



UNIVERSITÄT LEIPZIG



Erasmus Mundus



**PROCEDURES APPLICABLE WITHIN THE FRAMEWORK  
OF GLOBAL STUDIES – A EUROPEAN PERSPECTIVE**

**ERASMUS MUNDUS PROGRAM  
INSTITUTE OF INTERNATIONAL STUDIES  
UNIVERSITY OF WROCLAW**



Wrocław 2012/2013



UNIVERSITÄT LEIPZIG



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
I. ENROLMENT REQUIREMENTS .....	4
1. Welcome Letter, Student Data Confirmation, Arrival Confirmation Letter .....	4
2. Dormitory regulations .....	5
3. Student photo .....	9
II. VISA REQUIREMENTS .....	10
1. Visa .....	10
2. The Schengen Visa .....	11
3. Temporary Residence Card .....	11
4. How to fill out the application form for non-EU citizen? .....	14
5. Support service .....	18
III. MEDICAL INSURANCE .....	18
1. Medical Insurance .....	18
2. Healthcare in Poland .....	19
IV. FIRST STEP AFTER YOUR ARRIVAL .....	21
1. International Office .....	21
2. Reception Service .....	21
3. 2Wrocław .....	23
4. School of Polish Language and Culture for Foreigners of the University of Wrocław .....	24
5. Foreign languages .....	28
6. EMGS Office in the Institute of International Studies .....	29
7. Dean's Office .....	31
8. Secretariat of the IIS .....	31
9. Internet and wireless access .....	32
10. Libraries .....	32
11. Urban Card .....	33
12. Registration of your stay (zameldowanie) .....	33
13. Can you work in Poland when you are an Erasmus Mundus Student? .....	34
14. Scholarships opportunities .....	35
15. General information about living and studying in Wrocław .....	42
V. ACCOMODATION AND LIVING COSTS .....	44
1. The dormitory .....	44
2. Other options .....	46
3. Junglebook .....	46
4. Living expenses .....	47
5. Approximate food prices: .....	47
VI. STUDENT CARD .....	47
VII. ORGANISATION OF THE ACADEMIC YEAR 2012/2013 .....	48
1. Schedule for the Academic Year 2012/2013 .....	48
VIII. COURSES REGISTRATION .....	49
1. Learning Agreement .....	50



UNIVERSITÄT LEIPZIG



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Erasmus Mundus



- 2. Additional courses .....50
- 3. Deadline for your indeks and examination cards.....51
- 4. How to fill out your indeks and exam card?.....51
- 5. Transcript of records .....52
- 6. Grading.....52
- IX. THESIS REGISTRATION PROCEDURE.....53
  - 1. Thesis registration procedure.....53
  - 2. Thesis declaration form.....55
  - 3. Statement of copyright of Master’s thesis.....56
  - 4. Declaration on the permission to access the thesis.....57
  - 5. Guidelines for master thesis expose .....57
- X. REGULATIONS OF STUDIES AT THE UNIVERSITY OF WROCLAW .....59



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## I. ENROLMENT REQUIREMENTS

Students admitted by the EMGS Consortium receive all necessary documents and also forms that must be filled out and send back to the indicated coordinator, in particular:

### 1. Welcome Letter, Student Data Confirmation, Arrival Confirmation Letter

- **Welcome letter** with all the basic and general information regarding studies at the University of Wrocław,
- **Student data confirmation** and **Arrival confirmation letter** (it is necessary to book a room in the dormitory and to organize volunteers to meet students at the airport/railway station) that must be filled out and send back to the coordinator of the University of Wrocław,

#### Student data confirmation

<b>NAME</b>	
<b>SURNAME</b>	
<b>DATE OF BIRTH</b>	
<b>PLACE OF BIRTH</b>	
<b>FATHER'S NAME*</b>	
<b>MOTHER'S NAME*</b>	
<b>ADDRESS**</b>	
<b>DORMITORY? (yes / no)</b>	
<b>PREPARATORY INTENSIVE POLISH LANGUAGE COURSE? (yes / no)</b>	

\*name and surname

\*\*your address – the permanent one, that you have in your ID or passport please, while giving the address could you define exactly the street, house nr, flat nr, postal code, city, country? If there is some other information in the address, please explain it to me, because then I will have to explain it to the person who will introduce it to the database system that has its own criteria and sometimes doesn't accept the reality.



### Arrival confirmation letter

Please fill it in and send it back via e-mail or fax  
e-mail: em@gs.uni.wroc.pl  
Fax: +48 71 326-10-04

Name of the student:	
e-mail:	
Country	
Period of stay in Dormitory:	From .....to .....
Date of arrival to "Dormitory":	
Approx. time of arrival:	

I acknowledge that I have read and understand the Dormitory Regulations, a copy of which is attached to this letter. I accept that under the terms of the Dormitory Regulations, if there is any damage caused to the premises by me or my guests, then I may be evicted and/or be liable for the cost of making good any such damage.

\_\_\_\_\_  
Student's signature

- **Dormitory regulations** (please note that single rooms could not be available, students are informed about it in September/October).

## 2. Dormitory regulations

### Dormitory regulations The University of Wrocław

#### General Provisions

Dormitory regulations are binding on all students and non-students in residence in Wrocław University housing and on their visitors, whether from Wrocław or elsewhere. Each dormitory is an integral part of the University and serves as a positive living-learning environment for all residents by providing staff, resources, programs, services, and facilities that promote and support educational achievement, social development, and civility through local and global cultural awareness and understanding. The manager of each dormitory and the vice rector for student affairs are in charge of all dormitory affairs, including housing. In all dormitory affairs the residents are represented by the board of residents.



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## Residence

### Occupying and Vacating Rooms

Rooms are assigned for the period of nine months starting from the first day of the academic year. Students planning to stay for the summer recess must obtain the consent of the vice rector for student affairs. The rooms are assigned by decision of the vice rector for student affairs. To obtain a room for the following year, a resident must receive a positive recommendation from the board of residents and the dormitory manager. Continuing students have higher priority over new students in room assignment in the same dormitory. Married students may apply for rooms in a family dormitory. In such case they should include such request in the application. Each resident receives a Letter of Referral from the Youth Division. This document confirms the room assignment. The procedures of room assignment are determined annually by the vice rector for student affairs and announced on message boards in all dormitories and dean's offices. The dormitory manager is in charge of the check-in procedure. Rooms are assigned on the basis of the Letter of Referral and the decision of the board of residents. Married couples and families with children are assigned separate rooms in separate family dormitories. Residents may change their rooms during the academic year by moving to a vacant room or exchanging rooms with other residents, provided all the other roommates agree. To change rooms a resident must submit a written application to the dormitory administration and obtain a written consent of each resident involved. Residents must accept a new resident if there is a vacancy. When occupying a room the residents become responsible for all equipment and furnishings in the room. This fact is noted on the Inventory Sheet and the room report which must be signed by all residents and the dormitory manager.

A sample of an Inventory Sheet is annexed to the present regulations as Annex 1. The Inventory Sheet is used during check-out to assess charges for damages or missing University property. The condition of the room and its furnishings is noted on the room report. Changes in the assembly of residents are noted in the Inventory Sheet.

Before occupying a room, residents must get acquainted with the present regulations by signing the Student Sheet, which is annexed to the present regulations as Annex 2. After check-in the residents receive a Resident ID Card with their name on it, which is used to confirm their identity in the dormitory.

A sample of the Resident ID Card is annexed to the present regulations as Annex 3. Residents may choose additional equipment, which is noted in the Student Sheet and confirmed by their signature. Students shall lose their residential rights in the following cases:

- 1) if they have not completed the check-in process before the required date, except for cases when they have informed the dormitory manager about their absence on the required date,
- 2) after the date established in the Letter of Referral or on the day following the end of the final exam period in the summer,
- 3) after withdrawing or being withdrawn from the University,
- 4) during a leave of absence or year repetition, except for cases permitted by the vice rector for student affairs,
- 5) if they failed to pay room rent for two months, except for cases permitted by the vice rector for student affairs,



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- 6) after disciplinary action by the Disciplinary Committee for Students or the Disciplinary Committee of Appeal for Students,
- 7) by decision of the vice rector for student affairs.

The loss of residential right by a resident is equivalent to the loss of residential rights by his/her spouse.

Students who lose their residential rights must vacate their rooms within 5 days of such decision. Students lose their residential rights after the date established in the Letter of Referral.

### **Resident rights and responsibilities**

Every resident is entitled to the following rights:

The rights to read and study free from undue interference in one's room. The right to sleep, the right to one's personal belongings, the right to access one's room or apartment, and the right to a certain environment in which to live. The right to privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons. The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations. The dormitory ensures fire safety, proper functioning of technical equipment and visitor control. Residents are entitled to use common equipment and facilities in the dormitory. Residents are entitled to decorate their rooms to suit their personal taste. Any permanent changes in the room furnishings or decoration must be consulted with the dormitory manager. Residents have the right to use their own technical equipment. The University is not responsible for residents' personal equipment. Wrocław University, their directors, servants, agents or employees shall neither be responsible nor liable for property of the resident(s) which may be lost, stolen, or damaged in any way. Residents have the right to protection of their personal information stored in University databases. The University administration ensures such protection. After check-out the data of former residents is immediately deleted. Residents may organize parties in common facilities providing they receive permission of the boards of residents and the dormitory manager. Parties may not be organized during quiet hours, except for special occasions authorized by the vice rector for student affairs. Manager is allowed to finish the parties if the residents break the dormitory conditions. Residents take the responsibility for the parties. All residents are bound by the present regulations and the decisions of the dormitory manager and the board of residents. In case of disputes the final decision is made by the vice rector for student affairs. Residents must endeavor to foster a healthy dormitory culture and to create an atmosphere conducive to studying and actively participate in ensuring safety and security.

Residents must:

- 1) comply with the safety regulations
- 2) refrain from noise during quiet hours
- 3) live in the rooms to which they have been assigned
- 4) make regular payments for room rent before the 25th day of each month
- 5) present their Resident ID Card at the front desk and whenever they are asked to by the dormitory manager or other staff
- 6) maintain the cleanliness of their dormitory rooms



UNIVERSITÄT LEIPZIG



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- 7) lock the windows and doors when temporarily vacating their dormitory rooms and return the room keys to the front desk
- 8) turn off all electrical appliances when temporarily vacating their dormitory rooms
- 9) maintain the cleanliness in common areas and refrain from misusing common equipment
- 10) make sure that food stored in common refrigerators is fresh
- 11) maintain the cleanliness in areas surrounding the dormitory
- 12) inform the dormitory manager about the intent to relinquish the room
- 13) complete the Inventory Sheet and clean the room when checking out
- 14) report behaviors or items that violate dormitory or University policy to a staff member.

### Conduct in Dormitories

Quiet hours are in effect from 11 p.m.-6 a.m. Visitors are allowed from 6 a.m.-11 p.m. All visitors must register at the front desk of the building. All visitors must show an acceptable form of identification. Visitors who do not provide acceptable ID will be denied entrance into the building. The actions of all visitors are the responsibility of their resident host. In special cases visitors may obtain permission to stay up to 2 a.m. or stay overnight with prior authorization from all roommates. Visitors who wish to stay in guest apartments must obtain permission from the dormitory manager and pay for accommodation. Each overnight stay of visitors must be recorded at the front desk. One visitor is entitled to four overnight stays per month. The quiet hours, visiting rules and use of common rooms and facilities is subject to change in family dormitories. All decisions in this matter are made by the vice rector for student affairs. Drunk or intoxicated visitors will be denied entrance to the building. In cases of serious or repetitive violations of the dormitory regulations the dormitory manager may ban such offenders from entering the dormitory for a period of one to six months. No resident or visitor, regardless of age, is permitted to consume or possess any alcohol or alcohol containers in dormitories. Residents must refrain from engaging in any of the following behavior in the dormitories.

- 1) organizing parties that can cause inconvenience to other residents
- 2) gambling
- 3) possession, use, distribution, selling or manufacturing of illegal drugs, narcotics or controlled substances
- 4) possession of dangerous or flammable materials
- 5) raising pets
- 6) smoking in rooms without authorization of all roommates
- 7) smoking in common rooms and unauthorized locations
- 8) disturbing other residents by causing noise
- 9) causing disturbance during quiet hours
- 10) turning on ceiling lights during quiet hours without authorization of all roommates
- 11) using electrical heaters without automated switching-off mechanism
- 12) plugging devices that consume electricity without the permission of the dormitory manager
- 13) damaging the furnishings and equipment in rooms and other facilities in the building
- 14) using antennas outside windows
- 15) throwing objects of any kind from windows
- 16) removing furnishings or any objects that are part of the room inventory
- 17) storing baby carriages and bikes in places other than those designated by the dormitory manager
- 18) parking cars in places which hinder communication between buildings
- 19) duplicating keys





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- 20) loaning keys
- 21) offering rooms to other people
- 22) swapping rooms without approval of the dormitory manager
- 23) receiving guests during quiet hours and accommodating them without permission
- 24) leaving guests unsupervised in rooms

The dormitory staff reserves the right to enter a room in situations that endanger the safety and peace of other residents.

### **Resident responsibility**

Residents will be held responsible for any damages or vandalism to building property, which were incurred by the resident or their guests in a room, on the floor or any other public area in the building. Damage assessments or fines may be charged in a variety of situations. If it is unclear who damaged furniture all of the occupants of the suite will be billed for a share of the repair or replacement. The property listed in the Inventory Sheet becomes a resident's responsibility. Residents will be charged for repair or replacement of damaged furnishings or equipment. When individual responsibility cannot be assigned all of the occupants of the room will be billed for a share of the repair or replacement.

Resident must immediately notify the dormitory manager about damages to furnishings or equipment. Violation of the dormitory regulations may be subject to disciplinary action and culprits may be denied access to dormitories and its facilities based upon the severity of the incident. Serious violations of the present regulations are reported by the receptionist to the dormitory manager. In certain cases, the dormitory manager, in consultation with the board of residents, will decide that the appropriate punishment for persistent or serious disregard for the regulations is to require the resident in question to move to a different room.

The present regulations are made public by announcing them on message boards in dormitories.

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### **3. Student photo**

Students are also kindly requested to send by e-mail a photo (.jpg file is the most proper) for the student card (clear and bright background, official, the same standard as for passport photo or ID).

Then, all data are submitted to the International Office of Wrocław University. Without this information, students cannot be enrolled to the Wrocław University.

Please note that only after receiving all information, the coordinator of the University of Wrocław is able to send you Letter of Acceptance (you need it for example for visa request).



UNIVERSITÄT LEIPZIG



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Students should also inform the EMGS coordinator, if they would like to attend the semester Polish language course.

## II. VISA REQUIREMENTS

Students from outside EU should hold Polish visa for the whole period of study in Poland. All students from EU countries coming to study in Poland for more than 3 months must apply for a "Temporary Residence Card" about the procedure you'll be informed during the orientation days in September although be aware that you'll be required to proof your health insurance, which means you should have the European Health Insurance Card (for EU) or equivalent.

### 1. Visa

An EU student can enter Poland with ID document (a valid travel document e.g. passport) or another document certifying identity and citizenship. If a student intends to visit Poland's neighboring countries (not all of them are EU Member States), a passport is recommended. For stay up to 3 months no legalization of stay is necessary. For stay exceeding 3 months an EU student has to register the residence. In case of students the registration is issued for one year (possibility to prolong). The document is issued by the Department of Citizens Affairs of the Voivodeship Office (province administration, Urząd Wojewódzki).

Non-EU students of a non-EU/EEA country can enter Poland on the basis of a valid travel document (passport) and a visa (if required). A student of a non-EU country has to obtain a visa from the Polish Consulate (sometimes the procedure differs, so please contact the Polish Consulate or Embassy in your country). In the attachment you can find the Letter of Acceptance – the document that you need to ask for the visa. A short-term visa entitles the holder to stay in Poland for up to 3 months, a long-term visa up to 1 year. Prolongation of a visa in Poland is possible only in cases of force majeure or situation impossible to foresee while applying for the visa in the consulate. The visa can be prolonged only once.

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**Before your departure, please verify all necessary information and doubts in the nearest Polish consulate or Polish embassy in your country or in the country, where you were studying till now. It is quite important, because European and Polish regulations regarding visas and residence permit might change. You can also use information form Welcome Letter, but it plays only preliminary role.**

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## 2. The Schengen Visa

Poland is now member of the Schengen Area (membership since 21st of December 2007) - so you can apply for the Schengen Visa in the Polish Consulate in your country. If you have a Schengen Visa you can freely travel around in the Schengen Area (most countries of the EU).

## 3. Temporary Residence Card

Notwithstanding the visa, after your coming to Poland you have to legalize your stay by applying for the temporary resident permit (TRP). All international students staying in Poland longer than three months need to obtain TRP. The permit is issued for the period of your stay in Poland, but not longer than two years (usually for one year). It can be prolonged.

Evidence of the permit is the Temporary Residence Card (TRC) - an identity card for foreigners in Poland and it (with a passport included) allows passing the border as often as you like without having a visa.

You have to apply for the residence card at least 45 days before your visa expires.

The necessity of getting the residence permit during your stay in Wrocław is mainly dependent on the period of your visa and what kind of visa have you already received. In this case, could you please contact with our Voivodship Office:

Dolnośląski Urząd Wojewódzki we Wrocławiu (the Voivodship Office)

<http://www.duw.pl/>  
pl. Powstańców Warszawy 1  
071 340 60 98  
071 340 67 30

Our Voivodship Office is only able to decide whether you need to get the residence permit. During your visit in the Voivodship Office, you can ask for help your tutors/volunteers.

All the students who are Non-EU/EEA citizens should apply for a Residence Permit. (For stay exceeding 3 months an EU student also has to register his/her residence. But the procedure is different and you can find all the information at



UNIVERSITÄT LEIPZIG



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<http://www.gs.uni.wroc.pl/living-wroclaw/new-visa-requirements>)

### Non-EU/EEA citizens

In case of students the residence permit is issued for one year (possibility to prolong). To legalize your stay you have to go to the Department of Citizens Affairs of the Voivodeship Office (province administration, Urząd Wojewódzki) to get a residence permit.

Dolnośląski Urząd Wojewódzki we Wrocławiu (the Voivodeship Office)

<http://www.duw.pl/>

pl. Powstańców Warszawy 1

071 340 60 98

071 340 67 30

You should do it at least 45 days before your visa expires!!!

Documents that have to be submitted by the Non-EU student to the Voivodeship Office in order to obtain the residence permit:

1. Application form (original and three copies!) for NON-EU Citizen (in Polish:

Wniosek o udzielenie zezwolenia na zamieszkanie na czas oznaczony)

You can find it here:

[http://www.duw.pl/files/wydzialy/SC/cudzoziemcy/wniosek\\_zamieszkanie\\_na\\_czas\\_oznaczony.pdf](http://www.duw.pl/files/wydzialy/SC/cudzoziemcy/wniosek_zamieszkanie_na_czas_oznaczony.pdf)

you have to fill it in in POLISH

If you need our help with filling in the form, please agree the most suitable time and place for an appointment.

2. Passport (copy three times the personal data and one time a copy of the whole passport)
3. Registration of accommodation/dormitory (four copies)

It can be a contract of renting or a document from your dormitory. In Polish



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4. Card of dormitory (copy)
5. Official letter of acceptance from the Polish university (with information about the planned period of study, in Polish, we provide the document.)
6. Copy of a declaration about sufficient resources to cover the subsistence costs in Poland

e.g.: statement of account of the last three months, credit card, confirmation about Erasmus-Mundus scholarship (we provide it), if you are your family's dependant you can write a statement about how often and what amount of money do you receive on your bank account.

7. Health Insurance Document (copy)

We provide you the confirmation in Polish if you have an insurance from Erasmus Mundus programme. If you don't have an insurance from the Erasmus Mundus programme, you have to buy some insurance in Poland.

One of the options is to go to NFZ (public medical care, ul. Dawida 2, tel. 071 7979166).

The documents you need to have the public insurance are:

- a) Passport
- b) legitymacja studencka (the student card- if you already have it)
- c) confirmation that you are a student with a recent date - we provide it the payment for this insurance is 37,80 PLN every month

If you want to get the insurance in NFZ, please contact me, we can organize some appointment.

8. Five colored pictures (3, 5 cm x 4, 5 cm, left side profile, the ear has to be visible), made by professional.
9. Fee of 340 PLN - before you submit the application to the office you have to pay the fee and attach the receipt to the documents

Gmina Wrocław, Plac Nowy Targ 1/8, 50-141 Wrocław Bank Zachodni WBK SA  
Oddział I we Wrocławiu PL 03 1090 2398 0000 0006 0800 3288  
Kod SWIFT: WBKPPLPP



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or you can pay it in cash in the the Voivodeship Office. Keep the receipt!

10. Fee of 50 PLN - you have to pay it before you receive the card

You have to show them the original documents. They will keep the copies. After your application you will get a letter with the decision of the office. You have to be patient - two months process time is not unusual. After receiving the letter you have to wait three weeks - then you can go to the office to get the card. Receipts are to prove the payments - so keep them!

If you don't have original documents you have to show them certified copies (advocate, lawyer, notary or similar can do this)

If you have documents which are not in Polish you have to go to a sworn translator. In this case you have to give a copy of the original document and the original of the translation to the office - keep a copy of the translation!

If you don't have the documents that are provided by our office, please let me know. I will prepare them for you.

When you have all your documents we can organize an appointment and go there all together, please don't hesitate to contact us.

#### 4. How to fill out the application form for non-EU citizen?

**Application form** (original and three copies!-make the copies after filling out the form)

(in Polish: Wniosek o udzielenie zezwolenia na zamieszkanie na czas oznaczony)

You can find it here:

[http://www.duw.pl/files/wydzialy/SC/cudzoziemcy/wniosek\\_zamieszkanie\\_na\\_czas\\_o\\_znaczony.pdf](http://www.duw.pl/files/wydzialy/SC/cudzoziemcy/wniosek_zamieszkanie_na_czas_o_znaczony.pdf)

You have to fill it in using **CAPITAL LETTERS**

You have to fill it in only in **POLISH**, so here there are some answers in Polish to make it easier for you

You should address the application form:



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Do/to/ à.....**DOLNOŚLĄSKIEGO URZĘDU WOJEWÓDZKIEGO**

A personal data of the foreigner

1-10 you know what to write

9- you put **K** for female and **M** for man

Country English	Country Polish	Nationality male	Nationality Female	Citizenship
Nepal	<b>NEPAL</b>	<b>NEPALCZYK</b>	<b>NEPALKA</b>	<b>NEPALSKIE</b>
Russia	<b>ROSJA</b>	<b>ROSJANIN</b>	<b>ROSJANKA</b>	<b>ROSYJSKIE</b>
New Zealand	<b>NOWA ZELANDIA</b>	<b>NOWOZELANDCZYK</b>	<b>NOWOZELANDKA</b>	<b>NOWOZELANDZKIE</b>
Germany	<b>NIEMCY</b>	<b>NIEMIEC</b>	<b>NIEMKA</b>	<b>NIEMIECKIE</b>
USA	<b>STANY ZJEDNOCZONE</b>	<b>AMERYKANIN</b>	<b>AMERYKANKA</b>	<b>AMERYKAŃSKIE</b>
Italy	<b>WŁOCHY</b>	<b>WŁOCH</b>	<b>WŁOSZKA</b>	<b>WŁOSKIE</b>
Romania	<b>RUMUNIA</b>	<b>RUMUN</b>	<b>RUMUNKA</b>	<b>RUMUŃSKIE</b>
Poland	<b>POLSKA</b>	<b>POLAK</b>	<b>POLKA</b>	<b>POLSKIE</b>
Brazil	<b>BRAZYLIA</b>	<b>BRAZYLIJCZYK</b>	<b>BRAZYLIJKA</b>	<b>BRAZYLIJSKIE</b>
Ethiopia	<b>ETIOPIA</b>	<b>ETIOPCZYK</b>	<b>ETIOPKA</b>	<b>ETIOPSKIE</b>
UK	<b>WIELKA BRYTANIA</b>	<b>ANGLIK</b>	<b>ANGIELKA</b>	<b>ANGIELSKIE</b>
Australia	<b>AUSTRALIA</b>	<b>AUSTRALIJCZYK</b>	<b>AUSTRALIJKA</b>	<b>AUSTRALIJSKIE</b>
China	<b>CHINY</b>	<b>CHIŃCZYK</b>	<b>CHINKA</b>	<b>CHIŃSKIE</b>
Taiwan	<b>TAJWAN</b>	<b>TAJWAŃCZYK</b>	<b>TAJWANKA</b>	<b>TAJWAŃSKIE</b>
India	<b>INDIE</b>	<b>HINDUS</b>	<b>HINDUSKA</b>	<b>HINDUSKIE</b>
Marocco	<b>MAROKO</b>	<b>MAROKAŃCZYK</b>	<b>MAROKANKA</b>	<b>MAROKAŃSKIE</b>



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Moldova	<b>MOŁDAWIA</b>	<b>MOŁDAWIANIN</b>	<b>MOŁDAWIANKA</b>	<b>MOŁDAWSKIE</b>
Cambodia	<b>KAMBODŻA</b>	<b>KAMBODŻANIN</b>	<b>KAMBODŻANKA</b>	<b>KAMBODŻAŃSKIE</b>
11	12	12	13	

14 Marital status

married man- <b>ŻONATY</b> married woman- <b>MEŻATKA</b> single man- <b>KAWALER</b> single woman- <b>PANNA</b> divorced man- <b>ROZWIEDZIONY</b> divorced woman- <b>ROZWIEDZIONA</b> widower- <b>WDOWIEC</b> widow- <b>WDOWA</b>	When you don't want to say if you are <u>divorced or widower or single</u> in Polish it is possible to choose the option "free" man- <b>WOLNY</b> woman- <b>WOLNA</b>
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15 Education

Bachelor, Master degree- **WYŻSZE**  
 secondary school- **ŚREDNIE**  
 primary school- **PODSTAWOWE**

16 Practised profession    **STUDENT**-man    **STUDENTKA**- woman

17 you don't write anything here

Height ? - cm

Colour of eyes -    blue **NIEBIESKIE**  
                               brown **BRAZOWE**  
                               green **ZIELONE**

Special marks - you don't write anything here

B Children and other individuals entered into of a foreigner travel document

C travel document

D place of residence- you put your address in Poland here

- I        1. **DOLNOŚLĄSKIE**
- 2. **WROCŁAW**
- 3. **WROCŁAW**

II you just write **the same address**





E Rationale of the application

I  
**UBIEGAM SIĘ O ZEZWOLENIE NA ZAMIESZKANIE NA CZAS OKREŚLONY, PONIEWAŻ JESTEM STUDENTEM (STUDENTKĄ - for women) STUDIÓW DZIENNYCH MAGISTERSKICH NA UNIWERSYTECIE WROCŁAWSKIM**

II you fill it in if you are married

6 **Look out!!!** There is a mistake here. The question in Polish means: **Is your husband/ wife** applying for a residence permit....?

III  
If your family lives In Poland (permanent) you should put their names here  
Degree of kin (stopień pokrewieństwa):

mother MATKA father OJCIEC grandmother BABKA grandfather DZIADEK sister SIOSTRA brother BRAT	uncle WUJEK aunt CIOTKA son SYN daughter CÓRKA cousin male KUZYN cousin female KUZYNKA
---	---

IV b) 3 - **STUDIA**

VI

grant holders: **ŚRODKI I UBEZPIECZENIE W RAMACH STYPENDIUM ERASMUS MUNDUS**

self paying:

you have to put here the name of the insurance that you have chosen, i.e.

UBEZPIECZENIE NFZ

and write what are your funds for living, i.e. NA UTRZYMANIU RODZICÓW (if you are your parents' dependant)



UNIVERSITÄT LEIPZIG



Erasmus Mundus



Attachments to the application

1. 3 KOPIE WNIOSKU
2. PASZPORT: KOPIA CAŁOŚCI I 3 KOPIE DANYCH OSOBOWYCH
3. POTWIERDZENIE ZAKWATEROWANIA
4. LIST AKCEPTACYJNY Z UNIWERSYTETU WROCŁAWSKIEGO
5. ZAŚWIADCZENIE O ŚRODKACH ZAPEWNIAJĄCYCH UTRZYMANIE
6. ZAŚWIADCZENIE O UBEZPIECZENIU
7. 5 ZDJĘĆ
8. POTWIERDZENIE WPŁATY

F  
you don't fill it in

H  
you give your signature specimen. Look out, you can't cross the line while writing.  
THAT'S IT!

**If you have any doubts, don't hesitate to ask me.**

**If you need my help with filling in the form, please agree the most suitable time and place for an appointment.**

## 5. Support service

The University of Wrocław provides valuable help and support for all international students. Services include arrival reception, orientation programs and academic and welfare guidance during your studies.

## III. MEDICAL INSURANCE

### 1. Medical Insurance

All students being awarded an Erasmus Mundus scholarship are automatically free of charge and covered by an insurance scheme against risks related to health, accidents, death, permanent invalidity and civil responsibility. When visiting a doctor students will need to pay the fees in advance and will be reimbursed after sending the bill and a claim form to the EU. For students who started the program in 2009 further details on the conditions of the insurance scheme and the address where to send claims can be found on the following website:

[http://ec.europa.eu/education/programmes/mundus/student/insurance\\_en.html](http://ec.europa.eu/education/programmes/mundus/student/insurance_en.html)



UNIVERSITÄT LEIPZIG



Erasmus Mundus



Students who started the program in 2010 are insured through:  
[www.ips-lippmann.nl](http://www.ips-lippmann.nl)

Any query with regard to the Lippmann insurance should be addressed to:  
Mrs. Erica Hagedoorn: [Hagedoorn@lippmann.nl](mailto:Hagedoorn@lippmann.nl)

All other students not receiving this scholarship will need to close a medical insurance contract on their own costs. The prices in Poland amount around € 10. The contracts can be closed after the arrival at the universities with the support of the local coordinator. However we recommend the students to take out a (travelling) insurance for the first weeks of their stay.

## 2. Healthcare in Poland

Health services in Poland are available for students from the EU or EFTA member countries, provided that they have valid medical insurance in the national insurance system of any EU or EEC member country. A valid passport, student Identity Card or doctoral student Identity Card and a valid Medical Insurance European Card entitles its holder to medical care services free of charge.

If possible it is recommended that students purchase their own international medical insurance prior to arrival in Poland. Otherwise students from non-EU or non-EFTA countries are required to sign a voluntary health insurance agreement with the National Health Fund and pay their own insurance fees.

We would like to recommend you the National Health Fund (Narodowy Fundusz Zdrowia – NFZ) insurance. If you have this option, you can use the public medical care in Poland. It could be quite useful and helpful for you. Otherwise, you will have to get the refund of the paid cost from your private insurance. That is why, it is necessary to read very carefully the regulations and principles of your insurance. Please remember about it.

Please note that the contract with NFZ in Poland (national health insurance fund) could be signed by non EEU - students, then you have the same rights as Polish citizen. The fee is around 46,80 PLN/month (around 10 euro).

NFZ is located in Wrocław at Dawida street 2. Please ask Ms Elzbieta Kle, room nr 121 (phone number: 0048 71 79 79 132 or 0048 71 79 79 133). It is open from 8.00 a.m. to 4 p.m. You need to take with you a passport, ID Student Card, proof of enrolment in Polish with Dr Sebastian Plociennik's signature (We may



UNIVERSITÄT LEIPZIG



Erasmus Mundus



prepare it for you) and you need pay for it over there. You will get there all information regarding insurance issues for European students and non EEU - students as well.

The European students have the European insurance, provided that they have valid medical insurance in the national insurance system of any EU or EEC member country. A valid passport, student Identity Card or doctoral student Identity Card and a valid Medical Insurance European Card entitles its holder to medical care services free of charge. So you don't need to sign the contract and pay the fee, because you already have the insurance. Of course it is possible for you to sign some additional contract with some private health insurance company, but I suppose that it is not necessary.

This is for example link to private option in Poland:

<http://www.medicover.com/plen/>

Please also find below some additional medical care opportunities:

- 1) Przychodnia Śródmieście - within National Health Fund (European Health Insurance should be valid there)

Henryka Sienkiewicza 37/39 50-001 Wrocław  
71 321 32 20  
<http://www.doktor.aid.pl/>

- 2) PRZYCHODNIA LEKARSKA VITA - private medical care - It costs 150 zł.

WROCŁAW, ul. Oławska 15  
tel: 071 34 322 65 , 071 34 335 56  
e-mail: vitasp\_plsis@box.pop.pl

- 3) Individual Medical Practice - private medical care - It costs 150 zł.

Konrad Kokurewicz  
51-151 Wrocław  
ul. Przesmyckiego 26  
phone number: 793 602 853  
e-mail: konradkokurewicz@gmail.com



UNIVERSITÄT LEIPZIG



Mr Kokurewicz speaks English. You can also visit him directly at Przesmyckiego 26. In this case, it costs 100 zł.

- 4) Centrum Medyczne ENEL-MED, Oddział Arkady Wrocławskie - private medical care - It costs around 150 zł.

Powstańców Śląskich 2-4  
53-333 Wrocław  
22 431 66 66  
Cost of visit is 110 PLN  
[www.enel.pl](http://www.enel.pl)

### **Dentist practice**

For more information please visit the webpage: [Enamelum.pl](http://Enamelum.pl)

The address is ul. Krupnicza 6/8, room 103, 50-075 Wrocław.

The name of the dentist is Natalia Brusilowicz. She speaks English.

## **IV. FIRST STEP AFTER YOUR ARRIVAL**

### **1. International Office**

In August our International Office of the University of Wrocław (please visit: <http://international.uni.wroc.pl/en>, there is also many crucial information) provides you with some information you may need.

### **2. Reception Service**

Reception is organized for international students. Depending on their needs, students will be met at the airport, train or bus station and transported to designated accommodation.

**Orientation:** Orientation programs are offered for all new international students at the University of Wrocław. Information provided in these programs includes university rules, student services, social and recreational activities, government regulations, specific information for international students, and university and community contacts. Enrolment and ID Card forms are completed and processed during the



UNIVERSITÄT LEIPZIG



Erasmus Mundus



orientation program. All incoming students are welcome to take part in orientation days organized by the International Office.

Orientation days include:

- ❖ Official Welcoming Ceremony
- ❖ Traditional Polish Breakfast
- ❖ Two-week Course of Polish Language
- ❖ Integration Evenings
- ❖ Information Session
- ❖ Meeting with Faculty Coordinators
- ❖ Welcoming Party
- ❖ Trips Around Wrocław
- ❖ Sightseeing Tour
- ❖ The City Game

In November our International Office will organize international fair for Polish students who plan to go study abroad. We would like to invite you to participate in this event and let you to be ambassadors of your University. For that purpose you may need some brochures from your University, maybe flags of your country and other promotional materials. If you think you could join our event please take some things with you to Wrocław.

Orientation Days for all students will take place from 25th till 28th September. You will get detailed schedule by e-mail in September. Meanwhile please find brief program below:

ORIENTATION DAYS  
FOR INTERNATIONAL STUDENTS  
25-28.09.2012  
ORGANIZED BY INTERNATIONAL OFFICE

25.09.2012, TUESDAY

Official WELCOME CEREMONY, Faculty of Law, Administration and Economics (next to the Main University Building), ul. Uniwersytecka 7/10, Room 1D, 1st floor

10:00

Welcome from prof. Marek Bojarski, Rector of the University of Wrocław, prof. Adam Jezierski, Vice-Rector for Research and International Relations and Urszula Broda, Director of the International Office

10:20

University of Wrocław, presentation by Barbara Skalacka-Harrod, Vice-director of the International Office



UNIVERSITÄT LEIPZIG



Erasmus Mundus



10:40

Poland in Europe, opening lecture given by Sebastian Płóciennik, PhD, International Relations

11:45

Polish Folk Group "Kalina", traditional Polish dances and songs, Oratorium Marianum, Main University Building, Pl. Uniwersytecki 1, ground floor

12.15

Refreshments

13:30

Wrocław guided city tour

### 26.09.2012, WEDNESDAY

9:30-9:55

Check in at the reception desk, Faculty of Law, Administration and Economics, ul. Uniwersytecka 7/10, hall, ground floor

- receiving information package

10:00-11:30 room 1D

- Your study at the University of Wrocław – useful information
- School of Polish Language and Culture for Foreigners
- School of Foreign Languages,
- Information about Sport Classes
- Basic rules of Polish law
- Voluntary Student Group

### 27.09.-28.09.2012, THURSDAY- FRIDAY

Meetings with the respective Coordinators at the Faculties, visiting the Faculties (you will find the schedule of the meetings in your information package)

## **3. 2Wrocław**

2wrocław is a students volunteers group, which is registered by the International Office. The whole idea of the group is to guide you in the very beginning of your stay in Wrocław by helping to register in the dorm, find a flat or obtain a residence permit. 2wrocław also organizes different kinds of events such as theme parties, trips or movie evenings. Before your arrival to Wrocław you will get an email from a member of 2wrocław, offering to pick you up from the airport, railway or bus station. You will also get an invitation to join the mailing list [wroclaw2@yahoogroups.com](mailto:wroclaw2@yahoogroups.com).



UNIVERSITÄT LEIPZIG



Erasmus Mundus



#### 4. School of Polish Language and Culture for Foreigners of the University of Wrocław

International students who wish to learn Polish have access to the resources of the School of Polish Language and Culture. The School organizes a one year preparatory Polish course for international students. It also offers semester courses, intensive summer courses, teaching trips, on-demand courses, Polish proficiency examination oriented courses and courses for prospective lecturers. The teachers on courses offered at the School are mainly researchers from the Institute of Polish Philology. They have many years of experience teaching Polish as a second language in national and international institutions. Students may also participate in internships at cultural and social institutions in Wrocław. It is a great opportunity to start using Polish in real life situations, gain experience, and study the various aspects of working in local and national representative institutions. Interns most often work in the offices of members of parliament, arts festival offices, different departments of the City Office, the Jewish community, museums, the office of promotion of the University and the Collegium of Eastern Europe. The Institute also comprises the Jewish Culture and Language Study and the Lithuanian Language and Culture Study.

<http://www.sjpik.uni.wroc.pl/>

The School of Polish Language and Culture for Foreigners each Academic Year opens the on-line registration for the Preparatory course of Polish. We strongly advise you to attend this free of charge course and visit their website <http://www.sjpik.uni.wroc.pl/index.php?id=210>

and sign up for it. In case of any questions regarding this course please contact [sjpik@uni.wroc.pl](mailto:sjpik@uni.wroc.pl)

**PREPARATORY COURSE OF POLISH IN THE ACADEMIC YEAR 2012/2012:**  
10.09.2012 - 21.09.2012

Those of you who applied for the Preparatory Course of Polish Language and (got the confirmation from the School) which will take place from 10th – 21st September 2012 are all invited for breakfast on Monday 10th September at the ORATORIUM MARIANUM in the Main University Building) Pl. Uniwersytecki 1) at 9:00 o'clock.





UNIVERSITÄT LEIPZIG



Erasmus Mundus



Somebody from the voluntary group will guide you from your Dormitory (meeting at the reception desk at 8:15) to that place on Monday morning. Straight after the breakfast, at about 10:00 you'll start the classes.

### Exchange Students Programme Preparatory Polish Language Course

(10.09 - 21.09.2012)

Students get 3 ECTS credits for participation in the language course "Preparatory Polish Language Course".

Those 3 ECTS credits can be obtained under the following conditions:

- a) Regular attendance (26 hours minimum); and
- b) Provision of additional written pieces of homework given by language instructors.

On completion of the course, in your credit books you write in the name of the course: "Preparatory Polish Language Course" – 30 hours – and your language trainer's name. In early October please contact them and ask him / her to sign it. It is always possible to contact language teachers on Mondays and Wednesdays between 16:30h and 16:50h in room 2 (plac Nankiera 15, basement under the Dean's Office).

Lessons will be held in the Faculty of Philology building (pl. Nankiera 15). List of participants in the Preparatory Language Course will be available next to the School Office on notice boards on the wall (pl. Nankiera 15, room 6 / ground floor).



\*The Faculty of Philology building (Nankier's Square 15 / plac Nankiera 15).

## Polish Language Course for students

### About the course

According to Regulations no 77/2010 dated 1 October 2010 and signed by the Rector of the University of Wrocław international students studying at the University of Wrocław in foreign languages (e.g. in English) are obliged to participate in the Polish language course for two semesters, i.e. in winter and summer ones in a given academic year. The course covers 60 hours of Polish (30 hours in one semester) and the participants take the final exam after two semesters. The lessons are held always in the morning (between 8 and 10 a.m.) in the Faculty of Philology building – pl. Nankiera 15. Once they pass the exam, International students may also continue learning Polish on afternoon semester courses (see: section “Semester Course”) on condition that they make a payment of PLN 850 in a form of a money transfer to the School bank account. The students will be divided into groups on the basis of participants’ declarations related to their levels of Polish mentioned in the Application Form.

According to Regulations no 77/2010 dated 1 October 2010 and signed by the Rector of the University of Wrocław international students studying at the University of Wrocław in foreign languages (e.g. in English) are obliged to participate in the



UNIVERSITÄT LEIPZIG



Erasmus Mundus



Polish language course for two semesters, i.e. in winter and summer ones in a given academic year. The course covers 60 hours of Polish (30 hours in one semester) and the participants take the final exam after two semesters.

The lessons are held always in the morning (between 8 and 10 a.m.) in the Faculty of Philology building – pl. Nankiera 15.

Once they pass the exam, International students may also continue learning Polish on afternoon semester courses (see: section “Semester Course”) on condition that they make a payment of PLN 850 in a form of a money transfer to the School bank account.

The students will be divided into groups on the basis of participants declarations related to their levels of Polish mentioned in the Application Form.

<http://www.sjpik.uni.wroc.pl/?id=121>

## **SEMESTER COURSE OF POLISH LANGUAGE**

The School of Polish Language and Culture for Foreign opened the on-line registration for the semester course of polish language. We strongly advise you to attend this course taking place twice a week trough all semester so do not hesitate and visit their website:

<http://www.sjpik.uni.wroc.pl/index.php?id=145>

and sign up for it. The deadline is 20th of September. In case of any questions regarding this course please contact [sjpik@uni.wroc.pl](mailto:sjpik@uni.wroc.pl). One semester of this course is free of charge for all exchange students.

Semester Course of Polish Language (twice a week 2x1,5 h) is provided by the School of Polish Language and Culture for Foreigners - Szkoła Języka Polskiego I Kultury dla Cudzoziemców.

Address:  
15 Nankiera Square, room 6  
Tel. 0048 71 375 25 70

To apply for the course please visit the website: <http://www.sjpik.uni.wroc.pl/?id=145>



UNIVERSITÄT LEIPZIG



## DEADLINES:

20th September for the first semester

20th February for the second semester

e-mail: [SJPIK@uni.wroc.pl](mailto:SJPIK@uni.wroc.pl)

For this course you can obtain 6 ECTS.

Please remember that the Preparatory and Semester Language Courses cannot be added to your final transcripts. These courses are treated as additional courses.

## 5. Foreign languages

All students have the opportunity to take part in the free of charge foreign languages courses (English, French, German, Russian, Italian, Spanish).

Heads of language sections  
SPNJO - Foreign Languages Centre  
2/3 Nankiera Square

Address:  
pl. Bishop of Nankiera 2/3  
50-140 Wrocław

See the map below:  
[http://www.google.pl/maps?f=q&source=s\\_q&hl=pl&geocode=&q=Wroc%C5%82aw,+pl.+Biskupa+Nankiera+2&sll=52.025459,19.204102&sspn=8.155717,31.662598&ie=UTF8&z=16&iwloc=A](http://www.google.pl/maps?f=q&source=s_q&hl=pl&geocode=&q=Wroc%C5%82aw,+pl.+Biskupa+Nankiera+2&sll=52.025459,19.204102&sspn=8.155717,31.662598&ie=UTF8&z=16&iwloc=A)

Contact:  
Tel: 71-375-2745, 71-375-2698, 71-375-2300  
Fax: 71-344-4987  
e-mail: sekretariat1.spnjo@uni.wroc.pl, sekretariat2.spnjo@uni.wroc.pl,  
malgorzata.koziell@uni.wroc.pl

**Students who are interested in learning foreign languages are requested to get in touch with the heads of language sections.**



UNIVERSITÄT LEIPZIG



Erasmus Mundus



## ENGLISH

Beata BUDA - room 402, tel. 71 375 2757, beata.buda@uni.wroc.pl

Lidia JANOTA: room 303, tel. 71 375 2755, lidia.janota@uni.wroc.pl

## GERMAN

Dorota SNOCH: room 203, tel. 71 375 2643, dorota.snoch@uni.wroc.pl

## FRENCH, ITALIAN & SPANISH

Katarzyna DZIAŁOSZYŃSKA: room 101, tel. 71 375 2754,  
katarzyna.dzialoszynska@uni.wroc.pl

## RUSSIAN

Wanda MĘCIŃSKA-KIEDRÓN: room 304, tel. 71 375 2742, wanda.mecinska-kiedron@uni.wroc.pl

For more information please check the following link:

<http://www.spnjo.uni.wroc.pl/content/international-students>

Please remember that Foreign Language Courses cannot be added to your final transcripts. These courses are treated as additional courses.

## 6. EMGS Office in the Institute of International Studies

### Institute of International Studies

The Institute of International Relations offers the BA and MA courses in Polish and MA program in English.

The aim of the Institute is to conduct research in such areas as politics, contemporary history and development of the institutional system and economic structures of the EU, the nature of relations between the EU and Central Europe or the processes of Central European integration with particular attention directed towards the role of Germany in them. Now, the focus of our research and education is the problem of European Integration. Another main research field is still connected



UNIVERSITÄT LEIPZIG



Erasmus Mundus



with Germany and Polish-German relations. Since 1997 we have begun to develop the field of East European Studies. New research and interest areas in the Institute are Global and Regional Studies and Security Studies. Recently the member of the Institute have been strongly involved in the African studies.

The Institute of International Studies is divided in sections: European Studies, Eastern Europe and Asia, German Studies, International Communication, International Economy Relation, Polish Foreign Policy, Geopolitics University of Wrocław Faculty of Social Science

Institute of International Studies

ul. Koszarowa 3 tel./fax. 071 326 10 04  
51-149 Wrocław tel. 071 375 51 37  
Poland  
[www.ism.uni.wroc.pl](http://www.ism.uni.wroc.pl)

### **EMGS Office**

EMGS Office is located at the building of the Institute of International Studies on the ground floor, room 30. It is situated on the right side of the copy point.

### **Contact**

Contact to email address: [em@gs.uni.wroc.pl](mailto:em@gs.uni.wroc.pl)  
or phone number: 71 375 52 53

### Post address:

Erasmus Mundus  
Global Studies - A European Perspective  
Institute of International Studies  
Faculty of Social Sciences  
University of Wrocław  
ul. Koszarowa 3 bud. 21

### **Coordinators:**

Dr Sebastian Plociennik  
Mgr Marek Musioł



UNIVERSITÄT LEIPZIG



Erasmus Mundus



## **EMGS office hours**

Office hours will be known after the start of the Academic Year.

## **EMGS Web site**

Our web site: <http://www.gs.uni.wroc.pl/> provides many new important functions. You can find there every new data and information.

If you have any technical problems with the access to files of our web site, please contact with Dr. Rafal Prochniak: [burlap@gmail.com](mailto:burlap@gmail.com)

## **7. Dean's Office**

The Dean's Office is situated at the building on the right if you go out from our building, on the right side of the Library of Faculty of Social Sciences, ground floor, room 36).

You can receive there: ID Student Card, index, exam card (you will be able to obtain your prepared exam card few weeks before the end of each semester).

Please remember that your index and exam card should be also submitted to the Dean's Office at the end of each semester, after you obtain every signatures and grades. You will be informed about all deadlines.

Your ID Student Card should be also prolonged in our Dean's Office for the summer semester.

For the second year students, they are obliged to submit in our Dean's Office all necessary documents to register Master Thesis.

## **8. Secretariat of the IIS**

Our Secretariat of the Institute of International Studies is located in the same building as EMGS Office, on the 2nd floor, room 209.

If the EMGS Office is closed, you could leave all important documents and formal/informal inquiries on the shelf of coordinator – Marek Musioł (with his name) in our Secretariat.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



There are also shelves of every teachers and professors.

Secretariat is open everyday (Monday to Friday) from 9 a.m. to 1.00 p.m.

### **9. Internet and wireless access**

You may get free of charge wireless access by using the following data:

Name: Erasmund (please find this name)

Login: 65w465d4io (and use this login)

Internet is only available at our Faculty of Social Sciences.

### **10. Libraries**

All students can participate in the orientation day in the Library of the Faculty of Social Sciences. It is organized each semester in the reading room in the Library of the Faculty of Social Sciences, 2nd floor, building next to the Dean's Office.

We will inform you by email about next meeting.

### **Libraries**

There are two main university libraries in Wrocław. General collections are held in the building at ul. Szajnochy, and special collections are stored in the building of the former Augustian monastery in ul. Św. Jadwigi. General collections include books and journals published after 1800 as well as a constantly growing collection of e-books. The building also houses the departments of collection cataloguing, the computer section with the main server room, the director's and administration offices, and exhibition halls which are available to the public.

Special collections include books on Silesia and Lusatia, the biological section, manuscripts, old prints, graphics collection, cartographic collection, and music collection. The building also houses a conservation laboratory and a reprographic studio. Apart from the main libraries, each Faculty has its own branch library. The newly designed, state-of-the-art University Library is currently under construction close to the city centre. The university library with over 7000 items online offers services which may be accessed through a specially designed web site ([www.bu.uni.wroc.pl](http://www.bu.uni.wroc.pl)). Services include an internet store, online registration, online





UNIVERSITÄT LEIPZIG



Erasmus Mundus



query, interlibrary loans, ordering photographic and digital copies of library materials, and online access to the Digital Library of University of Wrocław.

The Digital Library of the University of Wrocław provides access to the most interesting collection of historical writings, educational works and exhibitions. Also their historical value, content, form and origin render them the cultural heritage of Europe and the region. The Cultural Heritage collection spans the whole Europe and the regions of Silesia and Lusatia. Collections are available 24 hours a day seven days a week through the Internet. Some collections are available only via Library computers due to copyright law limitations.

### **11. Urban Card**

This card enables you to make easier your travel around Wrocław (from your place of stay to our University or city centre). It is valid for buses and trams.

For more information please visit the following website:

<http://www.urbancard.pl/en/index.html>

### **12. Registration of your stay (zameldowanie)**

Please remember to get the confirmation of your stay in Wrocław after your arrival (in Polish: "zameldowanie"). There are two possibilities to get this sort of confirmation:

- 1) room in dormitory: you can get this document by asking the authority of dormitory.
- 2) a room in a private flat: you can obtain "zameldowanie" by showing your contract of renting a room in the City Office in Wrocław. It is located at Gabrieli Zapolskiej street, number 2/4 or Nowy Targ square, number 1/8. You must find over there the City Office Information Point. This service is open everyday (from Monday to Friday) from 8 a.m. to 5 p.m.

In the first stage, you can get "zameldowanie" for three months. Then after obtaining your residence permit you can apply for the prolongation of your "zameldowanie".



UNIVERSITÄT LEIPZIG



Erasmus Mundus



If it comes to students outside the European Union, you must submit your visa in the City Office in Wrocław. Then you can receive the confirmation of your stay ("zameldowanie") for the period included in your visa.

In the first step, please ask for the support your volunteers responsible for the help after your arrival in Wrocław. If you do not have any volunteer, could you please contact with our International Office, Ms Agata Nowak:  
agata.nowak@uni.wroc.pl

This document called in Poland "zameldowanie" is one of attachments required during arranging the residence permit. You will be asked for it by the Voivodship Office in Wrocław. All information about residence permit's process were included also in the Welcome Letter, that is sent to you before your arrival in Wrocław together with data and arrival confirmation's files.

If you have any questions, no hesitate to contact us.

### **13. Can you work in Poland when you are an Erasmus Mundus Student?**

If you already have your residence permit/card and you are student of the full-time course there is no problem for you to start working. There are no limitations or other permit that you would have to apply for.

(a EU citizens should have their residence registered <http://www.gs.uni.wroc.pl/living-wroclaw/new-visa-requirements>).

You only need to get your PESEL and NIP.

PESEL (Powszechny Elektroniczny System Ewidencji Ludności, Universal Electronic System for Registration of the Population) is the national identification used in Poland since 1979.

The PESEL number is mandatory for all permanent residents of Poland and for temporary residents living in Poland for over 2 months. Applicants for Polish citizenship must request a PESEL number together with their passport application. If you want to work in Poland, you need this number for the documentation.

First you have to have a household registration. You can ask for the document in Biuro Meldunkowe in the same building that you will request the PESEL:



UNIVERSITÄT LEIPZIG



Urząd Miejski  
Wydział Spraw Obywatelskich  
ul. Gabrieli Zapolskiej 4  
50-032 Wrocław  
tel. + 48 71 777 76 59

The documents that you have to present to get the PESEL are the residence card (residence registration for EU citizens) and the household registration.

The next step is to ask for NIP (Numer Identyfikacji Podatkowej). Its primary purpose is to identify individuals for taxation purposes. In order to get the number you have to go to the nearest Urząd Skarbowy (department of the treasury internal revenue service) - the nearest from the place you live and then present there your PESEL and the filled out NIP-3 form with the stamp of your future employer.

The NIP-3 form you can find here:

[http://www.mf.gov.pl/\\_files\\_/podatki/formularze\\_podatkowe/nip\\_2006/nip\\_3.pdf](http://www.mf.gov.pl/_files_/podatki/formularze_podatkowe/nip_2006/nip_3.pdf)

**Could you please find below some useful links:**

<http://www.careers.uni.wroc.pl/pl/artykul/kontakt/>

<http://www.careers.uni.wroc.pl/pl/oferty-pracy/?page=4>

## **14.Scholarships opportunities**

### **LLP Erasmus**

Global Studies students without Erasmus Mundus scholarship are entitled to apply for a Erasmus LLP grant for the second year university.  
e-mail: [erasmus@uni.wroc.pl](mailto:erasmus@uni.wroc.pl)

The program is a continuation of the Socrates- Erasmus program which was renamed to LLP Erasmus (Longlife Learning Programme) in 2007. The University of Wrocław joined this program in 1998 and since then has signed over 580 Erasmus bilateral agreements with universities from all EU countries and also Norway, Switzerland and Turkey. This cooperation includes student and staff exchange. Every year the number of participants increases. Students from European universities may spend one or two semesters at eh University of Wrocław, providing there has been a bilateral agreements established between their home university and the University of



UNIVERSITÄT LEIPZIG



Erasmus Mundus



Wrocław and they are officially nominated by their home Erasmus coordinator. After being nominated for Erasmus exchange students should fill in the Erasmus application form and the learning agreement before 31st of July for the winter semester and 30th of November for the summer semester. More information and the list of departmental coordinators and application procedure can be found at: [www.international.uni.wroc.pl/erasmus](http://www.international.uni.wroc.pl/erasmus).

We always obtain information from the International Office of Wrocław University about when they are going to start the application process to get funds from LLP Erasmus to Leipzig, Vienna and Roskilde. You could apply for this grant as a Polish student. You might apply for finance support only for one semester (winter or summer). It is one important condition: only during your stay in Leipzig, Vienna or Roskilde.

The application process usually starts in February. You will be informed about deadlines of submission of signed application forms.

### **All students can profit from this fund, not only from EU.**

Please take into account the following steps:

- 1) First step: confirm individually to the EMGS email: [em@gs.uni.wroc.pl](mailto:em@gs.uni.wroc.pl) (short information via email) that you have never profited from LLP Erasmus grant (previously it was called Erasmus Socrates), Grundtvig, Comenius, Leonardo, Erasmus Mundus (as a scholarshipholder) or any other EU's program. It will be verified and you have to sign also a statement. Please also inform me about the place or places of your studying next year.

Once you had Erasmus grant, you cannot unfortunately apply for it again, even if you had this support only for a couple of months. It is the main condition. The International Office wants to avoid double funding. It is entirely forbidden.

You can get a finance support from LLP Erasmus grant exclusively during studies within EU universities only for one semester. It means that you can benefit from this grant only during your study in Leipzig, Vienna or Roskilde. The International Office of Wrocław University is not able to recognize credits obtained abroad, outside EU universities, within LLP Erasmus Program.

- 2) Second step: we present you the final criteria of application process and after that choose the group of students that could apply for the LLP Erasmus grant.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



**Application process:** after obtaining the acceptance and final confirmation from us, you will be able to create your Polish personal account of LLP Erasmus. You will fill out your data and then print your application form in pdf. It will be signed by Dr Sebastian Plociennik. Dr Sebastian Plociennik will be able to sign your application forms. He was allowed to do it by Dr Dominik Kopinski (our departmental coordinator of LLP Erasmus). The whole procedure is unfortunately in Polish, so Polish could be quite useful.

This is the link to the Polish website of the International Office:

<http://international.uni.wroc.pl/pl>

and to the application form (we will inform you about the necessity and possibility of creating your personal account and application form after our final acceptance):

<http://international.uni.wroc.pl/pl/programy-wymiany/llp-erasmus-studia/erasmus-application-form>

Please remember that it is another support from the European Union. That is why you need send all requested documents to the International Office after the end of semester financed by LLP Erasmus fund.

### **Criteria of application process**

When it comes to the final selection of students, we take into account you application documents submitted to the EMGS Consortium and that you have not been supported before from any EU's grants and any EU's program.

Please remember that you are applying for it as a student of Wrocław University. After obtaining the acceptance and final confirmation from us, you will be able to create your Polish personal account of LLP Erasmus.

You have to apply for LLP Erasmus's fund via the following website and fill up your data. This is the link to the Polish web site of the International Office:

<http://international.uni.wroc.pl>

and the link to the application form:

<http://international.uni.wroc.pl/pl/programy-wymiany/llp-erasmus-studia/erasmus-application-form>



UNIVERSITÄT LEIPZIG



Erasmus Mundus



### The next steps after completing the application form are:

- print the form in PDF format (if the form has not opened up automatically or downloaded to your hard drive, you can always re-download it from your account),
- attach photos, if you have not posted electronically,
- sign,
- get the signature of your Departmental Coordinator - Dr Sebastian Plociennik,
- bring to the International Office, where your application will be approved. We can collect all printed application forms and submit to the International Office. But firstly you need to sign it and get the signature of Dr Plociennik.

You could do it on your own as well and submit your application form in person, but firstly please inform us about it.

You will be able to get additionally the travel's grant to Leipzig (around 300 PLN), Vienna (around 300 PLN) or Roskilde (around 600 PLN).

If you have any questions, you could also contact us to the EMGS email address: [em@gs.uni.wroc.pl](mailto:em@gs.uni.wroc.pl). If you have any detailed questions, you may visit our International Office:

University Square 1  
50-137 Wrocław  
room: 120

Office hours:  
Monday to Friday: 9.00-14.00 (closed on Wednesday)

Ms Barbara SKAŁACKA-HARROLD  
[barbara.skalacka@uni.wroc.pl](mailto:barbara.skalacka@uni.wroc.pl)

### LLP Erasmus learning agreement

When it comes to the learning agreement that you must submit to the International Office, it should be issued and firstly signed by your host university: Vienna, Leipzig or Roskilde. You must verify all available courses and contact with your local coordinator in Leipzig, Vienna or Roskilde. They will certainly help you. Please also remember that your newly prepared learning agreement on the basis of courses received in host university is not a final version. You may change it via



UNIVERSITÄT LEIPZIG



Erasmus Mundus



changes to learning agreement. That is why don't worry. Now your learning agreement will be preliminary version. The learning agreement is crucial condition in order to advance your process.

All forms (learning agreement, bank forms, changes to learning agreement) you can download from the following link:

<http://international.uni.wroc.pl/pl/programy-wymiany/llp-erasmus-studia/dokumenty-do-pobrania>

Please remember that your learning agreement should be signed and consulted with your host university (Leipzig, Vienna or Roskilde). Then you can send a scanned copy to the International Office: [barbara.skalacka@uni.wroc.pl](mailto:barbara.skalacka@uni.wroc.pl) and the original one to the postal address of EMGS office:

Erasmus Mundus Global Studies - A European Perspective  
Institute of International Studies  
Faculty of Social Sciences  
University of Wrocław ul. Koszarowa 3 bud. 21  
51-149 Wrocław

It will be signed also by Dr Sebastian Plociennik and submitted by us to the International Office. If you have any further questions, could you please contact with Ms Barbara SKAŁACKA-HARROLD: [barbara.skalacka@uni.wroc.pl](mailto:barbara.skalacka@uni.wroc.pl)

Please remember to sign your contract in our International Office before you leave Wrocław.

### **LLP Erasmus contract**

You will get an electronic version of your LLP Erasmus contract. We would like to kindly ask you to fill up only these sections that are possible to fill electronically and print your contract in two copies. Nothing else should be manually filled.

In addition, you should fill your bank details form, which is available here:

<http://international.uni.wroc.pl/pl/programy-wymiany/llp-erasmus-studia/dokumenty-do-pobrania>



UNIVERSITÄT LEIPZIG



If you have an account in U.S. dollars and an account in Euro, it would be ideal if you add the data of your accounts which you already possess.

In addition, could you please submit a copy of your learning agreement.

**ERASMUS STUDENT BANK DETAILS FORM  
(to type in the computer )**

**Bank account holder – name and surname**


**Account holder’s address - street, house number, post code, town, country**


**Currency of the account (EUR, PLN or other):**

--

**Other remarks if necessary:**

--

**BANK DATA AND ACCOUNT NUMBER:**

**Full name of the bank:**








UNIVERSITÄT LEIPZIG



Erasmus Mundus



[\\*http://www.erasmus.org.pl/strefa-studenta/ankieta-studenta-erasmusa](http://www.erasmus.org.pl/strefa-studenta/ankieta-studenta-erasmusa)

This is in Polish, so if you don't speak the language you'll have to ask some Polish colleague for assistance. The user name is "student" and the password is the number of your Wrocław ID card. The "ankieta" is on-line so you don't have to print it, just submit on-line.\*

After completing all the documents and presenting them in our office we will be able to transfer the rest of your Erasmus grant (25%) to your bank accounts.

Students who'd fail the above requirements will be asked for reimbursement of part or the total Erasmus grant.

**Could you please check also the following useful links:**

<http://www.nauka.gov.pl/home/>

<http://www.msz.gov.pl/index.php?document=2>

## **15. General information about living and studying in Wrocław**

### **Bank account**

There are no obligations to have a bank account in Poland, but it will be useful for you to benefit from it here. It will simply make your stay easier. If it comes to the opening of bank account, it usually takes more or less few hours, but it also depends on how many documents do they require. Normally, the only one document needed to open your personal bank account is a passport. What is certain, you must wait for a bank card. It lasts normally a couple of days. The nearest bank facility from the University Main Building is a Bank Zachodni WBK.

We have many banks in Wrocław. The most popular are BZWBK, PKO BP, PEKAO SA, MBANK (only via INTERNET), HSBC. It is quite difficult to recommend only one bank. It will be better to go to each bank and compare all offers.

### **Mobile telephone**

Mobile telephone is also rather complex choice. We have T-Mobile, Orange, Plus, Heyah. All of them are normally used by students in Wrocław. T-Mobile, Orange



UNIVERSITÄT LEIPZIG



Erasmus Mundus



and Plus are the most significant and influenced in Poland, that is why their offer could be more interesting.

Check up also this website, you can find a lot of information there:

<http://www.jungle.uni.wroc.pl/>

And our websites:

[www.international.uni.wroc.pl](http://www.international.uni.wroc.pl)

[www.gs.uni.wroc.pl](http://www.gs.uni.wroc.pl)

Some of the students contact through Facebook, maybe you would like to meet them? Try:

<http://www.facebook.com/group.php?gid=129379207103820>

<http://www.facebook.com/groups/398319696899063/>

or

<http://www.facebook.com/groups/141964675888080/#!/pages/International-Office-University-of-Wroc%C5%82aw/219098901450308>

If you have any questions, don't hesitate to ask: [em@gs.uni.wroc.pl](mailto:em@gs.uni.wroc.pl)

### University of Wrocław – useful links

- ❖ Library: <http://www.bu.uni.wroc.pl>
- ❖ Support services: <http://international.uni.wroc.pl/s6.php>
- ❖ Computer Labs/Sports/Cafeteria: [www.junglebook.uni.wroc.pl](http://www.junglebook.uni.wroc.pl)

### Wrocław Radio in English

[www.radiowroclove.com](http://www.radiowroclove.com)



UNIVERSITÄT LEIPZIG



Erasmus Mundus



## V. ACCOMODATION AND LIVING COSTS

### 1. The dormitory

The University of Wrocław accommodation consists of two halls of residence. Both of them are situated within easy traveling distance from the city center and provide a friendly and safe study environment. Students live in shared modules with two bedrooms and a shared bathroom and kitchen. Kitchens are equipped with a refrigerator and an electric cooker. Each room has Internet access. Students may use the common room, the club, the study room and the laundry.

PLEASE NOTE THAT DURING THE INTENSIVE COURSE OF POLISH YOU MIGHT BE STAYING IN TEMPORARY ROOMS, IT WILL CHANGE IN THE BEGINNING OF YOUR ARRIVAL.

The prices of rooms in the academic year 2011/12:

- 729 PLN (194 EUR) - single room
- 405 PLN (107 EUR) - double room

Final prices of the dormitory in the Academic Year are known in August/September.

It is quite hard to get a single room in the dormitory.

Student house doesn't provide catering. It is divided into two bedroom modules with kitchen and bathroom.

The rooms are furnished, but towels, kitchen accessories (plates, cutlery, pots, saucepans, etc.) are not provided, bed linens are changed every three weeks. The rent (including Internet) is paid monthly in cash in advance in the dorm and in the first month you'll be charged additionally a deposit (equal to one-month rent), which will be returned after you check out and leave the room tidy.

For approx. 10 PLN per month you can get an Internet connection in your room.

Please read the dormitory regulations carefully to fully accept the rules.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



Address of the dormitories:

**D.S. „OŁÓWEK”**

Pl. Grunwaldzki 30  
50-262 Wrocław  
fax/tel: +48 71 328 32 12  
[olowek@ds.uni.wroc.pl](mailto:olowek@ds.uni.wroc.pl)

**D.S. „KREDKA”**

Pl. Grunwaldzki 69  
50-366 Wrocław  
fax/tel: +48 71 328 32 58

You do not need to fill up any other application forms or sign any contracts. We will send all indispensable information to the International Office of Wrocław University. It is sufficient for them.

Those of you who had applied for the accommodation and had sent us by email the confirmation of arrival got place in Dormitory. In August you will get information from the accommodation office about the details of your accommodation and the exact dormitory that was selected for you.

The cheapest way to get to the Dormitory from the Airport or from Main Railway Station is to use a bus or a tram. There is a very useful website which will help you in finding your way. You just need to fill out "traveling from" (for Airport put: PORT LOTNICZY, for main railway Station: DWORZEC GŁ. PKP) and "traveling to" (address of your flat or dormitory) fields and the program will find you connection and time of departure.

You can of course take a taxi, the cost is around 15€ or 20€ from the airport to the city center and 5€ or 10€ from the main station. It is better to ask about the price before you take a taxi just to avoid dishonest drivers.

If you feel that you may need some help upon your arrival with getting to the dormitory you can ask our voluntary group for help. If you ask them to pick you up from the train station or airport till the end of the August they will surely do that! To be pick up please contact:

[voluntaryuwr@gmail.com](mailto:voluntaryuwr@gmail.com)



UNIVERSITÄT LEIPZIG



You may also use the following webpage: <http://wroclaw.jakdojade.pl/?locale=en>

It's absolutely necessary to inform me if you want to book a room in the dorm and if you want to take part in the preparatory intensive language course, then before your arrival you will have to confirm the date of your arrival. If not, your reservation will be canceled.

## 2. Other options

We've never heard about Polish families that give a room to rent to some students, usually they are just elderly people who live alone and are looking for a way to earn some money. But it is possible to rent a flat with Polish students, maybe it could help you in practicing Polish.

Renting a flat, a room or shared room is a good option. Here you can find some adverts:

[www.2wroclaw.dkonto.pl/index.php?option=com\\_content&view=article&id=9&Itemid=9](http://www.2wroclaw.dkonto.pl/index.php?option=com_content&view=article&id=9&Itemid=9)

[www.e-stancja.pl](http://www.e-stancja.pl)

[www.stancje.pl](http://www.stancje.pl)

[www.dlastudenta.pl](http://www.dlastudenta.pl)

<http://wroclaw.gumtree.pl/>

[www.simplerent.pl](http://www.simplerent.pl)

(students use google translator to understand it or our volunteers help them to find a flat when they are already here).

When it comes to real estate offers we could only recommend general pages. Unfortunately it isn't possible to send you commercial proposals.

Polish real estate market is still positively changing that's why now many polish agencies provide professional English speaking services.

Besides, you may also find some offers from our previous students, that is why please join the facebook groups.

## 3. Junglebook

For detailed information on accommodation options and the costs of transport, food, sports and entertainment please visit



<http://www.jungle.uni.wroc.pl/>

or you can download it here:

<http://www.gs.uni.wroc.pl/living-wroclaw>

#### 4. Living expenses

STUDENT LIVING EXPENSES PER MONTH (IN APPROXIMATION)			
	BUDGET	MID-RANGE	LUXURY
Lodging	300-390 zŁ/ 87-113 €	702 zŁ/ 202 €	2000-2500 zŁ/ 580-722 €
Food	400-450zł/ 115-130 €	500-650zł/ 144-187 €	2500zł/ 722 €
Transportation	0-60 zł/ 17 €	60-90zł/ 17-26 €	90 zł and more/ 26 €
Other Expenses	200-250 zł/ 58-72 €	400-450zł/ 115-130 €	500 zł and more/ 144 €
<b>TOTAL</b>	<b>900 - 1115 zł/ 260-322 €</b>	<b>1662-1892 zł/ 480-546 €</b>	<b>5090-5590zł and more/ 1471-1615 €</b>

#### 5. Approximate food prices:

bread -1 loaf- 2,50-3,00 PLN/0,72-0,86 EUR  
 butter - 2,50-3.00 PLN/0,72-0,86 EUR /250 g  
 eggs - 0,30 PLN/0,10 EUR/each  
 meat - 9-25 PLN/2,60-7,25 EUR/kg  
 cheese - 12-40 PLN/3,40-11,60 EUR/kg  
 fruit - 1,50-15 PLN/0,43 - 3,90 EUR/kg  
 mineral water - 2,50 PLN/0.70 EUR/bottle

### VI. STUDENT CARD

All students receive a student identity card entitling them to a 50% discount on public transport in the city and a 51% discount on national railways (only when they are under age 26).

The card also entitles the student to the use of the university library, sports and other facilities, but also to discounts on tickets to Wrocław's cinemas, theatres and museums.

You can receive your Student Card in our Dean's Office. But firstly you will be informed about it, if they are ready.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



## VII. ORGANISATION OF THE ACADEMIC YEAR 2012/2013

Winter semester starts on 1st October. You'll find all the semester dates on:

<http://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/academic-calendar>

The official timetable for the classes will be announced during the orientation days.

### 1. Schedule for the Academic Year 2012/2013

#### Schedule for the Academic Year 2012/2013

##### WINTER SEMESTER

Preparatory course of Polish: 10.09.2012 - 21.09.2012

Orientation days: 25.09.2012 - 28.09.2012

Lectures: 01.10.2012 - 30.01.2013

Christmas break: 24.12.2012 - 02.01.2013

Exams: 31.01.2013 - 10.02.2013

Resit exams: 11.02.2013 - 17.02.2013

Semester break: 18.02.2013 - 19.02.2013

Rector days:

1<sup>st</sup> October 2012 (Inauguration of the Academic Year)

31<sup>st</sup> October 2012 – 2<sup>nd</sup> November 2012

15<sup>th</sup> November 2012 (Feast of the University)

\*) 13<sup>th</sup> November 2012 (Tuesday). This Tuesday, our Rector decide to organise Thursday's classes.

##### SUMMER SEMESTER

Preparatory course of Polish: 04.02.2013 - 15.02.2013

Orientation days: 18.02.2013 - 20.02.2013

Easter break: 29.03.2013 - 02.04.2013

Lectures: 20.02.2013 - 14.06.2013

Exams: 15.06.2013 - 30.06.2013

Resit exams: 03.09.2013 r. - 17.09.2013 r.





UNIVERSITÄT LEIPZIG



Rector days

2<sup>nd</sup> May 2013

9<sup>th</sup> May 2013 (Juvenal)

\*) 29<sup>th</sup> May 2013 (Wednesday). This Wednesday, our Rector decide to organise Thursday's classes.

### Public Holidays

New Year's Day 1st of January

Labour Day 1st of May

Constitution Day 3rd of May

All Saints Day 1st of November

Independence Day 11th of November

## VIII. COURSES REGISTRATION

In August/September you will be informed (to your email address) by our Webmaster about the opportunity to log in your own personal account. This account among other will enable you to enroll for courses and workshops.

Courses registration is usually open in September. Information about the current courses you can find at:

<http://www.gs.uni.wroc.pl/emgs-wroclaw/emgs-courses-wroclaw>

If it comes to the courses choice (online), it is only able to enroll classes within 30 ECTS. It is not possible to choose a larger number of courses and then make the right choice, because it will paralyze the enrollment system. To sum up, you must choose courses for at least 30 ECTS and not more that 30 ECTS. That's why please choose only your preferable classes online. Enrollment is open until deadline indicated by us in September. Within this mobility period (two weeks), you can attend selected classes and consider whether you want to change them. At this time will be also possible to make changes in classes where are still places available.

Students are allowed to choose freely from the variety of courses marked with letter E (elective). Some courses are mandatory (M). In all students should collect 30 ECTS points per semester. It is suggested (but not required) to collect 10 points from every module.



Please also remember that the classes in your examination and index cards later should be the same as in your learning agreement. It is not possible to change them. We are thinking of adding new classes, or deleting from the current one.

If it comes to your additional courses outside of the program, we will prepare additional courses certificate. In transcript of records and learning agreement we will put only all the program courses.

The schedule for workshop will be known later. You will get information about the time and place. Workshops usually last few days, but not longer than two weeks. Within setting the schedule of workshops, we take into account the schedule of regular courses. Everything will be fixed to our EMGS schedule and won't be in a conflict with any other regular classes.

## 1. Learning Agreement

The learning agreement is the basic document that you may download after the registration process.

Please remember that it must be signed. After the enrolment you can send it to the EMGS Office, then we will print it. You can do it on your own as well. After all, you can come to my office in order to sign this document.

Please remember that the classes in your examination and index cards should be the same as in your learning agreement. It is not possible to change them. I am thinking of adding new classes, or deleting from the current one. It is not possible even to be added by your teacher.

## 2. Additional courses

If it comes to your additional courses, outside of the programme, we will prepare additional courses certificate. You may attend these courses. But in transcript of records and learning agreement we will put only all the program courses. If your any course was not chosen online, will be put it on the additional courses certificate.

We will prepare this certificate for you. That is why please send me the information what did you choose as your additional course/courses before the end of each semester.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



You can find the additional course proposals on the website of our International Office:

<http://international.uni.wroc.pl/en/study-english/timetable>

<http://international.uni.wroc.pl/en/llp-erasmus-studies/useful-information/sport-classes>

### 3. Deadline for your indeks and examination cards

Each semester all EMGS students will be informed about deadlines for indeks and examination card (green paper) submission to the dean's office (room 36 at the building on the right if you go out from our building). If you don't submit the indeks on time, you will be crossed out from the student list of the University. It means you will not be our student anymore. It will be certainly better to do it quite earlier.

Exam cards will be available few weeks before the end of each semester.

### 4. How to fill out your indeks and exam card?

While receiving your grades you should:

- fill out your indeks: page nr 8 you should put your name and surname (Imię i nazwisko), year of studies I or II (Rok studiów), academic year [for example: 2012/2013 (Rok akademicki)], then your teacher's name (Nazwisko wykładającego) and the course (Nazwa przedmiotu), number of hours (Liczba godzin) is divided in lecture (wykłady) and seminar (ćwiczenia) you can find this info about the courses you are taking on your examination card (Liczba godzin w semestrze "cw." for seminar and "W" for lecture). Then ECTS is also given on the examination card (or in your Learning Agreement on-line), you should write down the ECTS info in your indeks, too. You should fill out the next pages the same way as pages 8 and 9 until all the courses are written down.
- fill out the examination card: you should put the name of your teacher in the table "Nazwisko egzaminatora".

Mostly the examination cards has been issued in Polish/English. If you have any doubts, please contact us.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



**YOU SHOULD COLLECT ALL THE GRADES BOTH IN THE INDEKS AND YOUR EXAMINATION CARD. PLEASE CHECK IF THE TEACHER SIGNS BOTH DOCUMENTS. YOU SHOULD SUBMIT THE DOCUMENTS TO THE DEAN'S OFFICE.**

You don't need to collect the grades in person. It is possible to "organize the grades collection", asking your friends to take your indeks with them or to submit it for you. If you have any problem with contacting the teacher (i.e. he's not there during his office hours), please contact us. If you have any problem with grades, essay submission that could cause the delay in the indeks submission, please contact us.

### 5. Transcript of records

You can get the transcript of records after the end of each semester, but please firstly inform us about it to email address: [em@gs.uni.wroc.pl](mailto:em@gs.uni.wroc.pl). We need to receive a list of your grades from our Dean's Office.

### 6. Grading

The Polish system of grading and its equivalent are as follows:

GRADE	NAME OF GRADE	ECTS GRADE
5.0	VERY GOOD	A
4.5	PLUS GOOD	B
4.0	GOOD	C
3.5	PLUS SUFFICIENT	D
3.0	SUFFICIENT	E
2.0	FAIL	FX,F



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## IX. THESIS REGISTRATION PROCEDURE

### 1. Thesis registration procedure

Please set the deadline for the thesis defense with your teacher seminar. You can determine the proper term for you. **You must defend your Master Thesis until the end of September.**

Not later than 14 days before the defense you must submit to the Dean's Office:

1. Three copies of your master thesis, including:
  - to the archive: a copy printed on both sides, type number 12, framed in a soft white uncoated cardboard binding, mandatory with purple back (no metal parts in the back)
  - one copy to the promoter and the reviewer, bound or hardcover
  - one copy in electronic version on CD (the CD in a white envelope, signed your name) in two formats:
    - a) DOC - for archival purposes
    - b) TXT - for plagiarism system
2. The title page of work in Polish and English (also in bulk)
3. 5 black & white photographs of dimension 4.5 x 6.5 cm (including a picture to the Diploma in English)
4. Certificate of achievement and documents evidencing academic achievements during the study: (domestic and foreign scholarships, publications, participation in scientific circles, the organization of scientific conferences, sport achievements, etc.)

Please remember that the condition for accession to the defense is to credit for all semesters and submission of the index and the examination card before the scheduled thesis defense.



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Please note that students writing master's thesis in a foreign language must take into account the following conditions:

- ❖ At the end of the archival copy should be placed an annex containing a summary of work in the Polish language.

Upon receipt of a diploma the student must return an index card obligations and ID student card! ID Student and exam card must be submitted to the Dean's Office not later than 14 days before the defense you. Students that will defend Master Thesis in September should submit indeks and exam card until the end of summer semester.

**In order to register your thesis, you have to attach:**

- Thesis declaration form
- Statement of copyright of Master's thesis
- Declaration on the permission to access the thesis



## 2. Thesis declaration form

**Dziekan (Dean)  
Wydziału Nauk Społecznych (Faculty of Social Sciences)  
Uniwersytetu Wrocławskiego (University of Wrocław)**

Zgłoszenie obrony pracy dyplomowej (Thesis declaration form)

INSTYTUT (Institute) .....

PROMOTOR \tytuł, nazwisko\ (Promoter \ title, name\)

.....

STUDENT \ nazwisko, tel. kontaktowy \ (Student \ name \ phone number \)

.....

Tytuł pracy \ magisterskiej \ licencjackiej \ (Title of Bachelor's/Master's\* thesis)

.....

Przewodniczący Komisji: (Head of Commission)

.....

Recenzent (Reviewer)

.....

Proponowany termin i miejsce obrony: (Proposed date and place of defense):

.....

Wrocław, .....

.....  
(Podpis promotora / promoter signature)

\* delete as appropriate



### 3. Statement of copyright of Master's thesis

Attachment No 4  
to the ordinance No 39/2007  
of 30 April 2007

.....  
(Name and surname)  
.....  
(Course)  
.....  
(Type and form of studies)\*  
.....  
(Register No)

#### Statement of copyright of Bachelor's/Master's\*\* thesis

I hereby declare that the Bachelor's/Master's\*\* thesis presented for the grade is entitled:

.....  
.....  
.....

I wrote it independently under the guardianship of the thesis supervisor:

.....

I hereby declare that the data above are consistent with the facts and that I know the rules of the Act of 4 February 1994 concerning copyright and related rights (consolidated text Journal of Law of 2000, No 80, article 904, as amended, on responsibility for comprising false data ).

.....  
(place and date)

.....  
(Legible signature)

\*Type  
I degree (Bachelor's degree studies)  
II degree (Master's degree studies)  
\*\* delete as appropriate

Form  
Full-time studies  
Extramural





#### 4. Declaration on the permission to access the thesis

Attachment no 2 to the ordinance no 30/99 of 7 April 1999

##### Declaration

I agree/ do not agree\* to my PhD thesis/MA thesis /BA thesis\* being made available.

Wrocław,

Date: .....

Signature: .....

(the document attesting the authenticity of the signature by Dean's Office)

\*)delete as appropriate

#### 5. Guidelines for master thesis expose

##### Guidelines Exposé for the Master thesis

##### I. Structure:

##### Research problem (elaborate, with arguments)

- Which (theoretical, practical, social) series of questions is the starting point of your work?
- What is the concrete research question to which your work should provide a scientific answer?
- Why did you choose this topic, what motivates you for this research work?

##### State of the Art (drafted)

- Which research into your topic has already been done and how will your own contribution relate to it?

##### Methodology (elaborate)

- Which working steps and which approaches should lead to the desired results? Which methods are available within the discipline or interdisciplinary?



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### Sources (in detail)

- Which sources are available and which do you want to work with?
- How are you going to evaluate the sources?
- In which form are they available to you?
- Which limits do you want to set for your research of literature and sources?

*Comment:* Only few topics in Global Studies can be treated under the assumption that one could gain an overview over the whole worldwide available literature. Therefore a reflected delimitation is necessary.

### Timetable

Until when should the most important steps of your research work be completed? Which external factors could cause a delay?

### Bibliography

II. Length: 10 – 12 pages (Times New Roman, type size 12, 1,5 line space)



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## X. REGULATIONS OF STUDIES AT THE UNIVERSITY OF WROCLAW

Regulations of Studies at the University of Wrocław  
Directive nr 89/2006  
of the Rector of the University of Wrocław  
dated 3 July 2006  
on the implementation of the Regulations of Studies at the University of Wrocław

Pursuant to article 66 rule 2 of the Higher Education Act of 27 July 2005 (Journal of Laws nr 164, item 1365 as amended) and the Act nr 65/2006 of the Senate of the University of Wrocław of 10 May 2006, it is ordered as follows:

§1. As of 1 October 2006 the Regulations of Studies at the University of Wrocław are introduced as specified in the Appendix to this directive.

§2. Heads of the organizational units shall respect the above mentioned Regulations.

§3. Vice-rector of the department of teaching shall supervise the execution of this directive.

§4. The following directives become null and void:

1. directive nr 35/2001 of the Rector of the University of Wrocław dated 6 July 2001 on the introduction of the Regulations of Studies at the University of Wrocław,
2. directive nr 9/2002 of the Rector of the University of Wrocław dated 15 March 2002 introducing amendments to the Regulations of Studies at the University of Wrocław.

§5. This directive shall be effective as of the date of signing.

(Organization Department - 2006)

Appendix to directive nr 89/2006 dated 3 July 2006

Regulations of Studies at the University of Wrocław

VOWS

In my capacity as a student of the University of Wrocław I do hereby vow to:

- acquire knowledge and skills,
- behave in accordance with the laws, traditions and good academic customs,
- preserve the good name of the University of Wrocław and be on guard of student dignity.

I. General provisions



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## §1

1. Regulations of Studies at the University of Wrocław hereinafter referred to as the Regulations apply to stationary and non-stationary undergraduate, two-year graduate as well as five-year graduate studies.

2. Rules and conditions of admission to studies are laid down in the Higher Education Act of 27 July 2005 and in the acts of the Senate of the University of Wrocław.

3. On matriculation and the vowing ceremony held in the presence of the rector or the dean candidates are admitted to studies at the University of Wrocław (hereinafter referred to as the University) and acquire student status. Following matriculation the student receives an index book and a student ID card. An index book - a document confirming the course of studies - is in the possession of the student and should be returned on the interruption or completion of studies.

4. The rector is in charge of all students whereas the dean is in charge of the students within a given faculty. Vice-rectors are authorised to act on behalf of the rector whereas vice-deans on behalf of the dean in compliance with the powers delegated to them. On consulting the faculty board the Dean may delegate certain powers regarding organisational matters or the course of studies to the head of the academic unit conducting its own faculty or a specialisation within this faculty. In case of interfaculty studies the responsibilities of the dean shall be taken over by the director of these studies.

5. Any decisions of the dean regarding students as specified in these Regulations may be appealed against to the rector.

6. On consulting an authorised unit of the Student Board the dean may appoint the year tutor or the tutors of student groups from among academic teachers.

7. The dean is eligible to change the year tutor at the request of an authorised unit of the Student Board and the head of the academic unit.

8. The responsibilities of the tutors are as follows:

- to inform students about their rights and duties and to advise them on all matters related to the course of their studies
- to co-operate with the representatives of the appropriate unit of the Student Board and in particular with the prefects, the management of the institute (department) and the dean.

## §2

1. The sole representative of all students of the University is the Student Board.

2. The Student Board shall act in compliance with the Act and the Statute of the University of Wrocław.

3. Units of the Student Board are eligible to take a stand on all matters related to students as well as to act accordingly as specified in the Regulations of the Student Board of the University of Wrocław.



UNIVERSITÄT LEIPZIG



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4. The year or the group prefect is the representative of the year or the group respectively. Election procedures of the prefect as well as her/his rights and duties are laid down in the Regulations of the Student Board.

### §3

Student organisations at the University are eligible to file petitions to the appropriate units of the Student Board and the authorities of the University in the matters related to studies.

## II. RIGHTS AND DUTIES OF STUDENT

### §4

1. Students are eligible to:

- 1/ acquire knowledge within a selected faculty of studies, cultivate their academic interests and for this purpose make use of all resources available at the University,
- 2/ participate in extra-curricular classes as specified in these Regulations,
- 3/ take up more than one faculty also at other academic institutions including foreign ones as specified in these Regulations,
- 4/ participate in the research carried out at the University and join academic circles,
- 5/ cultivate cultural, tourist and sport interests and for this purpose make use of all equipment and resources available at the University as well as be assisted by academic teachers and the authorities of the University,
- 6/ join the existing student organisations and establish new ones,
- 7/ elect representatives and stand for elections to the Student Board and other collegiate units of the University,
- 8/ participate in elections to the authorities of the University as specified by the Statute of the University of Wrocław,
- 9/ file petitions to the authorities of the University regarding programme of studies, curriculum, matters related to the educational process as well as social and financial conditions of the students,
- 10/ co-participate in collegial decisions taken by University units via representatives- members of these units,
- 11/ obtain credits or take examinations prior to the dates specified in the programme of studies as well as obtain credits accordingly with the rules of the individual study system as specified by the faculty board,
- 12/ have an individual study system and curriculum as specified by the faculty board,
- 13/ interrupt studies as specified by these Regulations,
- 14/ change the faculty or the academic institution,
- 15/ change the study system as specified by the faculty board,
- 16/ be granted scholarships and other grants as specified by the separate regulations,
- 17/ undertake any such forms of gainful employment that do not collide with their basic student responsibilities,
- 18/ free medical care and healthcare,
- 19/ receive awards and distinctions for good results and achievements in education, sport and organisational activity,
- 20/ organise on the University premises assemblies, manifestations, protests or strike actions under the provisions of the Act and the Statute of the University of Wrocław,



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- 21/ express their opinions about the classes and the teaching methods of the instructors in compliance with the rules laid down by the Student Board and the rector,
- 22/ file complaints about the decisions of the authorities of the University.

#### §5

Students are obliged to behave in accordance with the vows, the regulations and other provisions binding at the University and in particular:

- 1/ to duly acquire knowledge and skills as specified in the programme of studies,
- 2/ to participate in courses to obtain credits on a timely basis and to take examinations and to fulfil all duties specified in the programme of studies as well as in the curriculum,
- 3/ preserve the good name of the University and be on guard of student dignity
- 4/ to respect other students, employees, and University authorities,
- 5/ care about and make proper use of resources available at the University,
- 6/ to pay tuition fees on the timely basis if such fees are specified in the appropriate regulations,
- 7/ to familiarize themselves with the acts and decisions of the authorities of the University related to the course of study,
- 8/ to immediately notify the dean's office of changes to the name, marital status, address and of additional faculties taken up and such changes to the financial status that may affect the grant as well as the scope of the financial help.

#### §6

The student is liable to the disciplinary committee or student arbitration court in compliance with the provisions of the Act and the Statute of the University of Wrocław for any actions deemed to be beneath student dignity,

### III. ORGANISATION OF ACADEMIC YEAR

#### §7

1. The academic year lasts from 1 October till 30 September of the subsequent year and comprises Two semesters -winter and summer. The semester comprises the period of classes, the examination session, winter and semester break and holiday break.
2. Classes within one semester last 15 weeks. If petitioned so by the faculty board this period may be changed by the rector before the semester begins.
3. Detailed organisation of the academic year shall be specified by the rector and the student board and shall be made public not later than 30 June of the previous academic year.
4. In special circumstances the rector announces the rector's days or hours, whereas the dean announces the dean's hours during which classes are cancelled. The decision about the make-up of the dean's hours is taken by the dean.



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#### IV. PROGRAMMES OF STUDIES, CURRICULA, AND ORGANISATION OF EDUCATION

##### §8

Education at the University of Wrocław is divided into stationary and non-stationary studies (evening, extramural and external studies).

##### §9

1. The University offers undergraduate studies (bachelor or engineering), two-year complementary graduate studies, five-year graduate studies, doctoral studies and postgraduate studies. The rules for doctoral and postgraduate studies are laid down in separate regulations.

2. Undergraduate studies shall be completed with a diploma examination and admission to the degree of Bachelor or Engineer. Two-year complementary graduate studies as well as five-year graduate studies shall be completed with a diploma examination and admission to the Master's degree.

##### §10

Programmes of studies as well as curricula at the University are based on the system of accumulation of points as well as student credit transfer referred to as ECTS (European Transfer Credit System).

##### §11

Studies shall be conducted in accordance with the programmes of studies and curricula approved by the faculty boards as well as the directives of the Senate of Wrocław University upon consulting authorised student board in University bulletins and at local Internet sites. Programmes of studies and curricula comprise and determine:

- 1/ the structure of studies as well as the period of their duration
- 2/ graduate's qualifications
- 3/ plans of studies as divided into semesters and years being the basis of semester schedules made public by the dean.
- 4/ the list of courses with detailed information about them including:
  - a) course realization methods - types of classes with time of duration,
  - b) type of course (compulsory, elective),
  - c) admission regulations to the selected courses (if applicable),
  - d) the language of the course instruction (if not Polish),
  - e) contents of the course,
  - f) knowledge and skills essential to pass the course,
  - g) the form of testing,
  - h) related literature of the course,
  - i) the number of ECTS points pertinent to a given course,
- 5/ rules for holding diploma examinations (undergraduate, engineer, and graduate) and their scope,
- 6/ record of professional training.



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## §12

Rules of studies at interfaculty colleges as well as programmes of studies are laid down by the college boards.

## §13

The introduction of programmes of studies as well as curricula shall be supervised by the dean.

## §14

The detailed schedule shall be made public to students not later than 3 working days before the date the semester starts.

## §15

Within a semester schedule of stationary studies the limit of classes within one week shall not exceed 30 hours. This does not apply to professional training and field classes.

## §16

1. Within 14 days of the beginning of the semester the instructor is obliged to present students with the course syllabus, related literature and the form of assessment as well as other requirements that need to be satisfied for credit or examination pass.

2. Requirements for receiving the credit from laboratory classes and workshops are laid down by the academic units in question.

## §17

1. Education at the University of Wrocław shall be in the form of lectures and classes (including seminars, tutorials, workshops, language courses, workshops, laboratories, field classes and professional training).

2. Lectures are open to public.

3. Classes for students are organised in groups. The number of participants in a group is determined by the dean with the exception of Physical Education, foreign language courses, and pedagogical training in which case limits of participants are determined by the rector.

4. Students shall participate in classes in accordance with the rules laid down in the respective programmes of studies and curricula.

5. With the dean's consent and under conditions specified by separate regulations, secondary school students together with their tutors are allowed to participate in classes.





UNIVERSITÄT LEIPZIG



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## §18

1. With an exception of first-year students, students are eligible to select a group and a course instructor unless the dean decides otherwise.
2. If the number of entries exceeds the permitted limit of participants, admissions are decided on by the instructor unless the faculty board decides otherwise.
3. Rules regarding group changing shall be laid down by the dean.

## §19

Rules of participation as well as credit verification procedures are specified in the programmes of studies and in the regulations of professional training.

## V. CREDITS AND EXAMINATIONS

### §20

1. Detailed organisation of the examination session is to be specified by authorised units working in cooperation with the dean as well as representatives of the student board and is to be made known to students of stationary studies not later than 14 days before the date the examination session begins, and in the case of non-stationary students not later than 30 days before the date the examination session begins.
2. The number of examinations as outlined in the plan of studies shall not exceed 8 throughout the whole academic year and 5 in the examination session.
3. The instructor is the examiner. In special circumstances the examiner is appointed by the dean or by the head of the academic unit in question.
4. The examiner may grant the student the permission to take an examination on condition that s/he presents an index book along with examination card including, in special conditions, the student's ID.

### §21

1. The instructor conducting a lecture or class that is not completed with an examination shall give credits to students prior to the date the examination session starts. In justified circumstances, the student is eligible to apply for the index book submission deadline to be extended. The application shall be submitted to the head of the academic unit.
2. If classes of the same course are conducted by 2 or more instructors, the credit is granted by the person indicated by the head of the academic unit.
3. The student who hasn't received the credit from the course prior to the date of the examination, where receiving such credit is an absolute pre-condition for the admission to the examination, misses the examination take. In exceptional cases it is the dean who may restore the student's right to take the examination.



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4. The student is eligible to apply for the course credit to be given at an earlier time than officially scheduled. It is the course instructor who decides on the form of credit assignment.

#### §22

1. The student who questions the legitimacy of the decision about the credit received or credit refusal is eligible to appeal to the head of the proper academic unit within 3 working days from the date when the disputed credit was received or the credit was denied to be granted.

2. In the event of the recognition of legitimacy of the appeal, the head of the unit orders the credit verification procedure where the student's results are verified before a specially appointed board. The board is comprised of: the head of the unit, the course instructor or some other expert in the field. The student is eligible to apply for the credit verification procedure to be held in the presence of an academic teacher indicated by him/her or a representative of the student's union.

3. The grade received during the aforementioned credit verification procedure invalidates the disputed credit and is tantamount to finally crediting or non-crediting an appropriate course.

#### §23

1. The student participating in research works or scientific camps is entitled to receive the credit from a particular course or a professional training provided their contents is related to the conducted research.

2. Decisions regarding the aforesaid credits are taken by the head of the proper academic unit.

#### §24

1. The examination is a basis for the verification of academic progress specified in the course syllabus. The examination may be conducted in a written form, in the oral form or in the both of the aforementioned forms.

2. To be eligible to take an examination the student is obliged to obtain credits from all courses listed in the programme of studies and the curriculum.

3. Examinations in an examination session shall be conducted and held under the provisions of §20. The student is allowed to request the examiner to conduct an examination an earlier date.

4. The student is eligible to take one make-up examination in a given course.

5. Make-up examinations after the winter semester shall be held within two weeks of the date the examination session ends and in the summer semester till September, 24.

6. Absence of the student on the examination day shall be excused either by an examiner or the head of the academic unit in question on condition that an appropriate application has been submitted within 7 days of the examination date.

7. In the event of an unexcused absence on the examination date or make-up examination date, the



student is eligible to retake this examination. The date of the examination is to be indicated by the examiner or the dean.

8. The student is eligible to have an access to his/her examination paper at the place and date indicated by an examiner within two weeks of the date of written examination results are announced. Written examination papers shall be deposited in the Institute (department) for the period of the period of one year of the examination date.

#### §25

1. In the event of any doubts regarding the examination procedure, the student is eligible to submit to the dean a well-founded application requesting permission to take an examination before a specially appointed board.

2. if the dean finds the application legitimate, the dean orders as follows:

1/ regarding a written examination - a board-assisted verification of the paper or an oral examination before a specially appointed board,

2/ regarding an oral examination - permission to take the oral examination before a specially appointed board.

The examination board is to be appointed by the dean. The board shall consist of: the dean as the chair, an examiner, and another expert in a given or related course. If requested so by the student, the examination may be conducted in the presence of an academic teacher or a student union's representative indicated by the student himself/herself.

3. Examination before a specially appointed board shall be held within 7 days of the date the application has been submitted. During the oral examination, questions shall be drawn and the person who was in charge of the disputed examination is not allowed to be in charge of the board during the current examination.

4. The dean may hold an examination before a board if s/he deemed the examination procedure to be unfair to the student. The examination before a specially appointed board may also be held at the request of the examiner or an authorises unit of the student board.

5. The final grade for an examination before a specially appointed board nullifies a disputed grade and constitutes a basis for passing or failing a course in the examination session.

#### §26

In special circumstances is the dean or the rector allowed to hold a retake written examination for a group of students or for the whole year.

#### §27

1. Examinations at the University of Wrocław should be graded according to the following scale:

1/very good -(bdb) -5,0



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- 2/ plus good (+db) - 4,5
- 3/ good (db) - 4,0
- 4/ plus satisfactory (+dst) - 3,5
- 5/ satisfactory (dst) - 3,0
- 6/ fail (ndst) -2,0

2. A failing grade or no entry in the index book are equivalent to a failure to pass the course.

3. The student is obliged to submit the index book and the examination card while attempting a credit or taking an examination. An instructor giving credits or examiner puts the grade (in words - (full name) or in an abbreviated form or in numbers)) and the day when the examination has been held. Finally s/he confirms this with his/her handwritten signature.

4. Instructors giving credits or examiners are obliged to put the grades into protocols.

5. Instructors giving credits or examiners are obliged to submit protocols to the dean within the dates indicated by the dean.

#### §28

Once credited, the course is not subject to any reattempts at crediting by the student. The dean may waive this rule in the case of student reactivation to studies.

#### VI. TRANSFER UP TO A HIGHER SEMESTER, REPETITION OF COURSES OR SEMESTER

#### §29

Crediting period amounts to one semester of studies. The faculty board may decide that the crediting period be extended to one year of studies for non-stationary students.

#### §30

1. The basis for receiving the semester (yearly) credit is that the student obtains credits from all of the courses envisaged in the semester (yearly) plan of studies or that s/he collects 30 (60 ) credit points for the courses as specified in the programme of studies or others recognized by the dean.

2. The faculty board may lower the minimal conditions for receiving the semester (yearly) credit including the amount of the permitted deficit of points.

3. The student of Wrocław University who has been directed to study at some other university abroad or in Poland is given the credit on the basis of points s/he has received there in accordance with the rules of ECTS system. The basis for receiving the semester credit in such situation is the student's compliance with the requirements specified in "Programme of Courses Agreement".

4. The student is obliged to submit an index book together with an examination card to the dean's office within three working days of the end of make-up examination session.



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5. The semester credit is given by the dean. Receiving the semester credit enables the student to enrol for a higher semester.

### §31

1. The student who has not fulfilled the conditions specified in §30, rule 1 and 2 may be enrolled again for the same semester (year).

2. The faculty board specifies the minimal number of points for the student to collect in order to obtain the permission to be enrolled again for the semester. Failure to comply to this condition shall be interpreted as equivalent to the lack of student's academic progress and shall result in the loss of student status.

3. Another failure to comply with semester (yearly) credit conditions shall be interpreted as the lack of student academic progress and shall result in the loss of student status.

4. The student who has not fulfilled the conditions of enrolment for a higher semester (year) may apply for:

- a) repeating the failed courses and simultaneously continuing studies at a higher semester (year),
- b) repeating the failed courses and simultaneously continuing studies at a higher semester (year) within the scope of selected courses,
- c) repeating the failed courses.

An appropriate application should be submitted within the period specified in §30, rule 4.

5. The decision regarding matters specified in rule 4 is taken by the dean after consideration of the type and cause of arrears in studies.

6. The student is obliged to receive the credit from the failed course at the nearest possible time.

7. Repeating the courses due to non-satisfactory academic achievements is payable as specified in the directive of the rector. Tuition fees are determined by the Senate no later than three months prior to the beginning of an academic year.

8. The right to be granted financial help in the case of the student who has been enrolled for the same semester is specified in separate regulations.

## VII. CHANGES IN THE COURSE OF STUDIES

### §32

1. The student is allowed to study according to the individual study system and curriculum as specified by the faculty board.

2. The student has an opportunity to individualise programme of study via the selection of courses that make up the required number of credit points. The aforementioned selection should be made and presented with the dean for approval within 10 working days from the beginning of the semester.



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### §33

In special circumstances the dean may agree that the student collect credits from selected courses on an external basis. The premises that lead to such a decision include: studying at two faculties at the same time, necessity to reconcile studies with professional work, family situation, health problems, etc.

### §34

1. With the dean's consent, the student is eligible to participate in courses that fall outside the scope of his/her faculty and collect credits in the index book. The dean decides whether the courses shall be interpreted as an integral part of studies or shall be deemed as only extracurricular.

2. Extracurricular courses shall be recorded with a special annotation in an examination card and index book after the dean's approval. Points and grades received from extracurricular courses are not considered for the final calculation of study course, however, they are noted down in the diploma supplement.

3. The student's participation in closed courses that fall outside the scope of his/her faculty is possible subject to the consent of the head of an academic unit which runs these courses.

### §35

1. After receiving credits for two semesters of study the student is eligible to (within the bounds of the University):

- 1/ take up simultaneous at an extra faculty, speciality or specialisation,
- 2/ transfer to a different faculty or speciality,
- 3/ change the form of study as specified by the faculty board

2. In the event of any changes to the study system , the dean specifies the differences resulting from the programme of studies as well as dates and form of making them up.

3. Taking up parallel studies and the change of the faculty of studies are possible subject to the consent of the dean representing the host unit and informing the dean of the home unit.

### §36

1. The student is eligible to transfer to a different academic institution provided s/he has settled financial obligations and fulfilled all duties towards the University.

2. Fulfilment of duties towards the University is asserted by the dean.

### §37

1. Transfer from a different institution (in the country or abroad) to studies at the University of Wrocław is possible but only prior to the beginning of the semester (year). This is however on condition that all duties specified by that institution have been fulfilled by the applicant, including the preservation of the student status.



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2. The student who is expected to have gained credits from at least two semesters of study in the institution s/he leaves. Transfer from one institution to another after the student has received credits from one semester is possible only in special circumstances.

3. The permission to admit the student from a different institution to the University of Wrocław is granted by the dean of an appropriate faculty.

4. Granting the permission described in rule 3, the dean confirms the hitherto academic achievement of the student (stated in ECTS points as well) and gives appropriate credits. This gives the dean the basis for specifying from which semester the student begins his/her studies as well as determining curricular differences and dates of their compensation.

5. The basis for determining curricular differences is laid down in the educational standards relevant to a proper faculty.

#### §38

1. The permission to an interruption in studies is granted by the dean at the request of the student. Interruption in studies are substantiated by inter alia: necessity to take up a temporary professional work, family problems, necessity to devote more time to parallel studies.

2. The student is denied student status in the period of the aforementioned interruption .

3. The dean may deny his/her consent to permit the interruption in studies if

- 1/ the interruption were to last more than two subsequent semesters,
- 2/ the student interrupted studies for the duration longer than two subsequent semesters.

4. The above mentioned restrictions do not apply to the interruption of studies caused by the military service.

5. The application for the interruption in studies shall be submitted before the date the semester (year) begins.

6. Interrupting studies in the course of the semester (year) is equivalent to repeating this semester (year).

7. The interruption in studies is to be noted down in the index book.

8. In the event of any changes made to the programme of studies as a result of which the student has already received credits from courses pertinent to a higher semester, the dean decides from which courses the student is to gain credits in order to make up the deficit of ECTS points and specifies the dates when the courses are to be credited.

#### §39

1. The student is eligible to be granted a semester or a yearly leave during which s/he preserves student status. The eligibility for financial help is specified in separate regulations.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



2. The leave is granted by the dean on the basis of a well-justified request.

3. The leave shall be granted in the following cases:

- 1/ long-term illness
- 2/ child birth,
- 3/ delegating student by the University for training outside the University or for a similar purpose,
- 4/ other vital circumstances.

4. The leave should not cover the period prior to the date the application is submitted with an exception of a documented illness or child birth.

5. If the leave covers the period prior to the date the application is submitted, the student is exempted from the payment for repeating the course within this period.

6. Granting the leave defers the date of the planned completion of studies and shall be confirmed with an entry into the index book.

7. With the dean's consent, the student, while on leave, is allowed to participate in selected courses, to be given credits and to take examinations.

## VIII. CROSSING OFF A LIST OF STUDENTS

### §40

1. The dean crosses the student off a list of students in case

- 1/ s/he has not taken up studies
- 2/ s/he has given up studies
- 3/ s/he has not submitted a diploma paper or a diploma exam within the specified period of time.
- 4/ s/he has been disciplinarily punished and thus expelled from the University.

2. The dean is eligible to cross the student off a list of students in case

- 1/ s/he has not manifested any academic progress,
- 2/ s/he has not received the semester or yearly credit within the period specified in § 30, rule 4,
- 3/ s/he has not made a payment for studies.

3. The dean, by way of appeal, may agree to admit a person crossed off a list of students to the same academic semester (year), provided no more than two weeks have passed from the date of the delivery of the decision.

4. The decision mentioned in rule 1 and 2 can be appealed against to the rector via the dean within 14 days from the date of the delivery of the decision. The decision taken by the rector is final.

5. The person who has been crossed off a list of students is obliged to settle financial liabilities towards the University prior to taking back personal documents submitted at the University.





#### §41

1. The person who has been crossed off the first year of studies whether undergraduate or 5 year graduate studies may take up studies again only via the recruitment procedure.
2. The dean may agree but only once to the reactivation of studies with all rights pertinent to the student status by the person who has been crossed off a list of students after s/he has received credits from the first year of studies.
3. Reactivation with all rights pertinent to the student status may occur prior to the beginning of the semester (year).
4. Taking the decision about the reactivation, the dean determines the student's hitherto academic achievements along with the collected ECTS points, the semester for which the student is to be enrolled as well as courses to be completed together with dates the credits should be obtained.
5. The person who has been crossed off the list of students on the grounds of § 40 rule 1, pt. 4 may be readmitted upon fulfilment of conditions specified in the regulations about the disciplinary proceedings.

#### IX. COMPLETION OF STUDIES

#### §42

Rules for the completion of undergraduate and five-year graduate studies as well as the form of a diploma examination are to be specified by the faculty board.

#### §43

1. The dissertation whether Bachelor/ Engineer or Master's hereinafter referred to as a diploma dissertation is prepared by the student under the supervision of the professor or an academic teacher with a post-doctoral degree. The dean may authorise the person with a doctoral degree to supervise a diploma dissertation or an expert from outside the University after consulting a proper faculty board.
2. The head of the academic unit pertinent to experimental faculties or those connected with field work may indicate, with the supervisor's approval, a person in charge of the diploma dissertation from among the employees of the unit. The task of the tutor is to assist in conducting an experimental part of the dissertation, solve technical problems and supervision over the safety of the student's work.
3. Master's dissertation topics approved by the faculty board should become known to students no later than three months prior to the completion of studies whereas Bachelor dissertation topics should become known to students two semesters prior to the completion of studies.
4. The diploma dissertation should manifest the student's ability to apply methods relevant to his/her scope of educational profile, knowledge of sources and literature of the subject matter, an ability to compose the dissertation in a logical, concise way.
5. The diploma dissertation may take the form of the work written within the framework of a student's scientific movement.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



6. The diploma dissertation may be conducted outside the University of Wrocław with the dean's consent (this may concern a different Polish or foreign academic institution, Polish or foreign scientific centre, or any other unit dealing with scientific research).

7. The student may submit a diploma dissertation written in a foreign language with the dean's or the head of the unit's consent. The thesis written in a foreign language should include the title and summary in the Polish language. The faculty board may oblige students of the faculty or speciality to enclose with the dissertation the translation of the title of the thesis in English along with the summary in this language.

8. The student may change the supervisor of the dissertation with the dean's or the head of the unit's consent, provided this does not result in the prolongation of the diploma submission.

9. The diploma dissertation is to be evaluated by the supervisor and the reviewer. In case of a marked discrepancy regarding the assessment of the dissertation, the final decision is taken by the dean, who may consult the second reviewer in the matter. Provisions mentioned in rule 1 apply to reviewers accordingly.

#### §44

1. The student submits the diploma dissertation on the date agreed with the supervisor, no later than at the end of the last semester of studies.

2. In the event of the supervisor's long absence, the dean appoints a new supervisor of the diploma dissertation.

3. At the request of the supervisor or the student, the dean may put off the date of diploma submission for no longer than 3 months in the following cases:

- 1/ The student's long-lasting illness confirmed with a special medical certificate,
- 2/ failure to complete the diploma dissertation in due time for well-founded reasons independent of the student.

4. Within the period mentioned in rule 3, the student preserves the student status.

5. The student who fails to submit the diploma dissertation till the end of the last semester of studies is pursuant to §40 rule 1 point 3 is crossed off a list of students, however reserves the right to submit the diploma dissertation and take the diploma examination within two years of the date s/he has been crossed off a list of students.

#### §45

1. To be eligible to take the diploma examination, the student is obliged to:

- 1/ receive a passing grade from all compulsory courses and trainings as scheduled in the programme of studies of a given faculty or collect the number of ECTS points (recognized by the dean) as outlined in the standards for a given faculty subtracted by the number of points ascribed to the diploma dissertation and the diploma examination,
- 2/ to obtain at least satisfactory grade for the diploma dissertation if it is required by the curriculum.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



2. The diploma examination shall be either in written or in oral form or in both of these forms and shall be held at the date indicated by the dean.

3. The examination is to be conducted before at least a 3-person board appointed by the dean. The board shall consist of the supervisor and reviewer(s) in case the diploma dissertation is scheduled in the curriculum. Either the dean or an academic teacher with a post-doctoral degree appointed by the dean is eligible to chair the board.

4. The diploma dissertation shall be conducted either in Polish or in a foreign language if scheduled so on the programme of studies. With the dean's consent the diploma examination may be conducted in a foreign language.

5. In case the student fails to pass the diploma examination or fails to take this examination at due date, the dean indicates another examination date. In case the student fails to pass the retake diploma examination, s/he shall be crossed off a list of students reserving the right, however, to take the examination within two years of the date s/he has been crossed off the list. The date of the examination shall be indicated by the dean.

#### §46

1. To be awarded with the diploma, the student must receive a minimum grade of 3,0 (satisfactory) for the diploma dissertation (if it is required by the curriculum) and must receive a passing grade for the diploma examination.

2. The final result shall be calculated on the basis of :

- arithmetic mean of grades received in the course of studies(barring annulled grades) -A,
- grade for the diploma dissertation - B
- grade for the diploma examination - C

3. The final result of undergraduate studies shall be calculated on the basis of the following formula:  $3A/4 + (B + C)/8$ . If the diploma dissertation is not required by the programme of studies, the final result is calculated on the basis of the following formula:  $(3A + C)/4$ .

4. The final result of five-year graduate studies as well as two-year graduate studies should be calculated on the basis of the following formula:  $A/2 + (B + C) /4$ .

5. The final result of studies should be put down into the diploma and approximated accordingly with the following principle:

- up to 3,25 - satisfactory (3,0)
- from 3,26 till 3,74 - plus satisfactory (3,5)
- from 3,75 till 4,24 -good (4,0)
- from 4,25 till 4,74 -plus good (4,5)
- from 4,75 -very good (5,0)

In case of any other certificates, the final result should be calculated in compliance with the provisions of rules 3 and 4.



UNIVERSITÄT LEIPZIG



Erasmus Mundus



6. The examination board may raise the result of studies mentioned in rules 3 and 4 by 0,5 if the student receives the grades of 5,0 (very good) for both of the diploma dissertation and the diploma examination.

§47

1. The diploma granted to the graduate upon the completion of studies confirms the completion a of a given faculty.

2. The graduate must fulfil all financial and other material liabilities to the University prior to the collection of the diploma.

#### X. OTHER PROVISIONS

1. Any decisions regarding students as specified by the provisions of these Regulations shall be taken by the dean on his/her own initiative or at the written request of the student.

2. The petition mentioned in rule 1 shall be submitted to the dean's office within the deadline specified in these Regulations or announced by the dean.

3. Any decisions taken by the dean regarding:

- crossing the student off al ist of students
- readmission
- transfer from other academic institutions
- admission to an additional faculty

shall be in writing and duly delivered or else shall be deemed invalid.

4. The student shall be notified of any other decisions of the dean in person or by telephone as soon as possible. The date and notification of the dean's decision is to be recorded in the student's file. The decision shall be deemed delivered on the date of notification.

5. In the event of any queries the student has the right to receive the decision in writing.

6. Dean's decisions can be appealed against to the rector via the dean within 14 days of the date of delivery.

#### XI. TRANSITIONAL REGULATIONS

§49

The current regulations apply if the matter of obtaining semester (year) credits throughout the academic year 2005/2006 are in progress prior to the date these Regulations shall be effective.

§50

§41 rule 2 of these Regulations does not apply to students who commenced studies before the academic year 2006/2007.



UNIVERSITÄT LEIPZIG



## §51

1. Hitherto resolutions passed by faculty boards pursuant to §32, §38, §41 rule 1, point 3 and §47 of the waived Regulations of Studies at the University of Wrocław shall be effective until new resolutions are passed pursuant to §4 point 11, point 12, and point 15, §29, §32, §35 rule 1 point 3 and §42 of these Regulations.

2. Faculty boards, within a year of the date these Regulations shall become effective, shall pass resolutions in compliance with the provisions thereof.