



International Business Program Student Guide

Academic year
2023/2024

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Faculty of Management University of Warsaw

The University of Warsaw was established in 1816 and nowadays is Poland's largest and best university.

The Faculty of Management, established in 1972, is the oldest management school in Central and Eastern Europe. It offers various programmes 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 international rankings (Eduuniversal).

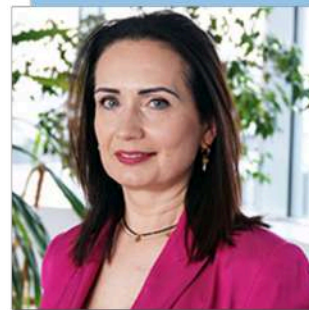
The Faculty of Management is also AMBA, EQUIS and AACSB accredited.



Authorities of the Faculty



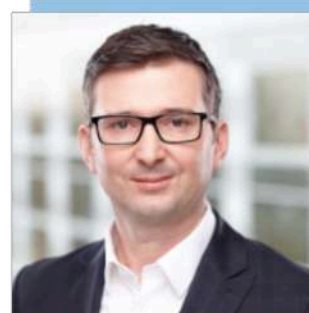
**Dean of the Faculty
of Management**
Prof. Grzegorz Karasiewicz, MA, PhD



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



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



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

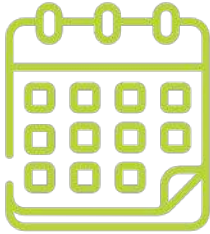


Director of International Affairs
Prof. UW Katarzyna Dziewanowska, MA, PhD




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

Academic Calender



Winter (=Fall) semester lasts from Oct. 1st to late January.
Summer (=Spring) semester starts in the middle of February till late June.

Academic calendar for current year is available on the UW website in due time:  [HERE](#)

Main Contact Persons



Beata Brzezińska

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

Room C 218

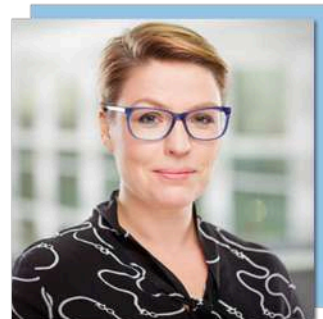
Mon-Thu: 10 am – 3 pm

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, MA, PhD

Application Procedure

Basic information

Level of study: **Second-cycle
(master's studies)**

Form of study: **Full-time**

Language of study: **English**

Duration: **2 years**

Tuition fee: **4000-4400 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 – early July**

Documents submission: **late July**

Required documents

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

- ✔ a higher education diploma (MA, BA, engineer diploma or equivalent),
- ✔ in English or with its English translation.
- ✔ transcript of grades, in English or w/ translation.
- ✔ a personal questionnaire (printed from IRK platform)
- ✔ application to issue student's ID Card, including candidates photo (printed from IRK platform)
- ✔ proof of payment for the student's ID Card (22 PLN, ~6 USD, ~5 EUR)
- ✔ statement on becoming acquainted with the amount of fees for educational services at the University of Warsaw (printed from the IRK platform)
- ✔ legalisation, apostille and/or documenting the diploma entitles its holder to study at university level in its country of issue
- ✔ confirmation of proficiency in English language* (at least B2)
- ✔ proof of application fee payment
- ✔ photocopy of visa or other document proving legalisation of stay in Poland
- ✔ authorization to submission of documents – in case of submission of candidate's documents by the other person

* 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.

Fees

The detailed list and payment guide is available:  [HERE](#)

Application fee

85 PLN - or 100 PLN, in case of a prior qualification interview is needed.

The payment may be refunded under certain conditions.

Tuition fee

Amount of the fee is dependent on the chosen payment plan. Once admitted, the student should report their choice to **Ms Beata Brzezińska** ibp@wz.uw.edu.pl

Payment in 1 instalment	Payment in 2 instalment	Payment in 8 instalment
4000 Eur	1 st instalment - 2.100 Eur 2 nd instalment - 2.100 Eur	1 st - 8 th instalments - 550 Eur x 8
4000 Eur	4.200 Eur	4.400 Eur

ID Card

- works as a University library card.
- allows you to enter labs, computer rooms, etc.
- It also entitles students to a **50% discount** on public transportation, including long-distance trains. It may be used as a carrier for **30-day** city travel card and a **90-day** city travel card.



More information can be found on the Warsaw Public Transport Authority website: wtp.waw.pl



LINK

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 opportunities to help you take your "first steps" in Poland:



Welcome Point is a university unit that its very name describes its role – you will likely meet them before coming to the Faculty. You may also check their website, which is full of useful information: [HERE](#)

Buddy/ Mentor

A Polish Warsaw University student can pick you up from the airport after arrival, take you for the Faculty/University and town tour, introduce to you the formal procedures and the student lifestyle and generally provide you with any kind of help throughout your stay.

More information about the program and how to **apply for buddy/mentor**



#FoMOWeek

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

- familiarize you with Faculty of Management (pol. Wydział Zarządzania) before classes begin,
- introduce to Warsaw student life,
- get you familiar with Student Council,
- give opportunity to make new, international friends,
- find out about any support you can receive from us,
- make your stay in Poland unforgettable, valuable and joyful event, and more!


Virtual Tour @Google

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

Accommodation & Living

Dormitories

The cost of dorm room is approx. **680 PLN/M**.

More information:  [HERE](#)

The rooms and flats are scarce and there are two ways to arrange your spot:


1 Simply send your wish to **Ms Beata Brzezińska** ibp@wz.uw.edu.pl ASAP after admission (June/July). Each year there is a list of dedicated dormitory spots for IBP students.


2 If the list is full, you may apply via USOSweb: LINK COMMON SECTION>>APPLICATIONS>> list of applications>> Housing application 2023/2024.

Faculty of Management students should apply for the Student House no. 5. Please complete the application form and send it to **Ms Beata Brzezińska** (ibp@wz.uw.edu.pl)


Please note: spots are scarce and not guaranteed!

Rent a flat





Students who would like to look for accommodation on their own will be able to find some useful information at our website,  [HERE](#)

Also, you can check out accommodation platform of **Students' Union @Facebook**  <https://www.facebook.com/samorzad.studentow.uw>


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](#)

Visa & Residence Permit

Before coming to Poland please make sure whether you have to apply for a Polish student visa in your country of origin. If you need to do that here is the link to relevant **website Schengen Visa Info:**  **HERE**

You'll find there useful information also including the necessary visa formalities introduced in friendly and accessible way.

More information as for Polish visa application can be found on the website of **Polish Ministry of Foreign Affairs**, [Travel to Poland](#) and the **UW page:**

 **Visas**




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**

Curriculum

Much information regarding the course of study, including up-to-date announcements may be found **on the Faculty Website:** [LINK](#)

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

2023/2024 IBP Curriculum is available [HERE](#)

List of courses

2023/2024 IBP list of courses, featuring more information, elective courses and contacts to lecturers is available [HERE](#)

Syllabuses (course overviews)

Detailed overview and course requirements, examination form, etc. of all recurring IBP courses are to be found [HERE](#)

Specialisation/ Major

We offer two specialisations under the International Business Program:

- ▶ GLOBAL MANAGEMENT
- ▶ INTERNATIONAL FINANCIAL MANAGEMENT

During the 1st semester all new IBP students attend the same courses. At the very end of the 1st semester the students will be asked by **Ms Beata Brzezińska**) to decide the major they prefer and would like to continue during their university studies.

USOS System

Registration for all the courses is done through online university **USOS** system.

A **login** and a **password** to your **individual USOSweb account** will be provided by **Ms Beata Brzezińska** in due time.

USOSweb



USOSweb link: [HERE](#)

More information & guide: [HERE](#)

On your USOSweb account you can:

- + Register for general courses
- + View your grades
- + Preview your timetable*

Registration for all the courses is done through online university **USOS** system. A **login** and a **password** to your **individual USOSweb account** will be provided by coordinators from Central UW International Relations Office.

* Irregular courses will NOT be shown in USOSweb, therefore do not depend on it. Do check your timetable instead.

Token registration (USOSweb)



On a separate USOSweb site, you can register for Sports (PE), Foreign and Polish language classes using assigned Tokens.

Token registration link: [LINK](#)

More information: [HERE](#)



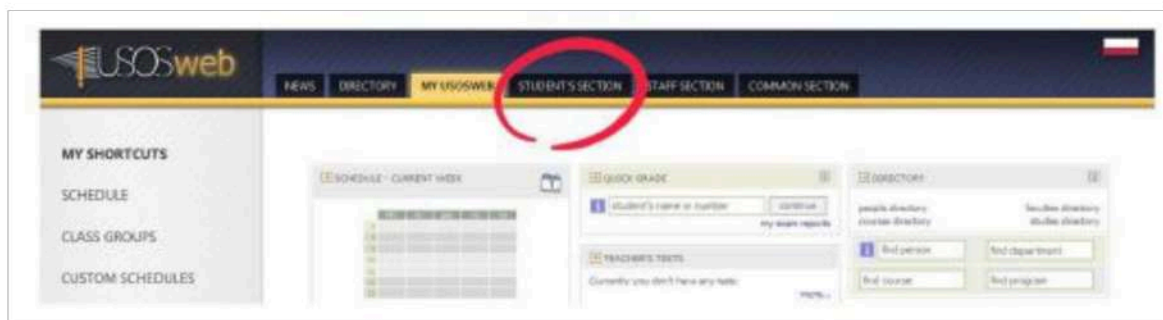
USOS Course Registration 1

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](#)

USOS Course Registration 2

Step 4

Find related registrations here. You may also click **News section** and then find and click **Faculty of Management**



USOSweb

NEWS DIRECTORY MY USOSWEB **STUDENT'S SECTION** STAFF SECTION COMMON SECTION

INTRODUCTION

REGISTRATIONS

- calendar
- cert
- for courses
- direct for groups
- group preferences

Registration calendar

These list includes all registrations related to you. If you think that some registrations are missing, contact your dean's office - maybe you didn't get proper access rights as a result of some mistake!

full list of all registrations is available in the **News section**

Faculty of Management 26000000 registration calendar for this faculty

Step 5

Scroll down and find registration group named **Courses for Erasmus and other exchange students at the Faculty of Manag. UW_(relevant semester)**

Courses for Erasmus and other exchange students at the Faculty of Manag. UW_Summer sem. 2020/21 2600-ERSM_2020L → show courses related to this registration

Step 6

Register for selected courses (when available)



Course code	Department name	Course title	Department name in Polish	Course title in Polish	Key	Actions
2600-ERSM11GT	Faculty of Management Introduction to Game Theory	Wydział Zarządzania Introduction to Game Theory			2020L	Course page

Faculty Campus

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



Nearby **Metro Station „Służew”**, city buses and trams offer excellent connection. All the courses from the Faculty's offer and administration services are located here. **Outside of Faculty's excellent classrooms and modern infrastructure**, you may also find your peace & quiet at our Faculty's Library or gardens.

UW Central Campus



The Central University Campus is located about 10 km from the Faculty "Służew" Campus, at **Krakowskie Przedmieście 26/28**.

While your everyday affairs will take place at Służew, your first steps will happen here, as it's where **Central UW International Relations Office** and **UW Welcome Point** are located.

See  [Central Campus Map](#)

UW Library

BUW (boov) is short for **Biblioteka Uniwersytetu Warszawskiego**, the main university Library. It is not only a library and a perfect place to study, but also a meeting point full of restaurants, various services, entertainment and a rooftop garden.


BUW's website:  [HERE](#)



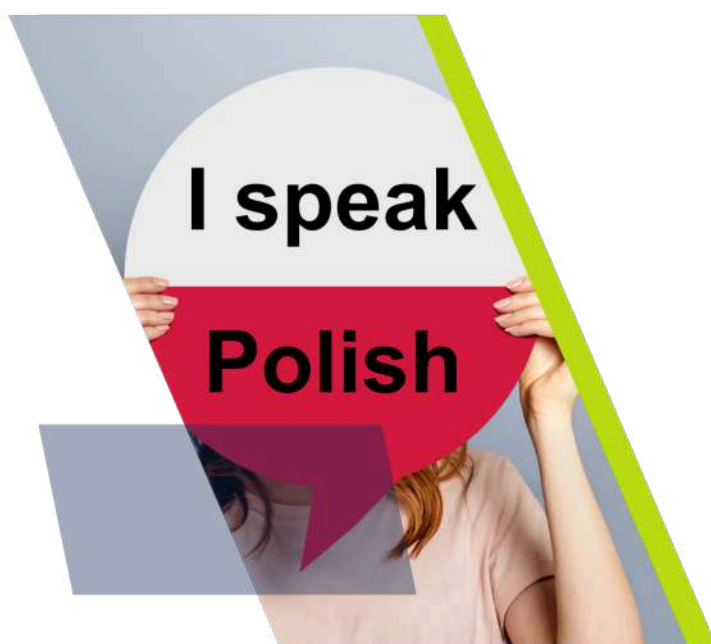
UW Library is located
at Dobra Street 55/ 56

Learn Polish

Should you be interested to explore a bit of Polish language, culture and history, you may take advantage of courses offered by UW Center for Polish Language and Culture for Foreigners, "POLONICUM".

More information:  [HERE](#)

Registration is done online through the USOS system.



Problem Solving 101



When in doubt...

...regarding arriving & housing in Poland:

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

..regarding studying and courses:

Check this guide first, then contact [Ms Agata Król](#).

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

Ask your Buddy/Mentor, a Student Council member or check the 2023/2024 facebook student fanpage.

**We hope you will enjoy your studies
and have fun in Poland!**

Check 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!

