



International Business Program Student Guide

Academic year
2023/2024

Table of Contents

About Us	3
Faculty Board	4
Academic calendar	
Key Contacts	5
Application Procedure	6
Tuition and Fees	7
Electronic Student Card (ID Card)	8
Orientation	9
Accommodation & Living	10
Visas & Legalisation of stay in Poland	
Health Insurance	11
Program curriculum, Courses, Syllabuses	12
USOS System	13-14
Faculty Campus	
UW Main Campus	15
UW Library	
Learn Polish	16
Problem Solving 101	17

Faculty of Management University of Warsaw

The University of Warsaw was established in 1816 and is today the largest and best university in Poland.

The Faculty of Management, established in 1972, is the oldest management school in Central and Eastern Europe. It offers various programs at bachelor, master and doctoral level to almost 6,000 students. The high quality of teaching and research is confirmed by the "A" research category awarded by the Polish Ministry of Education and Science and by international rankings (Eduniversal).

The Faculty of Management is also AMBA, EQUIS and AACSB accredited.



Faculty Board



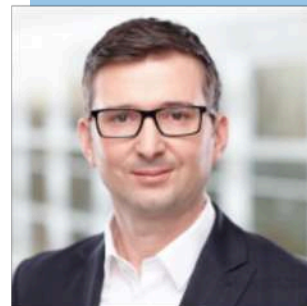
**Dean of the Faculty
of Management**
Prof. Grzegorz Karasiewicz, PhD



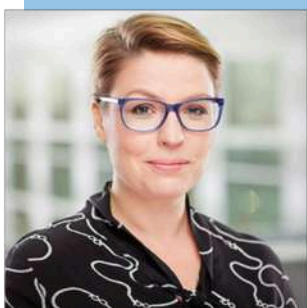
**Vice-Dean for Student Affairs
and Quality of Teaching**
Prof. UW Monika Skorek, PhD



Vice-Dean for Science
Prof. UW Marcin Żemigala, PhD



Vice-Dean for Development
Prof. UW Igor Postuła, PhD

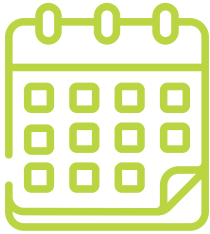


Director of International Affairs
Prof. UW Katarzyna Dziewanowska, PhD




**Director for MBA Programme
and Postgraduate Studies**
Tomasz Ludwicki, PhD

Academic Calendar



The winter (=fall) semester
runs from 1 October to the end of January.
The summer (=spring) semester
runs from mid-February to mid-June.

The **academic calendar** for the current year can be found on the University of Warsaw website:  [HERE](#)

Key Contacts



Beata Brzezińska

E-mail: lbp@wz.uw.edu.pl

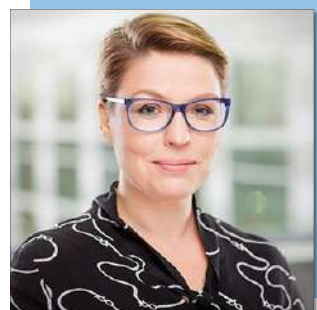
Room C 218

Mon-Thu: 9 am – 3 pm

International Business Program
Student Office
Beata Brzezińska, MA

Katarzyna Dziewanowska

E-mail: kdziewanowska@wz.uw.edu.pl




Head of Studies
“International Business Program”
and “Global MBA”

Prof. UW Katarzyna Dziewanowska, PhD

Application Procedure

Basic information

Level of study: **Second-cycle
(Master's degree)**
Mode of study: **Full-time**
Language of study: **English**
Duration: **2 years**
Tuition fee: **4000–4600 EUR/year**

Candidates are required to register online on the Internet Registration of Candidates (IRK) platform and pay the application fee:  [LINK](#)
First round: **early June to mid-July**
Documents submission: **late July**


Required documents

The items from the list below are described in-detail BELOW:

- ▶ a higher education diploma (MA, BA, engineering degree or equivalent),
- ▶ a transcript of grades
- ▶ a personal questionnaire
- ▶ an application for an electronic student card
- ▶ proof of payment for the student identity card (ELS)
- ▶ a statement of acquaintance with the amount of tuition fees at the University of Warsaw
- ▶ legalisation, apostille and/or documentation of the diploma entitling the holder to study at university level in the country of issue
- ▶ a document recognised by the University of Warsaw attesting to the holder's knowledge of English (at least B2 level)
- ▶ proof of payment of the application fee
- ▶ a photocopy of the visa or other document legalising the stay in Poland
- ▶ authorisation to submit documents – if the other person submits the candidate's documents.

* Level of skills for candidates that don't have certificate honoured by the University of Warsaw (at least B2 level) will be checked in online interview on Google Meet.

Tuition and Fees

Information about the tuition fees can be found at:  [HERE](#)

Application fee

100 PLN

Tuition fee

The amount of the fee depends on the payment plan chosen. Once admitted, the student should inform the IBP office of their choice: ibp@wz.uw.edu.pl

1 instalment	2 instalments	4 instalments
4200 Eur	2 x 2200 Eur	4 x 1150 Eur

Electronic Student Card (ID Card)

- works as a University library card.
- allows you to enter labs, computer rooms, etc.
- entitles you to student discounts in the public transport, trains, theatres, museums etc.



For more information about student discounts in the public transport, please visit the website of the Warsaw public transport system: wtp.waw.pl



ID Card fee

22 PLN – paid during the admission, students will receive their Cards at the beginning of academic year, either at Faculty Orientation days or at room C218.



Orientation



There are several ways to help you take your "first steps" in Poland:

**WELCOME
POINT**

The Welcome Point is a university unit, and its very name describes its role. You will probably meet the WP representatives before you come to the Faculty. You can also visit their website, which is full of useful information: [HERE](#)

Buddy/ Mentor

A Polish student from the University of Warsaw can meet you at the airport on arrival, take you on a tour of the Faculty/University and the city, introduce you to the formalities and student lifestyle, and generally help you throughout your stay.

More information about the program and how **to apply for a buddy/mentor**: [HERE](#)

#FoMOWeek

Faculty of Management Orientation Week (#FoMOWeek) is an event organised by our Faculty Student Council in cooperation with the Faculty International Relations Office to:

- familiarise you with the Faculty of Management (pol. Wydział Zarządzania) before the start of the academic year,
- Introduce you to student life in Warsaw
- introduce you to the Student Council,
- give you the opportunity to make new international friends,
- find out about the support you can get from us,
- make your stay in Poland an unforgettable, valuable and enjoyable experience and more!


Virtual Tour @Google

Before you visit us in person you can also enjoy a [virtual tour](#) around our Faculty :)

Accommodation & Living

UW Dormitories

The University of Warsaw offers more than 2350 places in six student houses located in different parts of Warsaw. Each student house has a quiet study room, TV room, computer room and laundry facilities. Monthly rent ranges from PLN 530–950 per person, depending on the type of room and student house.

For more information on accommodation go to **the website of Student Welfare and Support Office** (PL: Biuro Pomocy Materialnej):  **HERE**

Accommodation outside the UW

Please see below some options for arranging accommodation in Warsaw on your own:

private residences in Warsaw:

- <https://studentdepot.pl/en/dormitory-warsaw>
- <https://studiocampus.pl/index-en.php>

Some more useful information can be found at the following links:

a few Facebook links to related platforms & sites with flats for rent offers:

- FB group "Accommodation in Warsaw": <https://www.facebook.com/groups/485933348146385/about/>
- FB group "Accommodation in Warsaw (Erasmus Student Network (ESN) official group)" – directed

to ERASMUS students but also the other incoming foreign students at the UW: <https://www.facebook.com/groups/AccommodationInWarsaw/>

- an accommodation FB platform of UW Students' Union: <https://www.facebook.com/university.of.warsaw.students.union/>


- FB fanpage: [Rent Flat Poland](#)

links to pages with announcements about renting flats:





- Gumtree: <http://www.gumtree.pl/s-mieszkania-i-domy-do-wynajecia/vlc9008pl>
- Morizon.pl: <https://www.morizon.pl/do-wynajecia/mieszkania/warszawa/>

General living


More helpful information about staying in Poland (e.g. living costs, insurance, medical facilities and Student life) can be found on the main university website with **Welcome Point service** for new and current foreign students,

 **HERE** (click "About Poland").

Please check out some more useful links in English:


- Warsaw in a nutshell:  **LINK**
- Local life:  **LINK**
- Official tourist website of Warsaw:  **LINK**
- Public transport in Warsaw:  **LINK**

Visas & Legalisation of stay in Poland

Before coming to Poland, you should check whether you need to apply for a Polish student visa in your home country. Detailed information on how to apply and what type of visa you need, as well as other useful information on legalising your stay in Poland, can be found on **the UW Welcome Point:**  **VISAS**

Important during your stay in Poland

- PESEL number
- Bank account
- Healthcare
- Registration of address
- Telecommunications
- Trusted profile (profil zaufany) etc.

Detailed information on these topics is available on **the Welcome Point website:**  **STAY**


Health Insurance

Health insurance is **mandatory for all students** for the whole duration of their stay in Poland. Every student coming to the University of Warsaw for short-term studies will be asked to present proof of health insurance upon arrival.

We advise to purchase **third party liability insurance and accident insurance** in their home countries.

EU citizens staying in Poland are eligible for free health service providing they present their **European Health Insurance Card (EHIC)** along with the **Student ID and passport or ID card**.

EU citizens not having insurance in their country of residence and non-EU citizens may sign an insurance agreement with **the Polish National Health Fund (NFZ - Narodowy Fundusz Zdrowia)** or with one of private clinics.

For more information please visit the UW website:  **HERE** or contact also appropriate authorities at your home institution (e.g. International Relations Office).

Students with disabilities coming to UW may relevant contact  **HERE**

Program curriculum

Course schedule, list of courses and syllabuses

Most of the information related to the International Business Program, such as the program curriculum, course schedule, list of courses, syllabuses as well as current announcements, can be found on **the Faculty's website**:



You may also navigate there from the home page this way:
STUDENT >> International Business Program

Specialisation/ Major

We offer two specialisations within the International Business Program:

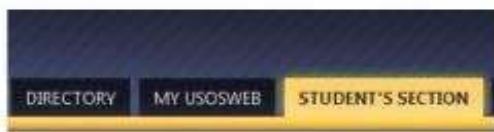
- ▮ GLOBAL MANAGEMENT
- ▮ INTERNATIONAL FINANCIAL MANAGEMENT

During the first semester all IBP students take the same courses. At the end of the first semester, students are asked to decide which specialisation they would like to pursue during their university studies.

USOS System

Registration for all courses is via the University Study Oriented System (USOS)

USOSweb



USOS tutorial:  [HERE](#)

More information:  [HERE](#)



Registrations

Register for courses or examinations
the current state of your registration

With your USOSweb account you can:

- + Register for core courses
- + View your grades
- + Preview your timetable*.

Registration for all courses is via the University's **USOS system**. A **login** and **password** for your **individual USOSweb account** will be provided by the IBP office.

* Irregular courses are NOT displayed in USOSweb, so do not rely on it. Check your timetable instead.

Token registration (USOSweb)



On a separate USOSweb page you can register for physical education, foreign languages and Polish, as well as optional university courses (called "OGUNs").

Token registration link:  [LINK](#)

More information:  [HERE](#)



USOS Course Registration

Here is a short guide on how to register for your courses:

Step 1 Login using your username and password



Step 2 Go to Student's Section



Step 3 Click Registrations and Registrations for courses



Registrations

Register for courses or examinations, see the current state of your registration cart...

Wybierz rodzaj rejestracji

- [Registrations for courses](#)
- [Registrations for exams](#)

Faculty Campus

The Faculty Campus "Służew" (swooshev) is located at Szturmowa Street 1/3, about 9 km from the Warsaw's Downtown.



The Służew Campus is located in the Mokotów district, **close to the Służew metro station**, city buses and trams, which provide excellent transport connections (20 minutes by public transport to the centre of Warsaw and 10 minutes to Warsaw Frederic Chopin Airport). The Faculty of Management is housed in modern buildings with **well-equipped lecture halls, classrooms and computer rooms**. In addition to the Faculty's **modern infrastructure**, you can find peace and quiet in the Faculty's library or in the surrounding gardens.

UW Main Campus



The University's main campus is located in the heart of Warsaw on Krakowskie Przedmieście Street and houses, among other things, the University Administration, the International Relations Office and the Welcome Point.

See Campus map: [Central Campus Map](#)

UW Library

BUW (Biblioteka Uniwersytetu Warszawskiego) is the main University of Warsaw Library. It is situated not far from the city centre – in Powiśle district in the vicinity of the Old Town and Vistula river. It is only 10 minutes walking distance from the main Campus of the University in Krakowskie Przedmieście.

Apart from the large collection of books, journals and other study and research materials, you will be able to access computers, printers and copy machines there. Don't forget to visit the rooftop garden to relax and enjoy a panoramic view of the city after you are done studying.




BUW's website:



UW Library is located
at Dobra Street 55/ 56

Learn Polish

If you are interested in learning Polish language, culture and history, you can take advantage of the courses offered by the UW Centre for Polish Language and Culture for Foreigners "POLONICUM".

More information: 



Problem Solving 101



When in doubt...

...regarding arriving & accommodation in Poland:

Check the [UW Welcome Point](#) website.

..regarding studying and courses:

Check this guide first, then contact [IBP Office](#).

...regarding what and where to do in general:

Ask your Buddy/ Mentor, a member of the Student Council or check out the 2023/2024 Student Facebook fanpage.

**We hope you enjoy your studies and
have a great time in Poland!**

Find out more on:

 [Faculty Website](#)

 [Faculty Facebook](#)

 [Student Union Facebook](#)

 [Student Union Instagram](#)



If you have any questions after reading this guide, please contact the appropriate section of the Faculty of Management,

An unforgettable time of study awaits you – we wish you good luck!

