

# Information guide for first-year students

**Academy of Fine Arts  
in Katowice**

**Welcome to the Academy of Fine Arts in Katowice.**

**We want you to feel comfortable here. We hope that this handbook will help you adapt in the new place and provide answers to the questions that usually arise at the beginning of studies.**

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## **Study in Poland**

- **Legalization of stay**
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- **Accommodation**
- **Insurance and health care**
- **Employment of foreigners**
- **Culture shock**
- **Checklist before coming to Katowice**
- **Polish language course**



## Legalization of stay

### **Citizens of the European Union Member States, the European Free Trade Association (EFTA) Member States – a party to the Agreement on the European Economic Area or the Swiss Confederation**

You do not need a visa to come to Poland. Book an appointment on the website of the Silesian Voivodship Office and register your stay in Poland.

Prepare the documents: a completed application form, passport/identity document, letter of confirmation from the Academy, insurance, proof of sufficient financial resources.

### **Other foreign nationals**

Check if you need a visa to come to Poland.

To extend your stay in Poland, book an appointment on the website of the Silesian Voivodship Office and apply for a temporary residence permit.

Required documents: completed application form, 3 passport photos, passport, stamp duty payment receipt, letter of confirmation and transcript of records from the Academy, proof of payment for studies (in case of fee-paying studies), proof of financial means, insurance.



### **Register your stay in Poland.**

[www.katowice.uw.gov.pl/biuro-obslugi-klienta/rezerwacja-kolejki](http://www.katowice.uw.gov.pl/biuro-obslugi-klienta/rezerwacja-kolejki)

### **Detailed information and template of the application**

[www.katowice.uw.gov.pl/usluga/cudzoziemcy](http://www.katowice.uw.gov.pl/usluga/cudzoziemcy)  
[www.cudzoziemcy.gov.pl](http://www.cudzoziemcy.gov.pl)

### **Check if you need a visa to come to Poland**

[udsc.gov.pl](http://udsc.gov.pl)

### **To extend your stay in Poland, book a visit**

[www.katowice.uw.gov.pl/biuro-obslugi-klienta/rezerwacja-kolejki](http://www.katowice.uw.gov.pl/biuro-obslugi-klienta/rezerwacja-kolejki)

### **Detailed information and the application form**

[www.katowice.uw.gov.pl/usluga/cudzoziemcy/pobyt-czasowy-w-celu-ksztalcenia-sie-na-studiach](http://www.katowice.uw.gov.pl/usluga/cudzoziemcy/pobyt-czasowy-w-celu-ksztalcenia-sie-na-studiach)  
[www.cudzoziemcy.gov.pl](http://www.cudzoziemcy.gov.pl)

## Residence



You are obliged to register your address in the City Hall (temporary residence registration).

Required documents: completed form, identity document, visa/residence card (if required in your case), proof of title to the property.

## Accommodation

There are several universities in Katowice that provide accommodation in their student dormitories. If you want to live in a dorm, we can help you book a place.

You can also rent a flat or room in an apartment with other students on your own. Check the renting terms and conditions carefully:

- security deposit;
- whether the rent includes utilities (electricity, water, heating, Internet access);
- rental period, conditions of termination and notice period.

## Insurance and health care



Please find below information on health insurance concerning the use of healthcare (doctor's visits, hospital treatment).

In addition to health insurance, it is worth buying accident insurance. In case of an accident it provides assistance such as compensation, transport to the country, transfer of a relative, etc.

### **Citizens of the European Union Member States, the European Free Trade Association (EFTA) Member States – a party to the Agreement on the European Economic Area or the Swiss Confederation**

If you have health insurance under the insurance scheme of your home country, you can benefit from free health care in Poland on the basis of the European Health Insurance Card.

### **Other foreign nationals**

You have several options to choose from:

- purchase insurance in your home country that covers health care during your stay in Poland;
- purchase insurance in the National Health Fund (the contribution amounts to approx. EUR 15, payable monthly);



#### **Detailed information on using the European Health Insurance Card**

[https://www.ekuz.nfz.gov.pl/en/info\\_dla\\_uprawnionych\\_z\\_innych/general-information-concerning-access-health-care-during-temporary-st](https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st)

- if you present a document confirming your Polish origin to the university, the insurance in the National Health Fund will be paid for by the university.

## Employment of foreigners

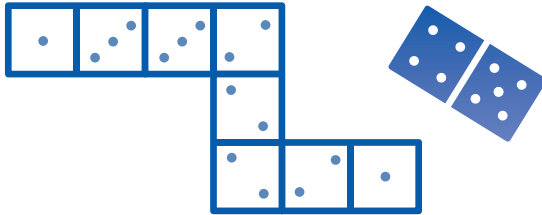


All full-time students holding a student visa or temporary residence permit, citizens of the EU/EEA countries and holders of the Polish Charter do not need a work permit.



**For more information visit the website of the Office for Foreigners**  
[udsc.gov.pl](https://udsc.gov.pl)

# Culture shock



Even if you are very well-prepared for departure, living in a new place often evokes emotions that are difficult to deal with. At first, everything may seem exciting and inspiring. Nevertheless, over time, while staying longer in a foreign country away from family and friends, a lot of students experience a culture shock faced with the new environment, different customs and values.

## Typical symptoms of culture shock:

- a sense of sadness and loneliness;
- illness, allergies;
- insomnia or excessive sleepiness;
- changes in mood, feelings of helplessness;
- a sense of anger, resentment, frustration;
- homesickness;
- a sense of uncertainty and loss of identity.

A culture shock can last several days, weeks or months. You can prepare yourself by reading a lot and learning about the culture and society of the country where you will be living and studying.

## How to deal with cultural shock?

- during the first few days after arrival, write down what you like about the new place so you can go back to those notes when you feel worse;
- remember that your feelings are completely normal;
- open up to new experiences, learn Polish;
- keep a journal or blog;
- stay in touch with family and friends at home;
- get out of your room, meet people;
- eat a healthy diet;
- get regular exercise, go on trips;
- find an activity that will allow you to meet people with similar interests;
- arrange a meeting with a counsellor at the university.

Remember that the people listed in the 'Help' section will not only provide you with information on matters related to studying, but they will also direct you to the right place if you need help. Do not hesitate to use their support.

## Checklist before coming to Katowice



### Health

- Citizens of the EU/EFTA countries: get a European Health Insurance Card
- If you are taking a medication on a regular basis, get a supply of the medication and ask your doctor for a letter explaining your condition, preferably in English. Check if you can take the medication abroad
- If you are going to purchase insurance in the National Health Fund, buy travel insurance for the first days of your stay

### Finance

- Check if you can use your bank account and payment cards in Poland, and whether your bank charges any fees
- Consider opening a bank account in Poland
- Bring a proof of sufficient financial resources with you – you will need it to register your stay

### Everyday life

- Check if you need an adapter for your electrical appliances
- Check the weather forecast and pack the right clothes
- Take a few passport photos with you

- Make copies of your passport/visa and pack them in a different bag than the one where you keep the documents

## Polish language course



There are several language schools in Katowice where you can enrol in a Polish language course for foreigners. If you are a Master's degree student at the Faculty of Design, the costs of the Polish language course may be covered by the university for the entire period of your stay in Poland.

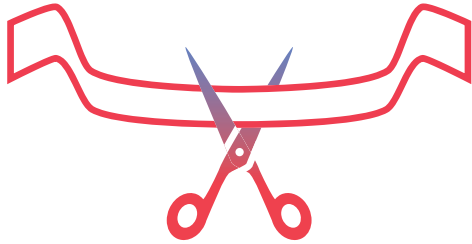


## **For a start**

- **Matriculation**
- **Inauguration**
- **Study plan and timetable**
- **Syllabus**
- **USOSweb**
- **AFP Campus**
- **Support**
- **Dean's Office**
- **Year tutor**
- **Counsellor**



## Matriculation



It is a ceremony at which all new students are accepted into the academic community.

During the matriculation you will take a solemn oath, under which you will become a full-fledged student of the Academy of Fine Arts in Katowice.

### The wording of the oath:

Aware of my obligations towards culture and the tradition of the Academy of Fine Arts in Katowice, I solemnly pledge to:

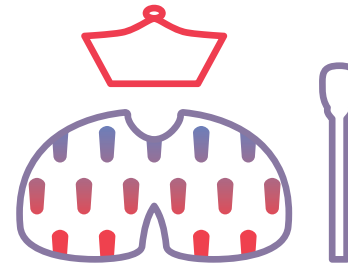
- persistently and diligently acquire knowledge and skills that prepare me for independent work in art or design;
- protect the dignity of the student and the good name of the Academy of Fine Arts in Katowice, in which I am about to begin studies;
- respect the rules of ethics and companionship as well as the standards of coexistence of the academic community;
- comply with the university regulations, adhere to study plans and curricula and related deadlines for particular years of study.

On that day, you will also be presented with the most important organizational matters, and you will visit the

Dean's Office to collect your student card. You will also attend library and OHS training (Occupational Health and Safety).

If you are a first-year student of the second-cycle studies at the Faculty of Design, in the first days of October you will get acquainted with the offer of studios which you can choose, thus building your own curriculum.

## Inauguration



The inauguration is the official opening of the academic year, which takes place in the first days of October. The inauguration's participants are: the Rector, the Senate of the Academy and invited guests, lecturers from our and other universities, students and doctoral students.

### The inauguration programme includes:

- a solemn oath taken by first-year students who obtained the highest score in the recruitment process;
- awarding diplomas and state decorations;
- a report on the events of the previous year;
- an inaugural lecture given by a guest of honour.

## Study plan and timetable



These are not the same thing. In order to understand the difference, it is worth getting familiar with each of the documents at the very beginning.

The study plan constitutes a catalogue of courses in individual years of study, including information on the number of hours, rules of assessment and receiving ECTS credits. The timetable is the student's schedule of lectures and classes. Both documents are available on the Academy's website.

## Syllabus

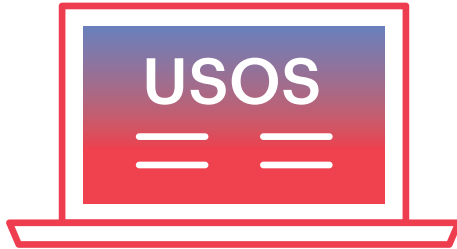


This is a document with a detailed description of each course. It specifies:

- mandatory tasks during classes;
- the reading list;
- requirements for receiving credit.

You will find the syllabus for each course in the USOS system, as well as in printed form in the studio where the course is held. During the first class, the teacher will discuss the tasks and assessment criteria contained in the syllabus.

## USOSweb (University Support System of Studies)



Each new student of the Academy receives a user account on the USOSweb platform, where they can view the grades and ECTS credits earned. The system is also used for signing up for class groups. Faculty members enter the grades and syllabi into the USOSweb system so it is worth looking in there regularly.



**USOSweb address**  
[www.usosweb.asp.katowice.pl](http://www.usosweb.asp.katowice.pl)

## AFP Campus

### **ul. Raciborska 37**

A modernist building from the 1930s, a former officers' club.

- Rector's Office;
- university administration;
- design studios;
- auditorium and senate hall.

### **ul. Raciborska 50**

The building was commissioned in 2015 as a place of education and a space for cultural activities, open to the local residents.

- Dean's Office of the Faculty of Art;
- painting studio;
- multimedia studios;
- film studio;
- modeling studio;
- cinema;
- library;
- cafeteria.

### **ul. Koszarowa 19**

Former military barracks, adapted in 2007.

- Dean's Office of the Faculty of Design;
- printmaking studios;
- graphic design studios;
- printing house.

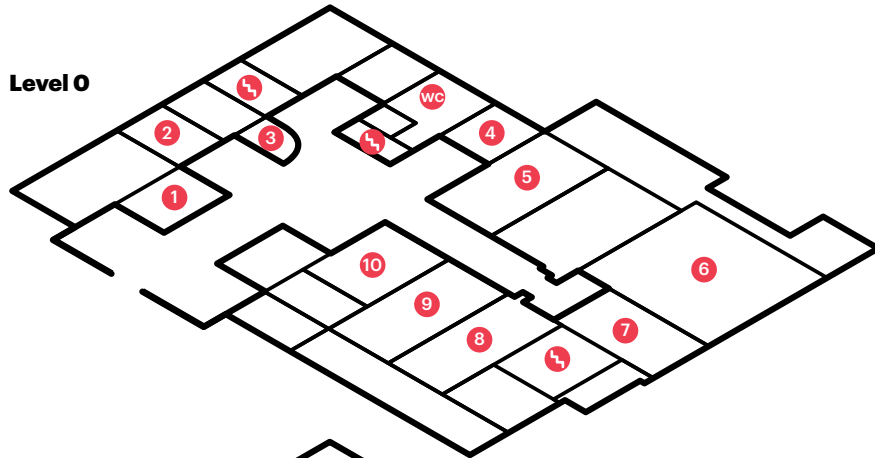
### **Rondo im. gen. J. Ziętka 1**

Rondo Sztuki Gallery

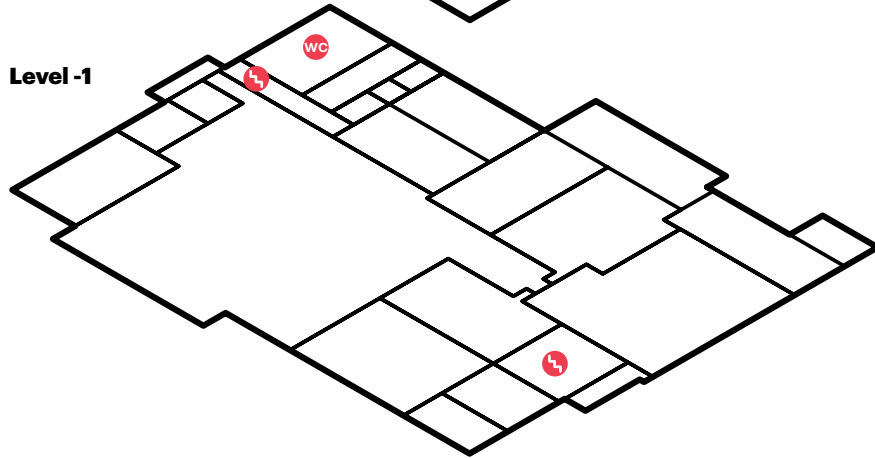
## Campus map

ul. Raciborska 37

Level 0



Level -1



1 Administration, Maintenance and Public Procurement Office

2 Administrative Director

3 Reception

4 Kitchen  
5 Rector's Office

6 Senate Hall

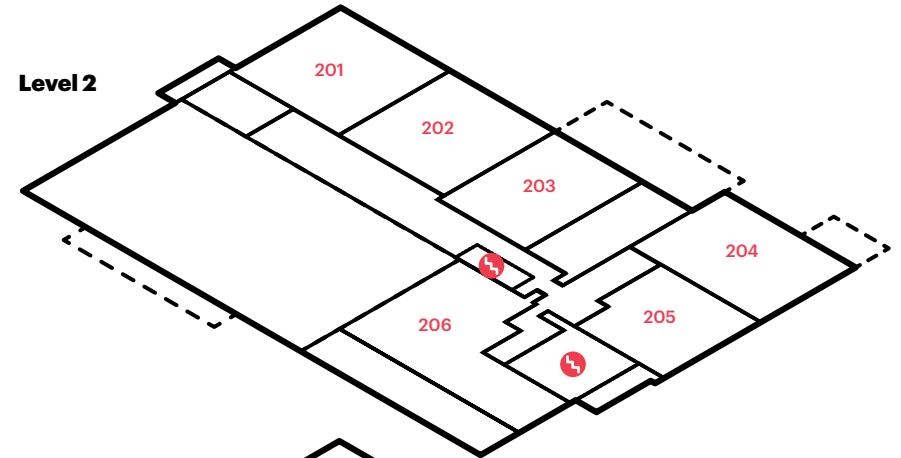
7 Vice-Rectors

8 Finance Office

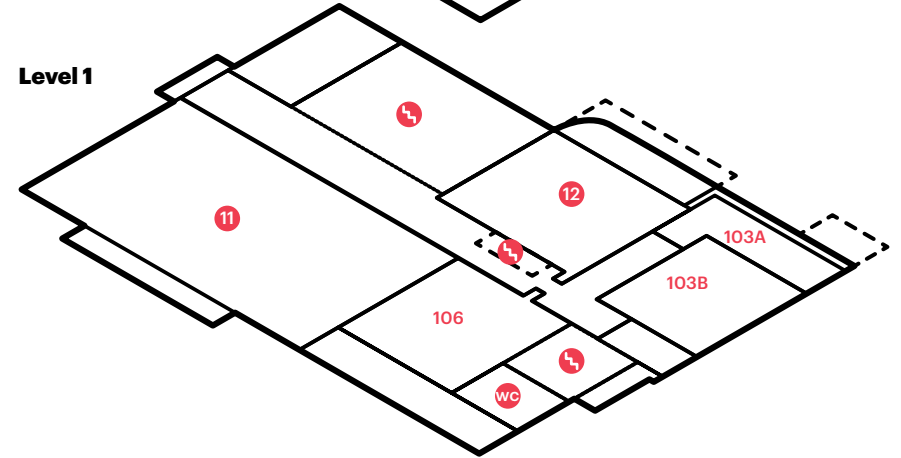
9 Personnel Office

10 Education Office

Level 2



Level 1

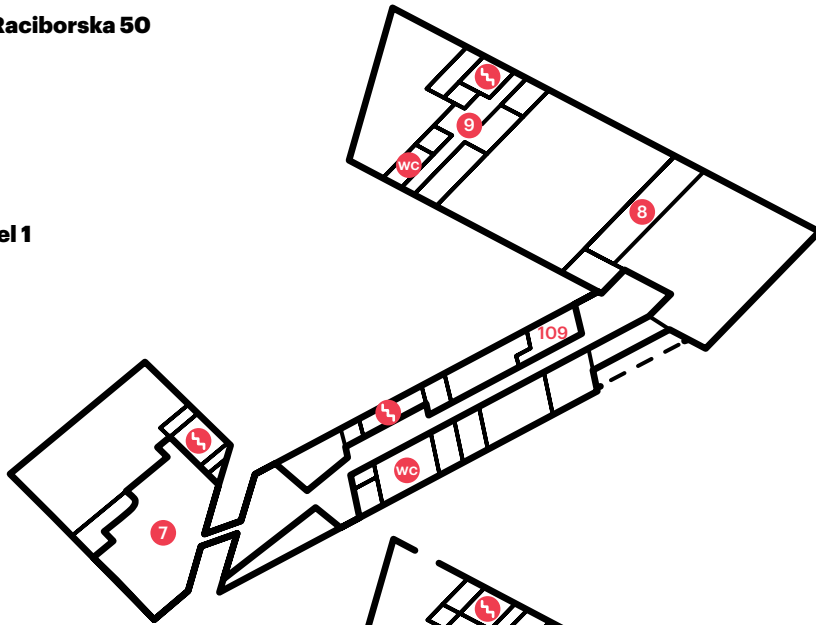


11 Assembly Hall

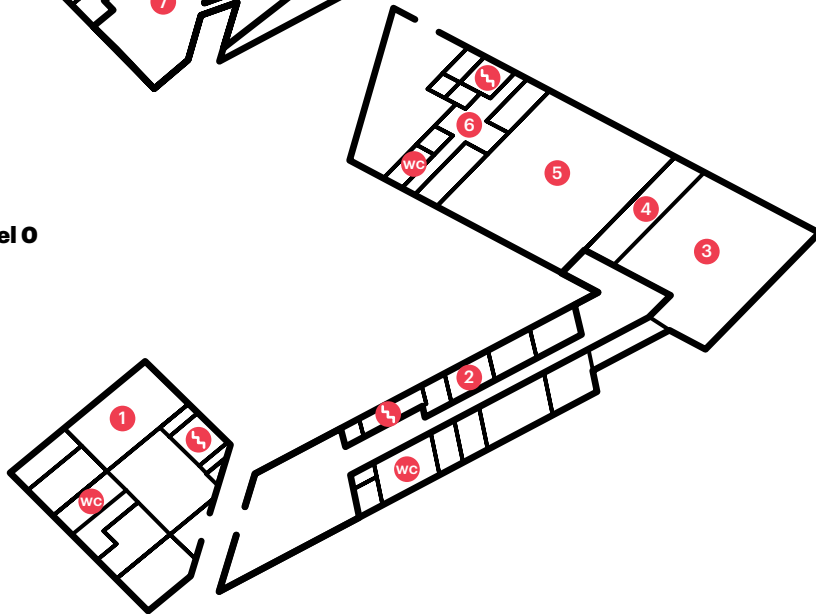
12 Design student room

ul. Raciborska 50

Level 1

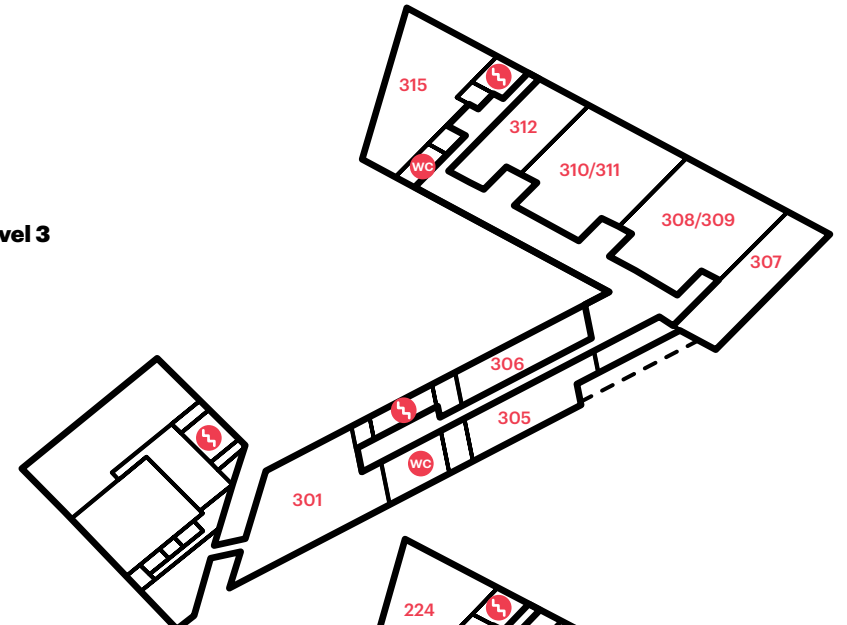


Level 0

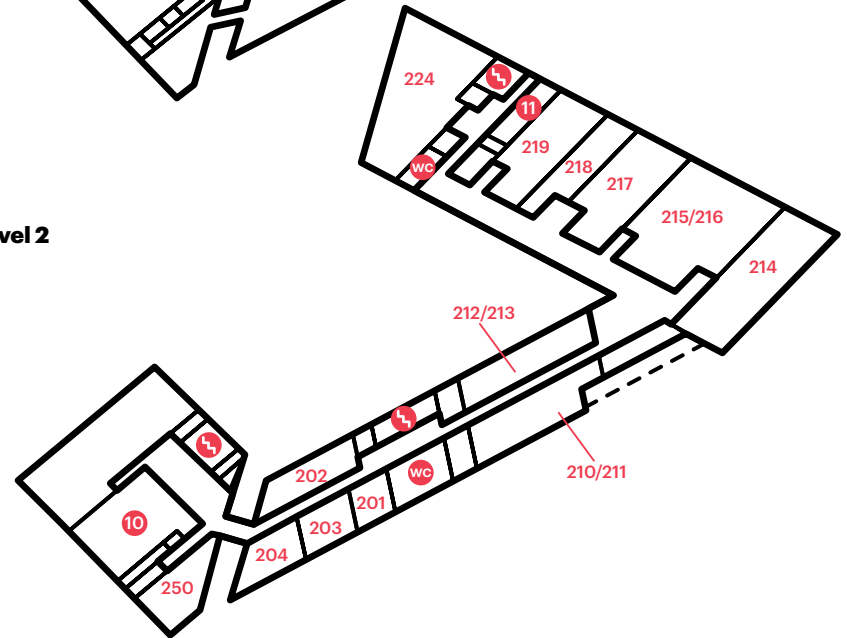


- 1 Library
- 2 Faculty of Art Dean's Office
- 3 Moving Image and Interaction Lab
- 4 Store room of Moving Image and Interaction Lab
- 5 Open Space
- 6 Modelling Studio
- 7 Cafeteria
- 8 Control booth
- 9 Modelling Studio

Level 3



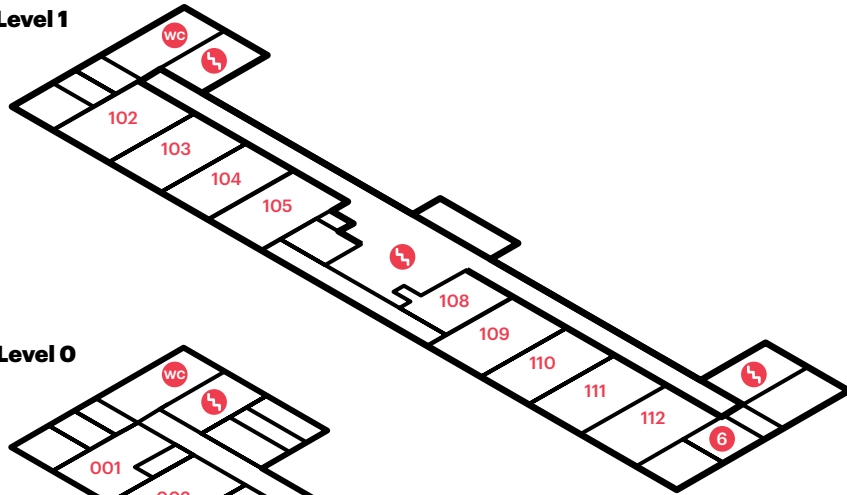
Level 2



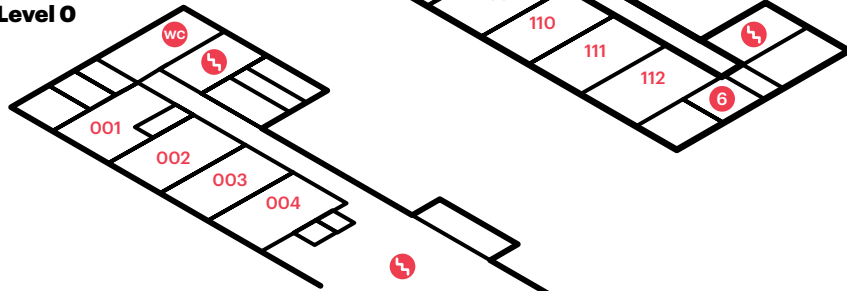
- 10 Cinema
- 11 Student room

ul. Koszarowa 19

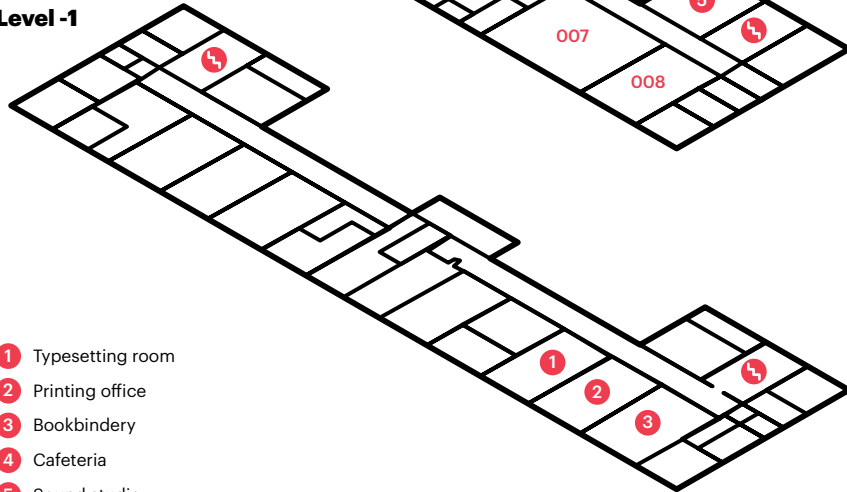
Level 1



Level 0

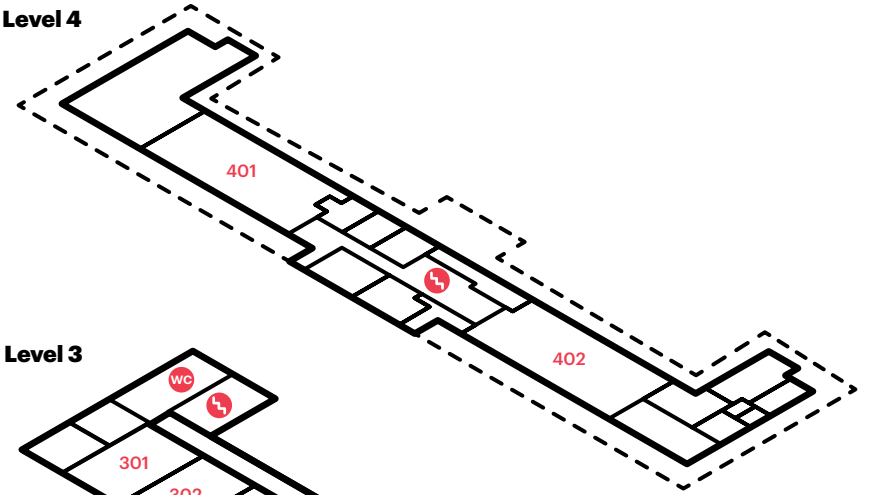


Level -1

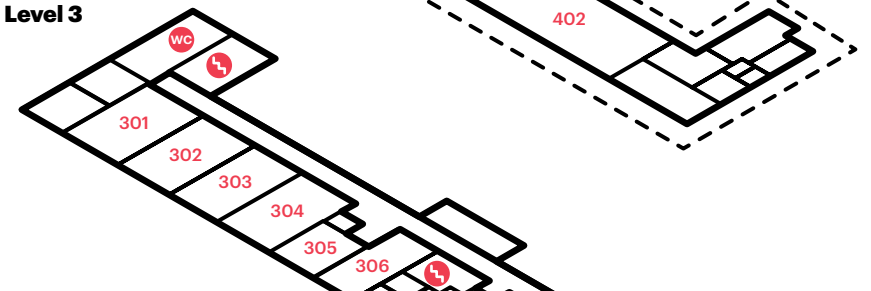


- 1 Typesetting room
- 2 Printing office
- 3 Bookbindery
- 4 Cafeteria
- 5 Sound studio
- 6 Faculty of Design Dean's Office

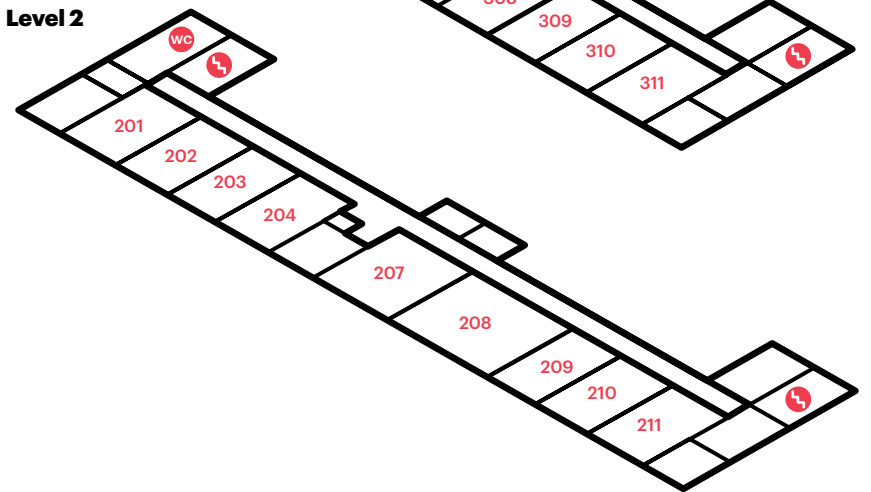
Level 4



Level 3



Level 2



# Support

Check who can offer you support at the Academy.

## Dean's Office

It is where students' affairs are dealt with in the first place – a student service point.

More about the Dean's Office → p. 30

## Dean

Runs the department, representing it in internal affairs. Manages education, research and cultural activities.

## Vice-Dean

Takes care of all student affairs. Assists the Dean of the Faculty and acts for the Dean when he or she is absent from the University.

## Student Government

The president, vice-president, treasurer and secretary usually have a thorough knowledge of regulations such as study rules, so they know your rights and can advise you on what to do in some cases.

More about the Student Government → p. 37

## The Education Department

Applications for the Rector's scholarship for the best students are submitted here. Exchanges. The Education Department employees provide administrative support for the activities of the Student Government Council.

## Year Prefect

His or her duties include communicating with teachers and the authorities of the Academy in order to represent the interests of the group and seek solutions which are satisfying for both parties. All study programmes and year groups elect their Year Prefects by voting.

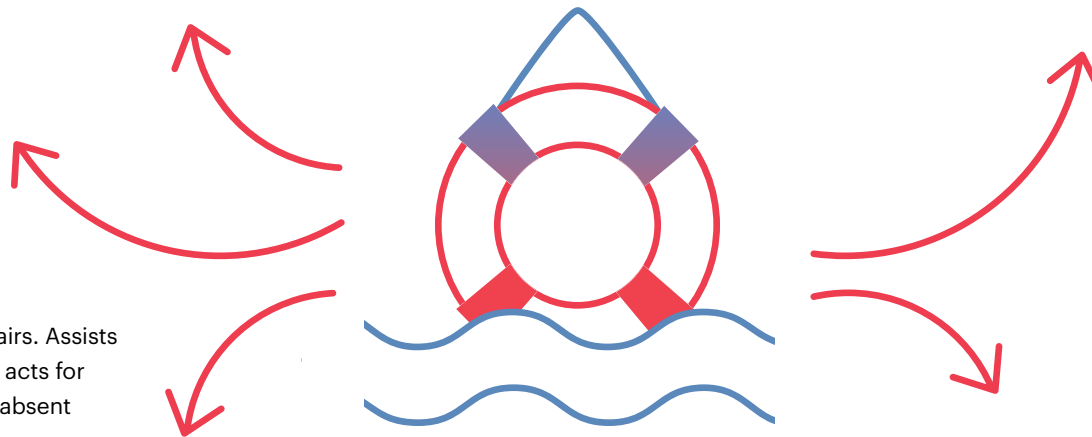
## Counsellor

If you need counselling, you can get it for free at the Academy. You can talk to our counsellor about various problems, including your private issues.

How do I make an appointment with the counsellor? → p. 32

## Rector

The Rector, who represents and manages the University, is a superior of all employees and students of the Academy.

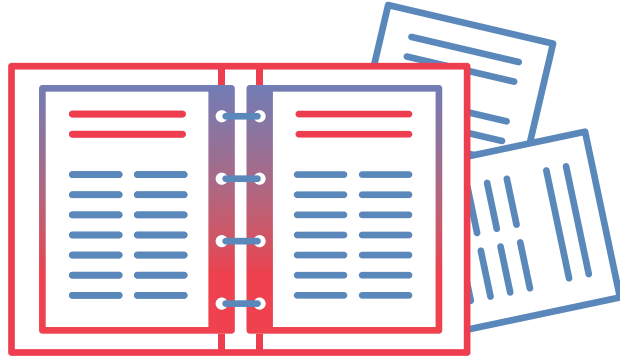


## Year tutor

A teacher who supports students in expressing their opinions and encourages them to actively participate in the life of the Academy. His/her duties include staying in touch and cooperating in cases related to students of the given year group. More about the Year Tutor → p. 31



## Dean's Office



It is where students' affairs are dealt with in the first place – a student service point. You can complete most formalities here. The staff of the Dean's Office will tell you what you can do in the cases related to:

- obtaining certificates;
- getting scholarships;
- extending exam sessions;
- getting your student ID card stamped;
- other student affairs.

At the Dean's Office you will sign the agreement of educational services, and get help in matters covered by the rules of studies. It is where you can also make an appointment with the Dean, and submit applications related to the course of your studies.



The Dean's Offices of both faculties are open on all weekdays except Thursdays

### **Faculty of Art Dean's Office**

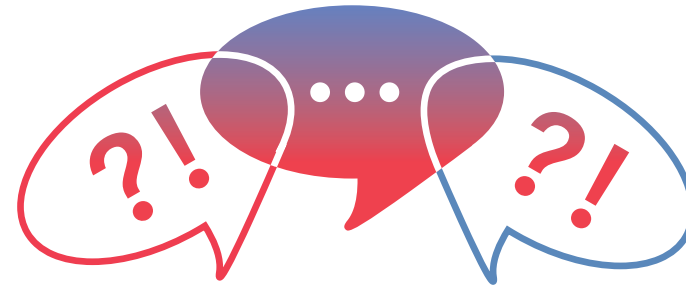
open from 10:00 to 14:00  
**ul. Raciborska 50**  
Level 0  
Room no. 006

### **Faculty of Design Dean's Office**

open from 11:00 to 15:00  
**ul. Koszarowa 19**  
Level 1  
Room no. 113



## Year tutor



The faculty staff member who performs this function can help you with formal matters, and will advise you on how to carry out various initiatives related to studying at the Academy. Make sure to find out at the Dean's Office who your Year Tutor is, so you can ask him/her for help whenever you need it. Depending on the Faculty at which you are studying, the Year Tutor can remain the same from the beginning of your studies till their very end (the Faculty of Art), or change every year (Faculty of Design).

You can also ask your Year Tutor for help with matters which require mediation, for example between you and another student or a teacher.

# Counsellor



Ewa Ludwig, the Academy counsellor, will be waiting for you every Tuesday. Her services are free for the students of the Academy.

## Ewa Ludwig

A psychologist and artist, graduate of the AFA in Katowice. She worked as a graphic designer for several years before obtaining a degree in psychology. Her work focuses on creative personalities.

It is best to make an appointment in advance.

The counsellor organizes workshops for the students every year. If you are particularly interested in some topic, you can suggest addressing it during the workshops.

## What does an appointment look like?

It is a private meeting, a conversation. The counsellor is bound by professional confidentiality, so you can feel safe as everything will stay between the two of you.

## No topics are taboo.

The subjects which you will touch upon may concern anything. You do not have to come only with problems,

you can also ask for advice, discuss your personal development, consider what you really want to do in life, or work on time management and coping with stress.



[ewa.ludwig@gmail.com](mailto:ewa.ludwig@gmail.com)



Tuesdays from 15:30 to 17:30



**ul. Raciborska 50**  
Room 008 (Dean's Office)  
Level 0



## **Rights and obligations**

- **Study Regulations**
- **Student Government**
- **How to obtain financial support?**
- **Leave**
- **Student loan**
- **How to submit an application**



## It's time to review the study regulations

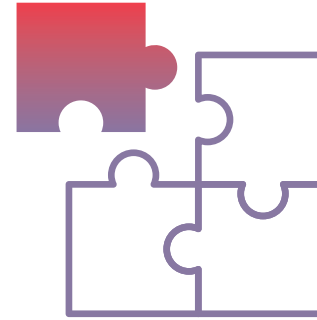


You will find them on the Academy's website. It is an obligatory reading for every student. It will help you learn about your rights and obligations. The document describes precisely many of the issues raised in this information handbook.



**Study regulations are available on the website**  
[asp.katowice.pl/en](http://asp.katowice.pl/en)  
→ Study → Study regulations

## Student Government

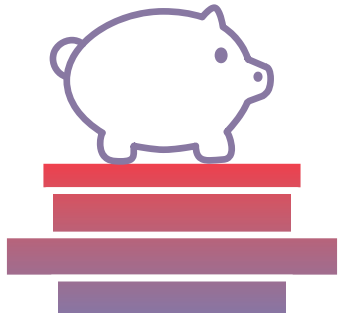


It comprises all the students at the Academy. Student Government Council is composed of democratically elected representatives defending the interests of the entire community. The Student Government has its own budget and deals with matters related to the comfort of studying. It initiates and supports research, artistic and cultural activity.

If you enjoy holding social functions, become a member of the Student Government Council. You will partake in preparing study regulations and other internal provisions, improving the quality of education and the conditions of studying. You can also become involved in the process of democratic elections of the Academy authorities, held every four years.

For active participation in the actions of the Student Government you will be awarded points which will be taken into account in the assessment of applications for the Rector's scholarship.

## How to obtain financial support?



The university offers its students financial support in the form of the following benefits:

- income support;
- disability support;
- hardship benefits.

The Dean's Office staff will help you check which benefits you are entitled to, and will inform you of the current application deadlines.

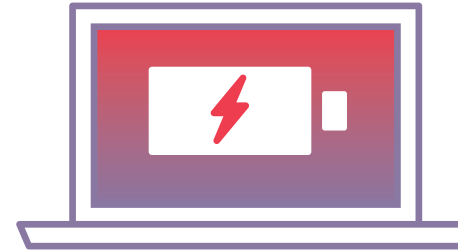
### Rector's scholarship for the best students

After completing the first year of the first-cycle or long-cycle studies you can apply for the Rector's scholarship. Only the winners of school contests can be granted the scholarship during their first year.

At the second-cycle studies you may apply for the Rector's scholarship on the basis of your academic or artistic/design achievements of the last year of the first-cycle studies.

Applications for the Rector's scholarship are submitted at the Dean's Office by mid-October in the winter semester, and by mid-March in the summer semester. The Dean's Office is also the place where you will be provided with all detailed information.

## Leave



In justified cases you will be entitled to a longer break during your studies. According to the regulations, the leave is granted for a short period of time: one semester or one year. In justified cases it can be extended by the Rector. Applications for the leave are submitted at the Dean's Office.

### Situations in which you are entitled to take the leave:

- long-term illness, confirmed by a doctor;
- starting studies at another university, including a foreign university (provided that it is not an exchange within the framework of the Erasmus+ programme);
- international and local group trips (organised by the Academy or student organisations);
- a necessity to take a paid job for a definite amount of time;
- important fortuitous events.

**For more information check the Study Regulations or contact the Dean's Office**

## Student loan



In order to obtain the student loan, you must submit the application at one of the banks which offer it. It is where you will be provided with all information. One of the advantages of the student loan is the fact that you can start paying the instalments two years after your graduation.

## How do I write and submit an application properly?



### What are the most popular reasons for students to submit applications?

- issuance of a new student ID card;
- changing the design/artistic studio;
- moving an exam to a date after the exam session;
- granting a leave;
- semester resit;
- moving the date of an obligatory plein-air workshop;
- moving the dates of internships;
- resuming studies;
- moving the date of your diploma defence;
- additional course.

### What should I keep in mind when submitting an application?

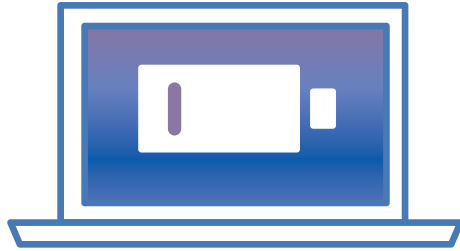
- submit the application sufficiently early;
- keep the style formal;
- provide not only your name, but also: course record no., the name of your study programme, year group, level and mode of studies;
- give a title to your application, for example: "Application for a leave";
- provide reasons for your application;
- attach relevant documents;
- sign the document.

## **Schedule of the academic year**

- **Exam session – what does it look like?**
- **Defending the diplomas**
- **Work placement**
- **Obligatory plein-air workshop**
- **Reviews**



## Exam session – what does it look like?



Exam session is the time to summarize your work after each semester. There are no regular classes during the exam session. All that time is spent on exams. Be well prepared for your first session and save yourself the hassle.

### Exam session

#### Credits

Before taking exams you must receive credits from all courses you attend. Check the requirements for course completion at the beginning of the course. (See: Syllabus → p. 19).

It is allowed not to receive credit in 2 courses at the most. If that number is higher, you will not be admitted to the exam session. If you submit an application the Rector, you may be permitted to retake the year.

#### Exam

Exams, much like course completion assessments, take various forms which will be presented to you by your teacher. Your achievements in the artistic and design studios are most often graded on the basis of the review of the works which you completed during the

semester. Theoretical subjects usually end with either oral or written exams.

You credits and grades will be entered into the USOS system.

### You will find out about the requirements for passing a course from the study plan and syllabi.

- **z** – zaliczenie (course completion assessment, credit) after the completion of classes in a semester, you obtain a “pass” without a grade;
- **z/o** – zaliczenie z oceną (pass with a grade) after completion of the classes in a semester, you obtain a “pass” and then you will get a grade on the basis of an exam, for example in the form of a review of all the works you completed during the semester.

### Grading scale

- **cel – excellent (5.5)** – excellent knowledge, skills and social competences;
- **bdb – very good (5)** – very good knowledge, skills and social competences;
- **db+ – plus good (4.5)** – more than good knowledge, skills and social competences;
- **db – good (4)** – good knowledge, skills and social competences;
- **dst+ – plus satisfactory (3.5)** – more than sufficient knowledge, skills and social competences;
- **dst – satisfactory (3)** – sufficient knowledge, skills and social competences;
- **ndst – unsatisfactory, fail (2)** – insufficient knowledge, skills and social competences.



**How do I prepare for the session?**

**1 Get your student's academic progress report from the Dean's Office**  
This document includes the list of courses you need to complete in the semester.

**2 Work systematically**  
Working hard throughout the semester is the key to success. This way you will be able to complete all your works and projects during the session.

**3 Don't forget about backups**  
It's best to buy an external drive or a flash drive with large memory capacity and copy the files from your computer or transfer them to a Google drive. Computers tend to break down at the least appropriate time. Having backup copies will help you avoid unnecessary stress.

**4 Save**  
Printouts, special papers, paints and other materials and services that will be needed during the session can take up a lot of money. Start saving as early as possible to make it easier to plan your expenses.

**5 Don't wait until the last minute**  
Printouts and works that you have to commission to someone (book mock-ups, etc.) should be done well in advance. Don't leave it for the last day. The session is an intensive time not only for students, but also for the nearby bookbinders and print shops. You might have to spend a few hours in line. The time of delivery may also be longer. Remember also about technological processes that cannot be accelerated, such as rendering, paint and glue drying, etc. Therefore, if you want to make sure you have enough time to complete your exam work, you should do it in good time.

**6 The exam – what should I take with me?**  
Take your student's academic progress report and completed works, with digital versions if required.

**7 Works stay at the Academy**  
Be aware that your works will probably stay in the studio. Some of them can be collected after the end-of-year exhibition but some will be permanently stored in the school archives.

It is also worth knowing that Article 15a of the Copyright Act gives the Academy priority in the publication of your diploma project. You can't do that until six months after the defence.

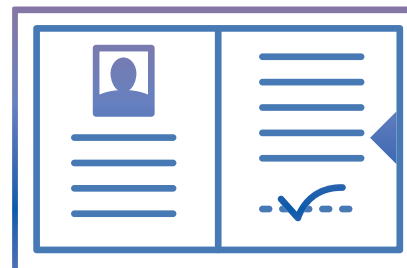
**What happens if you fail? Resit session**

If you fail to complete a course or you get an F, you are entitled to resit exams during the resit session, which is free of charge and is organized in the period indicated in the academic year schedule. Ask your subject teacher for the date and time of the retake. If you fail to complete a course during the exam session, you must both complete it and get a positive grade during the resit session.

**Exams after the exam session (the so-called extension of exam session)**

In justified circumstances it is possible to obtain a so-called extension of the exam session. This allows you to pass a course at a later date. You need to do this by the end of the resit session, under the same rules as students who complete the session at first attempt. Extending the session must be justified by serious reasons, such as fortuitous or health-related events. In order to obtain an extension, you must submit an application at the Dean's Office at least one week before the beginning of the session. The application should be accompanied by e.g. a medical certificate, if health condition is the cause. You should receive a decision within 7 days.

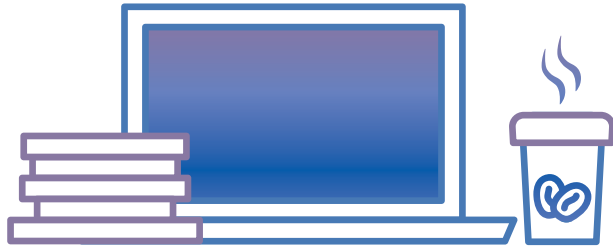
## Defending the diplomas – come and see what to expect



Diploma defences at the Academy are open to the public: anyone can come and watch. You can find information about them on the Academy's website, Facebook and on posters.

You don't need an invitation to attend the defence. Participating in defences will not only make you aware of the procedure but will also teach you a lot. The questions of the committee are thought-provoking and the solutions applied by graduands are often inspiring. The exact dates of defences are specified in the current academic year, they usually take place in the second half of March and the second half of June.

# Work placement



The students of first-cycle studies and the students of long-cycle Master's degree studies complete traineeships; it is required at all faculties.

Work placements are a very good way to test your competences in the professional labour market. You can use the time to discover what you want to do exactly, or what you certainly don't want to do.

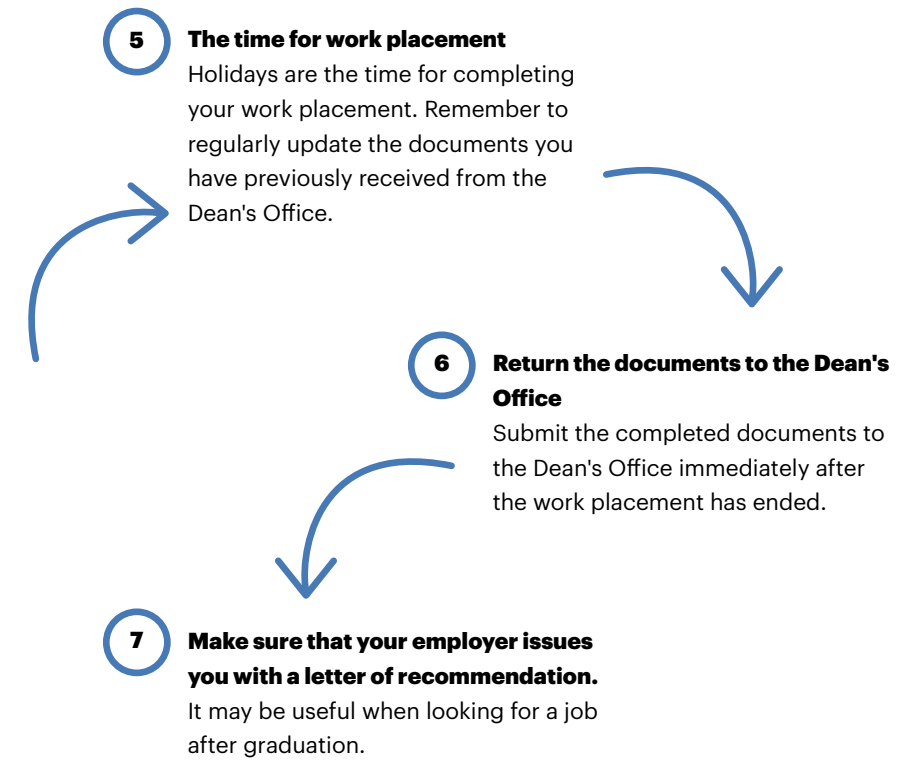
## About work placements

- They must be completed during the summer holidays preceding the third year of studies. However, you should get interested in this subject as soon as possible because finding a company or institution that will willingly accept you for the traineeship will require some effort
- If, for reasonable reasons, you are unable to complete your work placement on time, you may be able to postpone it. You will need to file a special application to the Dean's Office
- You must complete the obligatory work placement by the end of the summer holidays preceding the last year of your studies
- It is possible to have the work placement completed on the basis of a previous internship, voluntary work

or employment consistent with the profile of the obligatory work placement and of a similar duration

- If you do not complete the traineeship or fail to submit your documents in due time, you will not complete the semester
- At the beginning of the summer semester you will attend an information meeting regarding work placements. At the meeting you will find out when you need to provide information about the location of the traineeship and submit the relevant documentation
- You can also do a traineeship abroad. If you are interested in an Erasmus+ internship, start organizing it as soon as possible (Erasmus enrolment takes place on specific dates). You can find out more → p. 60
- You must buy personal accident insurance for the duration of your work placement (you must have a document confirming your insurance)
- The number of hours of the work placement depends on your faculty and mode of studies
- Ask the Dean's Office or check on the website of the Academy who is the coordinator of your work placement. This is the person you can speak to if you have any questions or concerns

**Work placement -  
when should I get  
everything done?**



## Obligatory plein-air workshop

An open-air painting workshop is an obligatory requirement for every student of first-cycle studies and long-cycle Master's degree studies. It is also a great opportunity to connect with students from your year and create an interesting project or work.

- The trip takes six days. A significant part of the costs is covered by the Academy
- You must obtain credit for the plein-air workshop/workshops before the last year of your studies, otherwise you will not be allowed to defend your thesis
- If, for justified reasons, your participation in a plein-air workshops during the first year is not possible, you can try to postpone it by applying to the Dean's Office

### Graphic Design and Design study programmes

It is obligatory to complete one plein-air workshop at the Faculty of Design. The trip takes place during the holidays after the first year of first-cycle studies, usually at the end of August and beginning of September. You can choose between two dates.

### Printmaking and Painting study programme

Printmaking requires one open-air workshop and Painting three (one of which can be changed into a work placement). The obligatory joint trip for plein-air workshop for first-year students is held in May.

## Reviews

### Design and Graphic Design

The Faculty of Design holds diploma critiques, which are part of seminars conducted in three thematic blocks: out of the box, social, commercial. In your first year of study, you must attend all the classes and then choose one area related to the topic of your thesis. Discussion and seminar groups and diploma critiques are conducted in a group of students and academic teachers from the entire faculty.

In addition, the Design study programme holds reviews; the presentation of works usually takes a few minutes and takes place in front of the teachers and other students. Everyone present has the right to ask questions. Attendance at the reviews is obligatory for all students of Design. You will receive information about the date, place and the characteristics of the review by e-mail from the coordinator.

### Printmaking and Painting

If you are studying at the Faculty of Art, a review of your creative output is scheduled for the 3rd year of your studies.

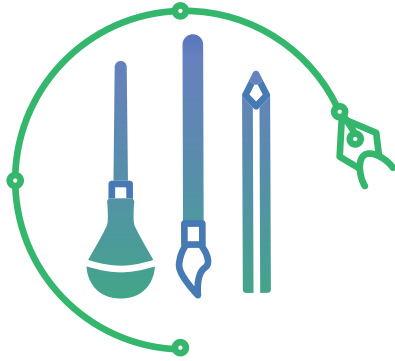
Depending on the field of study, these events are organized in the form of a multimedia presentation (Printmaking) or an exhibition at the university (Painting). This is the time when students present their works created from the first year onwards. The event is open and takes place in the summer semester.

## Development

- **Study associations**
- **MOST (Student Mobility Programme)**
- **ERASMUS+**
- **POWER project**



## Study associations



Are you the type of person who loves to do something for others and takes satisfaction from doing it? Join a study association.

There is a study association for each study programme of the Academy. The activity of the associations depends largely on the engagement of students. Participants may organize various seminars, meetings and workshops, or act as volunteers at events organized by the school.

## MOST ( Student Mobility Programme)



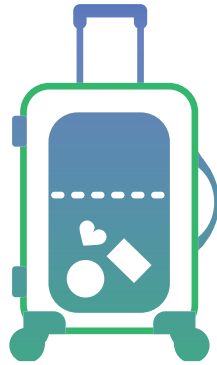
It is an exchange programme that gives students the opportunity to study at another Polish university for up to two semesters.

It is available for full-time and part-time students, not sooner than after completing the first year of studies.

Contact the university you want to go to for an exchange and check the possibility of completing your courses. When you are sure that the program meets your requirements, obtain a written acceptance letter from the host university to be admitted to the exchange and submit it to your Dean's Office.

In order to participate in the programme you must have successfully completed a semester, therefore the necessary formalities must be done around mid-February or September, but before beginning a new semester.

## ERASMUS+



Erasmus+ gives you the opportunity to study or complete an internship abroad. Recruitment takes place at the beginning of the summer semester for exchanges in the academic year starting after the summer holidays, or internships during the upcoming holidays.

You can participate in the program not sooner than in your second year, thus you can apply in the first year. The minimum duration of your stay abroad is 3 months and the maximum depends on the mode of studies you are in: 12 months at the first-cycle and second-cycle studies (Faculty of Design) and 24 months at the long-cycle Master's degree studies (Faculty of Art). This limit includes both internships and Erasmus+ studies. If you want to join the program, remember to check the application dates on a regular basis.

## POWER project



The Academy implements a project co-financed by the European Union, under which you can take part in additional workshops, courses, trainings, domestic and international study trips. The training offer includes both areas related to your studies as well as topics related to entrepreneurship, starting a business, copyright protection, etc.

The project includes an international interfaculty studio, in which classes are conducted by excellent professors and foreign experts. It is an elective non-diploma studio.

The project regulations, current offer of classes, recruitment rules and application forms can be found on the Academy's website.



**The project regulations, current offer of classes, recruitment rules and application forms can be found on the Academy's website under the section [asp.katowice.pl/en](http://asp.katowice.pl/en)**

→ Research and projects  
→ Development Programme for the AFA in Katowice

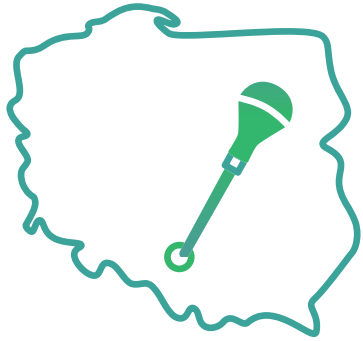


## Cyclic events

- Polish Print Triennial
- Design na BezTydzień
- International Student Drawing Triennial
- The best design diplomas Design 32
- Figurama
- Agrafa
- A Well Designed Book
- Student painting of the year
- Student print of the year
- End-of-Year Exhibition
- Fuksówka – time for fun



## Polish Print Triennial

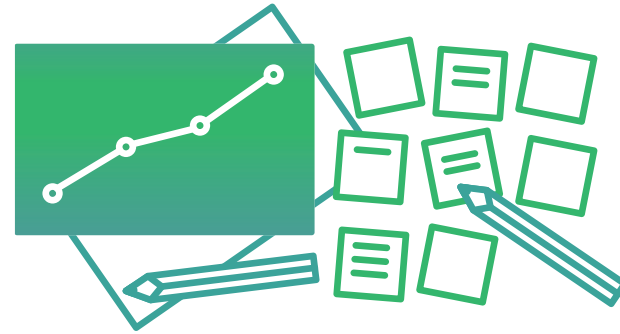


This is a summary of Polish contemporary printmaking. It shows the achievements of artists working in various graphic media, from prints made with the use of traditional workshop techniques, through digital printing, to animations and spatial forms. The Academy organizes this event in cooperation with the Silesian Museum in Katowice. You can also submit your work to this competition.



**Next date: October, 2021**

## Design na BezTydzień



This is a series of workshops and lectures about product design, services, visual communication and multimedia. The aim of the event is to improve and extend students' skills and exchange good practices. The week is filled with meetings with experts from Poland and abroad, academics and representatives of design companies. The event is organized every year in autumn.



**Next date: November, 2019**

## International Student Drawing Triennial

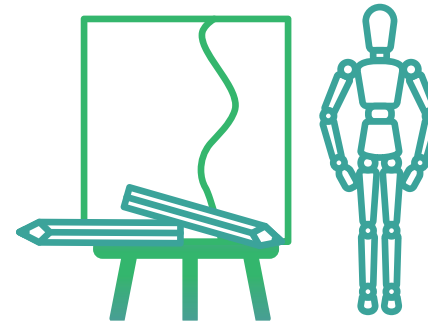


A competition review that presents the state of drawing at art schools in Poland and abroad.



**Next date: March, 2020**

## Figurama



Presentation of figurative drawing by students of art schools from all over the world. The project is a year-long cycle of exhibitions organized by the Academy.



**Next date: 2021**

## The best design diplomas Design 32



A nationwide competition reviewing the best Master's diploma projects in design and graphic design.



**Next date: April, 2020**

## Agrafa

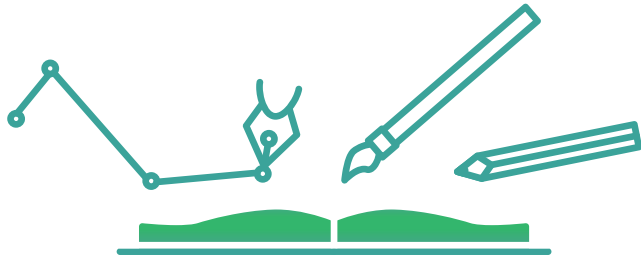


International Design Conference & International Competition of Students' Graphic Design. It presents the latest achievements in the field of graphic design. During the conference we discuss the present and future of design. The Agrafa is held every two years.



**Next date: April, 2021**

## A Well Designed Book – let's start with children



The project combines several events: a competition for the best book design for the youngest readers, an academic conference dedicated to children's book design, and numerous exhibitions.



**Next date: May, 2020**

## Student painting of the year



The competition is addressed only to students of the Academy of Fine Arts in Katowice. The main idea of the competition is to recognize the authors of the most interesting painting works which were created in the given academic year. The main prize in the competition is an exhibition of the winner's works prepared under the supervision of the curator in the Galeria+ at Rondo Sztuki Gallery in Katowice.



**Next date: May/June, 2020**

## Student print of the year

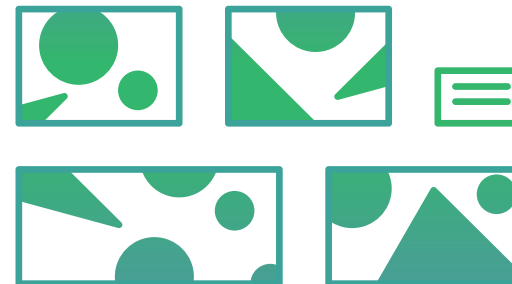


The competition is addressed only to students of the Academy of Fine Arts in Katowice. The aim is to present the students' achievements in the field of graphic art in its broadest sense. The main idea of the competition is to recognize the authors of the most interesting graphic works, which were created in the last academic year. The main prize in the competition is a curated individual exhibition in the Gallery+ at Rondo Sztuki Gallery.



**Next date: November, 2019**

## End-of-Year Exhibition



This is a great opportunity to see the results of the year's work of all students. Works on the organization

of the exhibition take place on days specified by the tutors. Both teachers and students participate.

Students are on duty during the exhibition, in order to show the visitors around, look after the equipment and works, and help with technical equipment if necessary.



**Next date: June, 2020**

## Fuksówka – time for fun

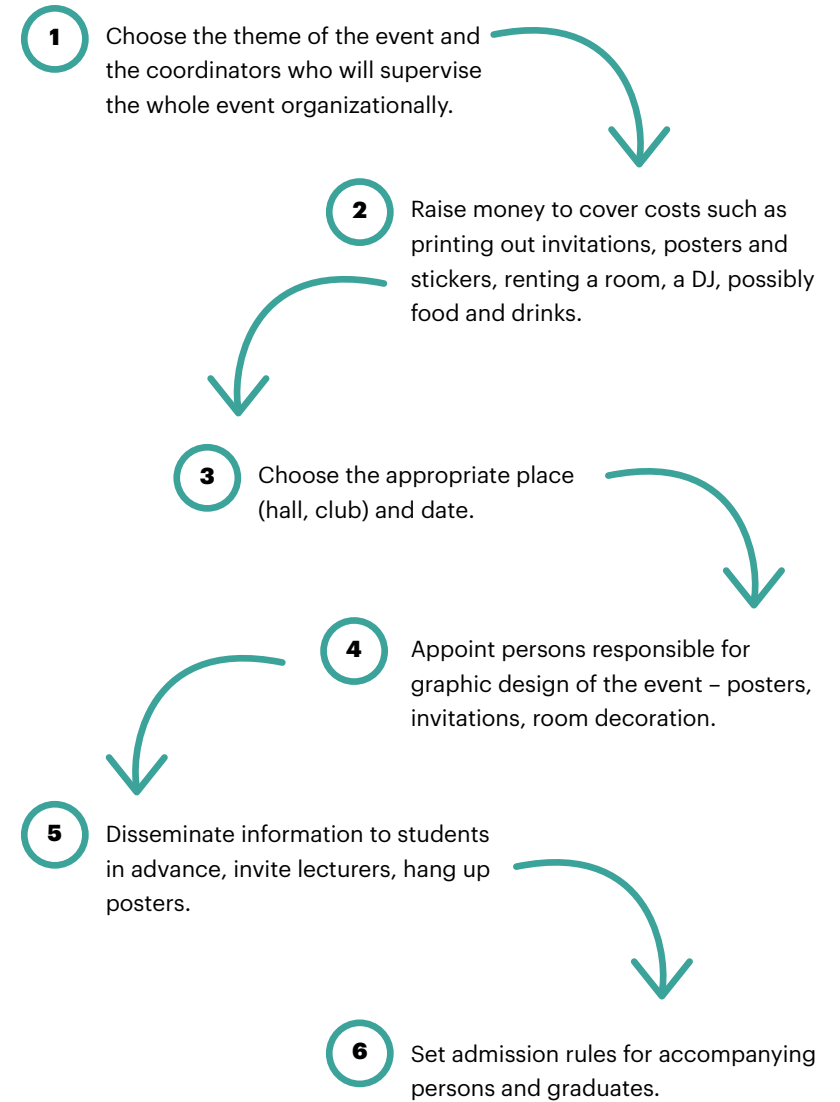


It is a traditional theme event organized by first-year students for all AFA students, graduates and teachers: an opportunity for great fun and integration.

The organization of this event is entirely on the side of the first-year students of all faculties and types of studies. Usually, this event is held around November, so it is worth starting the preparations as soon as possible. Older students' advice can be very helpful.

Remember: Fuksówka is a student party and the Academy is not responsible for its organization.

### How to organize a Fuksówka?



## Study comfortably

- **Modelling studio**
- **LORI**
- **The typesetting room and printing house**
- **Bookbindery**
- **Sound studio: get the right sound**
- **Library: it's not just books**
- **Rhino Cinema**
- **Rondo Sztuki Gallery**
- **Studio after hours**
- **Software**
- **Borrowing equipment**
- **Rooms for students**
- **Locker: a place for your belongings**
- **How do I get a parking pass?**



**The Academy gives you the opportunity to study in well-equipped studios under the supervision of experienced teachers. You have the chance to learn about traditional techniques as well as the latest technologies. Try everything the programme can offer you and finally choose the area in which you fulfil yourself creatively. In addition to the studios that you will visit every day, there are several unique places at the Academy that all students can use.**

## **Modelling studio: create your own products**



This is a place that lets you create a finished product. It is equipped with special devices to enable you to implement your ideas.

You can use the modelling studio free of charge but first you must complete a health and safety training and obtain a certificate. While working in the modelling studio, you can use special equipment under the supervision of employees who will help you to operate it. However, remember that when you work there, you will need your own materials.

### **What possibilities does the modelling studio offer?**

In the modelling studio you have the possibility of: cutting, grinding, milling, welding, laser cutting, using a styrofoam plotter.

### **How can I use the modelling studio if I don't study design?**

If you want to use the modelling studio and you are a student of a different study programme than design, you must have an authorization; the template is available in the studio. The document must be signed by the tutor of the classes during which you carry out the project that requires your work in the modelling studio.



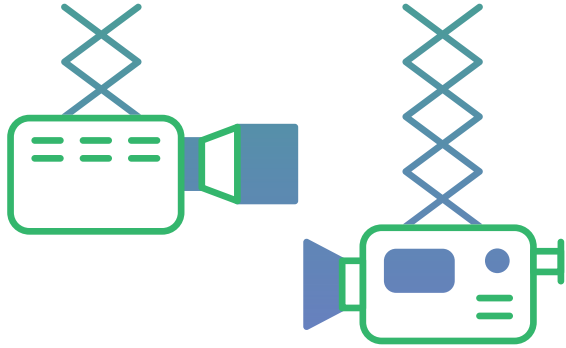
Monday to Friday  
from 8:00 to 19:00



**ul. Raciborska 50**  
Level 0  
Level 1



## LORI



Moving Image and Interaction Lab: film studio equipped with a professional control room, cameras, studio and reporter lighting, tripods, CAMBO camera set, plasma and recorder, for the recording of images and mapping.

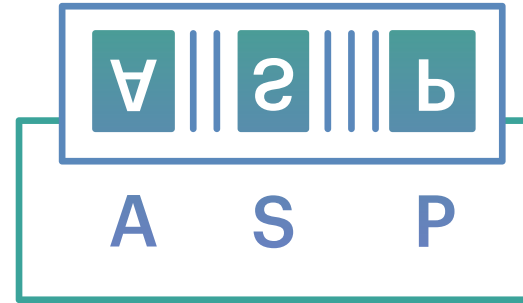


**ul. Raciborska 50**

Level 0



## The typesetting room and printing house



The typesetting room is the place where you can typeset your text using fonts. By using it, you have the opportunity to give your works a unique character. Fonts collected by the university are not always complete, but by combining different typefaces you can get unique compositions. Here you can also get help from an employee who prepares the text for printing after it has been composed by you.

The printing house is the last stage for your work, which usually happens without your participation. The university provides paper for printing. If you have specific requirements regarding the type of paper, you can bring your own. In order to use the typesetting room and printing house you must have the written permission of your year tutor.



**Mondays and Wednesdays**  
from 8:00 to 15:00



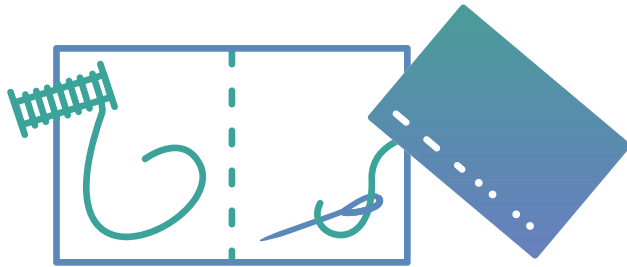
**ul. Koszarowa 19**

Level -1





# Bookbindery: the place where you can make your own book



You can use the Bookbindery free of charge in order to complete works related to your studies. This is the perfect place to make your own unique copy. You can also complete your work placement here, especially if you are studying at the Faculty of Arts.



**Mondays and Wednesdays**  
from 8:00 to 16:00



**ul. Koszarowa 19**  
Level -1



## How to produce a book in the AFA bookbindery?

### 1 Make an appointment

Remember to arrange the date and time of your work in advance. Your first visit to the Bookbindery should take place three to four weeks before the book is due to be printed. This will help you to prepare the project for printing in an efficient way, so that you can easily work with it later.

### 2 Print your book

Order prints from the printing house. Remember about the necessary imposition (adjusted to the sewing method), bleeds and cutting lines. Don't cut the printouts.

### 3 Bring your printouts

Printouts ready for sewing should be submitted no later than 5 days before the exam. Remember that during sessions there are long queues in the bookbindery and the bookbinder works there two days a week. You won't get anything done the day before the exam.

### 4 Make your own book

Follow the instructions from the staff. You will be informed when you can pick up the book and what you should do when you work on the book.

## Sound studio: get the right sound



In order to produce sound use the support of the sound technician; it is a free and professional help offered by the Academy. In the studio you can record sound or get advice on how to do it properly at home. You can also clean up your pre-recorded sound material. If you are not a student of Graphic Design and do not attend Animation and Video Games classes, you must have the permission of the chair of Multimedia, Professor Bogdan Król, to use the studio.



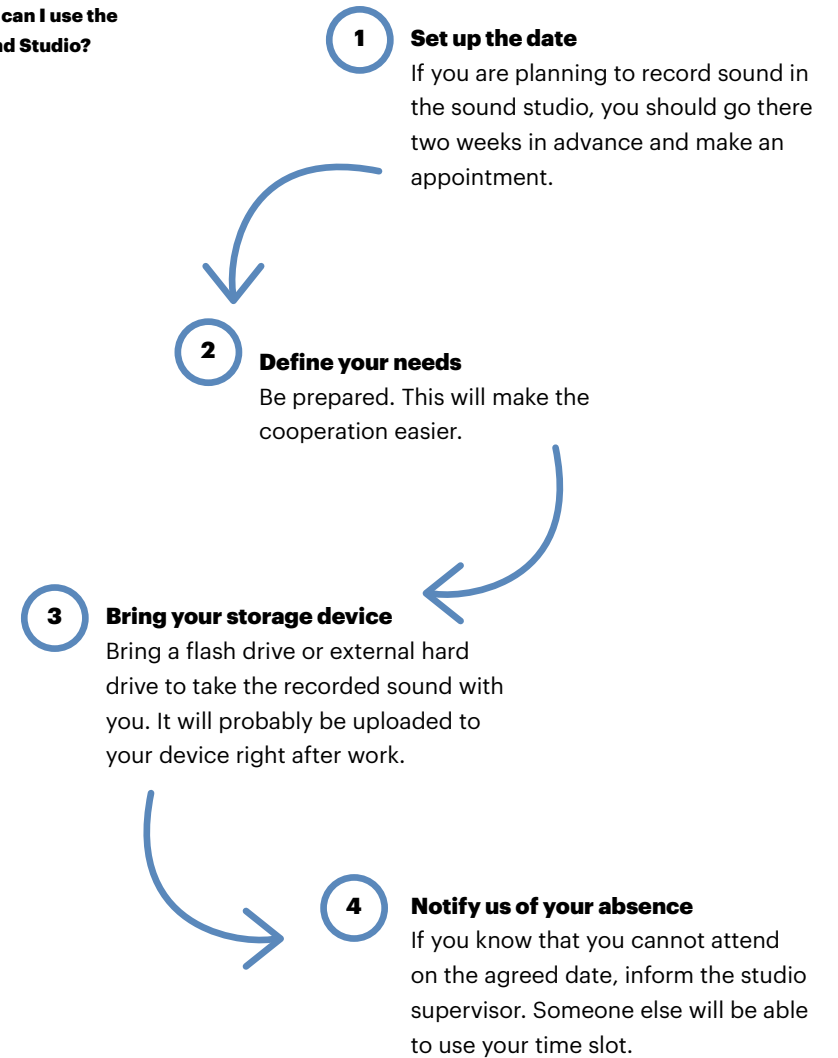
**Mondays and Tuesdays**  
from 9:00 to 16:00  
**Wednesdays** from  
9:00 to 15:00



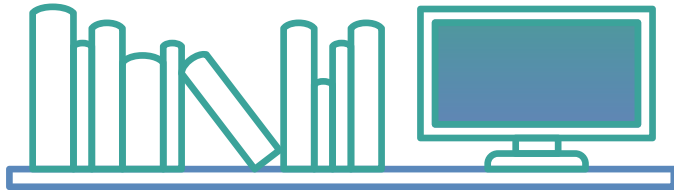
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Level 0



### How can I use the Sound Studio?



## Library: it's not just books



You can do much more in the library than just borrow books. It offers many other possibilities, such as use of the reading room, access to computers with an Internet connection, the possibility of using the A3 scanner, as well as open spaces where you can work on your laptop. You will receive all the necessary information at the library training, which is compulsory at the beginning of the first year.

You can also organize your own events in the Library. If you have an idea for something special, contact the library staff to discuss it.

### Library rules

The AFP library rules require you to complete the lending form before lending a book. You can rent a maximum of 3 copies for a period of 4 weeks. You can also extend the deadline if the book has not been reserved by another reader.



**Monday to Friday**  
from 9:00 to 16:00  
**part-time studies Saturdays**  
from 9:00 to 11:00

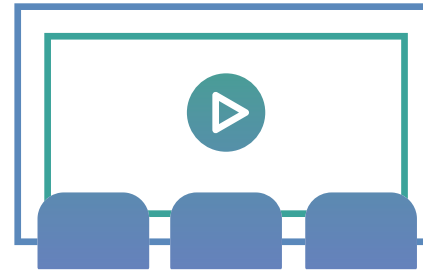


**ul. Raciborska 50**  
Room 061, Library  
Level 0



**For more information visit**  
[asp.katowice.pl/en](http://asp.katowice.pl/en)  
→ Academy → Library

## Rhino Cinema: come and watch something worth watching



The cinema organizes free screenings twice a month.

You can book your entrance tickets by e-mail. The programme is available on the Academy leaflets and on the Facebook profile of KINO AFP in Katowice.

### You can also add something

If you have an idea for a specific screening or type of cooperation with the cinema, please contact the staff by e-mail. All ideas are welcome.



[kino@asp.katowice.pl](mailto:kino@asp.katowice.pl)



**ul. Raciborska 50**  
Level 2



# Rondo Sztuki Gallery



This is the Academy's gallery, which hosts the exhibitions of studios, lecturers and students, diploma project defences and lots of other inspiring events. Frequent visits are recommended.

If you want to organize an exhibition, you can apply to use some space of the Rondo Sztuki Gallery



Tuesday to Friday  
from 13:00 to 19:00  
Saturdays and Sundays  
from 11:00 to 19:00



Rondo im. Gen.  
Jerzego Ziętka 1  
Katowice 40-121

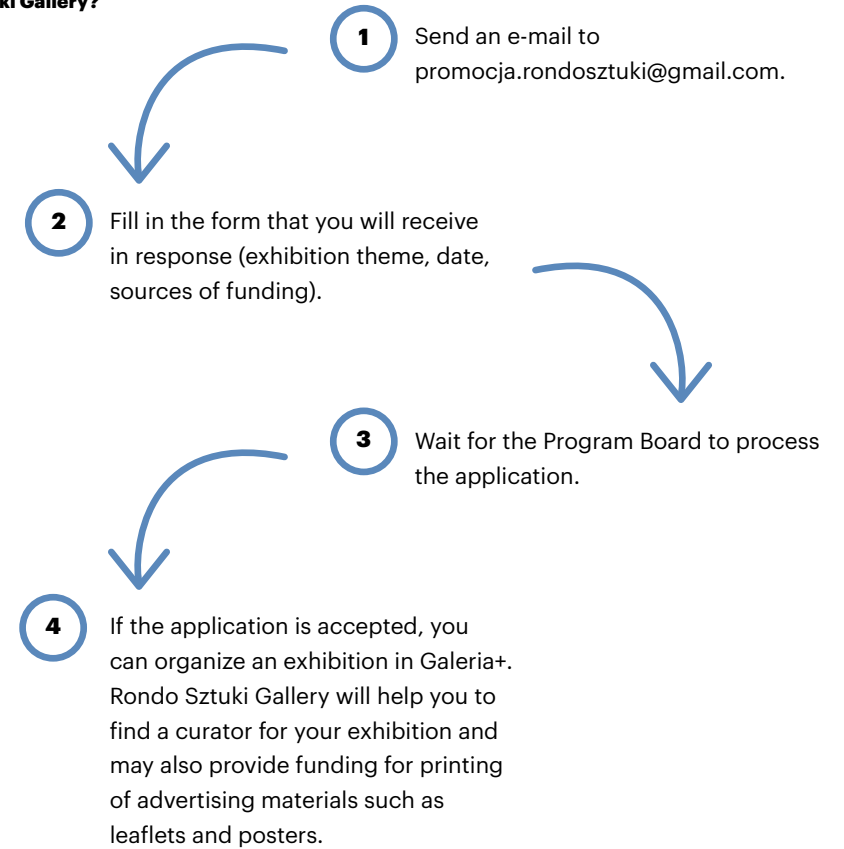


biuro@rondosztuki.pl  
promocja.rondosztuki@  
gmail.com



**Rondo Sztuki  
Gallery website**  
rondosztuki.pl

## How to organize an exhibition at Rondo Sztuki Gallery?



## Studio after hours

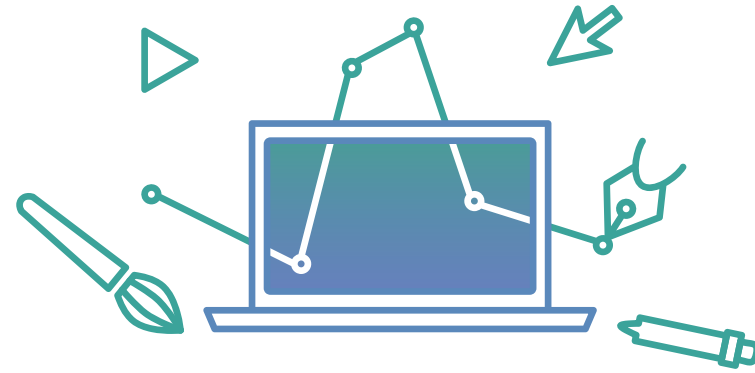


As a student you can also use the studios after the classes. Take the special form from the reception (available in each of the Academy buildings) and fill it out. This document is valid after obtaining the written consent of the appropriate Head of the Department/Institute. To access some rooms, you must also have the signature of the tutor. You can get several authorizations, depending on the number of studios you need to access. This document is valid for 30 days, with the exception of the Photography studio (admission to the photographic studio is given for one particular day). The authorization may be issued for one person only. Group documents are cancelled and do not give you access to the studio.



**Visit the Academy's website to check who is in charge of each chair**  
[asp.katowice.pl/en](http://asp.katowice.pl/en)  
→ Academy → Structure  
→ Faculty

## Software

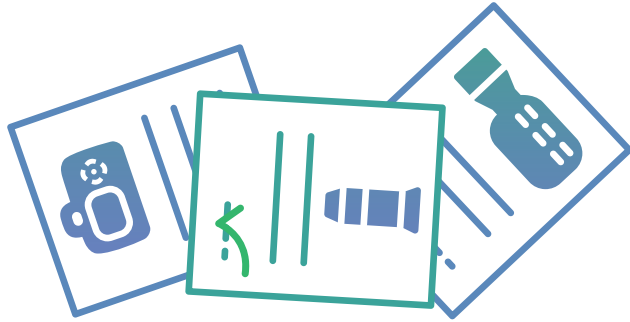


The purchase of software is not a small cost, which you have to include in your budget, because the university does not provide free software for private student devices.

### How can I save money?

- It is worth checking the offers of software vendors for students. They often offer discounts, sometimes even free software versions under a student license
- The University provides access to computers with appropriate software. You can use them after you have been authorized to work in the studio

## I need this: how to borrow equipment from the Academy



If you need specialist equipment to do your work, you can rent it from the Academy. It is necessary to fill out a special document for this purpose.

All you have to do is go to the reception for the special form. When you want to rent the equipment, you have to fill in the acceptance protocol and when you want to return the equipment, the hand-over protocol. Arrange the rental with the person teaching the classes for which you need it. In case of damage to the equipment you have to pay for the damage.

## Rooms for students



There are rooms at your disposal where you can prepare a meal during the break between classes. Remember to clean up after yourself.

### **Raciborska 50**

Room 223 is equipped with a kettle, sandwich maker, cupboards, chairs, table and sink. You can drink tea or coffee here or just work.

### **Raciborska 37**

This room on the ground floor called "the kitchen" is available for both students and employees of the Academy. You can use the microwave, kettle and coffee machine there. The kitchen is small, so it is not suitable for computer work or for meetings with friends.

### **"Gruszki na wierzbie" cafeterias**

In the buildings at ul. Raciborska 50 and Koszarowa 19 there are "Gruszki na wierzbie" cafeterias offering sandwiches, cold snacks, hot dishes (meat and vegetarian), coffee and the world's most delicious home-made cakes.



**ul. Raciborska 50**  
**Room 233 (student room)**

Level 2

**"Gruszki na wierzbie"**  
**cafeteria**

Level 1

**ul. Raciborska 37**  
**Kitchen**

Level 0

**ul. Koszarowa 19**  
**"Gruszki na wierzbie"**  
**cafeteria**

Level 0



## Locker: a place for your belongings

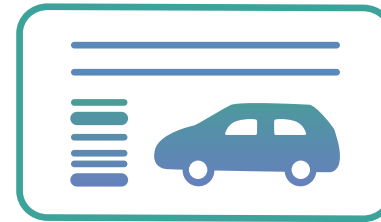


You can keep there your tea, coffee, paints, pencils and everything you use most often while you are at university.

### How can I get my locker?

- 1** Go to the reception desk at ul. Raciborska 37 to check if a locker is available and to get the relevant documents.
- 2** Take the completed documents to the Finance Office (ul. Raciborska 37) to pay a deposit of PLN 30 for the keys to the locker (if you do not lose them, you will get your money back after you return the keys).
- 3** Return to the reception with the proof of payment and the documents. There you will get the keys to your locker and return the documents.

## How do I get a parking pass?



There is a parking lot next to each of the buildings of the Academy. In ul. Raciborska 50 there is also an underground car park. You will need to get a special parking pass to use the parking spaces there.

### How can I get a parking card?

- 1** Get the application form from the reception at ul. Raciborska 37.
- 2** Bring the completed application form to the Rector's Office. Wait for approval.
- 3** The application signed by the Rector should be taken to the Finance Office to pay a deposit of PLN 40 for a parking pass. Keep your proof of payment.
- 4** The application and proof of payment should be submitted in room 001. You will receive a parking pass there. The spaces are neither registered nor numbered, you can park in any free space.

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