



HANDBOOK FOR STUDENT

Keep calm and read the handbook

WELCOME TO THE UNIVERSITY OF BUSINESS IN WROCLAW!

We are happy to welcome you at the University of Business in Wrocław, where together with students from 30 countries and 5 continents we create a unique learning environment.

In this guide you will find answers to frequently asked questions. We'll help you take your first steps at the university.

We're glad you're with us!

WSH Team



TABLE OF CONTENTS

FIRST STEPS IN WROCLAW

RESIDENCE PERMIT	4
ACCOMMODATION	5
PUBLIC TRANSPORT	6
MOVING AROUND THE CITY	7

FIRST STEPS AT THE UNIVERSITY

1. USEFUL INFORMATION	8
• Wi-Fi	8
• Student identity card	9
• Student Facilities	9
• Exam session	10
• Polish holidays - days off	10
• Commercial Sundays	11
• Academic Year Organization	11
2. WHERE TO SEEK INFORMATION	12
• Plan	12
• Virtual Dean's Office	13
• Library	14
3. TEACHING AND LANGUAGE FACILITIES	16
• TOEIC	16
• TELL ME MORE – ROSETTA STONE	16
• Education materials	16
• LanguageCert Test CERTIFICATE of English	17
• Certified Polish Language Exam According to CEFR	17
4. UNIVERSITY OFFICES: WHERE TO SEEK INFORMATION	18
• Dean's Office	19
• Bursary Student Financial Services Department	20
• ERASMUS+ Program	23
• Career Office	23
• Advisors to Foreign Students	24
• Disabled Student Representative	25
• Student Council	26
5. DEVELOP YOUR PASSIONS AND INTERESTS	27
• Scientific Councils	27
• Graduate Club	28

RESIDENCE PERMIT

Foreign students from outside the EU are required to have a valid visa or other document entitling them to stay and study in Poland.

Foreigners studying in Poland may apply for a temporary residence permit. A temporary residence permit to study I and II degree or the unified master's degree studies is granted to a foreigner if the purpose of his/her stay on the territory of the Republic of Poland is to take up or continue full-time higher education. The first Residence Card is given for a period of 15 months. Another permit may be issued for the duration of studies for no more than 3 years.

How to apply for a Residence Card?

1. Visit in person after having previously booked a visit at

<https://rezerwacje.duw.pl/reservations/>

or in person after having filled out the online application form early, printed in and booked a visit at

<https://przybysz.duw.pl> at

The Lower Silesian Voivodship Office in Wrocław

Department of Civil Affairs and Foreigners pl. Powstańców Warszawy 1

or in one of the three Office delegations:

Legnica Delegation

F. Skarbka 3 Street,
59-220 Legnica

Wałbrzych Delegation

Stowackiego 23a Street,
58-300 Wałbrzych

Jelenia Góra Delegation

Piłsudskiego 12 Street,
58-500 Jelenia Góra

2. By mail to the address:

Lower Silesian Voivodship Office in

Wrocław Department of Civil Affairs and Foreigners pl. Powstańców Warszawy 1
50-153 Wrocław

For more information, please visit the web-site:

<https://przybysz.duw.pl/cudzoziemcy-pobyt/zezwozenia-na-pobyt-czasowy/studia/>

NOTE!

The voivode may refuse to grant another residence card if the foreigner has not completed a year of studies within a specified period of time.

If a foreigner is removed from the list of students, the University shall immediately notify the voivode who issued the residence card about this fact in writing.

After graduation, a graduate of a Polish university can apply for permission to stay in Poland for one year and seek work.

ACCOMMODATION

The University does not have its own dorm, but we offer assistance in finding a place in other dorm rooms or apartments.

1. If you prefer to find an apartment yourself, it is best to look here:

- www.pepehousing.com - z kodem „WSH” otrzymasz 15% zniżki na opłatę rezerwacyjną
- www.olx.pl
- www.otodom.pl
- www.gumtree.pl
- www.gratka.pl

2. Apply for a place in the student dormitory of one of Wrocław's universities. Detailed information can be found on the website of the particular university.

3. Book a place in a private dormitory:

Student Depot : <https://www.studentdepot.pl/en/dormitory-wroclaw>



You want to reduce the cost of accommodation?

Rent an apartment with a friend or a colleague from the same year! It will be cheaper and merrier together!

If you need help in finding an apartment, you can use the services of Berelocated.pl. With the code "WSH Students" you will receive a 10% discount on their services.

PUBLIC TRANSPORT

The direct surroundings of the university are easy to get to:



By bus
By tram
By train

Public transport tickets:

- You can buy tickets at ticket machines (at bus stops), in kiosks and on public means of transport. Please note that the discount is only available on presentation of a valid student ID card;
- The best option is to purchase long-term tickets, e.g. a 4 or 5 month semester ticket, and to make an UrbanCard, available at an UrbanCard point on Grabiszyńska Street 9. You can encode the tickets on your student ID card. For details, please visit the website: www.urbancard.pl and www.wroclaw.pl/rodzaje-i-ceny-biletow
- In public transport you can often meet inspectors. If you do not have a ticket, you can receive a hefty fine.



Use the app jakdojade.pl

The most accurate and popular search engine for public transport connections.

MOVING AROUND THE CITY

To get to the university or elsewhere, you can use alternatives:



You can easily get to college by bicycle. If you don't have one of your own, you can use **WRM** [Wroclaw City Bike Rental] or rent a scooter through the hive app, Lime-S or Bolt

Its stations are located all over Wrocław <https://wroclawskirower.pl/>



We are located in the bustling district of Wrocław, a few minutes' drive from the city center. **We have our own car park at the back of the building, which is free for students.**

Bolt, Uber, iTaxi, MyTaxi – cheap car rides, alternative to taxis.

For more information on taxi rides: bolt.eu, www.uber.com, www.itaxi.pl, free-now.com



Download the Google Maps app to your phone

This will help you to discover the most interesting places in Wrocław and find out how to get to them as easily as possible!

FIRST STEPS AT THE UNIVERSITY

1. USEFUL INFORMATION

We've tried to gather the most important information for you that can be useful in your studies. If you have any doubts or want to know more, please visit our website: www.handlowa.eu



WI-FI



You can use high-speed Internet throughout the university.

To connect, select the network: **WSH
Access is public**

STUDENT IDENTITY CARD

Each student who has submitted all the documents required for the recruitment process and paid the required fees and is entitled to receive an identity card.

A student ID card is a discount pass. The biggest discounts are available for travel – if you buy a train ticket, **you will get a 51% discount**. With a valid student card you will pay less for tickets to the cinema, theater, museum, gallery and concerts. Swimming pools, gyms, fitness clubs and admission to sports events are also cheaper for students. You can also get a discount in many restaurants and bars. Some financial institutions, such as banks, also have attractive bonuses, offering students accounts on preferential terms.

STUDENTS FACILITIES

On the premises of the University you have at your disposal:

- bistro
- automatic vending machines with snacks and hot and cold drinks
- reading room
- digital library
- chillout rooms
- Publicly accessible computers with Internet access (in the main hall)
- Wi-Fi
- car park
- Career Office (room number 2/6)

EXAM SESSION

EXAMS

Exams may be written, oral or practical. This is established by the lecturer and communicated to the students on their first classes.

DEADLINES

You are entitled to two free exam dates. Scheduled examinations shall take place on the dates provided in the examination session schedule. You can also join them earlier, i.e. in the last class provided in the plan (if the lecturer agrees).

If you do not pass the exams on the first two dates, you have the right to apply for conditional registration to be on the students list of the higher level semester. **The standard for obtaining conditional registration is a positive decision from the Dean on your application, which must be submitted to the Dean's Office.** A conditional entry entails additional fees. If you do not pass the conditional exams, you may be removed from the list of university students.

POLISH HOLIDAYS - DAYS OFF THE ACADEMIC YEAR 2021/2022

Remember that on these days shops, offices and other workplaces are closed and there are no classes at the university.

Date	Name
1st November	All Saints
11th November	Independence Day
25th December	Christmas (first day of the holiday)
26th December	Christmas (second day of the holiday)
1st January	New Year's Eve
6th January	Feast of the Three Kings
4th April	Easter
5th April	Easter Monday
1st May	Labour Day
3rd May	3 May Constitution Day
5th June	Pentecost
16th June	Corpus Christi
15th August	Assumption of the Blessed Virgin Mary

COMMERCIAL SUNDAYS

THE ACADEMIC YEAR 2021/2022

In Poland, only selected Sundays during the year are trade Sundays, while the remaining Sundays are closed for trade. Below we present trade Sundays 2022

- **30th January 2022**
- **10th April 2022**
- **24th April 2022**
- **25th April 2022**
- **26th June 2022**
- **28th August 2022**
- **11th December**
- **18th December**

CALENDAR OF THE ACADEMIC YEAR

Printed calendar of the academic year can be picked up from reception or download it from our website. It will mark the dates of examination sessions, summer, winter and holiday breaks.

You can also check the schedule of the academic year on the website:
www.handlowa.eu/EN/for-student/organization-of-the-academic-year/



FIRST STEPS AT THE UNIVERSITY

2. SOURCES AND TOOLS: WHERE TO SEEK INFORMATION



PLAN

You can find your plan on:

<https://service.handlowa.eu/>

If you have any questions about the timetable: send an email to the Organization of Didactic Classes: <https://handlowa.eu/EN/about-us/university-offices/organization-of-didactic-classes/>

USOSWEB

All students have access to an online IT tool - USOSWEB which is used to present information about the course of study and the student's finances.

In the USOSWEB's system you have access to information about:

- courses in each semester of studies
- grades obtained
- completed semesters of studies
- payments
- the applications and decisions of the authorities
- timetable
- groups to which you are assigned
- current announcements
- the lecturers (e.g. consultation/duty hours, their schedule)
- legal acts (regulations, ordinances)



LIBRARY (ROOM 0/12)

The WSH library is a friendly place where you will find about 20 000 books, including over 600 publications in foreign languages and several dozen subscriptions of Polish and foreign magazines.

The WSH library makes its collections available on the spot in the cozy reading room and lends them for external use. In the library you can use computers connected to the Internet or come with your own laptop and connect it to the network. There is a possibility to correspond with the library by e-mail, also in this way the readers have the possibility to extend the deadline for returning books and reserve the titles they are looking for.

To borrow books to your home, you must register for the library. In order to register for the library, please come in person with a valid student card.

You can search for the materials yourself in the online catalogue of the OPAC library, which can be accessed on the website: www.handlowa.eu/EN/for-student/library/

THE LIBRARY WORKING HOURS



phone no.: +48 71 333 11 10
e-mail: biblioteka@handlowa.eu

Working hours will be on the
website:

www.handlowa.eu/EN/for-student/library/



FIRST STEPS AT THE UNIVERSITY

3. TEACHING AND LANGUAGE FACILITIES

TOEIC

At the WSH Wrocław you can pass a language exam confirmed by a TOEIC certificate.

TOEIC is an examination to assess listening and reading comprehension skills. TOEIC is the most popular exam, recognized by employers around the world. You can prepare for it on the platform and during English classes.

TELL ME MORE – ROSETTA STONE

TELL ME MORE is an e-learning platform that allows you to learn a language quickly and effectively. You can practice your spelling, reading, grammar and speaking at any time!

You will receive your password and login by e-mail along with a short presentation on how to use the platform step by step.

EDUCATION MATERIALS

At the beginning of classes, the lecturers will inform you about scientific sources such as: textbooks, books, e-books, online courses. For most items it is obligatory to buy them.



LANGUAGECERTEST CERTIFICATE OF ENGLISH

WSH in Wrocław is an Accredited Center for LanguageCert exams!

LanguageCert Test of English (LTE) is the most modern and practical language certificate in the world. The latest technologies and focus on the candidate's comfort allow you to conduct the exam at your home, in compliance with all the rules of safety and reliability of the exam.

CERTIFIED POLISH LANGUAGE EXAM ACCORDING TO CEFR

It is an official document, widely recognized not only by state institutions.

It allows to define competences in using Polish as a foreign language at a selected level according to CEFR [A1, A2, B1, B2, C1, C2]. Foreigners and Polish citizens permanently residing abroad can take the exam, regardless of whether, where, for how long and how they prepared themselves.

FIRST STEPS AT THE UNIVERSITY

4. UNIVERSITY OFFICES: WHERE TO SEEK SUPPORT

DEAN'S OFFICE WORKING HOURS*



Monday	9:00 AM – 3:00 PM
Tuesday	9:00 AM – 3:00 PM
Wednesday	9:00 AM – 3:00 PM
Thursday	9:00 AM – 3:00 PM
Friday	9:00 AM – 3:00 PM
Saturday**	7:30 AM – 3:30 PM
Sunday	closed

*working hours may change

**only on meeting dates

DEAN'S OFFICE (ROOM 2/1)

The Dean's Office is an administrative and information center for students. Its employees, apart from serving the students, must also take care of the administrative and office services of each student's course of study.

The tasks of the Dean's Office include:

- preparation and issue of certificates of studies and other certificates, resulting from students' needs and in accordance with regulations
- generation and issue of study cards at the request of students
- transferring data concerning students to competent units inside and outside the University, in accordance with the Personal Data Protection Act
- preparation and issue of new ID cards renewal of the card
- preparation and issue of duplicate ID cards
- providing students with answers to their questions
- solving difficult situations through individual conversations and giving instructions
- clarifying doubts about the learning cycle
- preparing documentation related to holidays, individual organization of studies, conditional completion of a semester or repetition of a year
- email and telephone correspondence with students
- introducing and preparing semesters and courses for each student in the university system
- promotion to the next semesters
- giving opinions on student applications and forwarding them to the Dean/Rektor
- preparing lists of individual student groups for the lecturers and updating them after each semester
- issue of protocols for the credit of programmed and conditional subjects as well as programmed differences
- reliable student record keeping 18
- running the POL-on system related to the service of students within the scope of their rights
- preparing reports for the Central Statistical Office and the Ministry of Science and Higher Education
- acceptance of dissertations
- preparing documentation for the diploma exams
- preparation and issue of diplomas
- issuing duplicate diplomas
- acceptance and handling of resignations
- removing students from the student list
- issue of archival documents
- cooperation in organizing the inauguration of the academic year and the graduation ceremony.



STUDENT FINANCIAL SERVICES (ROOM 1/6) BURSARY (ROOM 3/11)

EDUCATION IN THE UNIVERSITY IS CHARGEABLE. THE STUDENT SHALL PAY THE FOLLOWING FEES:

- administration fee
- tuition fees
- other additional benefits, i.e. fees for certificates, repeated courses, duplicates of documents, copies of diplomas and supplements in a foreign language (and additional fees as listed in the Resolution of the Executive Board on tuition fees and other fees for students - issued for a given academic year)

PROACADEMY SYSTEM

Each student receives a login to their account on the so-called Virtual Dean's Office (Finance tab), where they will find:

- information on charges calculated and their settlement
- information about the individual account number (Poles)

Detailed information on financial settlements can also be obtained directly from the Student Financial Services Department or from the Bursary.

DUE DATES

Students can choose between the following options and due dates:

- one-off fee (annual), to be paid by 30.09. – recruitment in the winter semester or to 28.02. [applies to all students]
- semester fee, to be paid twice a year - for the winter semester to 30.09., for the summer semester to 30.01. [applies to all students]
- monthly fee - 10 instalments to be paid from 30.09. to 30.06. (fees only in PLN for EU citizens and Polish cardholders)
- monthly fee - 12 instalments to be paid from 30.09. to 30.08. (fees only in PLN for EU citizens and Polish cardholders)

PAYMENTS

- Study fees and additional fees should be paid to the appropriate bank account - according to the chosen payment currency, i.e. PLN or EUR.

PAYMENTS TO BANK ACCOUNTS

The title of the payment should always include the student's name and surname, ID card number and information on what the payment concerns (e.g. semester tuition fee or course repetition fee).

Address information: University of Business in Wrocław
Ostrowskiego 22 Street
53-238 Wrocław

Santander Bank Polska S.A.

SWIFT code: WBKPPLPP

Payments should be made as follows:

- **Poles** – to an individual account number
- **Foreigners** – to general account numbers depending on the currency of payment:

payments in PLN

Account number: 04 1500 1155 1211 5005 3031 0000

payments in EUR

Account number: 76 1090 2402 0000 0001 2997 5347

In the case of tuition fees in EUR it is possible to pay in PLN after conversion at the exchange rate of 1 EUR = 4.49 PLN

SOMEBODY ELSE IS PAYING FOR MY STUDIES (FAMILY/COMPANY)

Whenever the transfer is made by a person other than the student, the name of the student and the ID number of the card should be given in the transfer title. This information is necessary to correctly identify the payment

PAYMENT DELAYS

Tuition fees should be on the account of the university at the latest on the due date e.g. 30.09. (installments) or 30.01. (term). In case of fee delay, the university:

- charges statutory interest
- may withhold a certificate or a hologram extending a card
- strike from the list of students (relevant provisions are included in the study contract)

FINANCIAL ARREARS

In the case of financial arrears of more than one installment, the university starts debt collection procedures, i.e:

- sending an e-mail calling for payment of arrears
- sending a written request for payment

In the case of non-payment of arrears after sending two calls for payment, the university transfers the debt for collection by Kaczmarek Inkasso and in the case of high arrears it enters the debtor in the National Debt Register (KRD).

RESIGNATION FROM UNIVERSITY

The student may resign from the studies at any time. However, it must meet the following conditions:

- apply in writing to the Dean to be removed from the list of students
- settle all fees due by the date of deletion (as provided for in the Study Agreement)

REMOVING STUDENTS FROM THE STUDENT LIST

According to the provisions of the Study Agreement the student is obliged to pay all outstanding fees. Lack of settlement with the university results in transferring the debt to the debt collection company.

READMISSION

A student who has resigned or has been removed from the list of students may apply for readmission to the university, provided that the financial arrears are paid and a reactivation fee is paid.

DEAN'S LEAVE

During the dean's leave the student does not pay any tuition fees. If the dean has to pay for the items in arrears during the holiday period, he or she will only pay for the items that he or she repeats, as decided by the dean).

CHANGE OF PERSONAL DATA

If a student changes his or her name, postal and/or e-mail address in the course of studies, he or she is obliged to inform the Dean's Office immediately. Up-to-date student data is necessary to inform efficiently about important matters concerning studies

STUDENT FINANCIAL SERVICES DEPARTMENT, BURSARY - WORKING HOURS*

Monday	closed
Tuesday, Wednesday,	10:00 AM – 2:00 PM
Thursday, Friday	closed
Saturday	7:30 AM – 3:00 PM
Sunday	closed

*working hours may change

[only Saturdays as defined in the schedule available in the Virtual Dean's Office]

ERASMUS+ PROGRAM (ROOM 2/18)

Study abroad - Erasmus+ program

At the University of Business in Wrocław you have the opportunity to take part in the EU's Erasmus+ Program, which enables you to study abroad. Depending on the university, studying in another country may take place for one semester or more.

- Study at one of 48 partner universities in Europe.
- Get experience at an internship in a foreign company.
- Improve your language skills.
- Get monthly funding of up to 500 euros for studies and up to 600 euros for internships.

Find out who can leave and what requirements you need to meet: www.handlowa.eu/EN/for-student/erasmus/

ERASMUS+ PROGRAM WORKING HOURS*



Monday - Wednesday:
10:00 AM to 4:00 PM

*working hours may change

CAREER OFFICE (ROOM 2/6)

It is a place where you will understand how important it is to have first contact with the business world while still studying.

You will receive from us:

- interesting job, internship and apprenticeship offers;
- support by creating your professional CV;
- preparation for an interview;
- professional career consulting;
- interesting trainings and workshops;
- competency testing;
- ... and more!

We encourage you to visit the Career Offices tab on the website and use the jobteaser platform:

www.handlowa.eu/EN/for-student/career-office/

CAREER OFFICE WORKING HOURS*



Monday-Friday: 8:00 AM to 4:00 PM

We encourage you to make individual appointments with advisors

*working hours may change

FOREIGN STUDENTS' ADVISOR

We are sure you have already realized that Wrocław is the friendliest city on Earth and the University of Business is a great school to study at. However, we know as well that life in a foreign city far from home may be difficult and challenging. That is why we would like you to know that in any case or emergency you are very welcome to contact our Foreign Students' Advisor.



Katarzyna Hajek

email: katarzyna.hajek@handlowa.eu

phone: +48 601 156 595

COORDINATOR FOR STUDENTS WITH DISABILITIES (ROOM 2/6)

The Wrocław School of Economics is a modern university that creates friendly conditions for people with various degrees of disabilities to study. In order to enable such students to participate fully in the educational process, WSH has facilities in both organizational and didactic areas.

Students with disabilities can apply for additional support, such as:

- scholarships;
- individual course of study, changes in the form of course completion;
- equalization equipment (voice recorder, e-book reader, tablet);
- Internet courses (in computer science and foreign language learning);
- electronic e-books;
- online psychological support.



COORDINATOR FOR STUDENTS WITH DISABILITIES

marcin.szymkowiak@handlowa.eu
room 2/6

STUDENT COUNCIL (ROOM 2/4)

The student council is the representative of the interests of the student community in the University Authorities. The organization itself does everything to make sure you're well heard and taken seriously.

Student Council:

- takes care of the rights of students and ensures that they fulfil the obligations arising from their status as students;
- provides information on university life;
- organizes events, competitions, conferences.

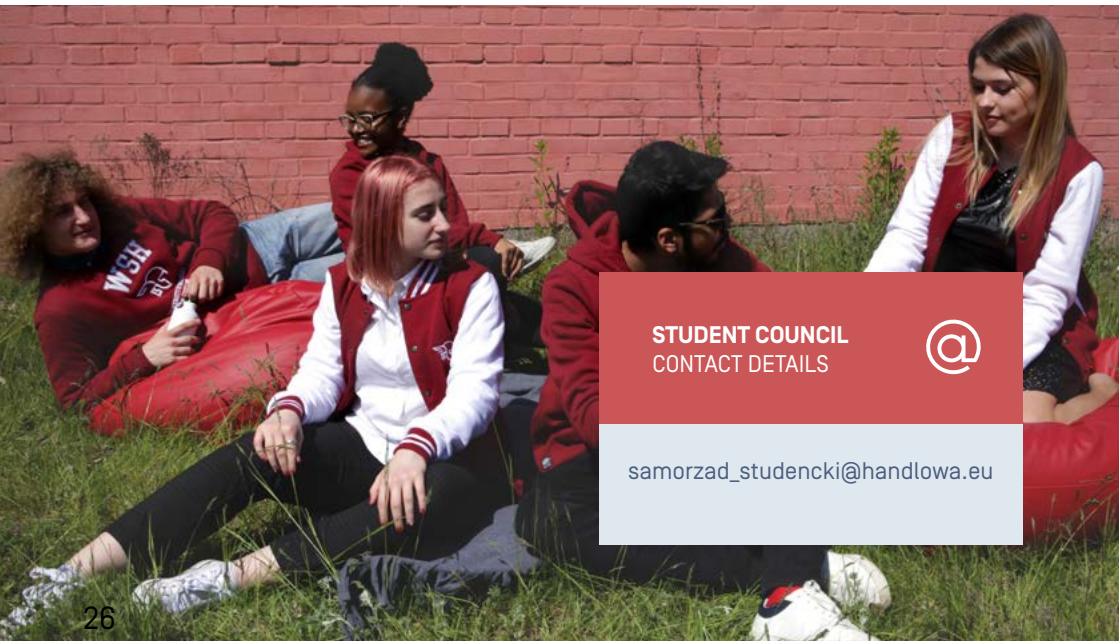
Be comfortable, ask questions to members of the Student Council, share your ideas or concerns with them:

- you can also send an e-mail to: samorzad_studencki@handlowa.eu

If you are active, creative, like to participate socially and have a passion for acting for the common good, you can inspire others and are highly motivated to act, and at the same time you care about gaining experience useful in your future professional work - join the group of members of the Student Council of the University of Business in Wrocław.

For more information, please visit our website:

www.handlowa.eu/EN/for-student/student-council/



STUDENT COUNCIL
CONTACT DETAILS



samorzad_studencki@handlowa.eu

FIRST STEPS AT THE UNIVERSITY

5. DEVELOP YOUR PASSIONS AND INTERESTS

SCIENTIFIC COUNCIL

If you want to actively participate in student life, join one of the university's scientific councils, or create your own!

Do you want to join the scientific council?

- check current scientific councils
- if you find one that suits your interests, send an e-mail to the council supervisor.
- come to a meeting

The "Success Factory" scientific council

The mission of the council is to become an incubator of young leaders, who are not only able to outline real visions of their professional future, but also to organize activities aimed at their implementation.

Scientific Council managers:

Dr. Agnieszka Faron

agnieszka.faron@handlowa.eu

Dr. Dariusz Socha

dariusz.socha@handlowa.eu

The "Modern Management" scientific council

The main objective of the council is to broaden the knowledge of financial management and accounting in various sectors of the economy and to integrate students with similar scientific interests.

Scientific Council manager:

Dr. Tetyana Pasko

tatiana.pasko@handlowa.eu

Do you have an idea for a scientific council?

- put forward the idea of a lecturer who could provide substantial support for the activity
- encourage a minimum of 5 people
- arrange a meeting
- together with the mentor prepare a set of documents
- Do it!

"E.T." scientific council education and Tourism

The mission of the council is to develop and popularize knowledge about tourism, recreation and the hotel industry.

Scientific Council managers:

Dr. Marta Drozdowska

marta.drozdowska@handlowa.eu

Dr. Izabela Gruszka

izabela.gruszka@handlowa.eu

"League of Leaders" scientific council

The Circle's mission is to develop leadership skills appropriate to the challenges posed by the modern economy and to create global leaders who have a real impact on business through ethical management and commitment to social responsibility.

Scientific Council managers:

Dr. Aneta Szymańska

aneta.szymanska@handlowa.eu

GRADUATE CLUB 27

The Graduate Club of the University of Business and the MBA Graduate Club serve to maintain and nurture the bonds of our University's graduates.

We invite all those who graduated from the University of Business in Wrocław to be active and to join our alumni.

As a University, we pay special attention to staying in close and lasting relations with our graduates while encouraging them to share knowledge and experience.





WSH

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in Wrocław

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