



Academic year
2023/2024

Incoming short term Student Guide



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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.



Faculty Board



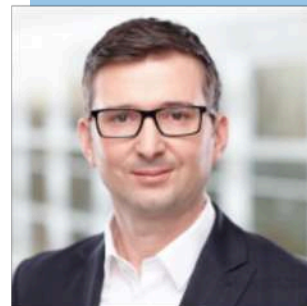
**Dean of the Faculty
of Management**
Prof. Grzegorz Karasiewicz, PhD



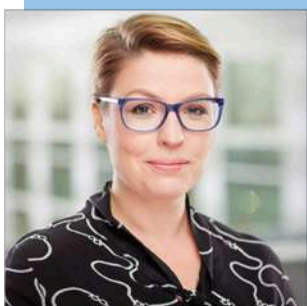
**Vice-Dean for Student Affairs
and Quality of Teaching**
Prof. UW Monika Skorek, PhD



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



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

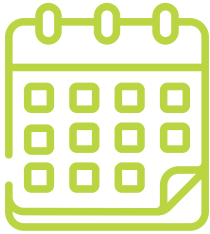


Director of International Affairs
Prof. UW Katarzyna Dziewanowska, PhD




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

Academic Calender



Winter (=Fall) semester lasts from October 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



Agata Król

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

Room C 218

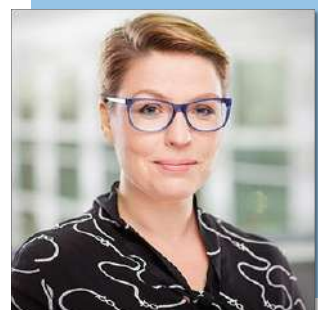
Mon-Thu: 10 am – 3 pm

**Organizational Coordinator
for Incoming Students**

Agata Król, 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



Deadline to apply



Fall semester – May 31



Spring semester – November 30



How to apply?

Erasmus+/Exchange under general University of Warsaw bilateral agreements or visiting students should simply follow this procedure: [HERE](#)

Exchange students under Faculty of Management bilateral agreements should submit the following documents:

- ▶ **The application form** will be sent to candidates or their coordinators by e-mail after receiving the nominations,
- ▶ **Copy of student's passport picture page,**
- ▶ **Curriculum Vitae,**
- ▶ **Official letter from home university** confirming student's nomination,
- ▶ **Previous education degree** (e.g. copy of the diploma or Transcript of records) copy of student's passport picture page,
- ▶ **A recent electronic photograph** (to be sent via email). Student's photo must meet these requirements: at least 300x375 pixels, JPG format, max size 50 kB, same as in ID or passport. Detailed instruction on preparing correct photo will be sent as a separate attachment,
- ▶ **English language ability** (if it's not student's mother tongue): we accept the following certificates: GMAT, TOEFL, IELTS, CAE, CPE – B2 level minimum. Alternatively, we accept certificate from student's home university confirming English skills as above.

Please make sure the documents (scanned version) will be sent by appropriate due dates directly to:
akrol@wz.uw.edu.pl
or by mail to the following address:

**Faculty of Management
University of Warsaw
International Relations
Office,
Ms. Agata Król
1/3 Szturmowa Street
02-678 Warsaw, POLAND**

Mentor & Orientation

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

UW Mentor

Your "buddy" – a Polish student of the UW 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. The Mentor Programme is organised by the Erasmus Student Network UW (ESN UW).

More 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  around our Faculty :)

Accommodation & Living

Dormitories

The University of Warsaw has agreements with **a few dormitories for students**. Rent ranges per month depend on the sort of room (double or triple) and student house. **For more information about our dormitories please visit: [UW Accommodation](#)**. Students who would like to apply for university accommodation will be provided with additional information in due time.

 **Please note:** the rooms and flats in our dormitories are scarce and unfortunately we CAN NOT guarantee that we will be able to arrange the housing for you in your selected student house!

Accommodation out of the UW

Private dorms in Warsaw:

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

Some more useful information can be found also under following links:

A couple of Facebook links to related platforms & pages 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 sites with with announcements about renting apartments:





- Gumtree: <http://www.gumtree.pl/s-mieszkania-i-domy-do-wynajecia/v1c9008p1>
- 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 please make sure whether you have to apply for a Polish student visa in your country of origin.

Detailed information on how to apply and what type of visa, as well as other useful information on legalizing your stay in Poland can be found on **the UW Welcome Point website** at the links below:

 [VISAS](#)

 [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](#)

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

How to get it



Erasmus+/Exchange under general University of Warsaw bilateral agreements or visiting students should simply follow this guide:  [LINK](#)

PLEASE NOTE: students participating in the above programs receive their UW ID cards from the **central UW International Relations Office (UW IRO)** – not from the Faculty one!

Exchange students under the Faculty of Management bilateral agreements should stay in touch with the **Faculty International Section** and do the following:

1. Successfully send your photo (see page 8)
2. Pay the required fee (22 PLN ~6 USD, 5 EUR) by bank transfer:

Title of payment: The fee for issuing Student ID; Exchange (your name)

Account #: 56 1160 2202 0000 0000 7648 6236;

Recipient: Uniwersytet Warszawski, Wydział Zarządzania, ul. Szturmowa 1/3, 02-678 Warszawa;

IBAN: PL

SWIFT: BIGB PL PW XXX

Please submit the payment confirmation directly to Ms Agata Król or simply send the scanned version by email to akrol@wz.uw.edu.pl

Your ID cards will await you during the Faculty orientation days or at room C218.



Course offer

The list of available courses can be found on the FoM website. [HERE](#)

Please note: the presented course list may be expanded with some new subjects during the semester. In case of such modification or any other updates, **Ms Agata Król** will keep you informed during your mutual correspondence.

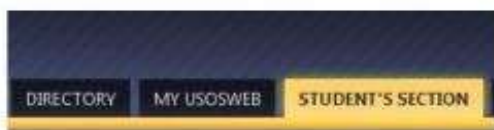
Syllabuses (course overviews)

You can find overviews of the courses on the Faculty website. [HERE](#)

USOS System

Registration for all the courses MUST be 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 (for Erasmus and UW Bilateral/Visiting students) or, by the Faculty International Section (for the Exchange students under the FoM agreements).

USOSweb



USOSweb link: [HERE](#)

More information & guide: [HERE](#)



Registrations

Register for courses or examination
the current state of your registratic

On your USOSweb account you can:

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

* Due to the irregularity of some courses as well as other important reasons our timetable will NOT be available in the USOS system.

Instead, it will always be available on our Faculty website: [HERE](#)

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
- cart
- 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	26000000	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!

