A photograph of two young women, likely students, hugging and smiling. The woman on the left has long dark hair and is wearing a grey hoodie and blue jeans. The woman on the right has long red hair and is wearing a white t-shirt and a large, light-colored backpack. She is also holding a pink folder and an orange folder. The background is white with purple and green abstract brushstrokes.

# Students Handbook

# Rzeszów

## Academic Center of Poland

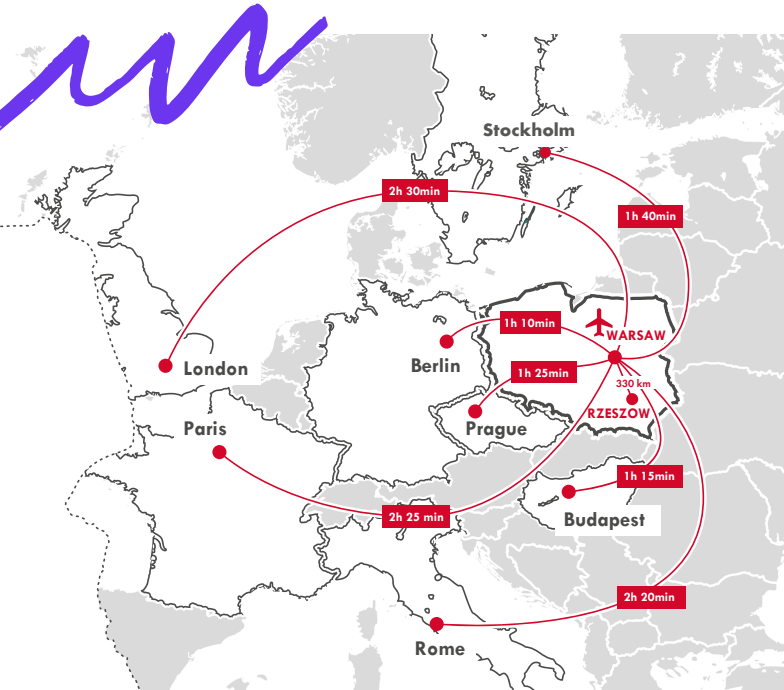
Welcome to Rzeszów - a modern and bright city where every third resident is a student.

### Facts

- Member of the EU
- Home to the Aviation Valley
- One of the most dynamically developing job markets in Poland
- International Airport "Rzeszów-Jasionka"
- Modern infrastructure
- Popular travel destination
- Numerous cultural events

### Figures

- 700-year history
- 200,000 residents
- 60,000 students
- 130 international companies



in the "Europolis. City of Youth" ranking  
published by the Robert Schuman Polish  
Foundation



in "Cities contributing to business development"  
ranking published in Forbes (in the category of  
cities with a population of  
150,000 to 299,000)



in the Financial Times "Cities of the Future"  
safety ranking

Welcome to Rzeszów, a city that's really making its mark! Unlike other cities that are losing their charm, Rzeszów is growing into a buzzing student city full of new ideas. The Central Statistical Administration of Poland predicts it will keep developing rapidly until 2050. It's becoming as popular as Warsaw for people looking for fresh starts and bright futures. Here, you'll find amazing festivals, cultural events, sports competitions, and much more. Rzeszów is a place where exciting opportunities are always around the corner!

# Rzeszów – City for students

Rzeszów offers a warm and inviting atmosphere with its cozy cafés, top-notch restaurants, cinemas, theatres, and clubs. It's a great city for meeting people and personal growth. Despite these attractions, living in Rzeszów is still affordable. Housing costs are much lower than in many other cities in Poland, making it easier for students to concentrate on their studies and enjoy their time without worrying too much about finances.

*Check for yourself*

Rent	Single room	900-1100 PLN/month (206-251 EUR)
	Double room	700-800 PLN/month (160-180 EUR)
	Studio Apartment	1900-2500 PLN/month (435-572 EUR)
Food	Lunch	From 20 PLN (from 4,50 EUR)
	Bread	≈ 4,00 PLN (≈ 0,90 EUR)
	Drinking water	From 0,99 PLN/1,5l (from 0,23 EUR)
	Eggs	From 8,00 PLN/carton (≈ 1,80 EUR)
Other expenses	Wi-Fi	From 50 PLN (from 11,30 EUR)
	Books	From 30 PLN (from 7 EUR)
Public transportation	Single trip, 60-minute	2,50 PLN (≈0,57 EUR)
	90-minute	4,10 PLN (≈0,93 EUR)
	24-hour ticket	9,00 PLN (≈2,00 EUR)
	Monthly ticket	62,50 PLN (≈14,15 EUR)
	Semester ticket	250,00 PLN (≈56,60 EUR)
Entertainment	Cinema	16,90-30 PLN (≈ 3,80-6,80 EUR)
	Philharmonic, theater, concerts	From 20 PLN (From 5 EUR)
	Gym membership	From 100 PLN (From 23 EUR)
	Paintball	From 35 PLN (From 8 EUR)
	Kart racing	From 40 PLN (From 9 EUR)
	Escape room	From 49 PLN (From 11 EUR)



# Cultural events in Rzeszów

Rzeszów is a must-visit for those seeking unforgettable experiences. This city caters to every palate, offering a diverse range of dining options including Italian, Polish, Asian, and Greek cuisines, along with the traditional culinary delights of the Subcarpathian region.

The heart of this culinary adventure is the Rzeszów Market, the city's main square, where you'll find the largest selection of restaurants, bars, and cafés. It's the perfect place to explore and enjoy the vibrant flavors of Rzeszów.

If you like playing the guitar or fan of rock music, then you have to visit Rzeszów in autumn. The festival promotes amateur bands, giving them the opportunity to take the first step on becoming an on-stage star!

**When: last week of September**



## CARPATIA FESTIVAL

The history of this festival dates back to 2005. This large-scale event gathers young and talented singers and bands from all over the world. You will be able to discover new sounds and meet future music legends.

**When: May-July**



## WSCHÓD KULTURY

This event is a remarkable result of the collaboration between several cities in Eastern Poland – Białystok, Lublin, and Rzeszów – and a diverse array of artists from Armenia, Azerbaijan, Georgia, Moldova, and Ukraine. It features a rich program that includes concerts, master classes, exhibitions, animation shows, film screenings, as well as dance and theatre performances. The best part? Admission is free, making it accessible for everyone to enjoy and immerse in this cultural scene.

**When: June-July**

## KultURalia - Student Days

This is the largest student event in Rzeszów, guaranteed to keep everyone entertained. Organized by student self-governments, it's an event where boredom has no place. The atmosphere is electric, filled with a sense of freedom and fun. Featuring numerous concerts and various forms of entertainment, it promises unforgettable experiences that you can share with friends. It's the perfect blend of excitement and friendship, making it a highlight of the student calendar in Rzeszów.

**When: end of May, beginning of June**



# UITM

*in figures*

**28**

years of  
history



**60K**

graduates  
since 1996

**2**

campuses

**50**

modern  
laboratories

**50+**

Partner Universities  
under Erasmus +  
Programme

**500**

national and  
international  
conferences and  
seminars

**100K**

international  
certificates

**1400**

international  
students from  
50 countries

**9 out of 10**

graduates  
recommend UITM  
to their friends



**6000**

students  
annually

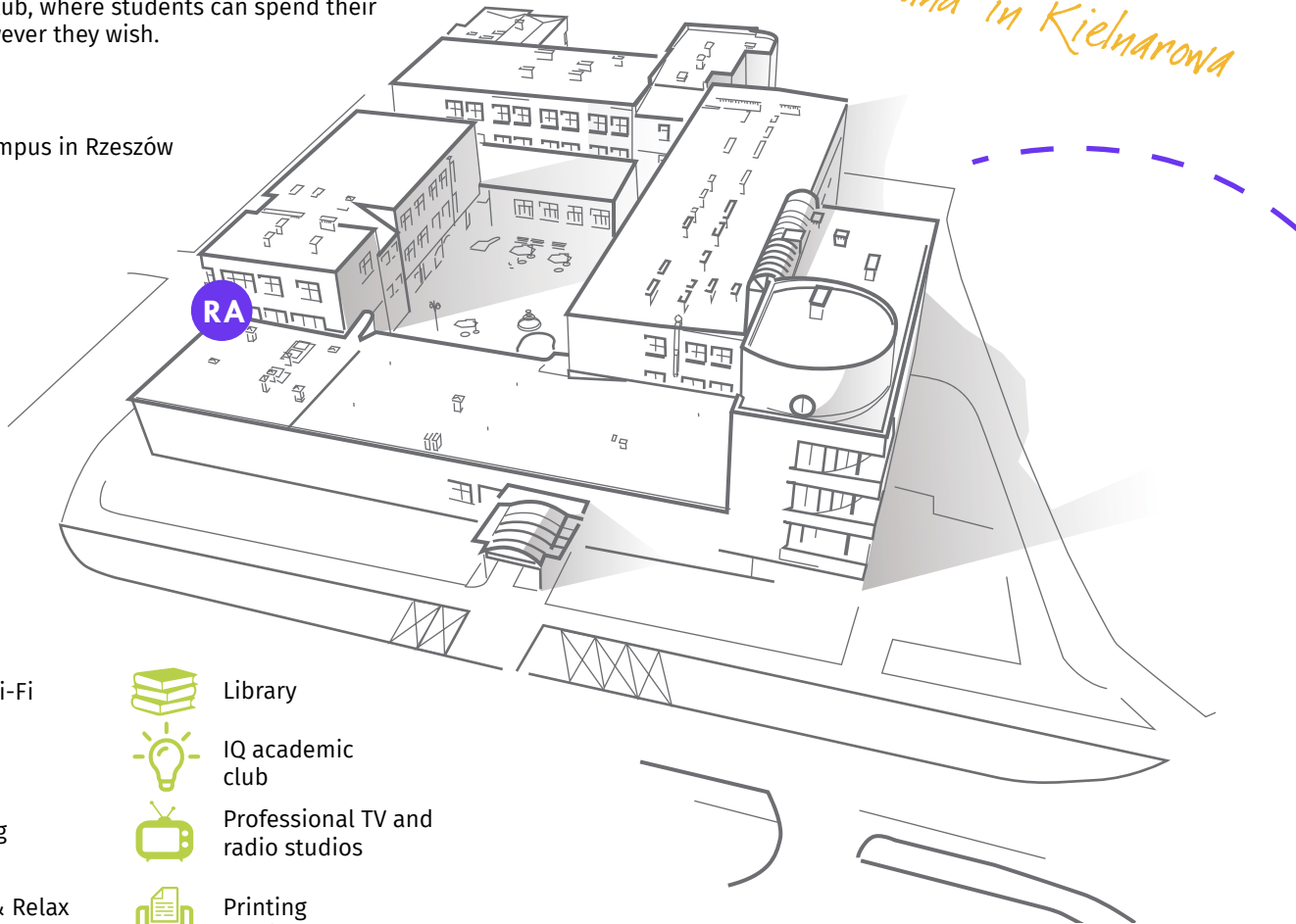
# Infrastructure

## CAMPUS IN RZESZÓW

Our modern campuses have everything students need for studying. Moreover, there are places such as Read&Relax Room or IQ Club, where students can spend their free time however they wish.

*UOTM has 2 campuses: in Rzeszów and in Kielnarowa*

**RA** - UITM campus in Rzeszów



Free Wi-Fi



Café



Parking



Read & Relax  
Room



Library



IQ academic  
club



Professional TV and  
radio studios



Printing  
Services

# Infrastructure

## Kielnarowa Campus

The International Education Center is in a picturesque area on the outskirts of the city.

**FREE** shuttle service for UITM students between campuses.

**KM, KA** - building

**KD** - Gym and recreational facilities

**KE** - Rehabilitation and Medical  
Center REH-MEDIQ



Gym



SPA



Library



Laboratory of biodiversity of natural  
resources



Scan now for a virtual tour!

# University administration

Our university features modern infrastructure and is actively engaged in international conferences. We have received numerous awards and regularly hold high positions in national and global rankings. With a team of qualified staff and managers, we are dedicated to ensuring that you become a graduate of one of Europe's most prestigious universities, focusing on providing an outstanding educational experience.



President and Co-founder of UITM  
**Prof. Tadeusz Pomianek, Ph.D., D. Sci., Assoc. Prof.**



Vice President  
**Wergiliusz Gołąbek, Ph.D.**



Rector  
**Andrzej Rozmus, Ph.D., Assoc. Prof.**



Vice Rector for Science and International Collaboration  
**Prof. Agata Jurkowska-Gomułka, Ph.D., Assoc. Prof.**



Vice Rector for Innovation and Sustainable Development  
**Małgorzata Gosek, Ph.D.**



Vice Rector for Teaching  
**Barbara Przywara, Ph.D.**

Rector's Office: room RA201  
Tel.: +48 17 866 11 65

More information on our website [en.uitm.edu.eu](http://en.uitm.edu.eu)  
University> Our people

# Faculties at UITM

UITM has 4 faculties, which consists of different majors. The head of the faculty is the Dean, and the head of the major is the Vice Dean. The contact information of the Deans and Vice Deans are listed below:

Faculty	Dean	Major	Vice Dean
<b>Media and Social Communication</b>	Iwona Leonowicz-Bukała, Ph.D. <a href="mailto:ileonowicz@wsiz.edu.pl">ileonowicz@wsiz.edu.pl</a>	Graphic design	Patrycja Longawa, Ph.D. <a href="mailto:plongawa@wsiz.edu.pl">plongawa@wsiz.edu.pl</a>
		Computer Graphics and Multimedia	Gabrieli Piechnik-Czyż, Ph.D. <a href="mailto:gpiechnik@wsiz.edu.pl">gpiechnik@wsiz.edu.pl</a>
		Digital marketing	Łukasz Bis, EMBA <a href="mailto:lbis@wsiz.edu.pl">lbis@wsiz.edu.pl</a>
		English philology	Paula Wieczorek <a href="mailto:pwieczorek@wsiz.edu.pl">pwieczorek@wsiz.edu.pl</a>
		New media and marketing	
		Social Work	Monika Struck-Peregończyk, Ph.D. <a href="mailto:mstruck@wsiz.edu.pl">mstruck@wsiz.edu.pl</a>
<b>Management</b>	Agata Gemzik-Salwach, Ph.D. <a href="mailto:agemzik@wsiz.edu.pl">agemzik@wsiz.edu.pl</a>	Logistics	Kateryna Lysenko-Ryba, Ph.D. <a href="mailto:klysenko@wsiz.edu.pl">klysenko@wsiz.edu.pl</a>
		Sustainable economic development	Joanna Hady, Ph.D. <a href="mailto:jhady@wsiz.edu.pl">jhady@wsiz.edu.pl</a>
		Sustainable development and the environment	
		Management (Studies in Polish)	Izabela Cichocka, Ph.D., Eng. <a href="mailto:icichocka@wsiz.edu.pl">icichocka@wsiz.edu.pl</a>
		Management (Studies in English)	
		Business data analytics	
		Business analytics and Big Data	
		Psychology in management	Agata Szmulik, Ph.D., Eng. <a href="mailto:aszmulik@edu.wsiz.pl">aszmulik@edu.wsiz.pl</a>
<b>Applied Information Technology</b>	Mariusz Wrzesień, Ph.D., Eng <a href="mailto:mwrzeszen@wsiz.edu.pl">mwrzeszen@wsiz.edu.pl</a>	Information Technology (Studies in Polish)	Janusz Kolbusz, Ph.D., Eng. <a href="mailto:jkolbusz@wsiz.edu.pl">jkolbusz@wsiz.edu.pl</a>
		Information Technology (Studies in English)	Izabela Cichocka <a href="mailto:icichocka@wsiz.edu.pl">icichocka@wsiz.edu.pl</a>
<b>Medicine</b>	Zofia Nizioł-Łukaszewska, Ph.D., D. Sci., Eng <a href="mailto:znizioł@wsiz.edu.pl">znizioł@wsiz.edu.pl</a>	Physiotherapy	Blanka Martowska, M.Sc. <a href="mailto:bmartowska@wsiz.edu.pl">bmartowska@wsiz.edu.pl</a>
		Cosmetology	Beata Antosiewicz-Klimczak, Ph.D <a href="mailto:bmartowska@wsiz.edu.pl">bmartowska@wsiz.edu.pl</a>
		Biomedical Sciences	
		Occupational Therapy	
		Nursing	Katarzyna Wyczarska-Dziki, M.Sc. <a href="mailto:kdziki@wsiz.edu.pl">kdziki@wsiz.edu.pl</a>



# Safe UJTM

## Departments you need to know about

### STUDENT GOVERNMENT

Student Government is here to assist you with any study-related challenges. They're not just peers but a dedicated team familiar with the university's ins and outs. If you have suggestions for improving our university, they're eager to listen and help implement your ideas. Whether it's navigating academic difficulties or locating a specific department or individual, they're a reliable resource, understanding the hurdles you might face during your academic journey.

Location: RA42  
Opening hours: Tue-Wed  
10:00-14:00  
Sat 09:00-13:00  
Tel.: +48 17 866 11 45  
e-mail: [samorząd@student.wsiz.edu.pl](mailto:samorząd@student.wsiz.edu.pl)  
[fb.com/ss.wsiz](https://www.facebook.com/ss.wsiz)  
[instagram.com/ss.wsiz](https://www.instagram.com/ss.wsiz)

### SECURITY

It is important to ensure the safety of all students at the university. The UJTM Head of Security takes careful measures to create conditions for the implementation of systematic preventive, educational and organizational activities to maintain security and public order at the university.

#### UJTM Head of Security

Reserve Brigade General prof. Tomasz Bąk  
e-mail: [tbak@wsiz.edu.pl](mailto:tbak@wsiz.edu.pl)

### MOBBING DISCRIMINATION

We strive to create an inclusive and friendly environment for all students at the university. We consider mobbing and discrimination unacceptable and categorically condemn such actions. If you encounter such situations, you can always ask for help and support.

UJTM rector's representative against mobbing, discrimination and violence

Katarzyna Kurzępa-Dedo, Ph.D.

e-mail: [pełnomocnikmdp@wsiz.edu.pl](mailto:pełnomocnikmdp@wsiz.edu.pl)

### DISCIPLINARY COMMISSION

The University Disciplinary Commission ensures order and compliance with university rules, and its goal is to maintain a friendly and safe environment for all students and employees.

#### UJTM Adviser to the Disciplinary Commission for Student Affairs

Sylvia Banaś-Mazur, Ph.D.

e-mail: [sbanas@wsiz.edu.pl](mailto:sbanas@wsiz.edu.pl)



# International Student Support Office (ISSO)

The International Student Support Office (ISSO) is the university unit that coordinates adaptation and integration activities addressed to the UITM academic community, especially to international students. The office is responsible for running the Adaptation Clinic, Buddy program coordination and consultations regarding the legalization of stay in Poland, health insurance and the nostrification of school diplomas.

## **Anastasiia Hlukhova**

Student Affairs Consultant  
(Studies in English)  
Tel.: +48 17 866 12 91  
e-mail: ahlukhova@wsiz.edu.pl

## **Dominika Cichocka**

Student Affairs Consultant  
(Studies in Polish and Foundation language course)  
Tel.: +48 17 866 11 69  
e-mail: dcichocka@wsiz.edu.pl

### **Opening hours for Students:**

From Monday to Friday from  
9:00 a.m. to 2:00 p.m.  
Weekends – closed.  
**Room RA226**

### **Emergency contact number:**

**+48 667 961 186**

## *The Office is responsible for:*

### **BUDDY**

Senior students help freshmen in the process of adaptation:

- insurance,
- legalization of stay,
- bank account.

Moreover, they help to solve problems related to your studies.

### **Adaptation clinic**

Students experiencing such issues as cultural shock, homesickness, or difficulty communicating with University employees can seek assistance at the Adaptation Clinic.

# #goUITM

At first, university is a new and unfamiliar place, so it may seem strange and difficult. You probably have many questions: Where to settle the necessary formalities? What is important? Who can help me? Here are some tips on how to effectively navigate the university.

## Dean's Office

The heart of the university. Here you can:

- submit an application for individual organization of studies, academic leave, resubmission, postponement of payment for studies, renewal of studies, etc.
- get all the necessary information regarding studies, exams, retakes or changes in the class schedule.
- receive a certificate confirming your student status (the certificate is crucial for the temporary residence permit or visa application process)
- receive your diploma at the end of your studies.

Language of studies	Polish	English
Room	RA27	RA41
Opening hours	Tue-Fri: 11:00-15:00	
e-mail:	G_Dziekanat@wsiz.edu.pl	dziekanat_studiow_anglojezycznych@wsiz.edu.pl

To find out which member of the Dean's Office you should contact, check the information on our website:

Studies in Polish

Studies in English

## LIBRARY

Our library offers a selection of study materials, scientific journals, electronic databases and other resources to help with your research, homework or exam preparation. All you have to do is reserve the book you need through the online catalogue. After confirmation, you can pick up books in one of our libraries.

**Room: RA22 (Rzeszów)**

**KM23 (Kielnarowa)**

**Opening hours: Mon-Fri 08:00 - 16:00**

**Sat 08:00-14:00**

Remember that you can take a maximum of 10 books at once from the library, but it is possible to renew your books through the online catalogue.

## Scholarship Department

Here you can:

- receive information regarding the scholarship programmes
- apply for a scholarship
- submit an application for a family discount

**Room: RA27/2 (inside the Dean's Office)**

**Opening hours: Tue-Fri 11:00-15:00**

**Tel.: +48 17 866 14 75**

**e-mail: stypendia@wsiz.edu.pl**

## Disability Assistance

A special unit dedicated to creating an accessible environment for all students. We strive to provide equal opportunities for learning and support for all, regardless of their physical or psychological characteristics. The department also works closely with faculty and university administration to ensure that the curriculum and environment are tailored to the needs of all students.

**Room: RA109**

**Tel.:** +48 17 866 11 04

**e-mail:** bon@wsiz.edu.pl

## ACADEMIC CENTER OF PERSONAL DEVELOPMENT AND PSYCHOTHERAPY

Here, you can learn to be more persistent, control your emotions and properly motivate yourself. You will receive support, improve your health, body and develop professional competencies.

### The center offers assistance with

- personal development
- psychological assistance
- psychology management

**Room: RA218**

**Tel.:** +48 17 866 11 57,

+48 792 777 498

**e-mail:** acroip@wsiz.edu.pl

## ACADEMIC SPORTS ASSOCIATION

The association offers a diverse range of sports activities including trainings, competitions, and events. Our sports teams cover football, basketball, volleyball, judo, swimming, badminton, among others. Students can join these teams for regular training and have the chance to represent our university in various inter-university tournaments and championships. Additionally, for those who enjoy outdoor activities, the university facilitates bicycle rentals. This is a great way to explore and appreciate the scenic mountainous terrain surrounding our Kielnarowa campus.

**Room: KD101 (gym)**

**Tel.:** +48 17 866 13 52

**e-mail:** azs@wsiz.edu.pl

## Internship Office

Every student has an obligation to complete an internship. Each faculty has its own supervisor, who will answer all your questions related to your internship, help you with all necessary documentation, and also monitor the quality and compliance of practical experience with educational goals.

**Room: RA46**

**Tel.:** +48 17 866 11 20

**e-mail:** bpz@wsiz.edu.pl

## Career's Service

UITM Careers Service is dedicated to guiding you in aligning your passions and goals with the ideal career path. Our approach involves exploring your interests, professional objectives, skills, and values to craft a personalized career plan. At the Careers Service office, a counselor will support you in selecting your preferred career path and aid in your initial steps into the job market. We employ self-assessment tools to evaluate your values, personality, interests, and abilities. Based on these insights, we can suggest potential career options or assist in determining if your current career choice is a good fit for you.

**Room: RA45**

**Tel.:** +48 17 866 11 55

**e-mail:** bk@wsiz.edu.pl

## Foreign Language Center

Explore the exciting journey of acquiring new languages and developing your communication skills on a global scale. Stay informed about upcoming international language exams at the university, and get information about additional language courses that can elevate your linguistic proficiency.

**Room: RA240**

**Tel.:** +48 17 866 11 29

**e-mail:** cjo@wsiz.edu.pl

## Erasmus+ Office

Our department offers the exciting opportunity for students to engage in the Erasmus+ student exchange program. This program is a gateway to broaden your horizons, immerse yourself in new cultures and languages, and acquire invaluable international learning experiences. The Erasmus+ office assists students in selecting a suitable partner university and provides comprehensive information about necessary documentation, course selection, accommodation, and financial support. This initiative is a fantastic chance to enrich your academic journey with global perspectives.

**UITM Erasmus+ Coordinator:**

Ms Aldona Dzidzik

**Room: RA134**

**Tel.:** +48 17 866 12 24

**e-mail:** erasmus@wsiz.edu.pl





# Scientific Clubs and Student Organizations

At UITM, scientific exploration extends beyond the classroom. Our university invites you to join any of our 29 scientific clubs at no cost. These clubs are vibrant communities where you can meet colleagues with similar interests, engage in your own research, and partake in a variety of projects, discussions, and conferences. Each club offers a unique opportunity to dive deeper into specific fields of study. Active participation in these clubs not only enriches your academic experience but can also enhance your prospects of securing the rector's scholarship. Joining a scientific club is a great way to broaden your academic horizons and make a significant impact in your field of interest.

Financial Scientific Club FLOW

Logistics Scientific Club LOGIKON

Aviation Management Club

Applied Psychology Scientific Club

Economic Research Club "Investorical"

Scientific Club "Green Economics"

Scientific Club for Feminist Philosophy

Research Club "Humanus"

New Marketing Scientific Club

Scientific Club for Cinematography  
"Plan Ogólny"

B1- Poster Design Club

Artistic and Scientific Club for Digital Arts

Photography Scientific Club

Game Design xDev Scientific Club

*Scientific Clubs and Student Organizations*

Scientific Club for Board Games

Intercultural Research Club "The Globe"

LB Club - Leading in Business

Scientific Club for Nursing

Scientific Club for VR/AR Extended Realities

Scientific Club "RehSCIENCE"

Scientific Club for Aesthetic Cosmetology

The Scientific Club "Cosmetic Plants"

Scientific Club NEODESIGN

Problem Solvers Club

Mathematical Scientific Club for Programming and Modeling

Scientific Club for New Programming Technologies

Multicultural Academic Circle

Applied art studio

Creativity Scientific Club

Online magazine Intro.media

*At the beginning of each academic year, UDTM hosts the Day of Scientific Clubs and Student Organizations. It's a great chance to meet others with similar interests and find the right club for you!*

## OUTSIDE OF CLASSES

UITM is committed to providing more than just a high-quality education; we also ensure that students have spaces to relax after classes, study for exams, or chat with friends during breaks.



### IQ CLUB

IQ Club, located on our main campus in Rzeszów, is the go-to spot for students to relax and have fun. It's a great place to play billiards, enjoy board games, or read books from our bookcrossing counter. The club regularly hosts events like concerts, exhibitions, and parties, creating a lively atmosphere. It's ideal for taking a break from studying and trying new things.

Stay updated on events by following our **Facebook** page.

### READ&RELAX ROOM

This area is a peaceful and relaxing location at our university, specifically designed for students to unwind, relax, and enjoy reading in a cozy setting. It offers a comfortable space equipped with soft chairs, sofas, and computers, perfect for preparing for exams or working on projects in a calm atmosphere.

### QUIET ROOM

This special space is designed for students seeking a quiet area for concentration and relaxation. It's an ideal spot for meditation and prayer.



### LUNCH BAR

This pleasant spot offers tasty and affordable meals. The Lunch Bar features a weekly rotating menu, including both traditional and vegetarian options.

Opening hours: **Mon-Sun 08:00-15:00**

# Student EVENTS

## TOUR de UITM

Tour de UITM is an event designed for the UITM academic community, bringing together everyone who shares a passion for cycling and an active lifestyle. Open to all students, regardless of their cycling experience or fitness level, this race offers an opportunity to enjoy the outdoors and create lasting memories.

## UITM Got Talent

UITM Got Talent is an exciting international event that provides a platform for students who want to showcase their unique talents and abilities. The competition is organized annually by the IQ Academic Club, and any student of UITM can take part in it. The program includes musical performances, dancing, singing, acting, poetry, visual arts, and much more. You will be able not only to show your talents but also to enjoy interesting performances!

**Watch UITM Got Talent 2023.**

## "Student of the Year" Poll

A poll for the Student of the Year is a special event created to recognize students for outstanding achievements and contributions to university. This event recognizes students who are distinguished by their academic success, leadership qualities, active participation in social life and contribution to the development of the university community. As part of the "Student of the Year" poll, students can be nominated in one of 6 categories: Leader, Artist, Sportsman, Scientist, Activist, and Like-minded member of UITM.

## 2024/2025 Academic Callender

	Winter semester	Summer semester
<b>Winter holidays</b>	23.12.2024 - 02.01.2025	17.04.2025 - 22.04.2025
<b>Examinations</b>		
<b>First term exams</b>	13.11.2024 - 16.02.2025	19.04.2025 - 13.07.2025
<b>Second term exams</b>	30.11.2024 - 02.03.2025	26.04.2025 - 31.07.2025
<b>Conditional term</b>	01.02.2025 - 15.03.2025	01.07.2025 - 31.07.2025 and 01.10.2025 - 15.10.2025
<b>Summer holidays</b>	01.08.2025 - 30.09.2025	

### Start of the academic year for the first-year students

Bachelor's Studies in Polish – 09.10.2024

Bachelor's Studies in English – 18.10.2024

Master's Studies in Polish and English – 08.11.2024

## Organizational Meetings

	Studies in English	Studies in Polish
<b>Bachelor's</b>	18.10.2024	07.10.2024
<b>Master's</b>	08.11.2024	08.11.2024

### LECTURES

Lectures are a fundamental part of university education. In these sessions, instructors present theoretical concepts and current research in their fields. Active participation in these classes is key to fully benefiting from them and successfully passing exams.

### LABORATORY CLASSES

These classes are similar to tutorials but are held in smaller groups and in special laboratories. The classes are held in computer labs with advanced technologies and software.

### PROJECTS

Projects represent an opportunity for students to show their creativity and apply theoretical knowledge to practical use. Projects are often organised in teams, which develops student's communication skills, cooperation and effective interaction in a group. It also teaches students to manage time, resources and the distribution of tasks in a team.

### TUTORIALS

During these classes, you will actively interact with the teacher, solve practical tasks and participate in discussions.

# TIPS

Even though we graduated long ago, we remember how stressful the time at the university can be at first. That is why we have some tips for you.

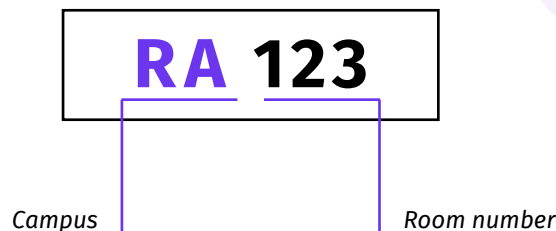
*Remember - you have to start somewhere!*

Teachers are individuals too, and at our university, we're proud to have excellent ones. To build a good relationship with them, it's important to remember the value of mutual respect. Don't hesitate to ask questions – asking leads to learning, and there are no wrong questions.

*Tips for you:*

- Regularly check your student email and other academic platforms.
- Start your projects early, don't wait until the deadline.
- Take notes, participate in discussions, read class materials and develop your knowledge and skills;
- Get involved in university activities to earn points needed for the Rector's scholarship.
- Utilize all the opportunities UITM offers to the fullest.
- Develop time management skills.
- Strive to create a positive image for yourself and the country you represent.
- Set a goal and work towards achieving it.

## What does this mean?



**RA** - signifies the main building of the university, located at 2 Sucharskiego Street.

**RB** - refers to the high school established by UITM. This building is located next to the main UITM building, located at 2 Antony Kopachevskii Street.

**KA, KM** - offices located within the UITM university campus in Kielnarova.

**KE** - represents the special medical laboratories situated at the Reh-Mediq rehabilitation center within the Kielnarowa campus.

**KD** - indicates that you have physical education classes, which are held in one of the largest sports halls in southeastern Poland, located within the Kielnarowa campus.



## VIRTUAL UNIVERSITY

This platform serves as the central hub for every UITM student. You can access your schedule, grades (without the need for additional records or grade books), payment information, and curricula here. To log in, use the letter "w" followed by your student ID number (e.g., w12345) as your login, along with your password.

[wu.wsiz.edu.pl](http://wu.wsiz.edu.pl)

## PAYMENTS

On your Virtual University, you can check all necessary payment information: account number, tuition fee etc. Remember that by using our online service, you can get answers to most of your questions related to the university fees.

Timely payment of fees is crucial. Late payments may incur interest charges. Moreover, a student with unpaid tuition fees for 2 out of 5 payments in the current semester or outstanding fees as of March 15th or July 15th of the current year may face exclusion from the list of UITM students.

If you have any questions related to your finances, please contact:

### **Studies in Polish**

*Room:* RA27

*Tel.:* +48 17 866 12 07

mgr Dorota Żywot

*e-mail:* [dzywot@wsiz.edu.pl](mailto:dzywot@wsiz.edu.pl)

### **Studies i English**

*Room:* RA41

*Tel.:* +48 17 866 14 66

Zuzanna Pniewska

*e-mail:* [zpniewska@wsiz.edu.pl](mailto:zpniewska@wsiz.edu.pl)

[wu.wsiz.edu.pl](http://wu.wsiz.edu.pl)

## E-SERVICE

The University of Information Technology and Management in Rzeszów has been successfully implementing electronic student service systems since the beginning of its existence. Using the E-Service platform, you can submit applications related to tuition, payments, and discounts or request any relevant documents. Applications are processed by employees of the Dean's Office or directly by the Vice Deans.

[euslugi.wsiz.pl](http://euslugi.wsiz.pl)

## ELECTRONIC STUDENT ID

Obtaining your ID card comes with several benefits, including transportation discounts, access to university labs, and confirming your attendance at lectures.

To get your ID card, follow these steps:

Confirm your personal information on the VU App under the "PERSONAL DATA" tab. If any details are incorrect, reach out to the Dean's Office for corrections.

Pay a fee of 22 PLN to your individual account through the "BURSAR'S OFFICE > ADDITIONAL INFO" tab on the VU App.

When collecting your ID card at the Dean's Office, make sure to bring the payment confirmation with you.

# Useful Apps

## Smart WSiIZ

The UITM App is a vital tool for every student. It enables efficient schedule management, provides access to exam results, tracks payments, and sends notifications about scholarship awards. It's your all-in-one solution to simplify your student life.

## Webex Meetings

Use this platform to get access to online classes and meetings organized by the university. You will be able to actively participate in classes, view class recordings and interact with teachers and other students.

## Moodle

This platform is where you will find all your study materials. Teachers upload presentations, lectures, study materials and assignments for you to download and use for self-study or exam preparation.

## Platform for Competence Development

To help students unlock their potential and develop their skills, we offer a Competence Development Platform where you will find many useful webinars, get access to unique training and learn about your strengths. You can access the platform through the Virtual University.

## Jakdojade.pl

It is a convenient app for checking bus schedules. Rzeszów is famous for its well-developed public transportation system. Using this app, you can easily navigate the public transportation network.

Other Apps to checkout: **UBER, BOLT, FREE NOW, Too Good To Go, Pyszne pl, Glovo**

# STUDENT DICTIONARY

To simplify your student life and improve your understanding of the learning process, we've created a dictionary filled with new definitions and explanations for challenging tasks.

**A zero-term exam** - provides students with an extra opportunity to pass an exam. These exams are optional, and if you do not pass, it will not result in a negative grade being recorded, such as "2.0," at the Dean's Office. Instead, you'll have another chance to improve your preparation for the exam. Zero-term exams are typically offered for some of the most challenging subjects.

**Consultations** - during the academic year, teachers have consultation hours. If you would like to have come assistance with difficult topics before your exam, you should definitely make use of these hours.

**Conditional term** - a retake, also known as a conditional term, allows you to make another attempt at passing an exam. During a semester, you can have a maximum of 3 retakes if approved by the Dean. To be eligible for a conditional term, you must attend mandatory paid consultations. These consultations are designed to improve your understanding of the material and provide an opportunity to discuss any challenging questions with the teacher. Information about Conditional term fees can be found on the E-Services platform.

**Credit in advance** - If you are unable to pass exams during the conditional term (for a maximum of 2 subjects), you have the option to request Credit in advance from the Dean. This allows you to retake the subject in the next semester or even a year later. Information about Credit in advance fees can be found on the E-Services platform.

**The individual organisation of studies (IOS)** - is a flexible learning option designed to accommodate your specific needs and circumstances. Students can apply for IOS no later than 14 days from the start of the semester. If your application is approved, it may exempt you from mandatory attendance in some classes during the semester. To be eligible for IOS, you must have a valid reason, such as full-time work or an internship. The individual organization of studies is valid for one semester, and information about IOS fees can be found on the E-Services platform. It's important to note that even if you are granted IOS, you are still required to take exams according to the schedule.



# STUDENT ETIQUETTE

## or how to avoid misunderstandings

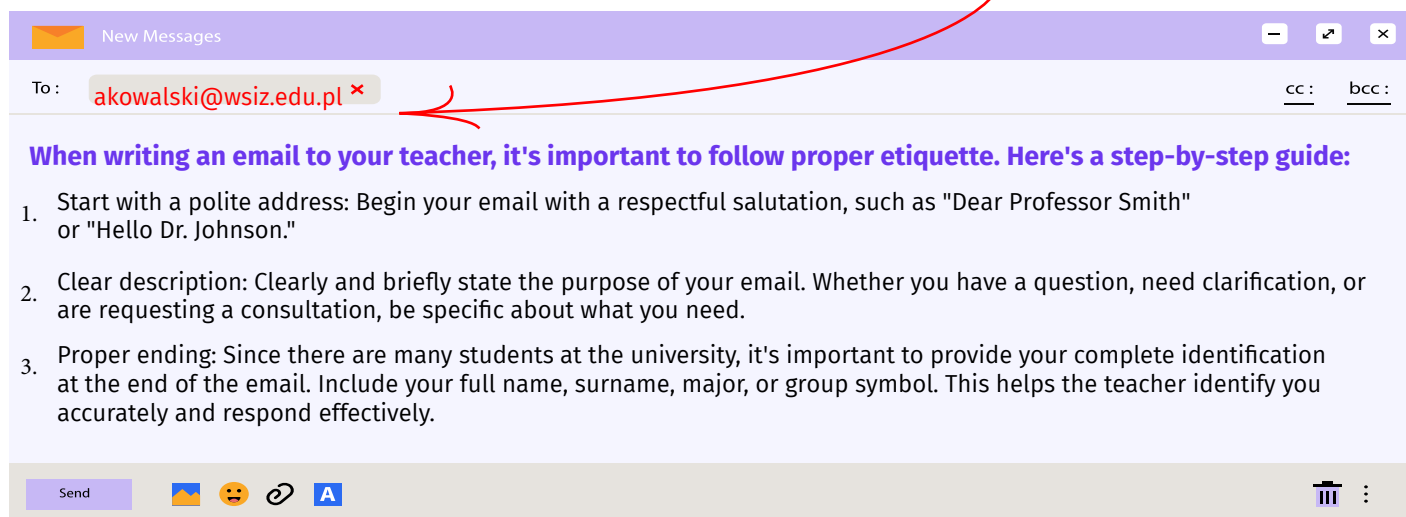
In your daily interactions with university staff, including teachers, employees of the Dean's Office, and other departments, it's important to maintain a sense of etiquette and professionalism. While our university is modern and dynamic, following these etiquette rules can help make your student life smoother and minimize misunderstandings.

Let's analyze the rules of etiquette using specific examples:

1. If you need to inform your teacher that you are unwell and will be unable to attend today's class, it's essential to use your student email for this communication. This helps maintain a formal and organized channel of communication with your instructors.

**REMEMBER** the e-mail of every teacher or administrative employee consists of:

**first letter of their first name + last name** (without Polish characters) + @ + **wsiz.edu.pl** = for example,



**When writing an email to your teacher, it's important to follow proper etiquette. Here's a step-by-step guide:**

1. Start with a polite address: Begin your email with a respectful salutation, such as "Dear Professor Smith" or "Hello Dr. Johnson."
2. Clear description: Clearly and briefly state the purpose of your email. Whether you have a question, need clarification, or are requesting a consultation, be specific about what you need.
3. Proper ending: Since there are many students at the university, it's important to provide your complete identification at the end of the email. Include your full name, surname, major, or group symbol. This helps the teacher identify you accurately and respond effectively.

## 2. When seeking in-person consultations:

- Knock before entering: If you need to meet with your teacher in person, always knock on their office door before entering. This shows respect for their privacy and space.
- Greet everyone in a shared office: When entering an office where multiple people work, greet everyone present collectively and in a calm voice, rather than individually. After entering, specify to whom you have come to see.
- Say goodbye when leaving

**Keep in mind:**

- Dean's Office entrance: There's typically no need to knock when entering the Dean's Office because it often has several stands for different majors or departments.
- Office hours: Be sure to check the indicated opening hours for each department in advance to ensure you visit during the appropriate times.

By following these guidelines, you can maintain a respectful and professional demeanor in your interactions with teachers and university staff.



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# IMPORTANT INFORMATION FOR INTERNATIONAL STUDENTS

Globalization promotes the growth of educational migration of young people from all over the world, including Ukraine, Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan, Georgia, Armenia, Moldova, Belarus and other countries. In order to successfully prepare for your arrival and go through the adaptation process in Poland more easily, read the following information.



# Before your arrival at UITM

## 1. List of documents which you have to take the original copies with you:

- High School Education Diploma, including a mark sheet - for undergraduate students;
- Bachelor's diploma and the transcript of records - for master's students;
- Apostille of the mentioned documents;
- Eligibility certificate - for undergraduate students;
- Confirmation of payment (Application fee and tuition);
- English Certificate, which confirms knowledge of a foreign language at least at B2 or higher level in accordance with the Common European Framework;
- Birth certificate.

## 2. Information for minor (under-age) students

**Minor students are required to bring the following documents:**

1) Notarized permission from the parents (or at least one of the parents) for their child to sign a contract on the provision of educational services and other documents related to education and residence in the Republic of Poland. This document will be attached to the personal file at the university.

2) The following forms are signed by the parents (the signature is the full name and surname in Latin):

- Permission from parents on the form of the Regional Administration (to obtain a temporary residence card).
- Permission from parents on the form of the National Health Fund (for opening mandatory national student insurance).
- Parents' signature on the form of the Regional Administration (to obtain a temporary residence card).

**Students must translate these documents into Polish upon arrival at the university.**

# After you arrive at UITM

## 1. NFZ health insurance

All international students in Poland must have NFZ (National Health Fund) health insurance to access basic medical care and treatment or qualified assistance in case of an accident. The monthly insurance payment is PLN 55.80. Assistance and information on obtaining health insurance are available at the International Student Support Office (room 226).



## 2. Legalization of stay after the visa expiration

A student can stay on the territory of Poland based on a type D national visa for up to one year. The student can also get a temporary residence permit, which is granted for the whole period of studies (max 3 years). The first permit is issued for a maximum of 15 months. If you need additional help and information on temporary residence card, visit the International Student Support Office (room 226).

## 3. Procedure for recognition of foreign educational documents (nostrification)

UITM undergraduate students holding High School Education Diplomas from Belarus, Kazakhstan, Uzbekistan, Kyrgyzstan, Tajikistan, Georgia, Armenia, and select countries without international treaties must undergo the recognition procedure for their foreign educational documents in Poland. UITM is committed to supporting students through this process. Please note that in case of a failure of nostrification of documents in Poland, students cannot start their studies at UITM. The nostrification of a High School Education Diploma is free.

### Required documents:

- High School Education Diploma, including a mark sheet + apostille;
- Special certificate from your school;
- Translation of High School Education Diploma and mark sheet (translated by a notarized translator in Poland);
- Translation of a certificate from school (translated by a notarized translator in Poland).

**You can get additional assistance and information on nostrification from the International Student Support Office (room RA226).**

*We are waiting for you at*  
**UITM!**



 [instagram.com/uitm.poland](https://www.instagram.com/uitm.poland)

 [fb.me /UITM.fb.me/UITMinPoland](https://fb.me/UITM.fb.me/UITMinPoland)

 [twitter.com/WSliZ\\_Rzeszow](https://twitter.com/WSliZ_Rzeszow)

 [TikTok/WSliZ\\_Rzeszow](https://TikTok/WSliZ_Rzeszow)

 [youtube.com/WSliZwRzeszowie](https://youtube.com/WSliZwRzeszowie)

 [linkedin.com/school/wsiiz](https://linkedin.com/school/wsiiz)

 [wsiz.edu.pl](https://wsiz.edu.pl), [en.uitm.edu.eu](https://en.uitm.edu.eu)

 [spotify.com/WSliZ](https://spotify.com/WSliZ)

