



**STUDENTS**

**HANDBOOK**

**2025/2026**

# 6 REASONS WHY UITM IS A GREAT CHOICE!

1

## INTERNATIONALITY and STUDENT EXCHANGES

We are a very international university. Contacts with people of different cultures, languages and religions are a daily occurrence at UITM. While studying, you meet students from almost 50 countries around the world, foreign lecturers and guests. You have many opportunities to improve your English, and you can also study in that language. We are in the European universities network; thanks to the Sunrise and Erasmus+ projects, you can complete part of your studies in another country. Gradually and naturally, you learn to communicate and cooperate in an international group, understand people from other cultures, and work anywhere in the world. These are key skills for the future. In addition, you can establish international friendships, contacts, and your studies will be spent in a unique atmosphere full of multicultural events.

2

## PRACTICALITY and PROFESSIONS OF THE FUTURE

Our experts have been researching the job market for years. Thanks to analyses and cooperation with numerous companies and entrepreneurs, we know who they need. We adapt our study programs to global trends. We focus on specific, practical skills. After these studies, you will find a good job and achieve a stable professional position. Studies at UITM will provide you with an attractive profession and develop specific competences that will become your asset on the job market now and in the future.

3

## CERTIFICATES and DIGITAL BADGES

Employers only need to glance at your CV or LinkedIn profile to notice you. If AI is recruiting you, it will also immediately recognise your high skills. We have always cared for that: students' competences are confirmed not only with a diploma. We certify them with digital badges from international companies for completing courses carried out as part of the classes. You can also earn recognised certificates that will confirm your skills worldwide. We offer many certificates which will make you an attractive employee on the job market. At UITM, we offer international linguistic, IT and business certificates.

4

## RECOGNITION and EXCELLENT EDUCATION

Many thousands of students have put their trust in us. Our graduates are doing very well on the job market; we can be sure of that as we monitor the relevant data. Many of them return to second-cycle or postgraduate studies. We care about high quality education, complying with standards, employing research and control procedures. We listen to entrepreneurs; the studies are carried out in partnership with well-known, big companies. We respond quickly to changes and improve study programs, carefully select the educational content and faculty, focus on current knowledge, competences of the future and experts. In the recent student assessment, our lecturers achieved a high average of 4.62 out of 5. We have modern, well-equipped laboratories, efficient and friendly service, excellent online tools for communication, administrative matters and online classes. We offer important and broadly recognised certificates and digital badges to confirm skills and knowledge. The IT studies at UITM have received the Certificate of Educational Excellence of the Polish Accreditation Committee. Many companies and institutions cooperate with our University because we are a reliable partner. Our achievements have been recognised in the international rankings of U-Multirank and UI GreenMetric.

5

## SCHOLARSHIPS and FREE STUDIES

There are various scholarships at UITM. We believe that everyone deserves equal opportunities. Your financial status should not decide about your future. We offer scholarships that cover the amount of tuition fees in part or even in full. Such discounts are offered from the first semester of studies – good results of your high school leaving exam and of the exam for candidates applying for a scholarship are enough. During your studies, you have many opportunities to partly or completely reduce the cost of your studies – with a social scholarship, the Rector's scholarship, or the minister's scholarship (and some can be combined!). In the last academic year, 1,800 students studied for free (as scholarships covered their costs). This allows you to save money for many other needs. In challenging life situations, we offer allowances for students.

6

## ACTIVITY and DEVELOPMENT OF INTERESTS

Your talents and passions are very important to us. The University gives you many opportunities to develop them and show them to the world. For us, studies are not just about classes and learning. It is also a very important time of exceptional experiences and versatile development. There is always a lot going on here. Our scholarship system motivates you to develop your activity. You can be active in many research clubs, in student Intro Media, play sports under the supervision of coaches in sports sections and in a modern sports hall, record in a podcast studio, engage in volunteering activities. In the IQ Club, with its stage and gallery, you have the opportunity to present your work, organise events or participate in them. We will help you improve your talents, skills, and strengthen and promote your achievements. You can plan your professional future with the aid of the Careers Service, consultations with a career advisor, workshops on Personal Business Model, meetings with business experts, and the Competence Development Platform. We wish to help you with any problems and difficulties.





# STUDY PROGRAM



## LEARNING OUTCOMES

The education process at universities in Poland is based on the Polish Qualifications Framework, i.e. a set of qualifications which a higher education graduate should obtain as specified by law. The qualifications are divided into 3 categories: knowledge (the student knows and understands), skills (the student can) and social competences (the student is ready to). At the level of each university, this description of qualifications is detailed for individual fields of study in the form of field-specific learning outcomes.

## PLAN OF STUDIES

Each field of study has a plan of studies, which is a list of all classes that are carried out within the field of study in individual years and semesters. The plan of studies includes the number of hours of classes, forms of classes within individual courses (e.g. lectures, workshops or laboratories) and ECTS credits assigned to a course.

## ECTS CREDITS

ECTS credits reflect the hourly workload of a student which they must devote to completing a course and achieving the assumed learning outcomes. One ECTS credit corresponds to 25-30 hours of student work in direct contact with an academic teacher or independent work of the student, e.g. at home.

## COURSE OUTLINE

The course outline is a detailed program of teaching a given course. Each course must follow the content of the outline. The teacher conducting the classes is responsible for familiarising students with the course outline and the conditions for crediting the classes.



# FORMS of CLASSES



**Lecture** - a fundamental part of university education. In these sessions, students learn about the theoretical basis of issues discussed in classes. Systematic participation in these meetings is key to fully benefiting from them and successfully passing exams.

**Seminar** - during these classes, students actively work with the teacher and participate in discussions.

**Workshops** - during these classes, students actively interact with the teacher and groupmates, solve practical tasks and participate in discussions.

**Laboratory** - similar to workshops, but are held in smaller groups and in special laboratories, including computer labs.

**Foreign Language Workshops** - as stated, workshops in a foreign language course.

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

**Diploma Seminar** - classes held in the later years of studies, where students prepare to write their diploma theses on their own and consult the progress with their diploma thesis supervisor.

**Vocational Apprenticeship** - a type of classes held outside the University, at a workplace related to the field of study.

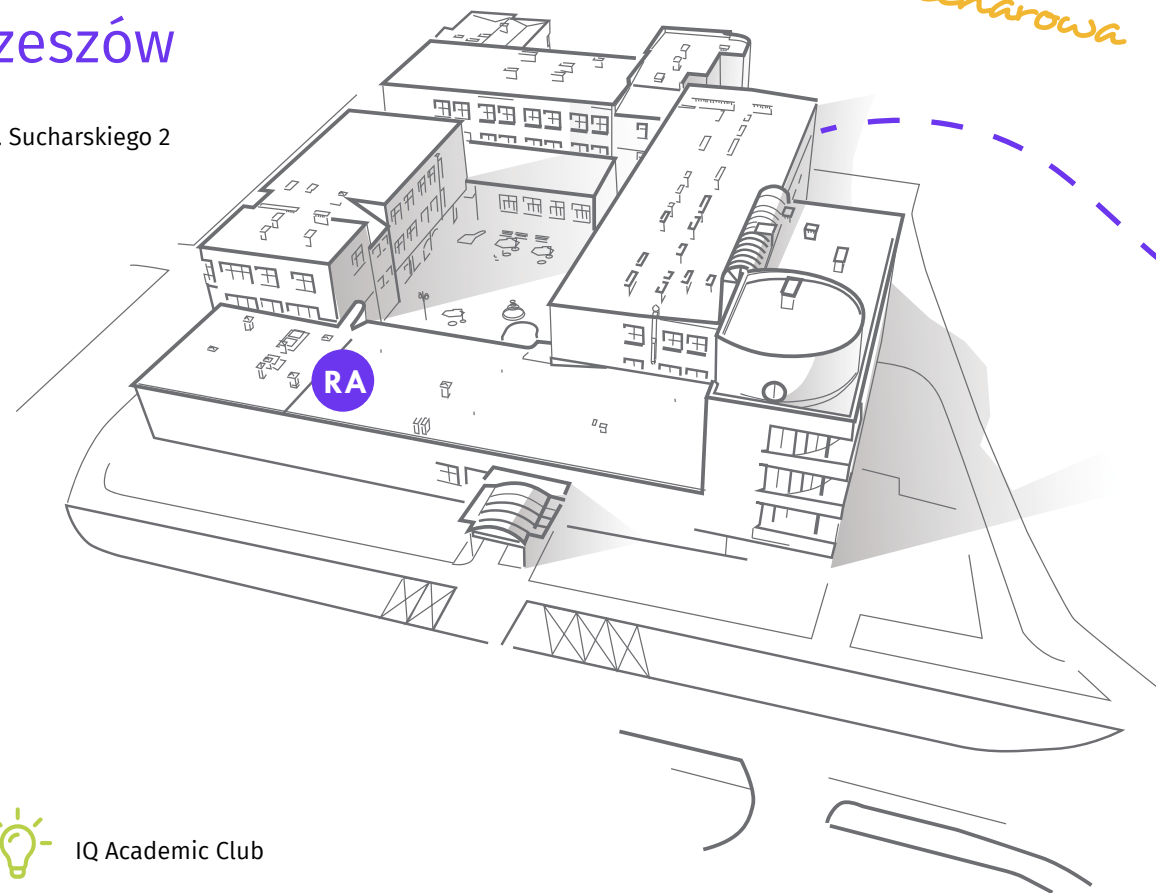
**Office hours** - during the academic year, all teachers have office hours for students on selected days. If you need some help with difficult matters during the semester or before an exam/credit, you should definitely take advantage of these.







# INFRASTRUCTURE

Our modern campuses have everything you need for studying. Beside classrooms and specialised laboratories, there are places such as the Read&Relax Room or the IQ Club, where you can spend your free time.

## Campus in Rzeszów

**RA** - main UITM premises at ul. Sucharskiego 2 in Rzeszów



-  Free Wi-Fi
-  Lunch Bar
-  Parking lot
-  Read & Relax Room
-  IQ Academic Club
-  Printing and copying services

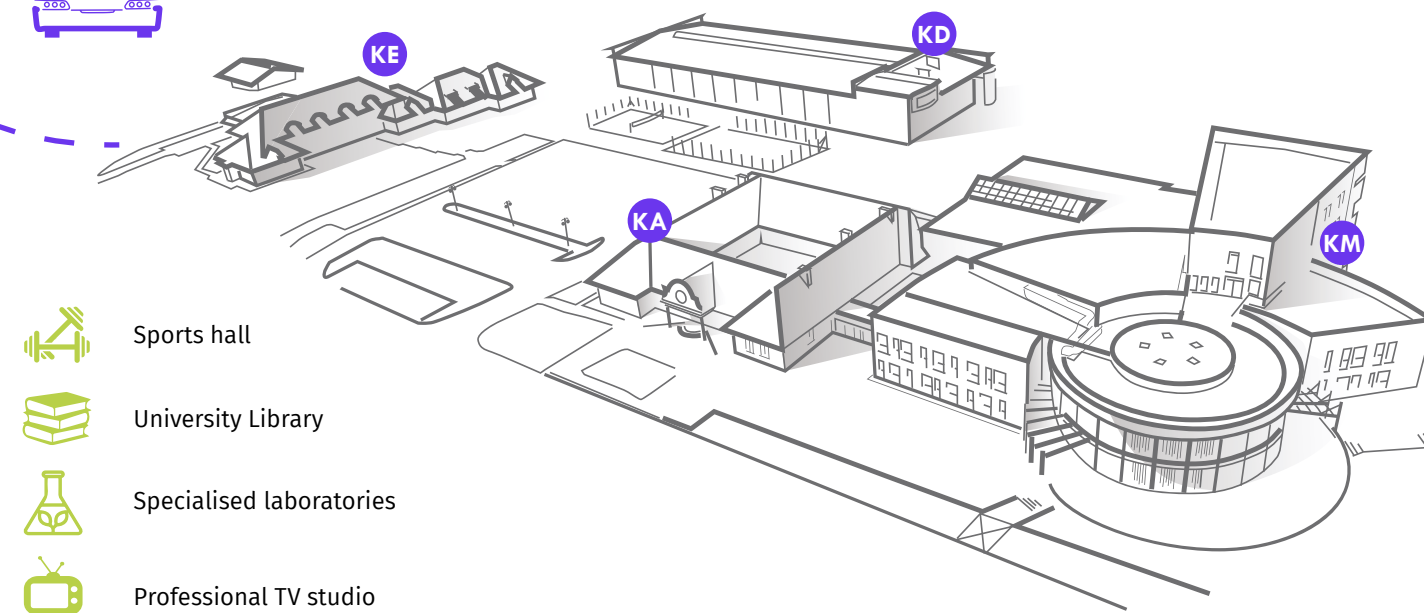
*UITM has 2 campuses: one in Rzeszów and one in Kielnarowa*




# INFRASTRUCTURE

## Kielnarowa Campus

Located in a picturesque area near the city.

**KM, KA** - the Centre for International Education premises  
**KD** - sports hall  
**KE** - facilities holding e.g. specialised laboratories



-  Sports hall
-  University Library
-  Specialised laboratories
-  Professional TV studio

The University provides students with FREE transport to the campus in Kielnarowa. The University bus timetable is updated monthly in the Virtual University system. Most buses to Kielnarowa depart from the city bus stop at: Powst. Warszawy / Sikorskiego 12. Additionally, a city bus No. 44 runs to Kielnarowa. You can check the routes in the Jakdojade.pl application.

# University authorities



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



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



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



Vice Rector for Science and International Collaboration  
**Konrad Szocik, Ph.D., Assoc. Prof.**



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

Rector's Office: room RA201

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

# University structure

UITM has 4 faculties, which comprise different fields of study. The head of a faculty is the Dean, and a particular field of study is the responsibility of the Vice Dean. The contact information of the Deans and Vice Deans is listed below:

Faculty	Dean	Field of study	Vice-Dean
MEDIA AND SOCIAL COMMUNICATION	Iwona Leonowicz-Bukała, Ph.D. <a href="mailto:ileonowicz@wsiz.edu.pl">ileonowicz@wsiz.edu.pl</a>	English Philology	Paula Wieczorek, Ph.D. <a href="mailto:pwieczorek@wsiz.edu.pl">pwieczorek@wsiz.edu.pl</a>
		Social Work (studies in English)	Monika Struck-Peregończyk, Ph.D. <a href="mailto:mstruck@wsiz.edu.pl">mstruck@wsiz.edu.pl</a>
		Digital Marketing	Gabriela Piechnik-Czyż, Ph.D. <a href="mailto:gpiechnik@wsiz.edu.pl">gpiechnik@wsiz.edu.pl</a>
		Computer Graphics and Multimedia Production	
		Marketing and New Media	Aleksandra Skura, M.Sc. <a href="mailto:askura@wsiz.edu.pl">askura@wsiz.edu.pl</a>
		Graphic Design	Patrycja Longawa, Ph.D., Assoc. Prof. <a href="mailto:plongawa@wsiz.edu.pl">plongawa@wsiz.edu.pl</a>
MANAGEMENT	Joanna Świętoniowska, Ph.D. <a href="mailto:jswietoniowska@wsiz.edu.pl">jswietoniowska@wsiz.edu.pl</a>	Business Analytics and Big Data	Arkadiusz Gawęł, Ph.D. Eng. <a href="mailto:agawel@wsiz.edu.pl">agawel@wsiz.edu.pl</a>
		Business Data Analytics	
		Logistics	Kateryna Lysenko-Ryba, Ph.D. <a href="mailto:klysenko@wsiz.edu.pl">klysenko@wsiz.edu.pl</a>
		Psychology in Management	Agata Szmulik, Ph.D. Eng. <a href="mailto:aszmulik@edu.wsiz.pl">aszmulik@edu.wsiz.pl</a>
		Management	Małgorzata Leśniowska-Gontarz, M.Sc. <a href="mailto:mlesniowska@wsiz.edu.pl">mlesniowska@wsiz.edu.pl</a>
		Sustainable Development in Economy	Karolina Palimąka, Ph.D. <a href="mailto:kpalimaka@wsiz.edu.pl">kpalimaka@wsiz.edu.pl</a>
		Management (studies in English)	Izabela Cichocka, Ph.D. Eng. <a href="mailto:icichocka@wsiz.edu.pl">icichocka@wsiz.edu.pl</a>
APPLIED INFORMATION TECHNOLOGY	Teresa Mroczek, Ph.D., Assoc. Prof. <a href="mailto:tmroczek@wsiz.edu.pl">tmroczek@wsiz.edu.pl</a>	Information Technology	Janusz Kolbusz, Ph.D. Eng. <a href="mailto:jkolbusz@wsiz.edu.pl">jkolbusz@wsiz.edu.pl</a>
		Information Technology (studies in English)	Izabela Cichocka, Ph.D. Eng. <a href="mailto:icichocka@wsiz.edu.pl">icichocka@wsiz.edu.pl</a>
MEDICINE	Katarzyna Gawęł-Bęben, Ph.D., Assoc. Prof. <a href="mailto:kagawel@wsiz.edu.pl">kagawel@wsiz.edu.pl</a>	Physiotherapy	Blanka Martowska, Ph.D. <a href="mailto:bmartowska@wsiz.edu.pl">bmartowska@wsiz.edu.pl</a>
		Physiotherapy (studies in French)	Marzena Mańdziuk, Ph.D. <a href="mailto:mmandziuk@wsiz.edu.pl">mmandziuk@wsiz.edu.pl</a>
		Cosmetology	Beata Antosiewicz-Klimczak, Ph.D. <a href="mailto:bantosiewicz@wsiz.edu.pl">bantosiewicz@wsiz.edu.pl</a>
		Nursing	Katarzyna Wyczarska-Dziki, M.Sc. <a href="mailto:kdziki@wsiz.edu.pl">kdziki@wsiz.edu.pl</a>
		Nursing (studies in English)	



# Safe UITM

## STUDENT COUNCIL

The Student Council 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

Tel.: +48 17 866 11 45

e-mail:

[samorzad@student.wsiz.edu.pl](mailto:samorzad@student.wsiz.edu.pl)

[www.facebook.com/ss.wsiz](https://www.facebook.com/ss.wsiz)

[instagram.com/ss.wsiz](https://www.instagram.com/ss.wsiz)

## MOBBING and 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.

**UITM Rector's representative against mobbing, discrimination and violence**

**Katarzyna Kurzępa-Dedo, Ph.D.**

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

## SECURITY

It is important to ensure the safety of all students at the University. The UITM Head of Security takes careful measures to create conditions for implementing systematic preventive, educational and organisational activities to maintain security and public order at the University.

### UITM Head of Security

**Reserve Brigade General Tomasz Bąk, Ph.D. Eng., Assoc. Prof.**

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

## DISCIPLINARY COMMITTEE

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

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

**Sylwia Banaś-Mazur, Ph.D.**

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



# Studying for free?

A scholarship is a way to study for free. You can apply for several types of scholarships and financial aid. Receiving one type of scholarship does not exclude using others. There are quite a few to apply for.

## Social scholarship

You can apply for it already for the first semester of studies. The condition is not to exceed the amount of PLN 1,908,9 net income per person in the family.

DEADLINES FOR SUBMITTING APPLICATIONS:

- by June 30 – if you are applying for a scholarship for the Fall/Winter semester (for first-year students the deadline is October 15)
- by April 5 – if you are applying for a scholarship for the Spring/Summer semester

## Rector's scholarship

To apply for it, you must:

- pass a semester of studies
  - obtain a grade point average of at least 4.0 for that semester (the higher the average, the better the chances)
  - pass tests and exams in the first take (only one retake is allowed in the semester)
  - additional scientific, artistic or sports activity is recommended
- Note – a student in the first year of second-cycle studies can also apply for the scholarship.

APPLICATION DEADLINES:

- by September 30 – if you are applying for a scholarship for the Fall/Winter semester
- by April 5 – if you are applying for a scholarship for the Spring/Summer semester

## Minister's scholarship for significant achievements

(for outstanding and ambitious students)

To apply for it, you must:

- pass the previous year of studies
- demonstrate significant scientific or artistic achievements related to your studies, or significant sporting achievements

REMEMBER:

- the scholarship is awarded by the minister at the request of the Rector
- you must submit your application by September 30 to the Student Benefits Department

## Social scholarship in an increased amount

For full-time students receiving a social scholarship, whose distance from their place of permanent residence to the University is at least 50 km (it does not matter whether you live in a student dormitory or rent a room). The application deadlines are the same as for the social scholarship.

## Scholarship for the disabled

It can be received by a student due to a disability confirmed by a decision of the relevant body. The amount of the scholarship depends on the degree of disability.

Application deadlines are the same as for the social scholarship.

## Allowances

A benefit may be granted to a student who has temporarily found themselves in a difficult life situation. The benefit is granted upon a written application by the student, who is obliged to document the circumstances constituting the basis for the application. The application for assistance must be submitted within two months of the occurrence of the given circumstances.

**MORE INFORMATION** can be found in the Regulations on benefits for students, on the website [www.wsiz.edu.pl](http://www.wsiz.edu.pl) in the tab For Students > Scholarships, and in the Student Benefits Department (contact details on the next page).

# #goWSiZ

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 will handle most student matters, get all the necessary information (concerning studies, exams, payments), receive your diploma at the end of your studies.

However, **you can handle many matters without having to visit the Dean's Office - through the University's IT system.** You will electronically submit an application (and receive a response) regarding individual organisation of studies, conditional take, academic leave, etc. You can also use the system to submit an application for the certificate you need (e.g. certificate confirming your student status).

Language of studies	Polish	English
Room	RA27	RA41
Opening hours	Tue-Fri: 11am-3pm Sat (sessions for part-time students): 8am-2pm	Tue-Fri: 11am-3pm
e-mail	dziekanat_studiow_polskojezycznych@wsiz.edu.pl	dziekanat_studiow_anglojezycznych@wsiz.edu.pl

Every field of study has a Dean's Office employee taking care of it, which means that you can always address the same person with an issue concerning your studies. To find out which member of the Dean's Office you should contact, check the information on our website:

### Studies in Polish

## 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 the book in our library or in the book machine located next to the Dean's Office for Studies in Polish.

**Room: KM23 (Kielnarowa)**

**Opening hours:**

**Mon-Fri 8am-4pm**

**selected Saturdays (dates available on the Library's website on the University portal)**

Remember that you can borrow a maximum of 10 books at once from the library. It is possible to renew your book order through the online catalogue.

### Studies in English

## SCHOLARSHIP DEPARTMENT

Here you can:

- receive information about the types and principles of granting financial aid
- apply for a scholarship

**Room: RA27/2**  
**(inside the Dean's Office for Studies in Polish)**

**Opening hours: Tue-Fri 11am-3pm**

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

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

## RECTOR'S REPRESENTATIVE FOR PEOPLE WITH DISABILITIES

The office is 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 office works closely with faculty and University administration to ensure that the curriculum and educational process are tailored to the needs of all students.

**Room: RA109**

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

**e-mail: bon@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, and 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 makes it possible to rent bikes. It is a great way to explore and appreciate the scenic mountainous terrain surrounding our Kielnarowa campus.

**Room: KD101 (Kielnarowa)**

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

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

## ACADEMIC CENTER FOR PERSONAL DEVELOPMENT AND PSYCHOLOGICAL SUPPORT

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 support
- psychology methods and training

**Room: RA219**

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

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

## VOCATIONAL APPRENTICESHIP OFFICE

Every student has an obligation to complete student vocational training. Each field of study has its own student training coordinator, who will answer your questions related to your training. Training organisation is also aided by the Vocational Apprenticeship Office, headed by the University Vocational Apprenticeship Coordinator.

**Room: RA28**

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

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



## CAREERS SERVICE

The UITM Careers Service is dedicated to guiding you in aligning your passions and goals with the perfect career path. Our approach involves exploring your interests, professional objectives, skills, and values in order to craft a personalised career plan. At the Careers Service office, a counsellor will help you select the best career paths for you and aid in your initial steps into the job market. We use self-assessment tools to evaluate your values, personality, interests, and abilities. Based on those 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 TEACHING CENTRE

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 which can elevate your linguistic proficiency.

**Room:** RA240

**Tel.:** +48 17 866 11 30

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

## ERASMUS+ PROGRAM

The program offers the exciting opportunity for students to engage in the Erasmus+ student exchange program and acquire invaluable international learning experiences. The Erasmus+ coordinator 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:**

Agnieszka Maśłowska

**Room:** RA304

**Tel.:** +48 17 866 12 95

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

# STUDENT RESEARCH CLUBS AND ORGANISATIONS

At UITM, scientific exploration extends beyond the classroom. You are invited to join any of our student research clubs, the 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 science. 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 research club is a great way to broaden your academic horizons.

FLOW Financial Club	STUDENT RESEARCH CLUBS AND ORGANISATIONS	New Marketing Club
LOGIKON Logistics Club		Multicultural Academic Circle
Aviation Management Club		Board Games and RPG Club
Applied Psychology Club		NeoDesign Club
"Investorical" Economic Research Club		Creative Art Club
"Green Economics" Club		New Programming Technologies Club
"Search" Social Research Club		Programming and Modelling Club
"Humanus" Club		Problem Solvers Club
Marketing and Media Club		"RehSCIENCE" Club
"Plan Ogólny" (Mastershot) Club		"Cosmetic Plants" Club
B1 – Poster Design Club		Aesthetic Cosmetology Club
Digital Painting and Art Club		Nursing Students' Club
Extended Realities and 3DxDev Game Design Club		LB Club - Leading in Business Club
Student Council		Applied Art Studio
Intro.media Media Group		"Animafia" Animation Club
Social Work Students' Club		Comics and Illustrations Club

At the beginning of each academic year, UITM hosts the Day of Student Research Clubs and Organisations. 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 high-quality education; we also ensure that students have space to relax after classes, study for exams, or chat with friends during breaks.

### IQ CLUB

The IQ Academic Club, located at our main campus in Rzeszów (room RA018) is the go-to spot for students to relax and have fun. It's a great place to 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 perfect for taking a break from studying and trying new things. Stay updated on events by following our Facebook page.

### TABERNA POD SOSNAMI INN

An inn with delicious food at the UITM campus in Kielnarowa.

### READ&RELAX ROOM



This area is a peaceful, relaxing place at our University, designed specifically for students to unwind, relax, and enjoy reading in a cosy setting. It offers a comfortable space equipped with soft chairs, sofas, and computers, perfect for preparing for exams or working on projects in a quiet atmosphere. The Read&Relax Room is located at the main campus in Rzeszów, just beside the Dean's Office for Studies in Polish.

### LUNCH BAR

This pleasant spot at the main campus in Rzeszów (room RA07) offers tasty and affordable meals. The Lunch Bar features a weekly menu, including both traditional and vegetarian options.

### EVENTS ORGANIZED BY THE STUDENT COUNCIL

The UITM Student Council is the organizer of many events for students - please follow the Student Council social media.

 [www.facebook.com/ss.wsiz](https://www.facebook.com/ss.wsiz)  
 [instagram.com/ss.wsiz](https://www.instagram.com/ss.wsiz)

### UITM's Got Talent

UITM's Got Talent is an exciting international event which provides a platform for students who want to showcase their unique talents and abilities. The competition is organised 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 can not only show your talents but also enjoy interesting performances!

### TOUR de UITM

Tour de UITM is an event meant 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.

### Student of the Year Poll

A poll for the Student of the Year is a special event meant to show recognition to students for outstanding achievements and contributions to the University. This event recognises students who are distinguished by their academic success, leadership qualities, active participation in social life or contribution to the development of the academic community. Within the Student of the Year poll, students can be nominated in one of 6 categories: Leader, Artist, Sportsperson, Scientist, Activist, and UITM Fan.

# ACADEMIC YEAR ORGANISATION

The academic year lasts from October 1 to September 30 and has two semesters. The academic year organisation is announced through Rector's resolution, establishing periods for classes and exam/credit takes, weekends of part-time students' sessions, and vacation and holiday periods.

Academic year organisation for 2025/2026			
	Fall/Winter semester	Spring/Summer semester	
Christmas/Easter break	22.12.2025 - 01.01.2026	02.04.2026 - 07.04.2026	
Examinations and credits			
First takes	13.11.2025 - 15.02.2026	18.04.2026 - 12.07.2026	
Retakes	29.11.2025 - 01.03.2026	25.04.2026 - 31.07.2026	
Conditional takes	31.01.2026 - 15.03.2026	01.07.2026 - 31.07.2026 and 01.10.2026 - 15.10.2026	
Summer holidays	01.08.2026 - 30.09.2026		
Organisational Meetings for first-year students			
	Studies in Polish		Studies in English
	full-time	part-time	full-time
First-cycle and uniform Master's degree studies	06.10.2025	09.10.2025 (IN, FZ, KO) 16.10.2025 (AD, GK, LO, MM, ZA)	17.10.2025
Second-cycle studies		13.11.2025 (KO) 06.11.2025 (AB, DM, PG) 09.04.2026 (IN)	14.11.2025

A detailed schedule of classes is available to students and teachers in the Virtual University system before a particular semester begins.

# EXAMS AND CREDITS

At UITM, particular courses start and end on various dates throughout the semester, and exams and tests for credit are conducted immediately after the end of classes in a given course (during the semester). This way of knowledge verification in smaller doses (instead of a two-week exam "marathon") gives students the opportunity to master the material from individual courses more systematically and thus more effectively.

## Guide to exam and credit takes

**Zero take** - it gives students an additional opportunity to take an exam. This take is not mandatory, and failing it does not result in a negative grade. Zero takes are offered for courses considered the most difficult, but only students who regularly attend classes have the right to the zero take.

**First take** - the first, official take of an exam/test for credit. Remember that these takes are visible in the schedule of classes, and dates are set by the teachers conducting the given courses (test for credits are usually taken during the last class in the semester).

**Retake** - you are entitled to one retake of an exam/test for credit from each form of classes and from each course in a semester (retakes do not apply to vocational training and the second part of the diploma seminar). A retake is free of charge.

**Conditional take** - if you failed to pass the course in the first take and in the retake, you can apply for a conditional take, i.e. another attempt to pass the exam/obtain a credit. In a given semester, with the Dean's consent, you can have a conditional take in a maximum of 4 courses/forms of classes. Before the conditional take, you get mandatory, paid consultation, in order to help you understand the material and discuss any challenging issues with a teacher.

**Repeating a course** - if you fail to pass an exam/obtain a credit in the conditional take, you can apply to the Dean to repeat the course. The deadline for passing a repeated course is set by the Dean, but this deadline cannot be shorter than one semester or longer than two academic semesters.



# INTERNATIONAL STUDENT SUPPORT OFFICE (ISSO)

For years, our University has been educating foreigners in both Polish and English; currently, people from 50 countries study at UITM. That is why the University has the International Student Support Office, which coordinates adaptation and integration activities addressed to the entire academic community, but especially to international students. The Office is responsible for running the Adaptation Counselling Centre, coordinating the Buddy program, providing language support for foreign students writing their theses in Polish, as well as support in matters related to legalisation of stay, health insurance, or nostrification of diplomas.



## Adaptation Counselling Centre

Students struggling with problems such as culture shock, homesickness, or issues in communicating with University employees can take advantage of a free consultation at the Adaptation Counselling Centre.

## Student Self-Help Program

Within this program, senior students, together with an international student writing his/her thesis and with his/her supervisor, help with linguistic proofreading of a diploma thesis prepared in Polish.

## Community-building events

The Office regularly organises events that are aimed at integrating the community and getting to know students from different cultures and countries of the world. These events are organised for holidays (Christmas, Easter), as well as Culture Meetings (Polish Day, Asia Day, etc.), at which students from particular countries present their cultures, customs, dances and history. Every year in June, the International Day is organised, which is an outdoor community-building event for students of all nationalities.

## International Student Support Office

Room: RA226

### Opening hours:

Mon-Fri 11am-2pm  
(closed at weekends)

## Buddy program

No one understands a student as well as another student, which is why one of the forms of support is the Buddy program, in which older students support younger colleagues in solving study-related problems and in practical issues related to their stay in Poland (e.g. setting up a bank account, using public transport, or providing assistance during visits to offices).

## Orientation Week

At the beginning of the first semester, newly arrived international students take part in workshops organised by the Office within the Orientation Week program. During the workshops, in addition to basic information about Poland and Rzeszów, students get knowledge about academic etiquette, the organisational culture at UITM, as well as internal regulations applicable at the University.

# STUDENT DICTIONARY

**Individual organisation of studies (IOS)** - it is a flexible learning option designed to accommodate your specific needs and circumstances. You can apply for IOS no later than 30 days from the start of the semester. If your application is approved, it may exempt you from mandatory attendance in some courses or some forms of classes during the semester. To be eligible for IOS, you must have a valid reason, such as full-time work or an internship/training. The individual organisation of studies is valid for one semester. Please remember that even if you are granted IOS, you still need to come to exams and tests according to schedule.

**Absences** - as a student, you are obliged to participate in classes organised by the University; in the case of lectures and tutorials, the decision on whether participation in classes is obligatory is made by the teacher conducting the classes. During the first class, the teacher presents the conditions for justifying and making up absences. You can justify your absence to the teacher e.g. by presenting a sick note (certificates such as excuses from parents are not accepted at the university).

Mind you, prolonged unjustified absence from classes may be grounds for expulsion!

**KultURalia** - an important point in the Rzeszów student calendar; it is a large event organised by the student councils of UITM and the University of Rzeszów. This is an event where there is no room for boredom, with numerous concerts and an unforgettable atmosphere. Timing: end of May – beginning of June.

**Tutor for the field of study** - an academic teacher appointed by the Dean, whose main task is to provide advice and assistance to students in a given field of study in all matters related to the organisation of studies. You will meet your tutor at an organisational meeting planned before classes begin. The list of tutors for the particular fields of study is available at the University website in the pages for the Dean's Offices.

**Group representative** - a person selected from among the students in the group to represent them in all matters.

**Student ID No.** - your university identification number.

**Rector's hours** - times/days free from classes for the entire University, established by the Rector at special times in the University's life.

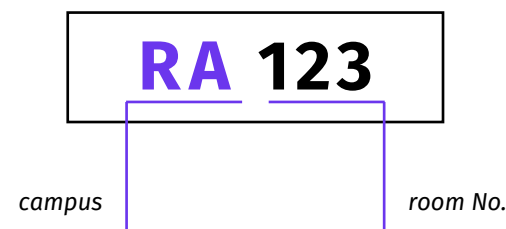
**Colloquium/test** - an announced student test.

**Entrance test** - a type of short test, which may be unannounced.



# TIPS

## What does this mean?



**RA** - main UITM premises at ul. Sucharskiego 2 in Rzeszów  
**RB** - high school established by UITM (ALO), located at ul. Kopaczewskiego 2 in Rzeszów, next to the main UITM building  
**KA, KM** - educational facilities at the Kielnarowa campus

**KE** - facilities holding e.g. specialised laboratories at the Kielnarowa campus  
**KD** - sports hall at the Kielnarowa campus

### Symbols used to designate fields of study:

**IN** Information Technology (in Polish: Informatyka)  
**PI** Nursing (in Polish: Pielęgniarstwo)  
**PS** Social Work (in Polish: Praca socjalna)  
**ZA** Management (in Polish: Zarządzanie)

### Other abbreviations used:

**L** first-cycle studies - Bachelor's degree (in Polish: licencjat)  
**M** second-cycle studies - Master's degree (in Polish: magister)  
**S** full-time studies (in Polish: stacjonarne)  
**A** studies in English (in Polish: anglojęzyczne)

### Examples:

**IN.LSA** - Information Technology, first-cycle and full-time studies in English  
**ZA.MSA** - Management, second-cycle and full-time studies in English

# TIPS

## Virtual University

Probably the most important online space for every UITM student. In the Virtual University, you can check your schedule, grades and payment information.

Timely payment of fees is crucial. Late payments may incur interest charges. Moreover, a student with unpaid tuition fees may face expulsion. If you have any questions related to your payments, please contact:

### Studies in Polish

**Room:** RA27  
**Tel.:** +48 17 866 12 07  
Dorota Żywot  
**e-mail:** dzywot@wsiz.edu.pl

### Studies in English

**Room:** RA41  
**Tel.:** +48 17 866 14 66  
Roksolana Kostur  
**e-mail:** rkostur@wsiz.edu.pl

## Webex

The Cisco Webex Meetings platform allows to have online classes. They are conducted in real time, synchronically, allowing for direct contact between the students and the teacher. You can access the classes through your class schedule at the Virtual University. The classes are recorded, so you can rewatch them when preparing for credit-taking.

## Moodle

This platform is where you will find your e-learning courses and study materials prepared and uploaded by teachers, such as presentations, assignments and other materials, which you can download and use for self-study and exam preparation. Also, each course group has a discussion forum on Moodle, so as to facilitate ongoing contact between the teacher and students.

## Jakdojade.pl

It is a convenient app for checking city bus schedules.

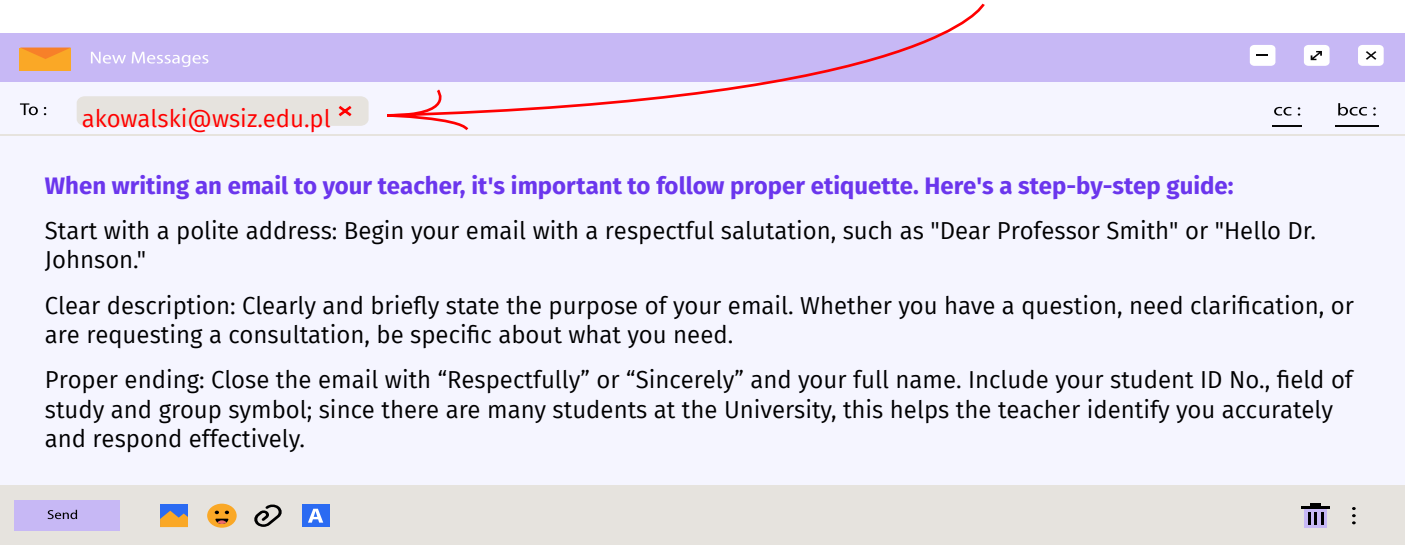


# STUDENT ETIQUETTE or how to avoid misunderstandings

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 minimise misunderstandings. Let's see the rules of etiquette on specific examples:

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

**REMEMBER** that e-mail of every teacher or administrative employee consists of the following: first letter of their first name + last name (without Polish characters) + @ + wsiz.edu.pl = for example,



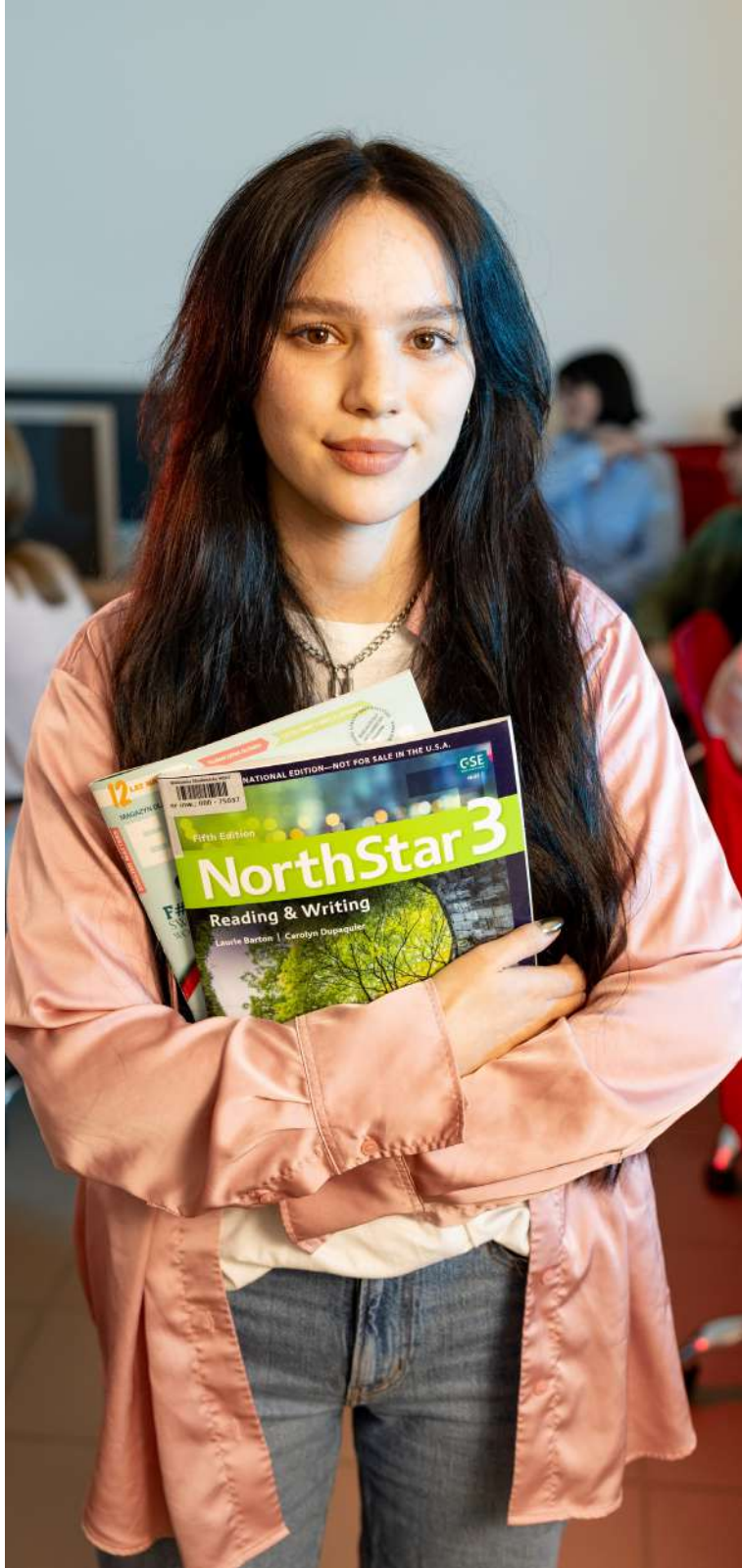
### When seeking in-person consultations:

- 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- rather than individually. After entering, specify whom you have come to see.
- Say goodbye when leaving.

### Keep in mind the following:

- Dean's Office entrance: There's typically no need to knock when entering the Dean's Office because it has several stands for different fields of study.
- 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 demeanour in your interactions with teachers and university staff.**



### How you should behave during classes:

- Turn off or silence your mobile phone and any other mobile devices during classes.
- Do not eat or drink in the classrooms.
- Arrive on time for classes. Small delays are sometimes tolerated, but they shouldn't happen often. If you are late, enter discreetly, without causing a disturbance.
- If you have to leave early, inform the teacher before the class; if the teacher gives their consent, leave the room at the given time without unnecessary disturbance, e.g. without saying goodbye loudly.

### How you should behave during exams and tests:

- Do not forget to take the necessary supplies; it is also a good idea to have a spare pen.
- The examiner has the right to check your identity when letting students into the room, so have your student ID or another identity document with you.
- During the exam/test, all phones, bags, backpacks and outerwear must be put in the place indicated by the teacher.
- Dress smart – do not come to the exam/test in sports-wear or other inappropriate clothing.

### NOTE!

**According to the UITM Study Regulations, each student is obliged to:**

- take exams and obtain credits on time and without undue assistance,
- prepare a diploma thesis on their own,
- comply with the University's rules for using generative AI technology and tools.

**Failing to comply with those rules will result in the teacher taking decisive action and may be grounds for initiating disciplinary proceedings against the student.**

# Welcome to our academic community!



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