



**ERASMUS+
GUIDE 2024/2025**

WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS

**INTERNATIONAL
COOPERATION CENTER**

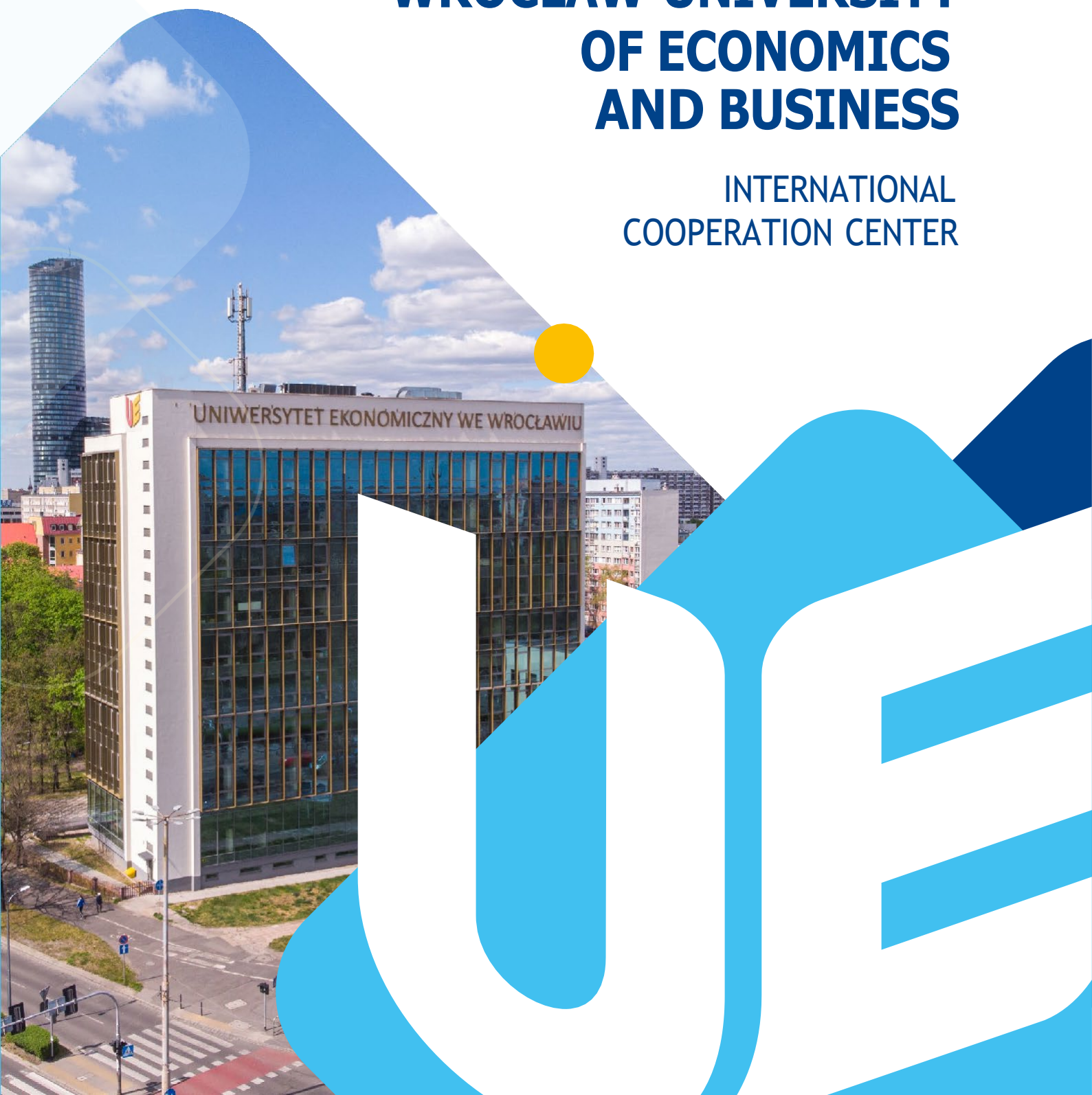


TABLE OF CONTENTS

INTERNATIONAL COOPERATION CENTER	1
INTRODUCTION	4
WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS.....	6
GENERAL INFORMATION.....	7
ACADEMIC CALENDAR 2024/2025.....	8
INTERNATIONAL COOPERATION CENTER - ERASMUS+	9
ERASMUS+ TEAM.....	9
BEFORE ARRIVAL	10
APPLICATION PROCEDURE.....	10
APPLICATION PROCEDURE - FREE MOVERS (VISITING STUDENTS)	11
SELECTION OF COURSES IN THE UNIVERSITY SYSTEM - USOS.....	12
VISA, PASSPORT	12
HEALTH INSURANCE.....	13
LANGUAGE REQUIREMENTS	13
ACCOMMODATION.....	14
MENTOR PROGRAMME.....	17
AFTER ARRIVAL	18
CONTACT THE INTERNATIONAL COOPERATION CENTER.....	18
ORIENTATION DAYS.....	18
STUDENT CARD.....	19
LEGALIZATION OF YOUR STAY - RESIDENCE PERMIT	19

DURING YOUR STAY.....21

ESN UE WROCLAW	21
CAMPUS	22
POLISH LANGUAGE COURSE.....	24
BASIC POLISH VOCABULARY	24
COURSES IN ENGLISH	25
REQUIREMENTS	25
REGULAR ENGLISH PROGRAMMES	25
ELECTIVES DEDICATED TO EXCHANGE STUDENTS.....	26
HOW CAN I CONTACT LECTURERS?	26

BEFORE LEAVING.....27

TRANSCRIPT OF RECORDS, AFTER MOBILITY AND KARTA OBIEGOWA.....	27
ATTENDANCE CERTIFICATE.....	27
POLAND.....	28
WROCLAW (correctly pronounced “VROTZ’ - LAV”).....	29
DO & SEE	30
TRANSPORTATION	34
SHOPPING	35
HEALTHCARE & INSURANCE	36
GENERAL EMERGENCY NUMBERS.....	36
USEFUL WEBSITES IN ENGLISH.....	37
MAP OF THE CAMPUS.....	38



INTRODUCTION

Dear Students,

Welcome to the Wrocław University of Economics and Business! I am delighted that you have chosen our University to study abroad with the Erasmus+ Programme. Let me introduce our University and the academic community that will host you in the following months.

The Wrocław University of Economics and Business fosters future business experts and leaders and creates an environment that supports the development of knowledge, skills and competencies. Our University wants to be the community of people who will change the world by shaping science and entrepreneurial activities. We also want to grow in harmony with the environment. We will create a green campus with the assistance of an international organisation called the Climate Reality Project.

Providing top-level education is our priority. The newly introduced „Strategy 2030” outlines the Wrocław University of Economics and Business strategy framework and establishes our University’s ambitious goals for the next decade. Among other crucial objectives, our University wants to implement modern didactics that combines the individualisation of teaching processes and innovative technologies. Furthermore, the University will become an environment for the continuous development of competencies for its graduates and specialists from other universities.

The University offers a wide range of unique programmes taught in both Polish and English. Our programmes are accredited by numerous international organisations, including CEEMAN, EUA, ACCA and CIMA. We are very proud that our Finance Programme in English is the only finance programme in Poland with the EFMD accreditation at Bachelor and Master levels.

We care about our students’ needs. Our University provides modern education, combining the advanced teaching process and modern technologies. We have created the Business Process Simulation Center - the VR facility where you can visualise business processes. You can be inside business processes and control the surrounding environment using VR glasses and interactive monitors in the virtual world. Our University also organises strategic business games, during which students’ teams run virtual companies operating on the domestic and foreign markets.

Our University also supports the entrepreneurial activities of our students. InQube, our academic business incubator, helps in the commercialisation of ideas, products and services created by our students and graduates. Furthermore, this institution provides comprehensive support in running a business and cooperates with business accelerators, including Seed Capital and Venture Capital funds. Besides, InQube is also a community that provides support, shares information and inspires to develop innovative business concepts.

If you want to deepen specialist knowledge, you may benefit from the individualisation of studies and many programmes developing personal competencies. Studies at selected programmes allow students to combine internships and on-the-job training. If you want to develop your specific interests, there are 30 student research clubs. They offer our students to pursue their scientific passions and acquire advanced knowledge.

Our University's international cooperation offers diverse opportunities for students. Every year, we host over 300 international students so that you can make friends with people representing different cultures. Our infrastructure situated in the heart of Wrocław is also our advantage. All University buildings and student dormitories are located close to each other. Our modern library is the central point of the campus. Apart from its collections and other resources you can also find there the rooms dedicated to individual and group work. We take care not only of your scientific development but also of your physical fitness. There are many sports disciplines to choose from. In addition, the University swimming pool is located right next to the dormitories.

Finally, Wrocław is a beautiful multicultural city with traditions, interesting architecture and a vibrant student community. Every year, over 120,000 students receive their education in this modern city. International companies grow here very dynamically and offer new job opportunities and career development.

I am pleased to welcome you as an international student and a new member of our multicultural academic community. I believe that the following months spent at the Wrocław University of Economics and Business will be an unforgettable experience and an excellent opportunity for you to acquire new knowledge and competencies.

Prof. dr hab. Bogusława Drelich-Skulska

Vice-Rector for Accreditation and International Cooperation
Head of the Department of International Business

WROCLAW UNIVERSITY OF ECONOMICS AND BUSINESS



The Wroclaw University of Economics and Business is ranked among the top economic schools of higher education in Poland, and it is an important center of science and research. Its activities are aimed at maintaining and strengthening the university position on the regional, national and international levels, improving its competitive advantage, and fostering its image as a modern institution, open and friendly to its employees and students, and to the environment. Our University is officially accredited to provide academic training in the area of economic and management sciences.

The Wroclaw University of Economics and Business, located within a compact campus in the central part of the city, is a modern institution for education and research and an advisory and opinion-making unit permanently embedded in the regional, national and international area. It undertakes activities leading to sustainable development and maintains a high standard of social and ethical responsibility. The university is open and friendly to its staff, students, graduates, the surrounding community, and the environment.

The qualified personnel of the Wroclaw University of Economics and Business has always been our greatest asset. Our employees have received numerous awards for educational and scientific achievements and have been active members in many academic associations and societies, both in Poland and abroad. The most prominent of our colleagues have been awarded honorary titles by local and foreign institutions of higher learning. Prof. Zdzisław Hellwig has received honorary doctorates from the Cracow University of Economics and the Prague University of Economics; Prof. Józef Popkiewicz - from the Technical University of Dresden; Prof. Ber Haus - from the Katowice University of Economics, and Prof. Stanisław Urban - from the University of Agriculture in Krakow, Prof. Andrzej Gospodarowicz - from the Vilnius University, the Kyiv National University of Trade and Economics and the Lviv University of Trade and Economics; Prof. Krzysztof Jajuga - from the Cracow University of Economics and Prof. Bogusław Fiedor - from the Katowice University of Economics.

Address:	ul. Komandorska 118/120, 53-345 Wrocław, Poland
Website:	www.uew.pl www.international.uew.pl
University's status:	public university
University's foundation date:	1947
Faculties:	Faculty of Management Faculty of Economics and Finance Faculty of Production Engineering

GENERAL INFORMATION

Erasmus Institutional Code PL WROCLAW 03

Postal address Wroclaw University of Economics
and Business
International Cooperation Center
ul. Komandorska 118/120
53-345 Wrocław
Poland

**Contact person
for ERASMUS
Incoming Students**

Małgorzata Mazurek

malgorzata.mazurek@ue.wroc.pl
+48 71 36 80 128

Maria Thompson

maria.thompson@ue.wroc.pl
+48 71 36 80 128

**Nomination deadlines
(for partner universities)**

winter semester/year - 15 June

summer semester - 30 November

**Application deadlines
(for incoming students)**

winter semester/year - 30 June

summer semester - 10 December

ACADEMIC CALENDAR 2024/2025

WINTER SEMESTER	01.10.2024– 05.02.2025 (classes)
Orientation Days	26.09.2024 - 27.09.2024
Christmas break	23.12.2024 - 01.01.2025
Exam period	06.02.2025 - 18.02.2025
Resit exams period	19.02.2025 - 25.02.2025
Break between semesters	19.02.2025 - 21.02.2025

SPRING SEMESTER	24.02.2025 – 29.06.2025 (classes)
Orientation Days	
Easter break	18.04.2025 -22.04.2025
Exam period	30.06.2025 - 13.07.2025
Resit exams period	14.07.2025 - 20.07.2025

PUBLIC HOLIDAYS	
All Saints' Day	01.11.2024
Independence Day	11.11.2024
Christmas	25.12.2024 - 26.12.2024
New Year's Day	01.01.2025
Epiphany	06.01.2025
Easter Sunday & Monday	20.04.2025 - 21.04.2025
Labour Day	01.05.2025
Constitution Day	03.05.2025
Ekonomika (University's Holiday)	22.05.2025 - 23.05.2025
Corpus Christi	19.06.2025
Rector's day	31.10.2024

Special changes to the schedule:

Winter semester:

30.10.2024 classes according to the schedule for Friday T1
12.11.2024 classes according to the schedule for Monday T1
10.01.2025 classes according to the schedule for Monday T2

Spring semester:

23.04.2025 classes according to the schedule for Friday T1
21.05.2025 classes according to the schedule for Thursday T2
02.06.2025 classes according to the schedule for Friday T2
17.06.2025 classes according to the schedule for Thursday T2

INTERNATIONAL COOPERATION CENTER – ERASMUS+

Prof. Bogusława Drelich-Skulska

Vice Rector for Accreditation and International Cooperation

Anna H. Jankowiak, PhD

Director of the International Cooperation Center

Iwona Przyłęcka, M.A.

Head of the International Mobility Section and Erasmus Institutional Coordinator

ERASMUS+ TEAM

Małgorzata Mazurek – incoming students

malgorzata.mazurek@ue.wroc.pl

Maria Thompson – incoming students

maria.thompson@ue.wroc.pl

Joanna Tyburczy – outgoing students

joanna.tyburczy@ue.wroc.pl

Kamila Tworek – outgoing students

kamila.tworek@ue.wroc.pl

Building A, room 16

iwona.przylecka@ue.wroc.pl

+48 71 36 80 151

WELCOME CENTER

Julia Majewska - foreigners support

julia.majewska@ue.wroc.pl

Building A, room 13a

[Facebook Welcome Center](#)

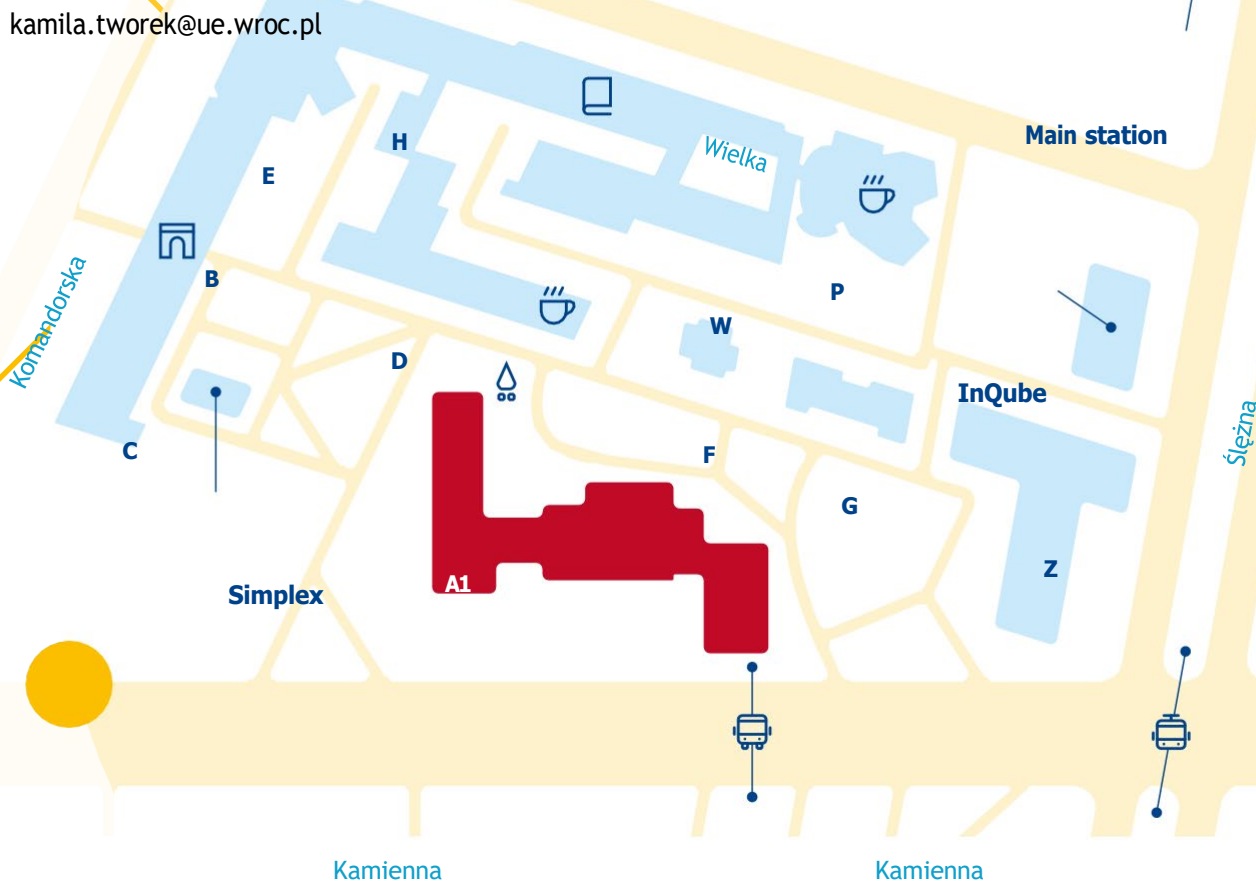
ERASMUS+ TEAM

Building A, room 27

Monday - Friday

9 a.m. - 3 p.m.

+48 71 36 80 128



BEFORE ARRIVAL

APPLICATION PROCEDURE

Thank you for your interest in studying at the Wrocław University of Economics and Business (“WUEB”) under the Erasmus Plus exchange programme! Our university welcomes more than 300 Erasmus exchange students each year and has more than 100 Erasmus agreements with universities throughout Europe.

If you want to take part in the Erasmus Plus programme at the WUEB, first you need to contact the departmental Erasmus coordinator at your home institution. It will be checked if your university has an Erasmus exchange agreement with the WUEB. If your university doesn’t have a bilateral agreement with the WUEB and you would like to apply independently, you can do so as a “Free mover” (more information below).

You have to be nominated by your home university to study at the WUEB. Once we have received the nomination from your university, an e-mail with confirmation and further instructions will be sent to each nominated student.

• LETTER OF ACCEPTANCE

If you would like to receive an official Letter of Acceptance (for visa procedures or if required by your university), you need to fill in the form enclosed to the confirmation e-mail and send it back to us via e-mail (in the Word format, not as a pdf file). We will send it to you duly signed and stamped.

• REGISTRATION

Our university has a dedicated platform for exchange students, at <https://irk2-bwz.ue.wroc.pl>. After receiving instructions from us, you proceed with the registration process using the platform. For registration purposes, you need to fill in your personal data and create the following documents:

- **Application form.**

This document is generated automatically based on the data entered by you.

- **Learning Agreement.**

This document is generated automatically based on the courses selected by you.

The Learning Agreement generated from our internal system, called IRK, has a priority before any other LA sent in your university's format, because it always contains the most recent list of courses. It is also possible to send the Online Learning Agreement (OLA) via Erasmus Without Paper system, provided the system has been implemented at your home university.

For your Learning Agreement you can choose any subjects offered for exchange students. They include special Erasmus courses (electives) and regular Bachelor and Master courses. With the instruction for the registration process you will receive the lists of courses available for you. The current offer of courses available for Erasmus students at our university can also be found on our university website:

For the majority of offered courses a syllabus in English is provided. In case of any questions concerning the courses or your Learning Agreement, please contact our ECTS Coordinator: Tomasz Dyczkowski, PhD, tomasz.dyczkowski@ue.wroc.pl.

IMPORTANT NOTE: When creating their Learning Agreements students are obliged to take between **20 ECTS (minimum limit)** and **35 ECTS (maximum limit, plus 2 ECTS if the Polish language course is taken)** per semester.

APPLICATION PROCEDURE – FREE MOVERS (VISITING STUDENTS)

If you would like to study as a free mover (visiting student), the procedure is the same as for regular Erasmus students. The only difference is that as a free mover student from the EU country, you have to pay a study fee of PLN 2,000 per semester. The fee for free movers from non-European Union countries is EUR 1,500 per semester.

You should make that payment until the end of November if you come to study for the winter semester, and until the end of March if you come to study for the spring semester. Free mover students do not have to be nominated by their home university. Please, make sure to indicate during the registration process that you come as a Free Mover student!

IMPORTANT NOTE: The proof of payment has to be submitted (sent by mail) to the International Cooperation Center.

Account number:

PL 07 1090 2529 0000 0006 3400 0503
IBAN: PL07109025290000000634000503
SWIFT code: WBKPPLPP

Bank address:

Santander Bank Polska S.A.
17 Oddział we Wrocławiu
Plac Powstańców Śląskich 17/115
53-314 Wrocław Poland

University address (the recipient):

Uniwersytet Ekonomiczny we Wrocławiu
ul. Komandorska 118/120
53-345 Wrocław, Poland

Title of payment:

Your name and surname - Erasmus Free Mover - 2024/2025
Example: John Smith - Erasmus Free Mover - 2024/2025

After receiving all documents (all documents must be duly signed and stamped by a responsible person at your university) we will send you your Learning Agreement and Letter of Acceptance, if requested, duly signed and stamped, so you can finish the procedure at your home university.

All required documents should be uploaded onto the online platform (<https://irk2-bwz.ue.wroc.pl/en-gb/>) or sent by e-mail to malgorzata.mazurek@ue.wroc.pl or maria.thompson@ue.wroc.pl

VISA, PASSPORT

European Students

There are no longer any border controls at the borders between 27 EU countries. This is thanks to the Schengen rules, which are part of the EU law. These rules abolished all internal border controls, but put in place effective controls at the external borders of the EU and introduced a common visa policy. All EU countries are full Schengen members except for Bulgaria, Croatia, Cyprus, Ireland and Romania. Iceland, Liechtenstein, Norway, and Switzerland are Schengen members, although they do not belong to the EU.

You need to present a valid passport or ID card when travelling to the five non-Schengen countries and when entering or leaving the EU at the external borders. You should have your passport or another ID document when travelling in the EU because they may be required for identification or security purposes. Please be aware that the only valid ID is the one obtained from your national authorities.

EU students do not need a visa for travelling within the EU!

Non-European Union Students

Non-EU students will need a valid passport. If your visa is from a country fully applying the Schengen rules, it automatically allows you to travel to the other Schengen countries as well. Moreover, if you have a valid residence permit from one of those Schengen countries, it is equivalent to a visa. You may need a national visa to visit non-Schengen countries. Border officials in the EU countries may ask for other supporting documents such as an invitation letter, proof of lodging, return, or round-trip ticket.

You are allowed to travel around Europe (Schengen area) as long as your visa is valid. Additional documents are not required.

SELECTION OF COURSES IN THE UNIVERSITY SYSTEM - USOS

Before your arrival in Wrocław, you will receive logins and passwords to be able to use our university system - USOS. After you get acquainted with your timetables, you will make the final selection of your courses, which is done in the USOS system. You will receive instructions on how to read the timetables and how to enroll on courses in the USOS system. It may happen that it will be necessary to change your original Learning Agreement because the courses you have selected overlap in the timetable, or the number of students enrolled for a given course is too small **(Changes in Mobility)**.

HEALTH INSURANCE

Medical insurance is obligatory for all foreign students.

European Union Students

To be eligible for public medical services during your stay in Poland, it is necessary to bring your European Health Insurance Card (non-EU students - insurance from your home country).



Non-European Union Students

You must enquire in your country what type of insurance will be the best one during your stay in Poland. The most comfortable option will be the insurance which allows you to get a refund for medical treatment. Please, make sure to settle the insurance matters. It is very important, and it will protect you from incurring additional costs. If you do not have insurance, you will have to pay for a medical appointment - approximately PLN 200 (or more) and in the case of a serious injury/hospitalization, the related costs can be immense.

LANGUAGE REQUIREMENTS

The courses for exchange students are offered in English. You need to have a good knowledge of the English language (at least B2 level) to participate actively in class discussions, follow lectures, prepare papers and presentations, take exams, and interact socially with other students. If you have a sufficient knowledge of the Polish language, you can choose among the programs offered in Polish.

We require a certificate confirming your knowledge of English at B2 level (minimum requirement). This certificate can be issued by any language school or by your home University (e.g. by the Foreign Languages Centre).

ACCOMMODATION

The Wrocław University of Economics and Business provides accommodation for a limited number of Erasmus students in the University's dormitories "Przegubowiec" and "Ślężak". Both dormitories are situated within the campus, near to each other, and offer similar conditions. The buildings of both dormitories have been recently renewed and offer rooms for two students, shared bathrooms, a kitchen, and a launderette on each floor. All rooms have free access to the Internet. Rooms are equipped with new furniture, washbasins and bedding. Students are asked to provide plates and cutlery on their own. There are also TV rooms in the dormitories.



DORMITORY "ŚLĘŻAK"

Address:

ul. Ślężna 33, 53-301 Wrocław

All floors are divided into modules consisting of two double rooms with one bathroom for both rooms. Rooms are furnished (bed, table, wardrobe, chairs), and bedding is also provided. On each floor, there is one kitchen which can be used by all students.

Prices of rooms:

Double room: PLN 780-900

DORMITORY "PRZEGUBOWIEC"

Address:

ul. Kamienna 35/37, 53-345 Wrocław

Double rooms are available. Each room has its own bathroom and small kitchen. Rooms are fully furnished, and bedding is provided.

Prices of rooms:

Double room: PLN 780-820

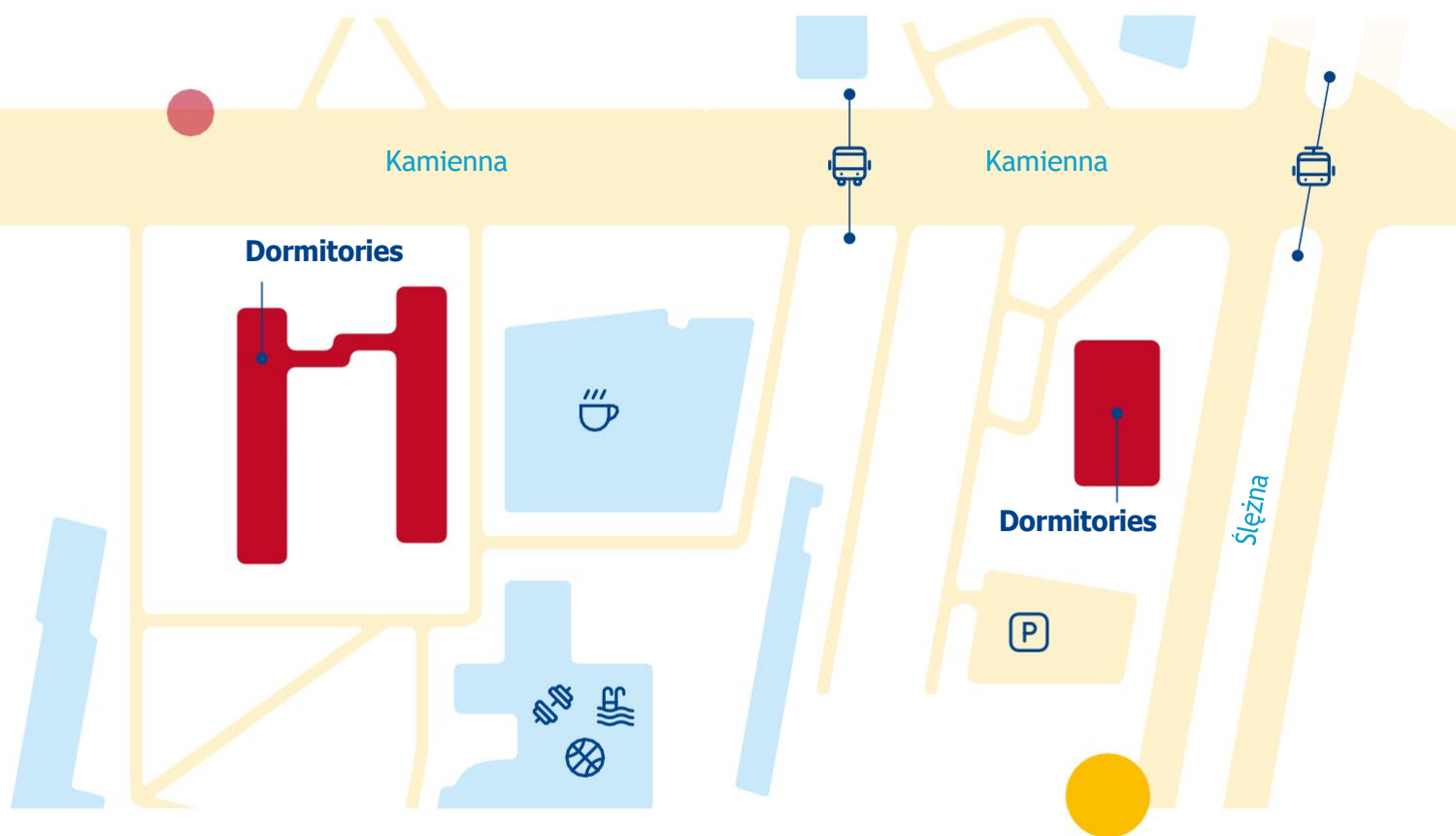
In both dormitories it is possible to have a single room, however, students with disabilities have priority when such rooms are allocated.

The rent is paid monthly, until the 10th day of each month. Upon your arrival you will be additionally charged a deposit (PLN 500). The deposit will cover your last full month in the dormitory, or it will be refunded. Rent payments have to be done through bank transfer (you will get your personal account number for bank transfers upon your arrival). While making a bank transfer to the specified account, be sure to include your full name, your dorm number, and the month you are paying for.

If you want to stay in the university's dormitory, you should mark this option during the registration process.

!!! Please be aware of the fact that the number of places in the dormitories is limited, and we are not able to provide accommodation for all students, so the faster you complete your registration process the bigger is your chance to get a room.

You will be informed whether you have a room in the dormitory or not after 10th July if you are coming for the winter semester and after 10th December if you are coming for the spring semester.



As mentioned above, the number of places in the dormitory is limited, and we are not able to provide accommodation for all students. Should you wish to look for privately rented accommodation, please be aware that finding accommodation in Wrocław is not easy - do not wait until the last moment if you want to find an affordable room.

Please note that the International Cooperation Center **does not** provide help in looking for private accommodation, and students have to find a room on their own. However, you may be assisted

by the student organization, ESN UE, or former Erasmus students who may provide the information on accommodation in the area. We strongly recommend that you arrange your accommodation as soon as possible. Ads with accommodation offers are also placed on the noticeboards near the university.

IMPORTANT NOTE: Unfortunately, we have been confronted with a rising number of accommodation frauds. Some people offer non-existing accommodation and hope for a prepayment. We advise you to be cautious. Do not send any money before you have seen the flat or met the landlord!

Useful links

<http://rentingzone.pl/>

<https://pepehousing.com/> (you will get a 10% discount with password ESNUWR)

<https://studentdepot.pl/nasze-akademiki/akademik-wroclaw/>

<http://erasmusu.com/en/erasmus-wroclaw/student-housing>

http://rentflatpoland.com/property_city/wroclaw/

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

Check also: Facebook groups

[“Wrocław - pokoje wynajem”](#)

[“Accommodation in Wrocław \(ESN official group\)”](#)

[“Mieszkania i pokoje do wynajęcia Wrocław”](#)

MENTOR PROGRAMME

Wrocław can be quite challenging when you arrive, especially when you do not speak Polish. Sometimes it can also be challenging to even get to Wrocław. That's why we have started our Mentor Programme!

Meet your first Polish friend before you arrive in Wrocław!

Have someone to always help you during your stay!

They will also happily show you around!

WHY SHOULD I APPLY TO HAVE A MENTOR?

Having a mentor is a great way to get in touch with Polish students who can introduce you to Wrocław student life. Your mentor, a Polish student, can pick you up from the airport/station, help you get through the first few days after your arrival, and help you with some practical things that need to be done. And of course, they will answer all your questions you might have prior to or during your stay in Wrocław.

HOW CAN I APPLY?

You may contact ESN UE Wrocław via Instagram at @esnuewroclaw. Any questions regarding the mentor programme can be sent to mentor.uewroclaw@esn.pl. After that, you will be assigned a Polish student who will take care of you during your stay in Wrocław.

AFTER ARRIVAL

CONTACT THE INTERNATIONAL COOPERATION CENTER

After you arrive in Wrocław it is recommended that you visit the International Cooperation Center as soon as possible to confirm your arrival and sign the Arrival Certificate (if required by your university). Also, if you have any questions (which you surely might have), feel free to talk to our Erasmus staff.

ORIENTATION DAYS

Before the beginning of every semester, the university offers new Erasmus students the possibility of taking part in the “Orientation Days”.

The “Orientation Days” event is a unique programme for new Erasmus students coming to the Wrocław University of Economics and Business, designed to provide you with all the information necessary for your successful stay in Wrocław and to help you clear all the formalities and settle into your new life in Poland.

Participation in the “Orientation Days” is optional but highly recommended for all newcomers, to ensure a smooth start at the Wrocław University of Economics and Business.

To have some idea about how we welcomed our Students from Winter semester 2022, please check below.

[We welcome Erasmus+ Programme students](#)

WHY SHOULD I PARTICIPATE?

- you will get a bit of useful information related to the system of education at our university, courses, accommodation, Polish course, etc.;
- you will get to know the Polish language and culture;
- you will be shown around the university campus;
- you will meet other Erasmus students, and you will make your first friends;
- you will have a lot of fun with the ESN team (city tour, pub crawl, parties, and much more)!

HOW CAN I APPLY?

About two weeks before the start of the Orientation Days, you will receive an e-mail from the International Cooperation Center with detailed information on this event.

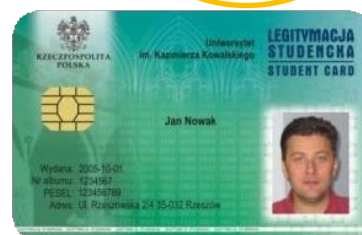
STUDENT CARD

As an international student you need to know that this is the most important document for each student. You will need this ID card to obtain access to our library and to be eligible for student discounts: 50% for municipal public transport (no age limit), 51% for train tickets (age limit 26), and also for museums, theatres, cinemas, and exhibitions, etc. You can also get a discount in some restaurants, so always ask if it applies.

Your Student ID Card can also be used as a prepaid ticket for public transport or you can obtain a separate URBAN CARD. All you have to do is to fill in the application on the website <https://www.urbancard.pl/wniosek-o-wydanie-karty> and go to one of the customer service points:

For example:

- ul. Ractawicka 2-4, 53-146 Wrocław,
opening hours: Monday through Friday 8 a.m. - 6 p.m.
- ul. Grabiszyńska 9, 53-501 Wrocław,
opening hours: Monday through Friday 8 a.m. - 6 p.m.



To get more information about available tickets and the use of your Student ID Card as an electronic ticket visit <https://www.urbancard.pl/>

You can get your student card upon your arrival either during the Orientation Days or in the International Cooperation Center.

DURING YOUR STAY

ESN UE WROCLAW

ESN is a Europe-wide student organization, and its primary goal is to support and develop international student exchange programmes, especially the Erasmus+ Programme. ESN UE Wrocław will always be here to help you during your stay in Wrocław.

The main focus of ESN UE Wrocław is on incoming exchange students who often face problems (and feel abandoned) in their new environment. Therefore, their members offer help in the academic, social, and practical integration process so to make everything as easy as possible during your stay. This is mainly done through activities organised during the whole academic year, which include cultural and social events such as trips to various places within the country, film nights, language projects, international food festivals, and, last but not least, the best Erasmus parties!



PRESIDENT of ESN:

president.uewroclaw@esn.pl

More information about ESN in the ESN GUIDE - please click below

[Welcome to Wrocław! - Google Drive](#)

CAMPUS

Our academic facilities, dormitories, sports center (with a swimming pool, sports halls, fitness area, and climbing wall), student clubs, bookshop, and library are located within one campus, suitably situated near the city center. There is no need to commute from place to place. All your needs are catered for in our beautiful and modern campus.

CANTEEN AND CAFETERIA

Cafeterias are situated in building P (“Bazylika”) and in the CKU building (“Bistro Kamienna”).

There are many other places close to the university where you can eat for a fair value of money (Arena, Sky Tower, Arkady, etc.).

COPY CENTER

There is a copy machine located on the first floor of the building A. Copy machine accepts payment only by card.

LIBRARY

The Main Library of the Wrocław University of Economics and Business is located in buildings U and W. The part which is accessible to users occupies the **U building**.

The Library offers employees, students, and other users access to **paper collections** and **electronic resources**.

For more information please visit the **GUIDE** attached below

[Library Course 2023 \(uw.edu.pl\)](https://www.uw.edu.pl/library/course-2023)



You are welcome to use our **study place services** - it is possible to work individually or in groups on any of the floors of the library or book a study room for one person or a team. There is also access to computers in the terminal system, free wi-fi and scanners.

Our electronic resources are accessible on campus but can also be used from other locations (by proxy) on request.

The staff of the **Scientific Information Department** assists in using electronic resources (on the 1st floor). You can also get access to the latest journals in the department and browse through latest newspapers in the current press reading corner.

The European Documentation Center located in the Scientific Information Department provides information on the European Union, assists in searching for research materials, and participates in the debate on the European Union.

Our library is adapted to the needs of people with disabilities.

For detailed instructions, see this link: <https://www.bg.ue.wroc.pl/students/>

OPENING HOURS: Current opening hours of the library can be found on our website: https://www.bg.ue.wroc.pl/o_nas/15157/godziny_otwarcia.html

LIBRARY WEBSITE: <https://www.bg.ue.wroc.pl/en/>



Photo Credit: Wroclaw University of Economics and Business

SPORTS CENTER

The department of Physical Education and Sports offers regular courses of physical education as well as supplementary sports training, recreation, and rehabilitation for students and employees of the University. Our activities are organized with support from the University Club of the Academic Sports Association. At the moment, we offer courses and training in 20 sports disciplines, such as aerobics, athletics, badminton, basketball, fitness classes, football, handball, rock climbing, swimming, table tennis, tennis, uni hockey, volleyball, and more.

Please, remember that the website of the sports center (www.swf.ue.wroc.pl) is in Polish only, so you might need some help with translation (ask your mentor or Polish students). Physical education classes are not offered to Erasmus students as one of the courses, but you may take part in other forms of sports activities.

POLISH LANGUAGE COURSE

IMPORTANT INFORMATION REGARDING COURSES & LECTURES

The University offers free Polish language courses for the exchange students. The courses are provided during each semester. The course content will also help you to get acquainted with the Polish culture.

- Polish is fun
- You can make Polish friends.
- You can learn how to pronounce “W Szczepreszynie chrząszcz brzmi w trzcinie”.

BASIC POLISH VOCABULARY

Hello, Hi - **Cześć**

Good morning/afternoon - **Dzień dobry**

Good evening - **Dobry wieczór**

Good bye/Bye - **Do widzenia/Cześć**

Good night - **Dobranoc**

Bye - **Cześć**

See you later - **Do zobaczenia później**

How are you? - **Jak się masz?**

I'm doing well - **Dobrze**

Not good - **Nie dobrze**

So, so - **Tak sobie**

What is your name? - **Jak masz na imię?**

Where are you from? - **Skąd jesteś?**

How old are you? - **Ile masz lat?**

I'm sorry - **Przepraszam**

Thank you - **Dziękuję**

Congratulations - **Gratuluję**

Pardon? - **Słucham?**

Yes - **Tak**

No - **Nie**

Please - **Proszę**

What? - **Co?**

I understand - **Rozumiem**

I don't understand - **Nie rozumiem**

I love you - **Kocham Cię**

Call me - **Zadzwoń do mnie**

Two beers, please - **Dwa piwa, proszę**

Cheers! - **Na zdrowie!**

Do you speak English? - **Czy mówisz po angielsku?**

I don't speak Polish - **Nie mówię po polsku**

My name is ... - **Mam na imię ...**

I am from England - **Jestem z Anglii**

University - **Uniwersytet**

Dormitory - **Akademik (Dom studencki)**

Faculty - **Wydział**

Student ID - **Legitymacja studencka**

Library - **Biblioteka**

Post Office - **Poczta**

Exchange office - **Kantor**

Shop - **Sklep**

ATM/cash dispenser - **Bankomat**

Money - **Pieniądze**

Ticket - **Bilet**

COURSES IN ENGLISH

The Wrocław University of Economics and Business has a wide range of courses taught in English. Erasmus/Exchange/Free Mover (Visiting) students can choose courses from both our regular programmes and electives dedicated to exchange students. All courses listed in the offer are in English.

REQUIREMENTS

When creating their Learning Agreements students are obliged to take between 20 ECTS (minimum limit) and 35 ECTS (maximum limit, plus 2 ECTS if the Polish language course is taken) per semester. The required level of English is B2, which has to be confirmed with a certificate. The certificate issued by any language school or by the home University (for example, by the University's Foreign Language Centre) will be accepted.

REGULAR ENGLISH PROGRAMMES

Syllabuses for Bachelor and Master courses can be found here:

<https://ue.e-sylabus.pl/ForStudents>

Instruction on how to find syllabuses for Bachelor/Master courses is here:

[http://www.international.ue.wroc.pl/p/english/erasmus_plus/2022/courses_offer/instruction_-_syllabuses_for_bachelor_and_master_courses_\(new,_may_2022\).pdf](http://www.international.ue.wroc.pl/p/english/erasmus_plus/2022/courses_offer/instruction_-_syllabuses_for_bachelor_and_master_courses_(new,_may_2022).pdf)

Bachelor programmes

- **BI** - Business Informatics
- **BM** - Business Management
- **F** - Finance
- **IB** - International Business

Master programmes

- **BM** - Business Management
- **F** - Finance
- **IB** - International Business

ELECTIVES DEDICATED TO EXCHANGE STUDENTS

For an elective course to start there must be (12) students enrolled at a minimum. Schedules for all courses, regular and elective, are made available before the enrolment on courses (September for the winter semester and February for the summer semester).

In case of any questions concerning courses or your Learning Agreement, please contact Tomasz Dyczkowski, PhD, our ECTS Coordinator, at tomasz.dyczkowski@ue.wroc.pl.

PLEASE NOTE, the current offer of courses may be subject to change.

HOW CAN I CONTACT LECTURERS?

If you wish to contact your lecturer, the easiest way is to contact him/her via e-mail. You can find the e-mail addresses on our university web page (uew.pl). You type in the lecturer's name, and the lecturer's profile with the e-mail address will come up.

The general rule for e-mail addresses of our university staff:

name.surname@ue.wroc.pl

However, lecturers might use their private e-mail addresses as well, so it is better to ask for the current e-mail address at the first meeting.

BEFORE LEAVING

TRANSCRIPT OF RECORDS, AFTER MOBILITY AND CLEARANCE SLIP

The procedure at the end of your stay is as follows:

KARTA OBIEGOWA (CLEARANCE SLIP) – please bring this document to the International Cooperation Center at the end of your stay. The document is enclosed in this Student Guide.

You have to obtain two stamps on the Clearance Slip (Karta Obiegowa):

- one from the dormitory, which proves that you do not have any overdue payments (**obviously, if you have not lived in the dormitory, you do not need this stamp**),
- one from the library - **this is obligatory for everybody!!!** - you have to go to the library and ask for the stamp (which proves that you do not have any books to return). **Remember, even if you have never visited the library, you still have to receive this stamp!**

IMPORTANT NOTE: Students who are staying for the whole year have to bring the **Karta Obiegowa** after finishing the summer semester only.

TRANSCRIPT OF RECORDS

The International Cooperation Center will issue the Transcript of Records once you pass all your courses, and all your grades are entered into the USOS system by the lecturers.

Remember to contact your lecturers if you have failed a course and you wish to/have no intention to take a resit exam. Lecturers have to enter the relevant grades, as otherwise your Transcript of Records cannot be prepared. It is recommended to inform lecturers thereof before you leave, as it is more difficult to contact lecturers during the holiday period.

If you have all grades in the USOS system, you can take a paper copy of your Transcript of Records when you leave. You should present this copy at your University. If you do not have all grades in the USOS system upon your departure, your Transcript of Records will be prepared later and e-mailed to you as a scan, while its original copy will be sent to your home university.

When the Transcript of Records has been issued, the After Mobility part of your Learning Agreement can be signed, if required by your University.

ATTENDANCE CERTIFICATE

The Attendance Certificate (or Arrival/Departure certificate) is a document usually required by your University when you come back home. The International Cooperation Center will use either your form or our form of the Attendance Certificate, which is dated and stamped. It will be your confirmation of staying at the Wroclaw University of Economics and Business.

POLAND

LIVING IN POLAND

Official name:	The Republic of Poland (Rzeczpospolita Polska)
National Emblem:	White Eagle
Population:	38 million
Capital City:	Warsaw (1.7 million inhabitants)
Other big cities:	Kraków, Łódź, Wrocław, Poznań, Gdańsk
Area:	312,685 km ² (9th biggest country in Europe, 69th in the world)
Neighbouring countries:	Russia, Lithuania, Belarus, Ukraine, Slovakia, the Czech Republic and Germany
Religion:	Roman Catholic, Eastern Orthodox, Protestant and others
Currency:	1 zloty (PLN) = 100 grosz; (EUR 1 = approx. PLN 4,66)
Local time:	GMT + 1 hour
Climate:	Continental; moderate, changeable weather. We strongly recommend taking warm clothes as in winter, temperature may drop to even -25°C! In summer, the average temperature is 20°C, however, due to changes in the climate, periods of extreme heat can also be expected (35-40°C).
Dialling code:	+48
Emergency numbers:	999 Ambulance 998 Fire Department 997 Police 112 Emergency Telephone Number

WROCLAW

(correctly pronounced "VROTZ' - LAV")

Wrocław is the economic, cultural, and intellectual capital of Lower Silesia, located in southwestern Poland, 160 km from Germany, and 120 km from the Czech Republic. It is well equipped with transport facilities: an international airport, railways, highways, and river ports. Medium-light industry, trade, services, and education are the major employers. The city, with its charming historical center, parks, good restaurants, hotels and friendly people (700,000 inhabitants), is a pleasant place to visit and to do business. Wrocław is one of the oldest and most beautiful cities in Poland. Situated at the foot of the Sudety Mountains, upon the Odra River and cut through by its numerous tributaries and canals, it is an exceptional city of 12 islands and 112 bridges, often called "Venice of the North" (Source: www.wroclaw.com).

The city was partly destroyed at the end of World War II, but fortunately, it has been reconstructed, and most of the damaged historical buildings have been restored. Wrocław has now regained its former splendor and can pride itself on being one of the most beautiful cities in Eastern Europe.

Among many Gothic and Baroque churches, beautiful parks, and the wonderfully restored Market Square with its old Gothic Town Hall, there are scores of museums, galleries, cinemas and theatres in Wrocław to enrich your mind. In the Market Square, there is always a chance to see street-performers entertaining the crowds with fire-juggling, break-dancing, or folk-music - all of which is best enjoyed with a cold beer from the comfort of the square's bars or cafes.

Day or night, WrocLOVE pulses with life, having so many thriving dynamic companies based in Wrocław (BNY, Credit Suisse, E&Y, Google, Hewlett-Packard, IBM, McKinsey, Microsoft, Siemens, UBS, Volvo, Whirlpool, etc.) along with the large pool of young professionals and students living in the city. The historic center of the town is the main place to meet people, with around 200 restaurants, cafes, pubs, and clubs that can be found around the Market Square. Wrocław is a town that never sleeps. At any time, you can try some delicious traditional Polish food (Przedwojenna, Ambasada, etc.) and have a drink. You are never bored here, even if you just sit down in the restaurant's garden and watch people and the city around.



DO & SEE

Wrocław has lots to see, including its Town Hall, widely regarded as one of the finest examples of Gothic architecture in central Europe. The University of Wrocław has its Aula Leopoldina, which has the most extensive Baroque interior in Poland, and the Mathematical Tower. The remarkable Centennial Hall, placed on the UNESCO list, has to be visited as well. (Source: www.arrivalguides.com)



(Photo Credit: Patryk Krzyzak)

Market Square (Rynek)

When visiting Wrocław, the main square located in the very heart of the city is a must-see attraction. A lovely, colorful square is full of old buildings, many restaurants, and shops. In the summertime, you can enjoy a cup of coffee on the outdoor seating in the cafés/restaurants and watch the world go by.

Address: Market Square (Rynek), Wrocław

Town Hall (Ratusz)

Wrocław's splendid Gothic Town Hall is the cynosure of the Market Square, and for centuries the most important building in the city. Today, the building has lost its political functions, and tourists are allowed to see the splendid interiors of the Burgher's Hall and the Great Hall. They can also visit the Museum of City Art or sample some finely fermented hops at the famous cellar bar, Piwnica Świdnicka. Have your camera ready for the 66 m tower, the astronomical clock, and a wealth of amusing decorative motifs.

Address: Market Square (Rynek), Wrocław



(Photo Credit: Patryk Krzyzak)



(Photo Credit: Tomasz Mazon)

St. Elizabeth Church

The St. Elizabeth Church dates back to the 14th century and is one of the oldest churches in Wrocław. The church is located in the Old Town, and it is hard to miss; it is the tallest building in the area. To reach its top, you need to climb 300 steps, but it is well worth it since it offers a panoramic view of the entire city.

Address: Świętego Mikołaja, Wrocław

www.kosciolgarnizon.wroclaw.pl

Wrocław Opera & Monopol Hotel

Take a step back in time to a more elegant age and visit this breathtakingly beautiful old Opera house. Any fan of the opera or musical theatre will find great shows to enjoy. On the program, you will also find ballet performances. The Monopol Hotel, the most famous hotel in Wrocław, is situated a few meters away from the Opera house.

Address: ul.Świdnicka 35, Wrocław

www.opera.wroclaw.pl



(Photo Credit: Maciej Lulko)



(Photo Credit: Maciej Lulko)

Ostrów Tumski Island & Tumski Bridge

Ostrów Tumski Island is the oldest part of the city. It shelters a complex of sacral buildings with the Gothic Cathedral of St. John the Baptist. When the gas lamps, which are lit up by a real lamplighter, are lit at night, and the most striking architectural landmarks are illuminated, the Ostrów Tumski Island is a breathtaking place. Take a padlock and key and take your sweetheart to the Tumski Bridge, lock the padlock to the bridge, and then throw away the key to the Odra River. By doing so, it is claimed to make your love stronger and make it last forever.

Address: Ostrów Tumski Island, Wrocław

Wrocław Cathedral

See the portico of the Romanesque and Renaissance architecture, the pulpit with carvings by Urbański, the winged altar from the Wit Stwosz School, and the outstanding stained-glass windows designed by Krystyna and Stanisław Pękalski in the Wrocław Cathedral. Climb the tower for a panoramic view of Wrocław.

Address: Pl. Katedralny 18 (Ostrów Tumski), Wrocław



(Photo Credit: Maciej Lulko)



(Photo Credit: Patryk Krzyzak)

Panorama Raclawicka

Panorama Raclawicka is a part of the National Museum of Wrocław. This venue displays the great Panorama of the Battle of Raclawice, a 19th century painting that is the oldest and only example of panorama painting in Poland.

Address: ul. Purkyniego 11, Wrocław

www.panoramaraclawicka.pl

The Centennial Hall (Hala Stulecia)

The Centennial Hall, built-in 1911-1913, was the world's first modernist structure made of ferroconcrete. Just left of the Centennial Hall's main entrance, you will find the "Pergola" - a colossal, semi-circular, ivy-covered colonnade winding around one of the city's most magnificent and popular attractions - the multimedia fountain.

Address: ul. Wystawowa 1, Wrocław

www.halastulecia.pl

www.wroclawskafontanna.pl



(Photo Credit: (Photo Credit: Ministry of Foreign Affairs of the Republic of Poland)



(Photo Credit: Janek Kloss)

City Zoological Garden of Wrocław

The City Zoo is home to nearly 7,000 different animals, including mammals, birds, reptiles, amphibians, and fish. The “Africarium”, is one of the newer parts of the Zoo. This oceanarium is unique on the global scale, forming a complex which presents various ecosystems connected with the aquatic environment of Africa.

Address: ul. Wróblewskiego 1-5, Wrocław

www.zoo.wroc.pl

The Japanese Garden (Ogród Japoński)

Located in the Szczytnicki Park close to the Centennial Hall (Hala Stulecia), the Japanese garden was built for the World Exhibition of 1913, and features water gardens and lakes, the unique bridge, stone lanterns, and pavilions.

Address: ul. Mickiewicza (Park Szczytnicki), Wrocław



(Photo Credit: Patryk Krzyzak)

Wrocław dwarfs (Krasnale)

While the colorful city of Wrocław has plenty of impressive buildings, the thing many people remember most about Wrocław is its dwarfs! There are hundreds of them hidden around the city, and they are all doing different things. If you fancy hunting for them, you can get a special map from the tourist office, which helps you find them all.

Despite their cute appearance, they have a much deeper message behind them than just being a great tourist attraction. In the 1980s, a dwarf was a symbol of the “Orange Alternative”, the movement against communism. As part of their peaceful protest against the regime, this surrealist art community sketched dwarfs where anti-Communist graffiti had been removed.

The first five of these miniature sculptures designed by Tomasz Moczek were placed in 2005, when he received a commission from the City’s Council. Since then, local business has sponsored the dwarfs, and they have become a major tourist attraction.



(Photo Credit: Andras Cziza)

TRANSPORTATION

The Wrocław transport system relies on trams and buses. There are over 60 day bus lines, also many night bus lines, and over 20 tram lines in Wrocław. Buses and trams usually operate from 5:00 to 23:00, night buses travel from 23:00 to 5:00.

A ticket (with a student discount) costs PLN 2.30 and is valid for one trip. You can also buy tickets for 15, 30, 60, 90 minutes or a day or group tickets. Tickets can be easily purchased at one of the many automated ticket machines around the city or directly inside the bus/tram (**payment with Visa/MasterCard only**). We recommend you to buy a monthly/season ticket available for a longer period of time (30, 60, or 90 days or for the whole semester) if you plan to move around the city a lot. For example, a monthly ticket for all tram/bus lines (with a student discount) costs PLN 55; a semester ticket for 5 months costs PLN 245 for all bus/tram lines or PLN 152 for two selected lines.

Another way to move around the city is to rent a city bike. The registration procedure and all details can be found on www.wroclawskirower.pl.

Here you can find the map of all communication systems:
www.wroclaw.pl/schematy-komunikacji-zbiorowej

Here you can find the schedule and the timetable of all communication:
www.wroclaw.pl/rozklady-jazdy
www.wroclaw.jakdojade.pl



There is also a mobile app called **jakdojade.pl**, which is very practical and can be very useful when looking for a connection (also available in English).

You can easily travel around Poland and Europe using **FLIXBUS**.
The directions, timetables, and ticket prices are available on: www.flixbus.pl

FLIXBUS

You can also travel with **cheap airlines** from our new airport (www.airport.wroclaw.pl/en):
www.ryanair.com
www.wizzair.com.pl

SHOPPING

Opening hours differ. Most grocery stores open at 7 a.m. and close at 7 p.m. from Monday to Friday, but there are many exceptions. Some smaller shops close earlier on Saturday. There are also numerous supermarkets belonging to international chains that are often open Monday through Saturday. According to new regulations, shops are not open on Sundays, except for small family shops, pharmacies, and stores at the fuel stations.

LARGE SHOPPING CENTERS IN WROCLAW



1 Arkady Wrocławskie
ul. Powstańców Śląskich 2-4, Wrocław
www.arkadywroclawskie.pl

2 Bielany Shopping Center (Ikea)
ul. Czekoladowa 9, Kobierzyce
www.bielany.parkhandlowy.pl

3 Wroclavia Shopping Center Bus Station
ul. Sucha 1, Wrocław
www.westfield.com/poland/wroclavia

4 Decathlon Bielany
ul. Francuska 2, Wrocław
www.decathlon.pl

5 Galeria Dominikańska
Pl. Dominikański 3, Wrocław
www.galeria-dominikanska.pl

6 Galeria Handlowa Sky Tower
ul. Powstańców Śląskich 95, Wrocław
www.galeria.skytower.pl

7 Magnolia Park
Legnicka 58, 54-204 Wrocław
www.magnoliapark.pl

8 Pasaż Grunwaldzki
Pl. Grunwaldzki 22, Wrocław
www.pasazgrunwaldzki.pl

9 Renoma Shopping Center
ul. Świdnicka 40, Wrocław
www.renoma-wroclaw.pl

HEALTHCARE & INSURANCE

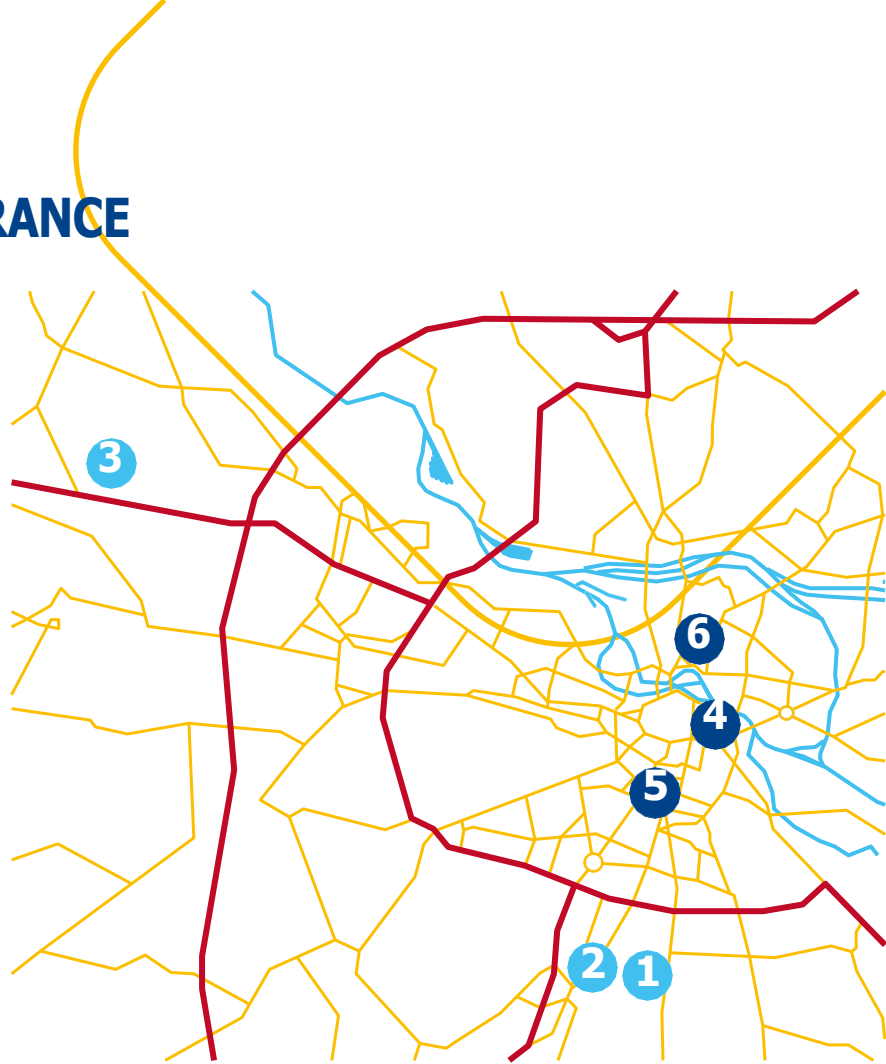
If in an emergency, you should either call 999 or go to the hospital with an emergency unit:

- 1 Hospital at ul. Borowska 213, tel. 71 733 11 10
- 2 Hospital at ul. Weigla 5, tel. 261 660 130
- 3 Hospital at ul. Fieldorfa 2, tel. 71 306 44 19

You can also make an appointment with non-public centers, and in some of them, it is possible to ask for an appointment with a doctor speaking English.

- 4 „LUX MED” pl. Dominikański 3 (Galeria Dominikańska building, 4th floor) (just one of their facilities)
- 5 „MEDICOVER” ul. Powstańców Śl. 7a (Globis Building) (just one of their facilities)
- 6 „MULTI-MEDYK” pl. Borna 1/2, Wrocław

You can find more information about hospitals, clinics, emergency services at night, and 24hour pharmacies on www.wroclaw.pl/en/Health.



GENERAL EMERGENCY NUMBERS

General Emergency Number	112
Police	997
Fire Brigade	998
Ambulance	999
Municipal police	986

USEFUL WEBSITES IN ENGLISH

Official promotional website of Poland

www.poland.pl

Internet guide to Poland

www.go-poland.pl

Official website of Wrocław

www.wroclaw.pl

Wrocław guide

www.inyourpocket.com/wroclaw

<http://www.visitwroclaw.eu/>

Poland's official travel website

www.poland.travel/en

Travel agency (incoming tourism)

www.staypoland.pl

Life in Wrocław

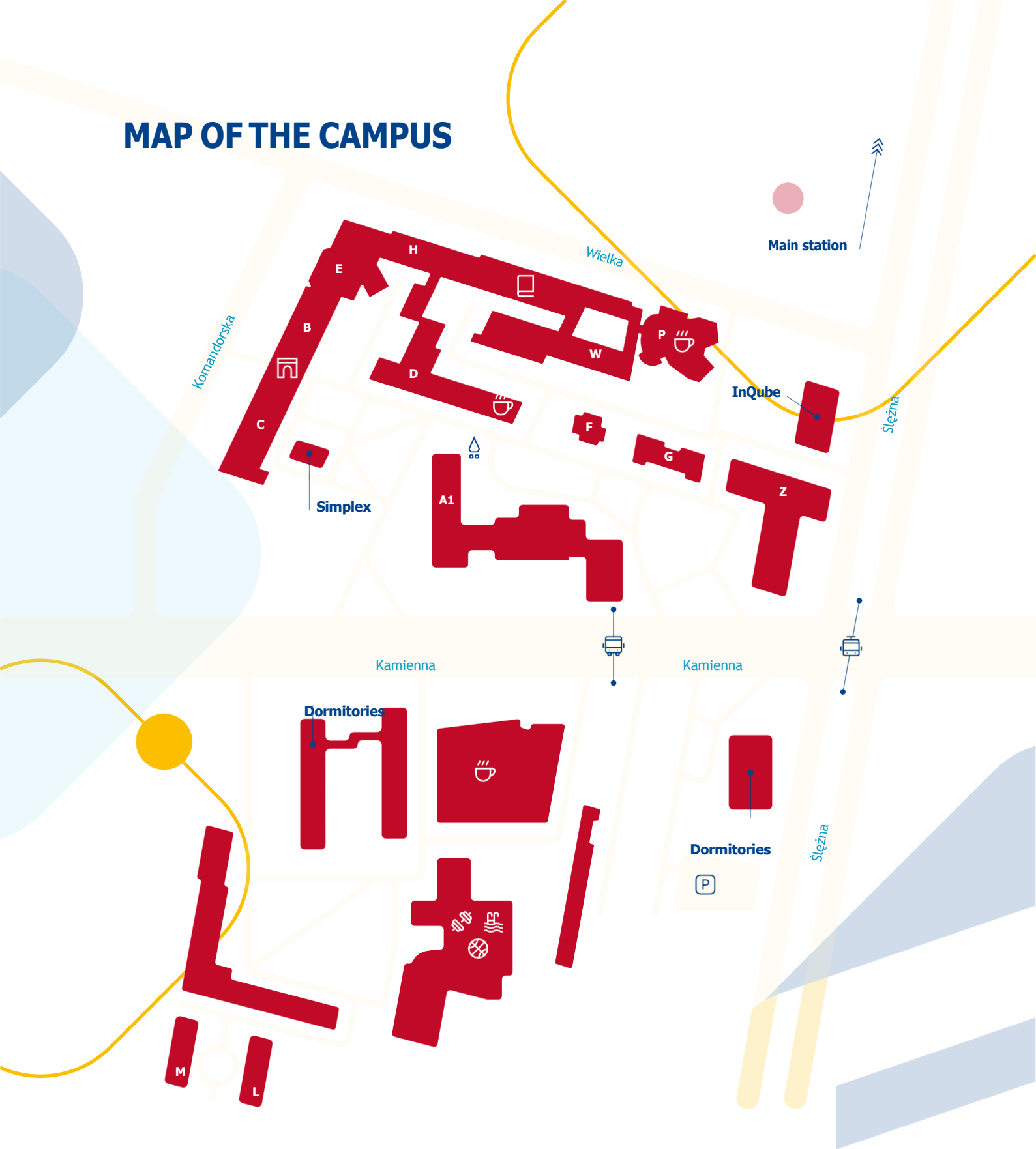
www.local-life.com/wroclaw

Erasmus student network in Poland

www.esn.pl

Information for students interested in English study programmes in Poland (outside of the Erasmus Program) www.studyinpoland.pl/en

MAP OF THE CAMPUS



There is a bus/tram stop just a few meters from the “Ślężak” dormitory. Other bus/tram stops close to the university are “Wielka” (trams no. 2, 6, 7, 14, 17, 20, 24) and bus stop “Komandorska” (bus no. 125), which are located only a few minutes’ walk from the university campus.

Bus stop “Uniwersytet Ekonomiczny”: 133, 134

Tram stop “Uniwersytet Ekonomiczny”: 9, 15

Student's signature or approval by e-mail	Date:
---	-------

The sending institution	
Responsible person's signature or approval by e-mail	Date:

The receiving institution	
Responsible person's signature or approval by e-mail	Date:

¹ Reasons for exceptional changes to study programme abroad:

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
A1) Previously selected educational component is not available at receiving institution	B1) Substituting a deleted component
A2) Component is in a different language than previously specified in the course catalogue	B2) Extending the mobility period
A3) Timetable conflict	B3) Other (please specify)
A4) Other (please specify)	

CLEARANCE SLIP (KARTA OBIEGOWA)

ERASMUS+ PROGRAMME

NAME AND SURNAME

Student Card Number

1. Biblioteka Główna UE Wrocław (**Library**)

2. Kierownik Administracyjny DDS (**Dormitory**)

ATTENDANCE CERTIFICATE

To be signed by a responsible person at the International Office of the host University
at the student's departure

This is to certify that

the student

from.....

was a full-time student at

Wroclaw University of Economics and Business, Poland

from (date of arrival).....to (date of departure).....
under the ERASMUS exchange agreement with the Wroclaw University of Economics and
Business.

The courses have been taught in **English** (specify language/s).

Use of the ECTS credit transfer system YES ~~NO~~

Seal of the host University

Signature of the Administrative Officer

Date _____