Saturdays, Sundays and some holidays. Students are always informed about the Academy's unavailability several days in advance.

ADDITIONAL ACTIVITIES

The students are offered the following forms of activities by the Academy:

- theoretical courses (the theory of music, aural training), for candidates applying for admission to the Academy, which are held between February and June, one Sunday a month;
- master classes during the summer break (International Master Classes "From Chopin to Górecki" in July) and the academic year with the participation of outstanding teachers, both from Poland and abroad;
- joining the Student Committee – the organization of student events;
- joining the Foreign Student Club – performance and social events activities;
- joining The Academy Sports Club;
- the participation in the Academy's choir and orchestra;
- free tickets to the Academy's concerts;
- language courses – English, German, French, Russian, Italian – free of charge.

THE MOST IMPORTANT PLACES AT THE ACADEMY

LIBRARY – (BIBLIOTEKA), READING ROOM – (CZYTELNIA)

All students attending the Master's Degree programs may borrow books and scores from the library (biblioteka) and use the Reading Room (czytelnia) only with a library card. The students receive the library card at the beginning of their studies, after completing a library training (the training lasts several hours and is held at the beginning of every academic year). The validity of the library card is prolonged after the end of each semester on the basis of a valid student ID card (legitymacja studencka).

All the other students (postgraduate studies, individual artistic training) may use the library and reading room only upon the library director's special permission.

The library is open on Mondays, Wednesdays and Fridays between 9 a.m. and 1.45 p.m.; on Tuesdays, Thursdays between 2 p.m. and 6.45 p.m.

The reading room is open Monday through Friday between 9 a.m. and 6.30 p.m. Students are permitted to use the books and computers in the reading room, by leaving their student ID card at the librarian's desk. Books may not be checked out from the reading room, however there is a possibility of making a copy of them by asking the library staff for permission. Students may also use the library score collection in the reading room.

LISTENING CENTRE

The listening centre is open Monday through Friday: 10 a.m. – 1 p.m. and 4 p.m. – 7.p.m.; in January and May it is also open on Saturdays between 10 a.m. and 3 p.m.

While working in the listening centre, students are able to use both the listening centre collection and their own recordings. Making copies of musical pieces is permitted in accordance with the listening centre regulations.

DEAN'S OFFICES:

- **I** Department of Composition, Conducting and Music Theory, r. 304,
tel: +48 22 827 72 41 ext. 243; e-mail: wkditm@chopin.edu.pl
- **II** Department of Keyboard Studies (Piano, Harpsichord and Organ), r. 305,
tel: +48 22 827 72 41 ext. 262; e-mail: wfkio@chopin.edu.pl
- **III** Instrumental Department, r. 306
tel: +48 22 827 72 41 ext. 289; e-mail: wi@chopin.edu.pl
- **IV** Department of Vocal Studies, r. 307
tel: +48 22 827 72 41 ext. 222; e-mail: ww@chopin.edu.pl
- **V** Department of Music Education, r. 308
tel: +48 22 827 72 41 ext. 272, e-mail: wem@chopin.edu.pl
- **VI** Department of Sound Engineering, r. 309
tel: +48 22 827 72 41 ext. 283 e-mail: wrd@chopin.edu.pl

PRACTICE ROOMS

All students are allowed to use the practice rooms, only if no lectures or individual lessons are being held there. Some of the practice rooms at the Academy are available to all MA and individual artistic training students, however there are rooms that are only at the disposal of specific departments. The schedules for using the specific departments' practice rooms are arranged by the Dean's Office.

Piano students may not only practice in fully accessible rooms, but also in 6 practice rooms for 2 hours daily. Students of the organ, harpsichord, accordion, harp and percussion departments fix the schedules for using the practice rooms among themselves – the chairs of these departments have an exclusive access to their own rooms.

The practice rooms are not available for students of postgraduate studies.

CONCERT, RECORDING AND MONTAGE HALLS

The schedule for rehearsals and concerts in concert halls is fixed by the rector, the deans and the Concert Office. To gain access to the concert and recording halls, everyone is obliged to fill out an application, which may be found in the Maintenance Office (Dział Gospodarczy) – Mrs. Krystyna Pilacińska. The schedule of the recording and montage halls is settled in the Department of Sound Engineering.

All concert, recording, and montage halls are accessible only when booked in advance. They can also be rented at a previously set price.

BORROWING INSTRUMENTS

Students, who would like to borrow an instrument, are obliged to submit an application with all the necessary data (personal data, description of the instrument), confirmed and signed by a professor, the dean and prorector. A second required document is the parents' declaration to cover the expenses in case of any damage to the instrument or its loss. The Academy signs an agreement with the student. After issuing a payment, the student can pick up the instrument from the storeroom. All the formalities should be settled in the Maintenance Office (Dział Gospodarczy) with Mrs. Elżbieta Niedziałkowska.

INTERNATIONAL OFFICE r. 222,

tel: +48 22 827 72 41 ext. 223, fax: +48 22 827 83 03, e-mail: foreign@chopin.edu.pl and zawadzka@chopin.edu.pl

The International Office, headed by Maria Neugebauer and Joanna Zawadzka, is responsible for the cooperation between the Academy and foreign higher education institutions. The Office takes care of international students and internship students. It is also responsible for international exchange and the organisation of international tours of the Academy's various orchestras and chamber musicians.

INTERNATIONAL COOPERATION

The Fryderyk Chopin Academy of Music cooperates with the Keimyung University in Daegu (South Korea). In accordance with the special bilateral agreement "Keimyung-Chopin Academy of Music", each year several Korean students with Bachelor Degrees continue their education at the Academy of Music in Warsaw in order to earn the Master of Arts Degree.

[ERASMUS 2008/2009](#)

SCHOLARSHIP OPPORTUNITY

There are two sorts of scholarships for students: welfare and benefit academic scholarship. The Academy also offers financial support in the following forms: dormitories and extra funding for any form of accommodation in Warsaw (including renting private flats).

1. Academic scholarships at the Academy of Music are admitted to 30% of MA program students from every department, excluding freshman year students and students from outside EU/EFTA countries. The minimal GPA (grade point average) entitling a student to apply for a scholarship is 4,5.
2. Welfare benefits are not available to international students.

All details concerning financial support for students are included in the Regulations of Financial Support for Students.

VISA REGULATIONS

1) EU/EFTA citizens

The EU/EFTA citizens may stay, study and work in Poland up to 3 months without any additional documents. For stays exceeding 3 months EU citizens must obtain a temporary residence permit (Karta pobytu obywatela UE) issued by the Department of Citizen Affairs of the Voivodeship Office (Wydział Spraw Obywatelskich – Urząd Wojewódzki). For students, this residence permit is valid for one year and costs 30 PLN.

The required documents:

- a copy of the passport;
- the insurance policy;
- a confirmation of student status with the information on the planned period of studies, issued by
- the International Office at the Academy;
- a liability declaration;
- the application form for residence permit;
- 2 photographs (3.5 x 4.5 cm).

2) Citizens from non EU/EFTA countries

Citizens from non EU/EFTA countries are obliged to apply for a visa in their native countries. Polish visas for students are available in all Polish Consulates.

During their studies, the students should prolong their visas no later than 45 days before the visa's expiration date in the Foreign Citizens Office of the Voivodeship Office (Oddział ds. Cudzoziemców – Mazowiecki Urząd Wojewódzki) ul. Długa 5, 00-263 Warszawa.

Required documents:

- a visa application (available in the Foreign Citizens Office);
- a copy of the passport;
- a confirmation of student status with the information on the planned period of studies, issued by the International Office at the Academy;
- a confirmation of legal accomodation in Warsaw;
- a liability declaration;
- 5 photographs (3.5 x 4.5 cm).

INSURANCE POLICY

It is possible for students from EU/EFTA countries to get their European health insurance card or the E-111 form in their native countries. The insurance document and a student ID card (legitymacja studencka) give the right to use medical assistance in Poland in any local division of the National Health Fund (Narodowy Fundusz Zdrowia).

Other international students should follow the following two procedures:

- pay 40 PLN monthly for an insurance in the Polish National Health Fund, which allows to use public hospitals;
- take out a private insurance –in accordance with the regulations of a particular company.

There is a local division of the NHF at the Academy that offers an internist consulting room, dentist consulting room and medical intervention consulting room. There is also a possibility to pay for the medical consultation of a cardiologist and neurologist in the afternoons.

OPPORTUNITY OF ACOMMODATION – THE DZIEKANKA DORMITORY

ul. Krakowskie Przedmieście 58/60

00-322 Warszawa

tel: +48 22 826 49 19; fax:+48 22 826 08 07

The Dziekanka dormitory is situated around 1200 metres from the Academy. One of the greatest advantages of the dormitory is the vicinity of the historic monuments of the Old Town. Students can get to the city centre and the Academy by bus or the underground (the closest station is “Metro Ratusz”). The Dziekanka dormitory offers well-equipped double rooms with bathrooms. Moreover, all floors have kitchens at the students’ disposal. There are several rehearsal rooms, in all of which there is a possibility to practice the piano.

A one-day stay in the Dziekanka dormitory during the admission exams costs approximately 30 PLN, whereas the monthly fee for students of the Academy is 430 PLN. Prices are set for each academic year.

Students are lodged according to the order of applications. (Candidates should submit their applications at the end of each academic year). Due to the great popularity of the Dziekanka dormitory, it is recommended to book a room by fax, as soon as possible. During the academic year the dormitory is also a very popular hotel.

PUBLIC TRANSPORT

There is a number of well organized bus & tram lines in Warsaw, however the most recommended way of getting about is the underground. There is only one line, which runs from Kabaty to Plac Wilsona. The closest underground stations from the Academy are “Centrum” and “Świętokrzyska” and from the dormitory, “Ratusz”.

Tickets are available in every newsagents’ (quiosque), but they can also be bought from the bus driver with an additional fee.

One-way tickets costs 2.40 PLN (normal price), 1.20 PLN (student discount) and 1.50 PLN (student discount, bought from a bus driver). For those planning on using the public transport more often, the most convenient solution is purchasing the Warsaw City Card. By loading the Warsaw City Card (in newsagents’ and shops) for 33.00 PLN per month, students are able to use all means of public transport in Warsaw.

Student discounts on tickets are only valid with a student ID card (legitymacja) or ISIC card.

The most useful lines between the main stations in Warsaw:

1. F. Chopin Airport – Academy of Music, Dziekanka

Take the number 175 bus from the airport and get off at the stop “Ordynacka” (the Academy), or at the stop “Miodowa” (Dziekanka);

2. Railway Station Warszawa Centralna – Academy of Music, Dziekanka

Take the number 175 bus going in the direction of the railway station “Dworzec Gdański” and get off at the stop “Ordynacka” (the Academy), or “Miodowa” (the Dziekanka dormitory);

3. Bus Station Warszawa Zachodnia – Academy of Music, Dziekanka

Take the number 508 bus to Dworzec Centralny (Railway Station) and then take the bus number 175 (as mentioned above)

4. The Academy of Music – Dziekanka

The following buses are available: 116, 122, 175, 180, 195, 303 between the stop “Ordynacka” (the Academy) and the stop “Miodowa” (Dziekanka)

USEFUL HINTS FOR THE FIRST FEW DAYS IN POLAND

- Meals** – There is a canteen at the Academy, where you can eat all your daily meals. The cost of one lunch is 12 PLN, the cost of a ticket (10 lunches) is 110 PLN. There are also small bars and restaurants near the Academy, on the streets: Nowy Świat, Ordynacka, Foksal, with reasonable prices. We recommend:

- Vietnamese cuisine – “Co Tu” (near Foksal street); and a restaurant on the corner of Kopernika street and Ordynacka street;
 - European cuisine – “Butelka”, “Blue Bar” (near Foksal street), “Cafe Brama”.
2. **Food shopping** – shops on Nowy Świat and Krakowskie Przedmieście are pretty expensive and offer only basic food products. The nearest shopping centres are:
- Carrefour Galeria Wileńska (open 10 a.m.–11 p.m., Sundays 10 a.m.–9 p.m.); the intersection of Targowa Street and Aleja Solidarności. It is possible to get there by taking all the buses and trams from Plac Zamkowy (100 metres from the Dziekanka dormitory, down the stairs behind St. Anna’s Church);
 - Tesco – the corner of Aleje Solidarności and Stalowa Street. It is best to take the bus number 160 from the stop “Miodowa” and get off at the stop “Stalowa”.
3. **ISIC and EURO26 Cards** – the Almatour travel office (on the corner of Kopernika street and Ordynacka street) issues ISIC card, and the Warsaw School of Economics (Szkoła Główna Handlowa) – the underground station “Pole Mokotowskie” issues Euro26 card (students must prove a valid ID card).
4. **Other accommodation opportunities** – the Warsaw University offers cheap rooms and flats, “Kącik za grosik”. You can also rent a flat through a real estate agency (the fee for the transactions with the agencies usually equal to 50% of the monthly rent), or through advertisements in various newspapers (we recommend the newspaper “Oferta”). A disadvantage of renting a flat is the fact that prices for foreigners are usually higher. Generally, a well-equipped flat, in the city centre, with two rooms and a kitchen costs around 300–400 Euro.

EMERGENCY NUMBERS

999 – ambulance service

998 – fire department

997 – police department

Attachment No. 1

Regulations for obtaining the Polish language certificate

Students can obtain the Polish language certificate by passing the exam of “Polish as a Foreign Language” in the Bureau for Academic Recognition and International Exchange. There are three levels of the exam:

- B1 – elementary – 60 €;
- B2 – intermediate – 80€;
- C2 – advanced – 100 €.

Detailed information on the exam is available at: www.buwiwm.edu.pl/certyfikacja.

To be admitted to study free of charge, the B1 level is compulsory.

Attachment No. 2

Regulations for obtaining the high school diploma equivalent:

The student must submit:

- the original and a copy of the high school diploma – legalised and confirmed by the Polish Embassy or Polish Consulate in the country of issue;
- the original and a copy of the high school diploma translation – from the original language into Polish, translated by a translator in Poland or in a Polish Embassy/Consulate;
- a confirmation of the high school diploma stating that the owner of this diploma may apply for admission to study at any university; this confirmation can be issued by the Polish Embassy/Consulate or the Ministry of Education;
- the originals of the transcripts with the translations and copies;
- a copy of the passport.

Students can obtain the equivalent of the high school diploma in the following places:

- in the case of high schools with a general education profile – Kuratorium Oświaty, Aleje Jerozolimskie 32, 2nd floor, r. 102, tel: +48 22 551 24 00 extention 10 22, Mrs. Ewa Januszewska, 9.00 a.m – 3.00 p.m.
- in the case of high schools with a music (artistic) profile – Ministerstwo Kultury (Ministry of Culture), Krakowskie Przedmieście 15/17, left wing, 1st floor, r. 7, Tel: +48 22 421 04 60, Mrs. Mariola Wiśniewska, 10.00 a.m. – 4.00 p.m.

Attachment No. 3**Rules of payments for exams and studies**

All payments should be drafted to the following bank account number:

06 1750 0009 0000 0000 0561 3183

Raiffeisen Bank Polska S.A.

ul. Piękna 20

Warszawa, PL

For:

Akademia Muzyczna im. Fryderyka Chopina

ul. Okólnik 2

00-368 Warszawa

SWIFT code: RCBWPLPW

IBAN code: PL

Please note, that all the draft costs are at the payer's expense.