

HANDBOOK FOR STUDENTS



Hello! Nice to meet you!

We know that coming to another country and starting this brand new chapter in your life can be stressful. That is why we want to help you prepare and adapt to living in Wrocław by sending you this handbook with all the necessary information.

Let's dive in!



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About University





Authorities



RECTOR WBU

DR ROMAN FULNECZEK, PROF. WBU



VICE-RECTOR FOR EDUCATION

DR INŻ. HALINA WĘGRZYN, PROF. WBU



VICE-RECTOR - FOR SCIENCE AND INTERNATIONAL RELATIONS

DR MARTA DROZDOWSKA, PROF. WBU



VICE-RECTOR FOR DEVELOPMENT AND EXTERNAL RELATIONS

DR ANETA SZYMAŃSKA, PROF. WBU



Proxy for student affairs



VICE-RECTOR PROXY FOR STUDENT AFFAIRS

DR AGNIESZKA FARON, PROF. WBU

The Vice-Dean for Student Affairs acts as a student ombudsman. Supports students in matters related to student life, cooperates with the Student Council and other student organizations. She supervises matters related to student and disciplinary practices.

Room 2/9

phone +48 71 333 11 46

e-mail: agnieszka.faron@wab.edu.pl



Dean's Office

(Room 1/1)

The Dean's Office is the place where you can deal with all study-related issues, e.g.:

- Pick up your student ID or extend its validity,
- Get a certificate of student status,
- Prepare documentation for Dean's leave, conditional acceptance for another year, or year repetition.

How to obtain a certificate of student status?

Fill out the application and throw it into the white box by the Dean's Office. The other way is to send the request for the certificate online. To do it **write to dziekanat@wab.edu.pl** using your **student's e-mail** explaining for what purpose it is needed and for which institution. In the end, write how you prefer to pick it up (**in person or online**).



OPENING HOURS

Monday: 10:00 a.m. - 2:00 p.m.

Tuesday: 8:00 a.m. - 11:00 a.m.

Wednesday: CLOSED

Thursdays: 1:00 a.m. - 6:00 p.m.

Friday: 10:00 a.m. - 1:00 p.m.



CONTACT

phone: +48 71 333 11 17

or +48 71 333 11 21

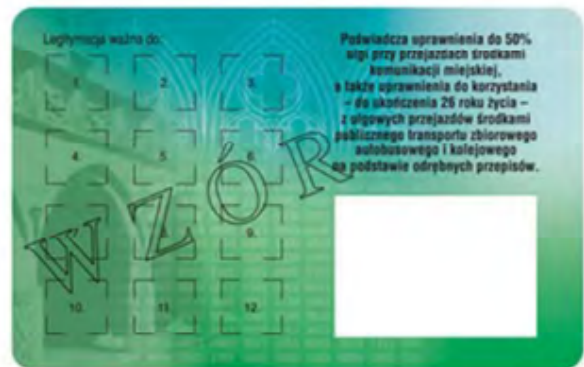
e-mail: dziekanat@wab.edu.pl





Student Card

At the beginning of the academic year, you can pick up your **student card** at the Dean's office. This is an important document which verifies your student's status. Remember to carry it with you at all time.



With valid student ID you get many discounts:

- **51% discount** tickets for **public transport** like buses, trams and trains.
- Discount for **entrance tickets** to cultural, entertainment, sports and recreational institutions, e.g. museum, cinema, etc.
- **Cheaper carnets** for gyms, ice rinks, swimming pools, fitness clubs, dance schools etc.
- Some restaurants offer **10-20% discount for food** if you show valid student ID.

**If you lost your card or your card was stolen, you have to inform Dean's Office and show them police certificate.
A duplicate costs 33 PLN.**



Student's e-mail

You will receive from the Recruitment Office an e-mail with all details about logging in and using **Outlook** (student e-mail address). Your e-mail address looks like this: name.surname@student.wab.edu.pl. From now on everything connected to the university should be taken care of by reaching out to offices or lecturers **via your student e-mail**.

Each e-mail should be signed and contain:

1. Name and surname (as in the passport)
2. Year of studies
3. Degree
4. Major
5. Topic
6. Official language and return to addressee with academic title

To log in to your student's e-mail, you must enter <https://www.office.com>, click **"Sign in"** button, and choose **Outlook** icon. Please remember, that e-mails that you received can be checked only on this website. Log-in through Gmail or other pages is not correct.



If you meet any problems during using Outlook, please visit this [PAGE](#) or reach out to the IT department via e-mail: helpdesk@wab.edu.pl



USOSweb | MS Teams | E-learning

You will receive from the Recruitment Office an e-mail with all details about logging in **USOSweb** as well. To log-in simply visit usosweb.wab.edu.pl

What is USOSweb?

USOS is a student system that allows you to check:

- Your final grades for each semester
- Current schedule of classes (with any changes)
- Names and titles of lecturers (with contact details)
- Information on financial liabilities
- Application specimens related to studies

If you meet **any problems** during using USOS, please visit this [PAGE](#) or reach out to the IT department via e-mail: helpdesk@wab.edu.pl

During your studies some subjects might be taught via MS Teams platform and some via e-learning platform Moodle.

MS Teams

To log-in to the MS Teams app you must enter www.office.com and log in to your student's e-mail address. After logging on the left side you are going to see services and applications available for you. You must look for "Teams" application and select it.



E-learning

If you meet any issues with using **Moodle**, you should contact our

e-learning specialist:

e-mail:

karol.raczynski@wab.edu.pl

phone: +48 71 333 11 34.



Financial Service Office

(Room 1/6)

At the Financial Service Office you can:

- Get certificates of payment for visa or residence card
- Get an invoice after your payment
- Hand over applications for Rector about scholarships or financial matters

How to get a certificate of payment?

Send an e-mail to kwestura@wab.edu.pl, in which it should contain information about the type of certificate (e.g. in which institution it should be presented) and any additional information it should contain and wait for a reply.

Scholarships

If you keep getting good grades through the whole academic year you may apply for **Rector's scholarship**. To check scholarships regulations or download an application specimens visit this [WEBSITE](#) or ask at the Financial Service Office.



OPENING HOURS

Monday: 9:00 a.m. - 3:00 p.m.

Tuesday: 8:00 a.m. - 1:00 p.m.

Wednesday: CLOSED

Thursday, Friday: 10:00 a.m. - 3:00 p.m.



CONTACT

phone: +48 71 333 11 79

e-mail: kwestura@wab.edu.pl



Tuition fees

When should I pay for my studies?

Fee method	Deadline
Annual fee	30th of September
Fall semester fee	30th of September
Summer semester fee	30th of January

Remember to pay before the deadline or a penalty will be charged!



If you need to get a financial statement for the visa you need to pay for next year or semester. If you are not sure how much you have to pay, ask at the **Financial Service Office**.

All receivables in € should be paid on:

BANK ACCOUNT IBAN PL 76 1540 1030 2103 0004 9462 0004

Address details of the university:

Wroclaw Business University

22 Ostrowskiego Street

53-238 Wrocław

IBAN: PLSWIFT: EBOSPLPWXXX

You can also pay in PLN if you want to (but remember you should do this from Polish bank account). Exchange rate for this currency is 4.75 (1€ = 4.75 PLN). Transfers in PLN should be done on **BANK ACCOUNT 60 1540 1030 2103 0004 9462 0001**.





Career Office

(Room 2/6)

If you visit this office you can get help with:

- Consultation on your career path
- Working on your resume and try a job interview simulation
- Take part in free workshops
- Meet employers
- Get help with looking for and applying for internships or a job

If you want to **make an appointment**, you should write an e-mail first.

Student Internships

During your study program, you are supposed to **complete an internship in the 3rd and 5th semesters** (5th and 6th for Computer Engineering). Each internship takes 375 academic hours, which gives about **280 regular hours**. If you will do it during working days, 8 hours each day, the whole internship should take you **7 weeks!**

We strongly encourage you to get this done on holidays, and to do so, start looking for opportunities at the beginning of the 2nd semester. You can look on your own or check vacancies on **Career Office's Instagram**.

If you want **to look for an internship or job on your own** – visit this **[WEBSITE](#)** (change the language to EN in the page footer).



OPENING HOURS

Mon-Fri: 7:00 a.m. - 4:00 p.m.



CONTACT

phone: +48 71 333 11 08

email: biuro-karier@wab.edu.pl





Erasmus Programme

(Room 2/2)

Erasmus is an EU program, which allows students to study for **one or two semesters abroad**. Student exchange is a **great experience**, which looks good in your resume and helps you stand out on labor market.

You can choose one of almost 50 partner universities!
Check the whole list [HERE](#).

What are the conditions?

- Be a student in at least the second year of bachelor's/engineering studies or in the first and second year of master's studies
- Good grades
- Required foreign language at the level of min. B1
- Student activities

Double Degree Programme

Obtain two diplomas – from Wroclaw Business University and the partner university in France or Finland! Check it [HERE](#).



OPENING HOURS

Monday-Friday:

8:00 a.m. - 4:00 p.m.



CONTACT

phone: +48 71 333 11 15

e-mail: erasmus@wab.edu.pl





Welcome Point

(Room 1/3)

Welcome Point is a special spot at the university which is dedicated to **foreign students**.

Here you can get help with:

- University adaptation and study-related issues
- Accommodation possibilities
- Transportation in Wrocław and Poland
- Getting information where to settle official matters (e.g. insurance, TRC)
- How to get medical care that you need
- Dealing with everyday issues in Poland
- Dealing with your emotions, in case you just need to talk
- Organization of student activities and students' ideas coming to live

Check out this [PAGE](#) and follow Welcome Point on Instagram [@welcomewab](#)!



OPENING HOURS

Monday-Friday:

8:00 a.m. - 4:00 p.m.



CONTACT

Welcome Point

WhatsApp: +48 733 232 024

Phone: +48 71 333 11 07

e-mail: welcome@wab.edu.pl

Instagram: [@welcomewab](#)





Foreign languages

Each study program includes an obligatory foreign language course.

If you study in English (and your level is at least B2) you will be learning Polish as a foreign language.

Coordinator of lessons and courses in Polish - **Anna Głowa**
You can contact her via e-mail: anna.glowa@wab.edu.pl.

If you study in Polish (and your level is at least B1) you will be learning English, and also in some cases German or Spanish.

Foreign Language Coordinator - **Dominika Turlej**
You can reach her via e-mail: dominika.turlej@wab.edu.pl.



Language certificates

During your studies at WAB you will have the opportunity to take a certificated language exam. At our university are held: LTE, TOEIC, The state Polish language examination.

LanguageCert
Test of English
LTE

[READ MORE](#)


ETS TOEIC
LISTENING AND READING TEST

[READ MORE](#)



[READ MORE](#)



Library

(Room 0/12)

The library of the WAB makes its collections available on site in a cozy reading room and lends them for outside use. Recently also launched an **online library Integro** platform which lets students borrow e-books for some period of time.

In the reading room you can find **university computers** too, so it could be a **perfect place for working over projects**. If you prefer you can also bring your own laptop and do homework in the library.

You can find more information about university's library on the **WEBSITE**.



OPENING HOURS

Monday: 9.00 am - 6.00 pm

Tuesday: 9.00 a.m. – 4.00 p.m.

Wednesday: 9.00 a.m. – 4.00 p.m.

Thursday: 9.00 a.m. – 4.00 p.m.

Friday: 9.00 a.m. – 4.00 p.m.

Saturday: 9.00 a.m. – 4.00 p.m.



CONTACT

phone: +48 71 333 11 10

email: biblioteka@wab.edu.pl





Student organizations

If you are active, creative, motivated and would like to do something extra for yourself or common good, you should check our student organizations.

Student council (Room 0/24)

If you want to take part in organizing university events, represent WBU and develop your skills feel free to join (samorzad.studencki@wab.edu.pl).

For more information visit [PAGE](#).



The "Factory of Success" scientific circle

The main goal task is the broadly understood scientific and self-education activity of its members and generate professional future leaders. Supervisor: dr Agnieszka Faron (agnieszka.faron@wab.edu.pl).

"E.T." Education and Tourism

The mission of the circle is to develop knowledge about tourism, recreation and the hotel industry. Supervisors:

dr Marta Drozdowska

(marta.drozdowska@wab.edu.pl)

dr Izabela Gruszka

(izabela.gruszka@wab.edu.pl).



Voicechestra

The female choir Voicechestra organizes singing workshops and gives concerts during university events, among others. For more information, follow Voicechestra on [Facebook](#) and [Instagram](#), or call +48 793 164 032.



Academic year 2023/2024

OCTOBER

MO	TU	WE	TH	FR	SA	SU
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

NOVEMBER

MO	TU	WE	TH	FR	SA	SU
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

DECEMBER

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

FEBRUARY

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

MARCH

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

MAY

MO	TU	WE	TH	FR	SA	SU
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

JUNE

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY








MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

AUGUST

MO	TU	WE	TH	FR	SA	SU
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

SEPTEMBER

MO	TU	WE	TH	FR	SA	SU
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

-  Christmas break
-  Make-up exam session
-  Main summer exam session
-  Other off-classes days
-  Main winter exam session
-  Easter break
-  Summer Holiday

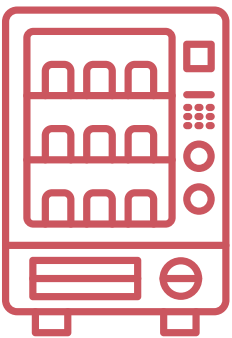
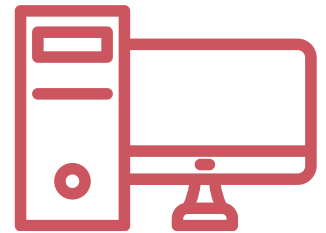


University facilities



Wireless Internet connection is available throughout whole university area. All you have to do is to select **“Internet WAB” Wi-fi** network and **type password “InternetWAB!”**.

In the lobby and in the library are **computers for every student**. All of them have Internet connection and you can use them for free.



Vending machine & coffee machine – both are **placed in the lobby**. You can buy there a cup of coffee or hot chocolate, some snacks or drinks (really useful when you craving for little something 😊).



Keep in touch!



Living in Wrocław





Accommodation

You have few different options:

1. **Private dormitory** – in Wrocław you can find **3 dorms** that offer many types of rooms: single, community for 2, 3, 4, or 8, lofts etc. Check out their websites:



[Basecamp](#)



[Milestone](#)



[Student Depot](#)

2. **Pepe Housing** - visit the platform website, where landlords post about their free spots and you can get in touch with them directly (<https://pepehousing.com/wroclaw/search>).

As our student, you can get a discount on the reservation fee for dorms and Pepe Housing!

3. **Renting on your own** – we recommend visiting these websites if you are looking for your place:

<https://www.olx.pl/wroclaw/q-apartment-for-rent/>

<https://rentola.pl/en/for-rent/wroclaw>

<https://rentflatpoland.com/city/wroclaw/>

https://www.facebook.com/groups/572302069574422/?locale=pl_PL

<https://housinganywhere.com/s/Wroc%C5%82aw--Poland>

If you want to look for a roommate or need help with other options for accommodation, do not hesitate to write an e-mail to [**welcome@wab.edu.pl**](mailto:welcome@wab.edu.pl)



PESEL & Registration

PESEL is an identification number for every citizen of Poland. **This number is necessary** to handle many official matters. You will **obtain a PESEL** number automatically if you register your residence in Poland.

Registration of residence - citizens of non-EU states must register with the Municipal Office if they plan to stay in Poland for more than 30 days. To register you will need these documents:

- passport,
- printed and filled application,
- document certifying legal title to premises (e.g. a lease agreement),
- visa / residence permit / certificate of refugee status.

You can find **an application form [HERE](#)**. Fill it with your data (in CAPITAL letters) and hand it over to **[Resident Service Center](#)** at 4 Zapolskiej Street (if you are underage you will need to go there with your parent/legal guardian).

The procedures of registration of residence and assigning PESEL number are free.





Temporary Residence Card

Usually, your visas are issued for one semester or year, and after that period you need to apply for another one. We recommend you consider applying for **Temporary Residence Card (TRC)**.

The first one is issued **for 15 months**, and the next one could be valid for up to **3 years**. All the formalities are handled in **Lower Silesia Voivodeship Office** in Section of Civic Matters and Foreigners. You can find whole procedure of Temporary Residence Card on the **WEBSITE**.

The whole procedure costs 390 PLN (340 PLN for stamp duty and 50 PLN for issuing the card).

Remember that all official documents and applications should be filled in Polish! If you need help with it or have trouble finding documents specimens, you can come to the Welcome Point (Room 1/3).



Sworn translations

Sworn translations are **necessary for official documents**, for example: high school diploma, eligibility statement, diplomas from previous studies. List of all sworn translators in Poland is available on the Justice Ministry **WEBSITE**.

translation



Insurance

In order to receive **free medical care**, we recommend that you take out health insurance in Poland.

One of the options is to sign a **contract with the National Health Fund (NFZ)** about voluntary insurance. By paying monthly contributions (**55,80 PLN**) on time you are entitled to benefit from public medical care in every hospital or clinic which have a contract with NFZ.

Take with you:

- a passport,
- certificate of student status,
- student ID,
- certificate of assigned PESEL number and registered residence
- (also written consent of parent/legal guardian if you are under 18).

At the **provincial branch of NFZ** you will receive an application to fill in. From now you have **7 days** to print the application **FORM** and apply this to **The Social Insurance Institution (ZUS)**. You should pay monthly via transfer on the account number you will obtain. The whole procedure is free, later you only have to pay monthly contributions.

The signed contract of insurance and confirmation of payment from last month is your proof of insurance when you are going to a doctor.

The other option is to buy insurance from a **private insurance agency** such as PZU, Luxmed, Enelmed, Medicover etc. Most of them have numerous different packages of services, so you can choose the best one for your needs and budget.



Emergency numbers

In case of **immediate danger to health and life**, call the emergency telephones. **The most important emergency phone number in Poland is**

112 (Polish equivalent for 911)

Direct emergency numbers:

999 - emergency ambulance service

997 - police

998 - fire department

Calling these numbers is free of charge and can be done even with no signal.

If something bad happens, you should **call the police** or go to the nearest police station. If you don't speak Polish, remember that the police are obliged to provide you with a sworn translator.

We encourage to make a copy of your passport (pages with your picture and visa) just in case. **If you lose your passport**, you have to contact your embassy to get a replacement. If you lose any of your home country documents - passport, ID, student ID - you will need to obtain a police certificate for this. You can get one at a police station.





Doctors | Hospitals

Hospital Emergency Department (SOR):

- Dolnośląski Szpital Specjalistyczny im. T. Marciniak, Fieldorfa 5 Street
- Wojewódzki Szpital Specjalistyczny we Wrocławiu, Kamieńskiego 73A Street
- Wojewódzki Szpital Specjalistyczny im. J. Gromkowskiego, Koszarowa 5 Street
- Szpital Specjalistyczny im A. Falkiewicza, Warszawska 2 Street

Visiting a doctor

If you are **insured** you can benefit from public health care **for free**, but if you are not then after the treatment you will receive a bill. If you do not want to benefit public health care you can benefit from private sector, but remember that this option could be expensive (one appointment with private doctor can cost average 150 – 300 PLN or more).

How to find a doctor?

- **Search engine** for facilities cooperating with the National Health Fund NFZ. This Search engine is available only in Polish, but you can use “Browser Live translate” option.
- **Znanylekarz.pl** - you can find English speaking doctors there, and check the doctors' schedule.



Bank account

You will need account in Polish bank in few situations like paying tuition fees in PLN, or receiving salary when you will start working. **To start your new account** you should choose your bank and **go there in person** (if you are underage you need to go with your parent/legal guardian).

Most of banks for starting a new account demand:

- Passport,
- Certificate of student status,
- Visa or TRC,
- Certificate of assigned PESEL number.

The best banks for your first student, Polish account will be: **Alior Bank, BNP Paribas, Credit Agricole, mBank, or PKO BP.** Maintaining accounts in most banks is free. In many, the maintenance of the card is also free, and in some it requires e.g. one card/BLIK transaction.



What the BLIK is?

BLIK is a payment method which enables you to pay easily and quickly in the store or over the Internet. The BLIK code is a one-off, 6-digit code, which you will find in your bank's application. It is valid for 2 minutes. After that time, you can generate a new one. You use the code to start your payment. If you want to know more, go to a [**WEBSITE**](#).



Transportation

The best way to move around Wrocław will be public transportation, which includes trams and buses.

Use the Jakdojade app or WEBSITE - the most accurate and popular search engine of public transport connections!

You can **buy tickets** directly in bus/tram by using your payment card. The ticket is registered on your payment card. If you prefer traditional paper tickets, you can buy them in **ticket machines at bus/tram stops**.

URBANCARD

You can buy **long-term ticket** as well. Thanks to this you will not have to buy tickets every time you take a bus/tram and you can **save some money**. To do it you have to go to one of **five Customer Service Offices**. There you have to fill up the **Urbancard** application and add one passport photo. In few days you can pick up your Urbancard and register on it a long-term ticket.

Reduced ticket prices (with valid student ID):

Single ticket	2,30 PLN
Monthly ticket	55 PLN
5-months ticket	245 PLN

You might encounter a sudden **ticket inspection** by a ticket controller during your trip. If you travel without a valid ticket the fine is 240 PLN, if you pay it within 7 days, otherwise, it rises to 280 PLN!



Must-see in Wrocław!



Wrocław's Dwarfs

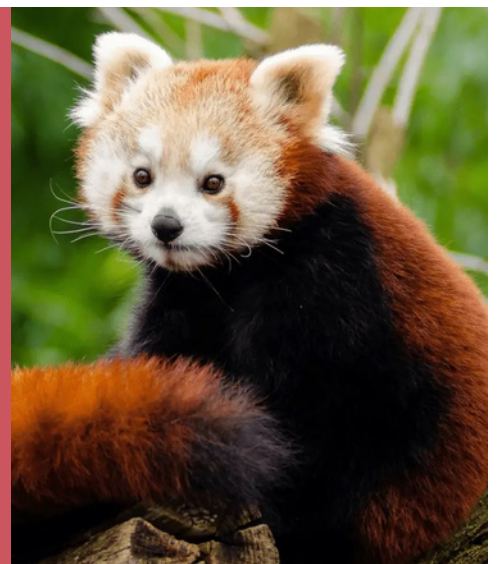
The hallmark of Wrocław, you can find them on the streets, buildings... almost everywhere (even at our University!), so keep your eyes wide open and count how many you saw.

To know more visit [WEBSITE](#).

Wrocław Zoo

One of the most species-rich zoos in the world and the oldest in Poland.

Before visiting animals, visit [WEBSITE](#).



Japanese Garden

Garden designed by Japanese landscape architects, real oriental plants and building elements characteristic for Japanese architecture.

Learn more from [PAGE](#).

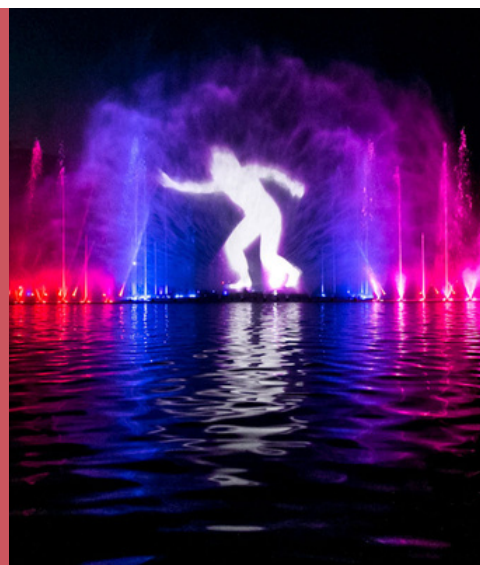


Must-see in Wrocław!

Multimedia Fountain

The biggest one in Poland and one of the biggest in Europe, where you can see water shows with lights, lasers and classical, contemporary, pop or ambient music.

You can read more [HERE](#).



Kolejkowo

A unique small-scale model of the region of Lower Silesia featuring hundreds of models (railways, cars, buildings, bridges) and thousands of figures of people and animals.

Prepare to visit checking the [WEBSITE](#).

Xawery Dunikowski Boulevard

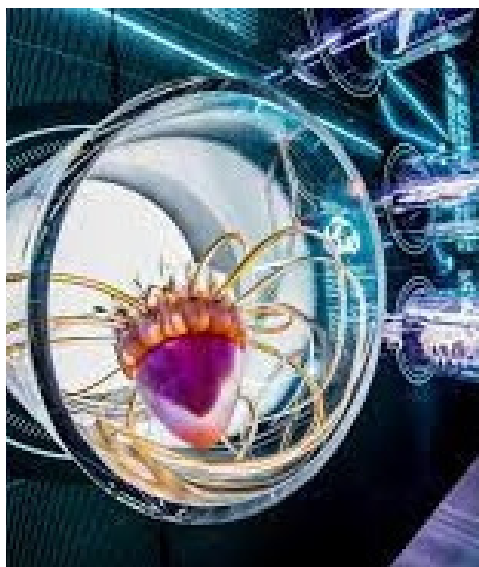
One of the most beautiful walking routes in Wrocław. It is also a great place to meet in the open air and relax by the water.

But first, take a walk to the [WEBSITE](#).





Must-see in Wrocław!



Hydropolis

An interactive museum about water, knowledge center combining educational values and modern exhibitions.

Let's dive into the [WEBSITE](#).

MWW Wrocław Contemporary Museum

The museum has permanent and time limited exhibitions of modern art.

Start your visit [HERE](#).



MovieGate

Hollywood props and costumes gallery, where you can also walk through the path of optical illusions.

Visit [WEBSITE](#).



Must-see in Wrocław!

Neon Side Gallery

On 46c Ruska Street there are almost 30 neon signs of various institutions, bars, companies, workshops, shops, cinemas (you have to see it in the night!).

Read more [HERE](#).




Colorful courtyards

A colorful place at 5a Roosevelta Street, full of various street art, which is a combination of ceramics, painting, and sculpture.

To know more visit this [PAGE](#).

And many others! Come and see!



see you
soon
😊