

# WSB University

**Go**  
International  
Now



## Mini guide for international students



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# Welcome to WSB University

I am very pleased to welcome you at WSB University, one of the most international higher education institutions in Poland. WSB University offers bachelor, master, PhD and postgraduate programmes. One can choose from 15 fields of study and over 100 specialties. Our educational offer has been designed to meet the requirements of modern labour market so that our graduates become competitive on the labour market and have the opportunity to pursue successful careers.

WSB University is committed to provide high-quality education opportunities to its students and staff which include an international dimension. Our objective is to work on the international level, in close liaison with the European and international education, research and business environment. European dimension has already been incorporated into the curriculum of a number of successful programmes taught at the university. Joint study programmes held with HEIs from various countries in Europe, Asia and America provide our students with the opportunity to undertake period of study abroad and to be awarded double diploma.

The quality of education at WSB University is acknowledged by the high positions in the rankings of Polish higher education institutions and the State Accreditation Committee. Apart from scientific life, the students of the university have the unique opportunity to develop their talents and discover new interests by getting involved in one of the several Student Activity Groups, International Student Association, Academic Sport Club as well as take part in numerous initiatives that are held every year at the university such as Science Festival, Job Fair, TEDx, International Days and many others.

I look forward to meeting you at WSB University.



A handwritten signature in black ink, which appears to read 'Z. Dacko-Pikiewicz'.

Rector

Professor Zdzisława Dacko-Pikiewicz, PhD

The logo consists of the letters 'GO' in a bold, white, sans-serif font. The letter 'O' has a small white circle above it, resembling a dot or a stylized 'o'.

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# About the University

**WSB University offers a variety of modern and useful facilities for its students.**



## Library

The library is equipped with all necessary books and scientific magazines, collections of digital media such as films, audiobooks, library software, and multimedia reading room at student's disposal.



## Language Laboratory

Modern technology is also present in language laboratories where teachers use interactive whiteboards, professional software and online materials during their classes and lectures.



## IT laboratories

The IT laboratories contain high-tech computers and other specialized devices. Translation laboratory enables the development and training of prospective translators. The trainers of translation and interpreting can simulate real-life situations which often are challenging and generate problems. Thus, the practice becomes a priceless experience. Multiple Internet posts and wi-fi Internet are also at students' disposal. Class schedules, dates of tests and exams, and other announcements are published online in an information service for students called Wirtualny Dziekanat (Virtual Dean's Office).



## Student's Associations

Apart from acquiring knowledge, students of WSB University can develop interest and a passion for learning by joining one of the several student's activity groups that work within the University or by joining the Student Association. By getting involved in numerous events and initiatives headed by these groups, students can gain their first professional experience, develop organizational skills or learn how to work in a team.

Student Scientific Groups operating within WSB University are:

- Professional Management Group
- Social Communication Group
- Pedagogical Group
- ITLogis Group
- Climate Change Group
- Physiotherapy Group
- InterRail Transport Group



## AMIGO Student Club

AMIGO Student Club is a place where students can meet up during breaks or have a meal during a long day of classes. AMIGO Club offers tasty homemade food with a variety of snacks and drinks.



## Sports and Recreation

The Academy provides students with the opportunity of using a wide range of sport, fitness and leisure facilities. The facilities are located on WSB and in the city of Dąbrowa Górnicza. The Student Sports Association (AZS WSB), established within WSB University, offers students the opportunity to practice sport in 27 sports sections, both in team sports, and individual sports too. Apart from sports, AZS WSB is also involved in the promotion of tourism and recreation by organizing ski trips, mountain hiking, sports tournaments and cultural events including Rector's Cup tournament in indoor soccer, Sports Festival and so on.



## The Disabled-Friendly Academy Premises

The disabled-friendly Academy Premises of the Academy of Business is designed to meet the needs of the disabled. Students with vision and hearing impairment or limb dysfunction are given support with specialised software including Braille notebooks and printers, specialised keyboards, portable devices reading e-books, software converting text files into mp3 files etc.

# Living in Poland

## Living cost

Approximately € 150 per month for food if you are cooking by yourself. Eating out is more expensive. You will also need some money for books and writing materials. Personal spending: about € 50 per month including leisure activities such as cinema (ticket price € 5). Depending on your life-style and habits you have different needs.

Current average rate of currencies You can find on web site of Polish National Bank: [www.nbp.pl](http://www.nbp.pl)

Currency exchange: If you wish to exchange euro (or other currency) into PLN you have at your disposal exchange desks at border crossings, airports, railway stations, hotels and special exchange office called KANTOR.

There are many banks in Poland. They are usually open Monday through Friday, 9 a.m. to 6 p.m. You can open an account in Poland (usually only passport is needed) or get money directly from the account in your home country through a cash machine. If you decided to open a bank account in Poland and you do not speak Polish, we would advise you to ask a Polish colleague to accompany you.

## Accommodation

Taking into account the longer stay in Poland, you better apply for granting a student dormitory (about 160 euro / month per person):

- <http://student.us.edu.pl/akademiki-us-sosnowiec>

or rent a private room. In finding an accommodation, staff from International Office can assist you. If you want to find your accommodation yourself, check online service centres:

- [www.gratka.pl](http://www.gratka.pl)
- [www.nieruchomosci-online.pl](http://www.nieruchomosci-online.pl)

## Students health care

Health care is free and financed by the state, yet, after the reform of health care system in Poland it got included into the national health care system. After the arrival it is necessary to contact a local division of the National Health Fund (Narodowy Fundusz Zdrowia - NFZ) in the city of residence in Poland. In the NFZ you have to present your insurance document, on the basis of which a document will be issued confirming your right to the medical assistance in Poland (Potwierdzenie prawa do świadczeń zdrowotnych na terenie Polski). This document contains also a list of medical services available for its holder.

More information about National Health Fund on website [www.nfz.gov.pl](http://www.nfz.gov.pl)

Apart from academic and public medical care system there is also a well-developed private sector.



## Accommodation

Considering an excellent location of Dąbrowa Górnicza, you can commute easily among the most interesting places in the region and country. The driveway to Katowice takes about 30 minutes, to Cracow, less than 1 hour, to Warsaw, 2.5 hours and to the Polish Baltic Sea famous city - Gdańsk, about 8 hours.

In the region, buses and trams are the best means of transport. The detailed timetables and a price list of bus and tram tickets are accessible on

- [www.kzkgop.pl](http://www.kzkgop.pl)
- [www.pks.pl](http://www.pks.pl)

If you want to take longer trips, the best mean of transport is a train. The fastest railway is the intercity connection servicing both domestic and international connections. Timetables and price lists are available on a [www.intercity.pl](http://www.intercity.pl) website. However, the Polish National Railways offer cheaper connections called "pospieszny" (fast train) – price lists and timetables are available on a [www.pkp.pl](http://www.pkp.pl) website. It is possible to get a timetable via sms. In order to get the information about the 5 approaching connections e.g. from Gdańsk to Cracow after 10.15 a.m., you need to send an sms meaning: Gdansk do Krakow Główny 1015. (without the Polish signs) on 71757.

### Direct railway connection to:

- Warszawa, capital city (distance 270 km);
- Katowice, (distance 20 km);
- Łódź, (distance 180 km);
- Częstochowa, (distance 69 km);
- Gdańsk, (distance 618 km);
- Wrocław (distance 190 km).



Students of WSB University are entitled to a price ticket discount in a regional and domestic transport, on the basis of the student identification card, issued by the university.

Approximately € 20 per month is a monthly payment for local transport (bus, tramways). Taxi journeys are more expensive: about € 20 per drive from Dąbrowa Górnicza to Katowice.

In the international communication, the fastest and usually the cheapest mean of transport is a plane. It is possible to get to the Pyrzowice Katowice airport in about 30 minutes by bus from Dąbrowa Górnicza and to Cracow.

Balice airport in about 1 hour. The detailed price list and a flight schedule are accessible on a websites of cheap carriers: [www.wizzair.com](http://www.wizzair.com), [www.easyjet.com](http://www.easyjet.com), [www.ryanair.com](http://www.ryanair.com).

#### **Airport in the vicinity:**

- Katowice - Pyrzowice Airport (distance 24 km)
- Kraków - Balice Airport (distance 70 km)

#### **Shopping**

In Dabrowa Gornicza and region there is a great base of stores, shops and shopping malls. The opening hours may vary but most shops are open from 10.00 till 18.00. Supermarkets are usually open from 10.00 till 22.00 at weekdays and till 20.00 at weekend.

#### **Where to eat?**

Studying at the Academy of Business in Dąbrowa Górnicza, you can attend the AMIGO 2001 student club and the canteen, which prepares meals 7 days a week (breakfasts, dinners and suppers).

There are also numerous restaurants to choose:

- [www.sphinx.pl](http://www.sphinx.pl)
- [www.dagrasso.pl](http://www.dagrasso.pl)
- [www.pizzeria-vinci.pl](http://www.pizzeria-vinci.pl)
- [www.telepizza.pl](http://www.telepizza.pl)
- [www.pizzeriasantorini.pl](http://www.pizzeriasantorini.pl)
- [www.pizza-ambrozja.pl](http://www.pizza-ambrozja.pl)

#### **Where to entertain?**

In "Pogoria" shopping centre (5 minute-walk from the university) you can do your shopping ([www.ch-pogoria.pl](http://www.ch-pogoria.pl)), use an offer of hairdressing and cosmetic salons, watch a good film in the HELIOS cinema ([www.heliosnet.pl](http://www.heliosnet.pl)) and also have a meal in restaurants ([www.kfc.pl](http://www.kfc.pl), [www.mcdonald.pl](http://www.mcdonald.pl), [www.pizzadominium.pl](http://www.pizzadominium.pl)).

The Palace of the Culture in Dąbrowa Górnicza is the animator of regional cultural activities ([www.palac.art.pl](http://www.palac.art.pl)). There are organized numerous concerts, theatre performances of artists of both national and foreign stages. There also functions the "Szygarka" City Museum ([www.muzeum-dabrowa.pl](http://www.muzeum-dabrowa.pl)) and the City Library ([www.biblioteka-dg.pl](http://www.biblioteka-dg.pl))

Basic costs and tourist information offices: [www.thevisitor.pl](http://www.thevisitor.pl)

# Mini Guide



## WARSAW



### How to get?

The fastest way to get there is by train from Katowice to the Central Warsaw railway station. Details about train connections are accessible on [www.intercity.pl](http://www.intercity.pl) website and [www.pkp.pl](http://www.pkp.pl). You need 3 h to get there.



### Where to sleep?

Taking into account a good location in the city centre and low prices, dormitories and hostels are the best accommodation places. In July and August there are thousands of accommodation places for tourists in dormitories and hotels. This number decreases considerably during the academic year. More demanding tourists may consider the rich offer of hotels and luxury apartments.

Important: it is possible to purchase "The Tourist Card" giving the possibility of using the city transport free of charge (trams, buses and underground) in Warsaw. The card also entitles you to visit museums, galleries free of charge or with a reduced price, as well as, you can receive high discounts in shops, hotels or hostels.

More details on websites:

[www.warsawtour.pl](http://www.warsawtour.pl), [www.warsaw-life.com](http://www.warsaw-life.com)



### What to see?

- The Palace of Culture and Science (Parade Square 1) - Warsaw's Panorama from the altitude of 30 floors

Website: [www.pkin.pl](http://www.pkin.pl)

- The Royal Castle (Castle Square 7) – Nowadays it is a Museum, in bygone days, the residence of kings and the seat of the Republic of both Nations Sejm

Website: [www.zamek-krolewski.com.pl](http://www.zamek-krolewski.com.pl)

As well as:

- The Zygmunt Waza III Monument (Castle Square)
- Warsaw Mermaid (the Old Town Market) - The Monument- The symbol of Warsaw.
- Barbican (Nowomiejska St.)
- Belvedere (Belwederska St. 54-56).
- Royal Łazienki Park

Wilanów website: [www.wilanow-palac.art.pl](http://www.wilanow-palac.art.pl)

- Museum of the Warsaw Insurrection  
website: [www.1944.pl](http://www.1944.pl)



## KRAKÓW – WIELICZKA – OŚWIĘCIM



### How to get?

The best way to get there is by train from Sosnowiec to the main railway station in Cracow. Details about train connections are available on a [www.intercity.pl](http://www.intercity.pl) website and [www.pkp.pl](http://www.pkp.pl). You need 1,5 h to get there.



### What to see?

#### KRAKÓW

- Wawel – The Royal Castle in Cracow

Website: [www.wawel.krakow.pl](http://www.wawel.krakow.pl)

- The Mariacki Church - one of the best-known Cracow's monuments

Website: [www.mariacki.pl](http://www.mariacki.pl)

- Gallery of the Polish Art of 19th century in Sukiennice – the historic building of Sukiennice together with the Gallery is situated in the central part of the Cracow's Main Market in The Old Town.

Website: [www.muzeum.krakow.pl](http://www.muzeum.krakow.pl)

- Balloon flight above Cracow (St. Stanisław I Rd.) – Cracow's panorama from the altitude of about 150 m

Website: [www.hiflyer.pl](http://www.hiflyer.pl)

As well as:

- Barbakan / Barbican
- Biblioteka Jagiellońska / The Jagiellonian Library
- Muzeum Czartoryskich / The Czartoryski's Museum

Website: [www.muzeum-czartoryskich.krakow.pl](http://www.muzeum-czartoryskich.krakow.pl)

- Dzielnica Żydowska – Kazimierz / The Jewish District - Kazimierz

Website: [www.kazimierz.zaprasza.net](http://www.kazimierz.zaprasza.net), [www.mojkazimierz.pl](http://www.mojkazimierz.pl)

Where to sleep?

Alike in Warsaw, dormitories and hostels are the best accommodation

places. The online [www.krakow.pl/rezerwacja](http://www.krakow.pl/rezerwacja) service centre is

enabling you to get the quick information about vacancies.

Where to party?: [www.knajpy.krakow.pl](http://www.knajpy.krakow.pl) , [www.imprezy.krakow.pl](http://www.imprezy.krakow.pl)

More details: [www.cracow-life.com](http://www.cracow-life.com), [www.krakow.pl](http://www.krakow.pl), [www.crazyguides.com](http://www.crazyguides.com).





### Where to sleep?

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### Where to party?

[www.knajpy.krakow.pl](http://www.knajpy.krakow.pl) , [www.imprezy.krakow.pl](http://www.imprezy.krakow.pl)

More details: [www.cracow-life.com](http://www.cracow-life.com), [www.krakow.pl](http://www.krakow.pl), [www.crazyguides.com](http://www.crazyguides.com).



## What to see?

### WIELICZKA

Wieliczka – the salt mine entered into the register of the World Cultural and Nature Heritage - UNESCO

Website: [www.kopalnia.pl](http://www.kopalnia.pl)

### OŚWIĘCIM

Oświęcim – The National KL Auschwitz Museum – the museum of Nazi extermination camps in Oświęcim and Brzezinka

Website: [www.auschwitz.org.pl](http://www.auschwitz.org.pl)

It is also worth visiting:

BIESZCZADY [www.bieszczady.pl](http://www.bieszczady.pl)

CZĘSTOCHOWA [www.jasnagora.pl](http://www.jasnagora.pl)

GDAŃSK, GDYNIA, SOPOT – „Morze Bałtyckie” – [www.trojmiasto.pl](http://www.trojmiasto.pl)

GÓRY STOŁOWE [www.radkow.it](http://www.radkow.it)

MAZURY [www.mazury.info](http://www.mazury.info)

WROCŁAW [www.wroclaw-life.com](http://www.wroclaw-life.com)

ZAKOPANE „Winter Capital of Poland” [www.zakopane.pl](http://www.zakopane.pl)

# Mini Polish Dictionary

DANE PERSONALNE	PERSONAL DATA
Nazwisko	Surname
Imię	First name
Data urodzenia	Date of birth
Kraj	Country
Adres	Address
Paszport	Passport

POZDROWIENIA	GREETINGS
Cześć	Hello - informal greeting
Dzień dobry	Good day (suitable for use all day)
Do widzenia	Good bye
Dziękuję	Thank you
Gdzie jest...?	Where is...?
Ile to kosztuje?	How much does it cost?
Jak się masz	How are you?
Mam na imię...	My name is...
Miło mi poznać	Nice to meet you
Mówisz po angielsku?	Do you speak English?
Nie	No
Nie wiem	I don't know
Nie mówię po Polsku	I don't speak Polish
Proszę	You're welcome
Przepraszam	I'm sorry, Excuse me
Tak	Yes

NAPISY	NOTICES
Kantor	Exchange office
Kino	Cinema
Lotnisko	Airport
Policja	Police
Poczta	Post office
Przyjazdy/Odjazdy	Arrivals/Departures
Pan/Pani	Mr/Mrs
Rozkład jazdy	Timetable
Szpital	Hospital
Teatr	Theatre
Uwaga	Watch out
Wstęp wolny	Admission fee

DNI TYGODNIA	WEEK DAYS
Poniedziałek	Monday
Wtorek	Tuesday
Środa	Wednesday
Czwartek	Thursday
Piątek	Friday
Sobota	Saturday
Niedziela	Sunday



## What are the steps of admission process?

We are happy that you have decided to apply to WSB University. Admission team will make your application smooth and easy!

First go to [www.admissions.wsb.edu.pl](http://www.admissions.wsb.edu.pl) web site and register at our online admission system. You will create your personal online admission account. Use it for further steps of your applications.

Remember, carefully provide and save your personal data in your personal online account. In case of any changes do not forget to update your personal data It is crucial for further application steps.

Decide on your program you'll be studying this in-depth for several years so choose wisely. You can choose from several undergraduate, postgraduate, summer, preparatory and other programs. You will be able to start your application just with one click.

Upload documents required for particular program you are applying for.

Prepare yourself for online interview that will be scheduled for you.

Wait for interview results and if successful download your personal INFORMATION FOR PAYMENT OF TUITION FEE.

You can pay now your fees and upload proof of payment to your personal admission online account.

It is almost done. Collect your admission letter. You can apply now for your student visa.

We are looking forward to see you in Poland at WSB University!



## How to apply to WSB University?

If you are thinking of applying to WSB University I will just provide you with some key things you need to know. But be sure that admission to WSB is very easy.

The first step you have to make it to register at WSB University online admission system. It easy, just go to [www.admissions.wsb.edu.pl](http://www.admissions.wsb.edu.pl) website click Sign up! from the top menu. You will be transferred to WSB admission system.

Now you have to select Become an Applicant, again from the top menu. Provide your name and surname, your personal email address and set your individual password. Almost done, check your email and activate you individual account.

Now you can login to your personal account using your email and password you have provided during registration. One of the first things you will need to do before your ap-

plication it to provide your personal data. Remember it is crucial for further steps of your application.

As soon as your account is activated and your personal data is provided properly you will be able to apply for one of WSB University undergraduate, postgraduate programs as well as to preparatory courses, summer programs and more.

You will be able to follow status of your applications, upload required documents and stay in contact with your admission tutor as your application will be assessed individually by admission tutors including your academic record, personal statement, performance at interview.

In your personal account you will also find documents issued by WSB University such as invoice or admission letter.

Good luck with your application!



## What documents I have to provide?

Our online admission system gives you details about each program, its requirements, fees, application deadlines and supporting documents you need to provide. Check program description to find more about these details. But let's have a look at supporting documents that in most cases are required to provide.

In most cases you will have to provide:

- Copy of your passport (international passport)
- High school diploma with transcript of records with sworn translation into Polish or English language. It will be necessary either to apostille or legalize your diploma. Your admission tutor will inform you which one is required for you.

- Along with your high school diploma it is necessary to provide Letter of validation of high school diploma. You will be able to download draft of the letter from our online admission website.
- When applying for master programs copy of bachelor or master diploma with sworn translation into Polish or English language. Your diploma need to be apostille.
- As soon as your personal INFORMATION FOR PAYMENT OF TUITION FEE is issued for you it will be necessary to provide proof of payment.

All mentioned document you will have to scan and upload to your personal online admission account. But remember to bring original ones when arriving to WSB University.



## What to do before arrival to Poland?

Great your application to WSB University was successful and soon you we will welcome you in Poland! Be sure you are ready for adventure of your life.

- First of all in case you need a visa to legalize your stay in Poland make sure that you have one. Visit a web site of a consulate or Polish Embassy in your country to find out more about visa requirements.
- There is nothing more important than your health. Remember to have an insurance and bring it with you to Poland. In case of any significant health information please inform WSB University admission team.

- Do not forget to bring originals of your application documents such as high school diploma, university degree diploma and other required during your application.
- Inform WSB University team about details of your arrival.
- Bring a good mood with you.

**We are looking forward to Welcome you at WSB University!**

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# Higher education in Poland

The principles of higher education functioning are specified in the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws, item 1668). Public universities are created by a state body. Studies at universities are conducted as the first-cycle degree programmes, second-cycle degree programmes or long-cycle Master studies. Studies can be conducted as full-time or part-time studies. First-cycle full-time studies last at least 6 semesters, and if the study program includes learning outcomes enabling engineering competences - at least 7 semesters. Second-cycle full-time studies last from 3 to 5 semesters. Full-time long-cycle Master studies last from 9 to 12 semesters. Part-time studies can take longer than the corresponding full-time studies.

The qualifications obtained as a result of graduation as part of higher education are assigned a level of the Polish Qualifications Framework specified in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2017, item 986, as amended). A first-cycle graduation diploma confirms the full qualification at level 6 of the Polish Qualifications Framework. Second-cycle graduation diploma and long-cycle Master degree diploma confirm full qualification at level 7 of the Polish Qualifications Framework.

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## Titles awarded to graduates

### **Bachelor's degree**

Bachelor of Science and equivalent titles

### **Master degree**

Master of Science and equivalent titles

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## Credit points

In order to obtain a first-cycle graduation diploma, students are required to obtain at least 180 ECTS credits, second-cycle graduation diploma - at least 90 ECTS credits, long-cycle Master diploma - at least 300 ECTS credits, if they last 9 or 10 semesters, or at least 360 ECTS credits if they last 11 or 12 semesters.

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# Process of opening a bank account

As an international student, you would typically require the following documents to open a bank account in Poland:

- Your Passport
- Proof of university enrollment

You can visit the bank's branch to open your account or visit their website to see if they allow students to open an account online.

There are several choices when opening a bank account in Poland, which are as follows:

- Mbank
- Bank Polski
- Bank Pekao
- Santander
- Alior Bank
- ING
- BNP Parabis
- Inteligo
- CITI Handlowy
- Bank Millennium

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## Health Care

Foreigners from the member states of the EU

People entitled to a free medical care within the National Health Fund (NFZ) have to hold:

- European Health Insurance Card (EHIC; Polish: EKUZ)
- a valid passport or any other document confirming their identity
- a valid student card.

People who will not present one of the above-mentioned documents shall be charged with medical care costs.

(more information in English: [www.nfz.gov.pl/ue](http://www.nfz.gov.pl/ue))

EU nationals who do not have EHIC, that is to say the ones who are not insured in the country they come from, may sign a contract with NFZ and take out insurance ZUS ZZA at the Social Insurance Institution (ZUS), ul. Matejki 22. Yet, in such a case they will have to present an E104 form issued in the country they come from, with the information until when they were insured there and that they are not any longer.

In order to sign the above-mentioned contract foreign students have to submit the following documents:

- a declaration from the university certifying they are studying there
- a passport or any other document certifying their identity
- a certificate of their accommodation.

Foreign nationals who are participating in doctoral studies are not entitled to sign contracts with NFZ on the above mentioned conditions. Instead they should take out insurance in an insurance company in their own country or in Poland.

Foreign nationals who are holders of a valid Pole's Card or a permanent residence permit or who are of Polish origin according to the regulations of repatriation may apply to have the costs of health insurance covered by the university (in such a situation the university allots insurance fees to NFZ). Foreign nationals submit a declaration of their Polish origin, which is issued by a Polish diplomatic post in the country they are nationals of.

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# Legalisation of stay in Poland

When you arrive to Poland on a student visa you should apply for a temporary residence permit. Your visa will be normally valid for one or two semester of studies and during this time you need to at least lodge an application. While your application is being considered you are legally entitled to stay in Poland; however you should take the necessary steps to obtain the temporary residence permit as soon as possible. The permit will be confirmed with the issuing of your Residence Card that you will need to present to the Warsaw University of Technology employees.

## IMPORTANT:

While you are waiting for the results of your application for temporary residence permit you cannot leave the territory of Poland.

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## Temporary Residence Permit

Temporary residence permit is issued for a maximum of 3 years. However, the period of validity of the permit may be shorter. Temporary residence permits are not automatically prolonged if you keep residing in Poland. When your permit expires you will have to apply for a new permit before the previous one expires. If you do not apply for a new permit you must leave the territory of Poland before the expiration date on your Residence Card (Karta Pobytu).

The procedure of legalization for temporary stay is conducted at the Voivodship Office (Urząd Wojewódzki)

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## Rector's Scholarship

### Who can apply?

A student who received a grade point average of no less than 4.4 for the previous semester of study can apply for the Rector's scholarship. Additional points can be obtained for scientific, artistic or sporting achievements.

### Who will receive the scholarship?

10 % of the best students in each field of study receive the scholarship.

### When and where to apply?

- in the winter semester applications must be submitted from 15 September to 31 October,
- in the summer semester applications must be submitted from 15 February to 31 March
- application forms to be downloaded:
- the application must be sent in the form of a scan to [stypendia@wsb.edu.pl](mailto:stypendia@wsb.edu.pl)

### What is the amount of the scholarship?

In the winter semester 2020/2021 the monthly amount of the scholarship ranged from PLN 430 to PLN 880 per month, and its amount depends on the gra-



de point average and other above-mentioned achievements.

In each semester the amount of the scholarship may change.

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## Allowance

### Who can apply?

A student who has temporarily found himself/herself in a difficult situation for a specific reason (e.g. death of a family member, illness, theft, loss of a regular source of income) may apply for the allowance.

The allowance is awarded if the event which the student refers to in the application has taken place within the last 6 months of the date of the submission of the application.

### Who will receive the allowance?

A student who has temporarily found himself/herself in a difficult situation and documented the event accordingly.

### When and where to apply?

There is no time limit for submitting an application for the allowance – the application may be submitted throughout the academic year.

- application forms to be downloaded: [www.wsb.edu.pl/dla studentów/stypendia/wnioski](http://www.wsb.edu.pl/dla_studentow/stypendia/wnioski)
- the application must be sent in the form of a scan to [stypendia@wsb.edu.pl](mailto:stypendia@wsb.edu.pl)

### What is the amount of the allowance, and how often can it be applied for?

A maximum of PLN 1 500.00 paid out once.

The amount of the allowance depends on the decision of the Scholarship Committee.

The allowance can be received up to twice per academic year.

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## Scholarship for Persons with Disabilities

### Who can apply?

A student with a valid disability certificate may apply for the scholarship.

### Who will receive the scholarship?

Any student holding a valid disability certificate

### When and where to apply?

- in the winter semester applications must be submitted from 15 September to 31 October,
- in the summer semester applications must be submitted from 15 February to 31 March
- application forms to be downloaded:
- the application must be sent in the form of a scan to [stypendia@wsb.edu.pl](mailto:stypendia@wsb.edu.pl)

### What is the amount of the scholarship?

in the winter semester 2020/2021 the monthly amount of the scholarship ranged from PLN 590 to PLN 890 per month.

Each semester the amount of the scholarship may change.

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# Maintenance Grant and Student Loan

## Who can apply?

Foreign students who can apply for a maintenance grant and a student loan:

- hold a permanent residence permit or are long-term residents of the EU,
- hold a temporary residence permit in connection with the circumstances referred to in Article 159.1 or Article 186.1 point 3 or 4 of the Act on Foreigners,

- have refugee status awarded in the Republic of Poland or enjoy temporary protection or subsidiary protection on the territory of the Republic of Poland,
- have a certificate confirming their knowledge of Polish as a foreign language – C1 language proficiency level or higher,
- have a Pole's Card or a decision confirming Polish descent,
- are the spouse, ascendant or descendant of a citizen of the Republic of Poland, living on the territory of the Republic of Poland

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# Minister's Scholarship

## Who can apply?

- A student with outstanding academic, artistic or sporting achievements.

## When and where to apply?

- applications can be submitted once an academic year – until 25 October each year.
- The decision to award the scholarship is taken by the Minister of Education and Higher Education.

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# Graduation

1. Students can submit their diploma thesis at the Deans' Office provided that they have received credits in all their courses (including curriculum differences and conditional exams). All grades have to be uploaded into Virtual Dean's Office.
2. Before submitting the thesis, it has to be verified and approved by the Supervisor through JSA antiplagiarism system;
3. Before submitting the thesis, the student is requested to contact with the Finance and Tuition fees Enquiry Office (tel. 322959331) and University Library (tel. 322959356) in order to sort out any due payments or other arrangements.
4. The thesis can be submitted in either of the two ways:
  - by registered post:

The documents (as specified on the list on page 2) should be sent by registered post with the confirmation of receipt to the following address:

International Dean's Office, WSB University, ul. Ciepłaka 1c, 41-300 Dąbrowa Górnicza

- in person at the International Dean's Office:

The documents can be submitted in person at the International Dean's Office with due safety procedures, that is, you should be wearing a face mask, hand gloves and have your own pen to sign the documents. You should also keep the distance between other people waiting to submit the documents;

5. Information on the date of your final thesis examination will be sent via email
6. In case it is impossible for the student to submit the diploma thesis in the fixed deadline due to the failure to receive all the credits or the unfinished diploma thesis, the student shall submit the following applications by email to a International Dean Office (attachments):
  - Application to extend the exam session - in case the student is missing the credits in all courses
  - Application to extend the deadline for diploma thesis submission - in case the student is missing the credit in diploma seminar course.

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# Notes

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