



Erasmus+

# **GUIDE FOR INTERNATIONAL STUDENTS**

## **2019**



West Pomeranian University of Technology  
in Szczecin



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# FOREWORD

Dear International Students,

Whether you are coming to the West Pomeranian University of Technology, Szczecin as an exchange student to complete one- or two-semester study period abroad or a full-time degree student, you will probably need some assistance at the beginning of your stay.

This guide has been designed to help you get around the University, deal with necessary formalities and enjoy the local student life to the fullest. We hope it will answer most of your questions before your arrival in Szczecin and help you settle in afterwards. It also contains contact details of many individuals who will be able to help and offer support throughout your stay.

We are very glad that you have decided to study at West Pomeranian University of Technology, Szczecin and we look forward to your joining us soon. We wish you a lot of success and many unforgettable experiences during your stay at our University.

We look forward to meeting you!



West Pomeranian  
University of Technology  
in Szczecin

# International Mobility Office

	address	al. Piastów 17, 70-310 Szczecin, POLAND
	visiting addressal	Pułaskiego 10, room 16 (ground floor)
	phone	+48 91 449 4205
	e-mail	incoming@zut.edu.pl
	website	<a href="http://www.erasmusplus.zut.edu.pl/eng">www.erasmusplus.zut.edu.pl/eng</a>
	facebook	ERASMUS+/WPUT,Szczecin
	visiting hours	Monday – Friday, 08:00 – 14:00

Erasmus Team  
at West Pomeranian  
University of Technology  
in Szczecin





## West Pomeranian University of Technology in Szczecin

The West Pomeranian University of Technology in Szczecin is a university linking the long-term tradition of the University of agriculture in Szczecin and Szczecin University of Technology – the merger took place on 1 January 2009.

The University employs ca. 900 academic staff members (professors, assistant professors, assistants and researchers).

Since international cooperation is recognised as an important factor enhancing the quality of research and teaching, the West Pomeranian University of Technology in Szczecin is an institution open to all kind of projects stimulating internationalization processes and introducing an international dimension to its educational and research activities. A special invitation is open to foreign students willing to complete both full degrees and part time programmes during exchange periods.

The University is a holder of the extended Erasmus Plus Charter. In the framework of the Erasmus + programme it cooperates with ca. 200 European higher education institutions. Outside the programme, research, teaching and training projects are carried out in cooperation with 93 partnerships world-wide.

# CONTACT PERSONS AT THE FACULTIES



Faculty  
of Biotechnology  
and Animal Husbandry

dr Daniel Polasik

📍 ul. Doktora Judyma 6, 71-466 Szczecin

☎ +48 91 449 6782

✉ Daniel.Polasik@zut.edu.pl

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Faculty  
of Civil Engineering  
and Architecture

dr Lechosław Czernik

*architecture and design*

📍 ul. Żołnierska 50, 70-210 Szczecin

☎ +48 91 449 5532

✉ lechoslaw.czernik@zut.edu.pl

dr Andrzej Pozlewicz

*civil engineering and environmental engineering*

📍 al. Piastów 50, 70-311 Szczecin

☎ +48 91 449 4201

✉ andpoz@zut.edu.pl

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Faculty  
of Economics

dr Błażej Suproń

📍 ul. Żołnierska 47, 71-210 Szczecin

☎ +48 91 449 6908

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Faculty of Electrical  
Engineering

Ms Justyna Jończyk

📍 ul. Sikorskiego 37, 70-313 Szczecin

☎ +48 91 449 4113

✉ Justyna.Jonczyk@zut.edu.pl

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Faculty  
of Computer Science  
and Information Technology

dr Remigiusz Olejnik

📍 ul. Żołnierska 50, 71-210 Szczecin

☎ +48 91 449 5534

✉ rolejnik@wi.zut.edu.pl



Faculty  
of Mechanical Engineering  
and Mechatronics

dr Anna Majchrzycka

📍 al. Piastów 19, 70-310 Szczecin

☎ +48 91 449 4376

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Faculty  
of Environmental Management  
and Agriculture

dr Martyna Śnioszek

📍 ul. J. Słowackiego 17, 71-374 Szczecin

☎ +48 91 449 6281

✉ Martyna.Snioszek@zut.edu.pl

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Faculty  
of Food Sciences  
and Fisheries

dr Remigiusz Panicz

📍 ul. Kazimierza Królewicza 4, 71-550 Szczecin

☎ +48 91 449 6664

✉ rpanicz@zut.edu.pl

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Faculty  
of Maritime Technology  
and Transport

dr Zbigniew Sekulski

📍 al. Piastów 41, 71-065 Szczecin

☎ +48 91 449 4463

✉ zbych@zut.edu.pl

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Faculty  
of Chemical Technology  
and Engineering

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📍 ul. Pułaskiego 10, 70-322 Szczecin

☎ +48 91 449 4132

✉ ipelech@zut.edu.pl



# PREPARING FOR YOUR STAY IN POLAND

Experience shows that the better you prepare for a longer stay in another country, the more comfortable and satisfied you are during your stay there. You may want to gather as much information about culture, customs, everyday life as possible. You may also want to master the basics of the local language.

For general information on higher education and some formal issues in Poland it is recommended that students intending to study in Poland visit the following websites:

- » [www.studyinpoland.pl](http://www.studyinpoland.pl)
- » [www.go-poland.pl](http://www.go-poland.pl)

If you are interested in current news, the following websites are recommended:

- » [www.thenews.pl](http://www.thenews.pl)
- » [www.warsawvoice.pl](http://www.warsawvoice.pl)
- » [www.pap.pl/eng](http://www.pap.pl/eng)

# SZCZECIN

## THE CAPITAL OF THE WEST POMERANIA

Szczecin, the capital of the West Pomerania region, is one of the biggest cities in Poland, covering the area of 300 km<sup>2</sup> with population of nearly 400 000 people.

The town on the river Odra is located in northwest Poland, a few kilometres from the border with Germany and ca. 90 km from the Baltic Sea coast. With its location ca. 140 km from Berlin and ca. 100 km from the ferry terminal in Świnoujście, Szczecin lies on the crossroads of routes linking east-west and north-south regions of Europe. The small distance from the coast has an influence on the marine character of the town, which attracts visitors with its wide boulevards, vast green areas, rare plants, unique architecture and interesting street layout.

Although its history started in 1243, the town has a young face of a student town with a specific cultural atmosphere.



**Full information  
about Szczecin and West Pomerania  
is available at the following sites:**  
[szczecin.eu](http://szczecin.eu)  
[szn.pl](http://szn.pl)  
[um-zachodniopomorskie.pl](http://um-zachodniopomorskie.pl)

Sea Days, Students' Days, Kontrapunkt theatre festival, Szczecin Music Fest or Jazz Festival are just few of the annual events held here. The town hosted the Finals of Tall Ship Races 2007, 2013 and 2017 and its going to host another final in 2021. It was also one of the candidates for the European Capital of Culture 2016.

Szczecin sometimes called a green city has a total of more than 500 hectares of urban green areas including 15 parks, 90 lawns, cemeteries and urban forests. Szczecin largest Kasprówicza's Park together with Jasne Błonia, Botanical Garden and Forest Park and Arkona Dendrological Gardens creates great green complex stretching from the city center to the Wkrzańska Forest.

Full information about Szczecin and West Pomerania is available at the following sites:

- » [www.szczecin.eu](http://www.szczecin.eu)
- » [www.szn.pl](http://www.szn.pl)
- » [www.um-zachodniopomorskie.pl](http://www.um-zachodniopomorskie.pl)





# ONCE IN POLAND

## HOW TO GET TO SZCZECIN?



### By plane:

- » Arrival at Goleniów airport (ca. 40 km from Szczecin), shuttle bus service from the airport to the centre of Szczecin
- » Arrival in Warsaw (Warszawa Okęcie, ca 520 km from Szczecin), direct train to Szczecin
- » Arrival in Berlin (Tegel and Schönefeld airports to be replaced by Berlin-Brandenburg International soon; ca 150 km from Szczecin). It is possible to get from the airports to Szczecin by a bus service (one-way ticket: ca. 40-80 PLN – the service is offered by



### By train:

The arrival station: SZCZECIN GŁÓWNY (main station, Hbf)

- » IC, EIC connections from Warsaw (Warszawa Centralna)
- » Direct connections from Gdańsk and Świnoujście (ferry terminals)
- » Connections from Berlin

For connections and timetables see

- » [www.pkp.pl](http://www.pkp.pl) (Polish service)
- » or [www.bahn.de](http://www.bahn.de) (German service)

### FOLLOW ME!

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

☎ +48 91 48 50 422

☎ +48 608 33 02 33

✉ [biuro@followme.pl](mailto:biuro@followme.pl)

### FLIXBUS

<https://global.flixbus.com/bus/szczecin>

It is possible to reserve the tickets from abroad.





# STUDY OPTIONS AND EXCHANGE PROGRAMME OFFER

Sin the academic year 2019/2020 the educational offer of the West Pomeranian University of Technology in Szczecin includes:

» 45 Bachelor programmes

» 30 Master programmes

» Doctoral school in 11 areas:

- agriculture and horticulture,
- animal husbandry and fisheries,
- architecture and urban planning,
- automatic control,
- robotics and electrical engineering,
- chemical engineering,
- civil engineering and transportation engineering,
- technical IT and telecommunications,
- environmental engineering,
- mining and power engineering,
- food technology and human nutrition,
- materials engineering,
- mechanical engineering

## Exchange students

Exchange students are offered a range of one- or two- semester courses delivered in mainly in English. The offer, updated annually, is available at the website [www.erasmusplus.zut.edu.pl/eng](http://www.erasmusplus.zut.edu.pl/eng) in the tab „List of courses”.

Programme offer for the academic year 2019/2020 – please check with your home university which programmes are covered by bilateral exchange agreements with WPUT:

## The Faculty offers tree courses of study:

- » animal husbandry
- » biotechnology (including a major "biotechnology in animal production and environmental protection" taught in English at master level
- » cynology



WBiHZ



FACULTY OF  
BIOTECHNOLOGY  
AND ANIMAL HUSBANDRY

[biotechnologia.zut.edu.pl](http://biotechnologia.zut.edu.pl)

## The Faculty offers five courses of study:

- » architecture and urban planning (taught in English at master level)
- » civil engineering (including majors "engineering structures" and "international construction management" taught in English at master level)
- » civil engineering - European Civil Engineering Management (ECEM) (part of the programme taught in English)
- » environmental engineering
- » interior architecture and environmental design



WBiA



FACULTY OF  
CIVIL ENGINEERING  
AND ARCHITECTURE

[wbia.zut.edu.pl](http://wbia.zut.edu.pl)

## The Faculty offers two courses of study:

- » economics (including majors “accounting and finance in economic entities” and “property valuation and real estate transactions” taught in English at bachelor level
- » management



WEkon



FACULTY OF  
ECONOMICS

[ekonomia.zut.edu.pl](http://ekonomia.zut.edu.pl)

# The Faculty offers three courses of study:

- » automatic control and robotics
- » electrical engineering
- » information and communications technology



WE



FACULTY OF  
ELECTRICAL ENGINEERING

[we.zut.edu.pl](http://we.zut.edu.pl)

The Faculty offers one course of study:

» computer science and information technology

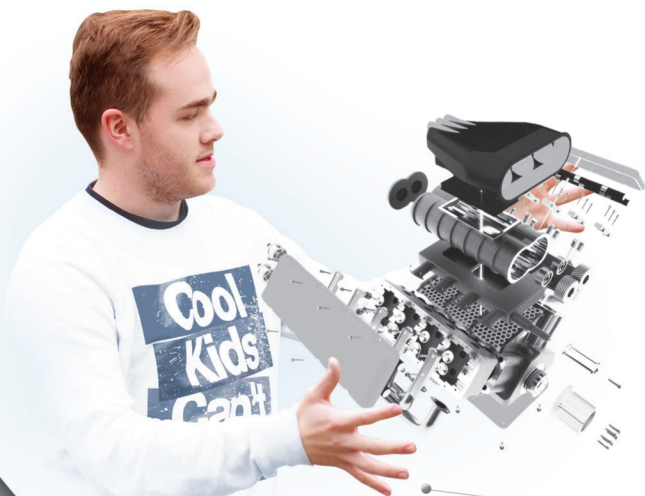


FACULTY OF  
COMPUTER SCIENCE AND  
INFORMATION TECHNOLOGY

[wi.zut.edu.pl](http://wi.zut.edu.pl)

## The Faculty offers eight courses of study:

- » combat and special-purpose vehicle engineering
- » management and production engineering
- » materials engineering (taught also in English at master level)
- » mechanical engineering
- » mechatronics
- » production engineering in 4.0 industry
- » power engineering
- » transportation engineering



FACULTY OF  
MECHANICAL ENGINEERING  
AND MECHATRONICS

[wimim.zut.edu.pl](http://wimim.zut.edu.pl)

## The Faculty offers seven courses of study:

- » agriculture
- » environmental protection
- » horticulture
- » landscape architecture
- » land management
- » renewable energy sources
- » viticulture and winemaking



WKŚiR



FACULTY OF  
ENVIRONMENTAL MANAGEMENT  
AND AGRICULTURE

[agro.zut.edu.pl](http://agro.zut.edu.pl)

## The Faculty offers five courses of study:

- » applied microbiology
- » fisheries
- » sea and ocean operations
- » food safety and quality management
- » food technology and human nutrition



WNoŻiR



FACULTY OF  
FOOD SCIENCES  
AND FISHERIES

[wnozir.zut.edu.pl](http://wnozir.zut.edu.pl)

## The Faculty offers six courses of study:

- » logistics
- » ocean technology
- » refrigeration and air conditioning
- » safety engineering
- » transport
- » yacht building



WTMiT



FACULTY OF  
MARITIME TECHNOLOGY  
AND TRANSPORT

[wtmit.zut.edu.pl](http://wtmit.zut.edu.pl)

## The Faculty offers five courses of study:

- » chemical and process engineering
- » chemical engineering (taught also in English at bachelor level)
- » chemical technology
- » chemistry
- » nanotechnology



WTiCh



FACULTY OF  
CHEMICAL TECHNOLOGY  
AND ENGINEERING

[wtiich.zut.edu.pl](http://wtiich.zut.edu.pl)

# APPLICATION

## Exchange students

(one or two semester stays: Erasmus Plus programme, bilateral agreements, free mover etc.)

**Please note:** exchange student mobility is realised within the areas specified in bilateral agreements signed between the exchanging universities as a rule – please check with your local coordinators whether the area you are interested in is covered by the agreement.

If you are interested in study areas not covered by the agreement (so called free mover mobility), please send your inquiry to the relevant faculty coordinator or to our International Mobility Office (incoming@zut.edu.pl) we will do our best to make your stay possible.

The recruitment process for exchange students is done through an online system available on the site **rekrutacja-ang.zut.edu.pl**. During the application period, it will be necessary to upload a number of required documents of students (e.g. learning agreement signed by student and his/her university, a transcript of records documenting previous study achievements). The core of the application is a learning agreement listing the proposed courses and classes. The receiving faculty decides on its basis whether a student can be accepted for the proposed period – without this document the application cannot be processed. The learning agreement should include courses listed as the current offer – it is advisable to negotiate its content with WPUT's Faculty coordinators before submitting the application documents. The list of courses proposed for a given academic year as well as the list of our Faculty coordinators is available at **www.erasmusplus.zut.edu.pl**

Once the proposed learning agreement is accepted by the hosting faculty and all necessary documents are uploaded in the online system, a letter of acceptance is issued for the successful candidate within 4-5 weeks after the end of the recruitment process. Each student is informed individually by e-mail about the results.

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ONLINE APPLICATION WEBSITE	<a href="http://www.rekrutacja-ang.zut.edu.pl">www.rekrutacja-ang.zut.edu.pl</a>
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DOCUMENTS REQUIRED TO BE UPLOADED	<ul style="list-style-type: none"><li>» transcript of records</li><li>» proposed Learning Agreement (it has to be signed by the student and a representative person from home university)</li><li>» copy of your ID card/ passport</li><li>» a certificate of language knowledge (it could be issued by your home university - English language teacher) confirming min. B1 level</li><li>» photograph (meeting the requirements of the ID / passport photo)</li></ul>
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APPLICATION DEADLINES	<ul style="list-style-type: none"><li>» 31 May – for winter semester or whole academic year</li><li>» 30 November – for summer semester</li></ul>
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# LANGUAGE REQUIREMENTS



According to general rules, exchange students are required to provide a proof of English proficiency (min. B1 level) with their application. Please note that some individual courses can be provided in other languages – please check the current offer and contact the relevant faculty coordinator if you have any doubts.

For courses taught in English the candidates are required to prove their English language proficiency with a certificate confirming their knowledge at least at B1 common reference level of language proficiency according to "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)". However, some WPUT faculties may require B2 or higher level.

The certificate issued by a recognised examination center may be one of the following:

Association of Language Testers in Europe (ALTE) certificates – ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2);

Cambridge English Qualifications – Preliminary English Test (PET = B1), First Certificate in English (FCE = B2 level), Certificate in Advanced English (CAE – C1 level), Certificate of Proficiency in English (CPE – C2 level), Business English Certificate Vantage – at least Pass, B1 Business Preliminary, B2 Business English C1 Business Higher,

institution of Educational Testing Service (ETS) certificates - Test of English as a Foreign Language (TOEFL): Internet-Based Test version (min. 87 points); Computer-Based Test version (min 180 points); completed with at least 50 points from Test of Spoken English (TSE); Paper-Based Test version (min. 510 points) completed with at least 3,5 points from Test of Written English (TWE) and at least 50 points from Test of Spoken English (TSE); Test of English for International Communication (TOEIC) - at least 700 points;

## **The European Language Certificates (TELC)**

If you have a certificate issued by a recognised examination centre not listed above, please consult the International Mobility Office during the application period.

If you have no certificate issued by a recognised examination centre, you are required to provide a statement from a language teacher from your home university. Be also ready to take part in an on-line interview with the coordinator from the receiving faculty. The final decision to accept a candidate may be based on his/her performance during the interview.

# STUDENT BUDDY



To help with getting around the town and the University, a student buddy for incoming exchange students is usually arranged. Incoming students are notified about the person's details (name, e-mail address, etc.) in due time before their arrival and asked to get in touch with their buddies to communicate the details of their arrival and get the answer to any questions they may have on practicalities of student life at our University.

Your buddy will help you with formalities at the student house, hosting faculty and outside university, if necessary.

As a rule, our buddies are active on Facebook – have a look at a relevant Erasmus Szczecin profile (organised according to academic years or semesters). Our University cooperates with Erasmus Student Network located in Szczecin.

[www.szczecin.esn.pl](http://www.szczecin.esn.pl)

facebook profile: ESN Szczecin



INTERNATIONAL EXCHANGE  
ERASMUS STUDENT NETWORK

# ENTRY FORMALITIES / VISA

[go-poland.pl](http://go-poland.pl)

## REGISTRATION OF RESIDENCE (EU/EEA CITIZENS)

An EU/EEA citizen does not need a visa as s/he can enter Poland with his/her ID document (a valid travel document e.g. passport, or another document certifying his/her identity and citizenship).

For stays up to 3 months no legalisation of stay will be necessary. For stays exceeding 3 months, **an EU/EEA citizen will have to register their stay** at the local Province Office (Polish: Urząd Wojewódzki = local administration authority). Successful registration will be granted to Union citizens who have health insurance and sufficient financial resources to cover their expenses without social security support.

Documents that have to be submitted in order to register an EU/EEA citizen's stay in Poland include:

- an application for registering stay (Polish: wniosek o zarejestrowanie pobytu) available: [www.udsc.gov.pl/en](http://www.udsc.gov.pl/en)
- copy of the travel document (passport or other ID document)
- proof of a health insurance
- official letter of acceptance from the Polish university (with information about the planned period of study)
- declaration confirming sufficient financial resources to cover the subsistence costs in Poland (it can be a credit card).

Please note the form has to be filled in Polish – it is advisable that your student buddy should help you with it and accompanies you to the local Province Office:

### Zachodniopomorski Urząd Wojewódzki w Szczecinie

Wydział Spraw Obywatelskich i Cudzoziemców

ul. Wały Chrobrego 4, room 93 (ground floor)

[www.szczecin.uw.gov.pl](http://www.szczecin.uw.gov.pl) (enter DLA CUDZOZIEMCÓW in horizontal menu and then English version)

Visiting hours:    Mo      10:00 – 18:00  
                         Tue – Fr 8:00 – 15:00

Registering your residence is free of charge. Please bear in mind that EU/EEA citizens failing to register stays longer than 3 month may be fined.

# VISA (NON-EU/EEA CITIZENS)



## VISA (NON-EU/EEA CITIZENS)

A citizen of a third country (non-EU/EEA country) can enter the territory of Poland on the basis of a valid travel document (passport) and a visa obtained from the consulate of Poland in his/her country of residence before the entry. For study purposes a national visa type D multi is strongly recommended – it should cover the whole intended period of stay in Poland. Please note that the prolongation of visa in Poland is possible only in case of a force majeure or situation impossible to foresee while applying for the visa in the consulate. The visa can be prolonged only once. The two main documents you will need to enter Poland if you are not a EU citizen are a valid travel document (passport) and a visa (if required).

As a general rule you need a visa to enter Poland. There are, however, a number of countries that are free of this requirement. You can check if your country is on the list [www.msz.gov.pl](http://www.msz.gov.pl) and [udsc.gov.pl/en](http://udsc.gov.pl/en).

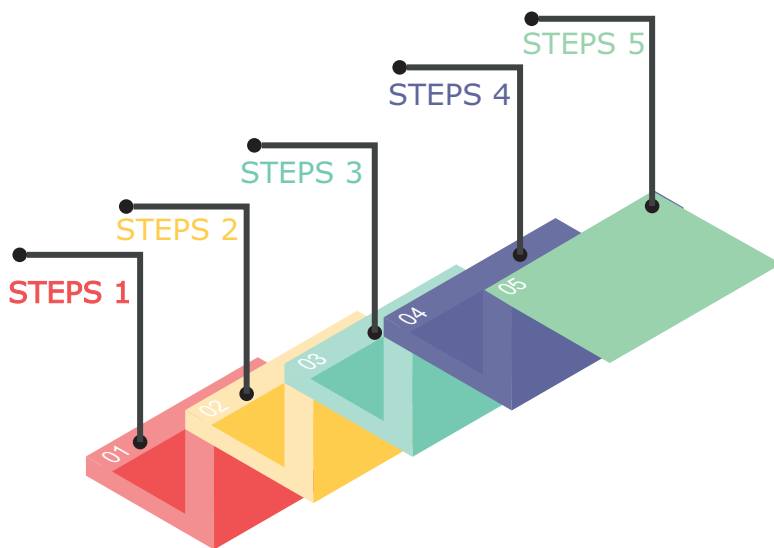
Poland is a part of the Schengen zone, so you can apply for a Polish visa and travel all around Europe (excluding the United Kingdom, Ireland, Cyprus, Bulgaria, Romania, Croatia and states outside of the EU).

There are several types of visas to choose from:

- "A" type – an airport transit Schengen visa, so it cannot be used by a student coming to Poland
- "C" type – a short-term Schengen visa allowing the holder to stay in the Schengen territory for up to 90 days in 180 days period
- "D" type – a long-term national visa issued for up to one year allowing travel around the Schengen area for up to 90 days in a 180 days period. A visa can only be extended in exceptional situations. Should you need to stay in Poland longer than specified in your visa please do apply for the temporary residence permit (see below)

If you are going to study in Poland for at least one semester, multiply "D" visa is strongly recommended.

## 5 easy steps to get a visa:



1. Find a Polish consulate that can process your application. You can use [mfa.gov.pl](https://mfa.gov.pl)
2. Read carefully ALL the information concerning visa application on the consulate's website and follow ALL the instructions.
3. Set a visa appointment with the consulate. In most cases you will have to register through the website: [www.e-konsulat.gov.pl](https://www.e-konsulat.gov.pl)
4. Prepare the necessary documents, including: application form, travel document (passport), biometric photo, health insurance, sufficient means to support yourself, documents confirming the purpose of your stay. The specifics of the required documentation may vary between consulates, so confirm them with the consulate's website.
5. Submit all the documents including a printed and signed application form and the visa fee.

Make sure with the consulate how long it will take to process your visa application. Please note that depending on the number of current applicants it may take even 2 months or longer. For details please contact a Polish embassy or consular office in your country of residence.

If your visa is going to expire during your study at WPUT, please contact International Mobility Office as soon as possible.

# ENROLMENT

## – GETTING YOUR STUDENT CARD



While being enrolled at the hosting faculty at WPUT, international students are entitled to obtain the student card (Polish: legitymacja studencka) at their faculty Dean's Office (Polish: dziekanat). Most probably you will visit the place with your faculty coordinator during the faculty meeting at the beginning of your stay. If not, visit the Dean's Office on your own.

The cost of issuing the card is 22 PLN.

Get the student card as soon as possible – apart from confirming a student status, the card it is necessary to get around the University (e.g. access to libraries) and enjoy your student life at discount prices (e.g. public transport in towns, trains, admissions, clubs).



<https://pl.freepik.com>



# DATES ORGANISING THE ACADEMIC YEAR



The dates below organise a general scheme for any academic year at Polish universities. For the detailed current schedule including extra free days (e.g. local student festival Juwenalia) at WPUT check the website [www.erasmusplus.zut.edu.pl](http://www.erasmusplus.zut.edu.pl)

1 October – mid-February	winter semester
1 October – end of January	classes (15 weeks)
22 December – 2 January	Christmas break
until mid-February	winter examination session
mid-February	inter-semester break (one week)
last week of February – 30 June	summer semester
last week of February – mid-June	classes (15 weeks)
Easter break (one week) in March or April	
mid-June – 30 June	summer examination session
September	autumn re-take examination session

## Polish public holidays

New Year's Day	1 January
Easter Sunday & Easter Monday	in March or April
Labour Day	1 May
Constitution Day	3 May
Corpus Christi Day Thursday	in May or June
Feast of Assumption Day	15 August
All Saints' Day	1 November
Independence Day	11 November
Christmas	25 / 26 December

# GRADING SYSTEM



After each 15-week period students' performance in each class is evaluated in form of a grade or a credit (Polish: *zaliczenie* = the class is successfully completed, yet no grade is given).

During the examination session following the 15-week class period students take obligatory exams required by the curriculum (students can choose between two proposed dates, the absence results in failing an exam automatically). Those who do not pass the exams in the session are allowed to retake them once.

The following grading system is used to evaluate the academic performance:

5	excellent	(former ECTS grade A)
4,5	very good	(former ECTS grade B)
4	good	(former ECTS grade C)
3,5	satisfactory	(former ECTS grade D)
3	sufficient	(former ECTS grade E)
2	unsatisfactory (fail)	(former ECTS grade F, FX)

Attendance at lectures by students of the first year of studies is compulsory. In the case of higher years of first cycle studies and at second cycle studies, the academic teacher decides whether the students' attendance is compulsory and specifies the way to keep its track.

A student's attendance at classes conducted in other forms than a lecture is compulsory.

A student's absence, even if justified, exceeding 20% of the number of classes in a given class at which attendance is compulsory, may be the basis for failure to complete this form of classes. In the case of justified absences, the university shall not charge a fee for a student repeating these classes.

# ACADEMIC SERVICES



## Accommodation

West Pomeranian University of Technology in Szczecin makes every effort to accommodate all applying international students in its student houses. The offer includes double rooms shared with another student. This type of accommodation will provide you an opportunity to meet and to get know other students, make new friends and settle quickly into University life.

Please note that the place in our student house can be guaranteed only for candidates applying within the set deadlines.

As a rule foreign students have been accommodated in the following students houses (Polish: akademik):

- Student house no 4
- Student house no 5
- Student house ANDROMEDA
- Student house AMICUS
- Student house ARKONA

Each dormitory has a reception and administration office. There is no possibility to choose the student house you want to stay in – the distribution of rooms is based on the choice of the hosting faculty.

## The room

The typical accommodation arrangement is a "box", i.e. 2 independent double rooms sharing 1 bathroom (there are 4 inhabitants in one box). There is internet access in each room. There is no need to bring your own duvet, pillow or bed sheets, as you will be given them here. Bed sheets are changed every week as a rule, however it can be done more frequently, if such is your wish. However, you should bring your own towels.

A standard room includes two beds, a desk, chairs, a closet. Rooms do not include TV set, a radio and a fridge.

## The kitchen

There is a kitchen on each floor shared by all floor inhabitants – it is important to tidy after you have finished cooking!

As the kitchen is not equipped with pots, plates, cutlery and an electric kettle, they should be brought or bought after arrival.

## Rules and restrictions

EXTRACTS from "REGULAMIN DOMÓW STUDENCKICH" ZUT (regulations on WPUT's student houses, which is a uniform document for all inhabitants)

Inhabitants rights:

- Use all common rooms (e.g. kitchens) according to their purpose
- Put up family members in their rooms, the condition – notify the manager in advance – the inhabitant bears full responsibility for the guests

Inhabitants obligations:

- Respect rules and regulations of a dormitory
- Make all payments according to the regulations and agreed terms
- Respect any property belonging to the house and its surroundings
- Comply with the manager's requests and decisions
- Keep their rooms and common rooms in order
- Leave the room in the original state upon departure (focus on walls, floor, windows, furniture, cleaning the bathroom and the toilet)
- Observe CISZA NOCNA (SILENT NIGHT PERIOD) between 11:00 p.m. and 6:00 a.m. (not observing the time can be considered an offence, disturbed people can call the police).

Please remember about it during any meetings kept in rooms during the night period.

Inhabitants are not allowed to:

- Use gas cookers, heaters and electric cookers outside the rooms they are installed
- Modify or changing electrical installations, gas and water pipes and locks

- Install any devices dangerous to human health
- Drink alcoholic beverages
- Use drugs
- Run a business without the manager's permission (selling things)
- Gamble
- Smoke outside the smoking rooms
- Take the house equipment outside the building
- Exchange pieces of furniture between the rooms without the manager's knowledge and permission
- Keep pets and animals
- Give your room key to any third-party
- Multiply room keys and exchange locks
- Keep fridges in shared bathrooms

You should know this:

- The inhabitants bear full (including financial) responsibility for the room and its equipment
- It is not allowed to drill holes or hammer nails in the walls, install your own furniture
- Any defects or failures in the rooms and common areas should be reported to the administration of a dormitory
- Once the defect is reported you agree that an employee of the dormitory enters your room, even when you are absent

West Pomeranian University of Technology in Szczecin is not financially responsible for the personal belongings of students house inhabitants.

## Prices



Valid for the academic year 2019/2020, the period 1 October 2019 – 05 July 2020

A double room (price for one bed) – ca. 370 PLN (ca. 95 EUR) / month.

Outside the period above period, the price for a room is calculated per day. In each case, the amount is calculated by the dormitory.

The rent for a given month has to enter the bank account on the 20th day of this month at the latest. If you fail to meet the deadline, a small interest will be calculated.

## Arrival and student house formalities

Please inform about the actual date of your arrival in Szczecin – it is especially important if you plan to arrive at night or at the weekend. Please note that it is possible to check in only a few days before the academic year starts.

While checking in, a student should:

- present 2 standard photographs
- show a valid ID/passport/visa.
- receive a student house card and a room key.
- provide a completed request for check-in.
- sign a declaration confirming reading and accepting the student house rules.

Request for check-in: each student, regardless of nationality is obliged to check-in, formalities are done at the reception of the dormitory within 48 h after arrival.

- Students outside European Union – need to have a valid visa and passport,
- Students from European Union – need to register their residence at West Pomeranian Voivode Office (Zachodniopomorski Urząd Wojewódzki w Szczecinie).

## Upon departure

The room and bathroom should be cleaned before departure.

You should also take off all the bed sheets. Upon departure the room is handed over to the manager. In case of any damages or the need of non-standard cleaning the inhabitant is obliged to cover any resulting costs.

## Shopping and eating possibilities

### DS 4, DS 5

There is a fruit and vegetable market (al. Bohaterów Warszawy) and two shopping centres (corner of al. Bohaterów Warszawy and Krzywoustego) near the campus. The area near the campus (along al. Boh. Warszawy) is dotted with fast food bars, home meal bars and Chinese bars.

### ANDROMEDA, AMICUS, ARKONA

Next to the student houses there is a canteen offering hot meals at reasonable prices. There is a supermarket at Chopina street within a walking distance and a market nicknamed Manhattan a few bus stops away.



## Sports activities

Physical Education is often an obligatory element of bachelor degree programmes. However, there is also a possibility of arranging regular activities at WPUT's Sports Centre for incoming exchange students.

The offer includes aerobics, badminton, basketball, body-building, football, karate, rowing, rugby, skiing, swimming and volleyball among other disciplines.

Sports Centre is located at ul. Tenisowa 33, its offer is available on facebook profile: Studium Wychowania Fizycznego i Sportu ZUT w Szczecinie.

If you are keen on horses and horse-riding, check the offer of the Horse-riding Centre: ul. Junacka 21-25, tel. +48 91 426 14 10, facebook profile: [Akademicki Ośrodek Jeździecki ZUT w Szczecinie](#)

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## Cultural workshop and integration activities

All incoming students are offered a cultural lecture that takes place in the first week of a given semester. During your stay you will also be invited to student parties, regional / national trips and other activities organized by student buddies, local Erasmus Student Network as well as the receiving faculties and International Mobility Office.

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## Language Centre

Language Centre offers courses of English and German at different levels.

All incoming exchange students are offered a free Polish language course at the desired level (60 hours / semester) – including the course in your Learning Agreement is the condition to participate. Classes take place twice a week. The details (day and time) are given at the beginning of each semester.

There is also a possibility of arranging classes of other languages upon individual wishes of students.

Language Centre (Stadium Praktycznej Nauki Języków Obcych) is located at al. Piastów 48, II floor.



# HEALTH INSURANCE AND HEALTH CARE



West Pomeranian University of Technology in Szczecin does not cover any medical costs for international students. All students are responsible for their own health, accident and travel insurance. Do not forget to arrange a proper insurance covering the period of your stay as well as your travel to/from Poland. Your home university should provide you with more details before the departure

Poland has the health care system based on general health insurance. Persons covered by the general health insurance are entitled to free health services in Poland at the health care providers who have concluded contracts with the NFZ (Narodowy Fundusz Zdrowia = National Health Fund). During a temporary stay in Poland, a person entitled to free health care can receive health services in the following areas: primary health care, specialist out-patient care, hospital treatment, dental treatment, rescue services and ambulance transport. For further information see [www.nfz.gov.pl](http://www.nfz.gov.pl) (Access to health care during a temporary stay in Poland).

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

## European Union / European Economic Area citizens

A student from a EU/EEA country staying temporarily in Poland is entitled to free health care on the basis of the European Health Insurance Card (EHIC) or in particular cases on the basis of a special certificate, which should be obtained from the local health authorities before departure. The student is obliged to present one of these documents (it is advisable to have also a copy) together with an identity document directly to the public health care provider.

In case of lack of the European Health Insurance Card or equivalent document, the patient will be obliged to cover costs of treatment. The same obligation arises in case of treatment provided by a health care unit which has no contract with NFZ.

Incoming exchange students are advised to consult doctors at the West Pomeranian University of Technology, Szczecin medical centre (Polish: przychodnia lekarska), ul. Bohaterów Warszawy 51 (don't forget your EHIC).

**Please note:** Document confirming access to health care has to be presented upon registration. So please do not forget to bring a valid copy of your insurance with you.

It is advisable to have additional travel insurance with you – please consult your home coordinator / Erasmus office.

## Third-country citizens (countries outside the EU/EEA citizens)

The students from the third countries (non-EU/EEA countries) should purchase insurance covering basic health care for the whole period of their stay before departure for Poland. Exchange students are usually allowed to consult doctors at academic medical care centres on the basis of the student's card (legitymacja studencka) issued by the hosting university. In this case, however, foreigners (except the EU/EEA citizens, see above) have to pay for a medical consultation according to health care regulations. The cost is then reimbursed by the health insurance company.

As experience shows, it is probable best for students from non EU/EEA countries to purchase a voluntary health insurance in Poland immediately after their arrival at the local National Health Fund Centre (it is suggested that travel insurance should cover the travel and initial stay). Monthly cost is ca. 58,55 PLN.

### **Zachodniopomorski Oddział Wojewódzki NFZ**

(local National Health Fund)  
ul. Arkońska 45, 71-470 Szczecin  
phone +48 91 425 10 00  
fax +48 91 425 11 88  
[www.nfz.gov.pl](http://www.nfz.gov.pl)

### **WPUT's medical centre**

(Przychodnia Lekarska)  
ul. Bohaterów Warszawy 51

# PRACTICAL TIPS



## Public transport

The public transport in Szczecin consists of trams and buses (including several fast lines, these are symbolized with capital letters instead of numbers). There is a time-limit system of fares; a ticket validated in one vehicle (bus or tram) is valid for a given period of time, even after changing lines. Students are entitled to 50% discount on ticket fares provided they carry their student card with them. If you have to rely on public transportation, monthly or quarterly tickets are recommended instead of one-ride tickets.

Ticket prices (student fares including 50% discount – if you don't carry your student card with you, you have to double the amount). Paper tickets and e-tickets purchased via Szczecin Mobile City Card, moBiLET, SkyCash and e-wallet are accepted.

For timetables (Polish: rozkład jazdy) and more information about public transport in Szczecin see:  
[www.zditm.szczecin.pl/rozklady](http://www.zditm.szczecin.pl/rozklady) or:  
[www.jakdojade.pl](http://www.jakdojade.pl)

Single fare time tickets for tram and bus lines  
- the user is entitled to an unlimited number of journeys for a period not exceeding:

type of ticket	standard	discounted
15 minutes	2.00 zł	1.00 zł
30 minutes	3.00 zł	1.50 zł
60 minutes	4.00 zł	2.00 zł
120 minutes	5.00 zł	2.50 zł

for fast lines - the user is entitled to an unlimited number of journeys for a period not exceeding:

type of ticket	standard	discounted
15 minutes	4.00 zł	2.00 zł
30 minutes	6.00 zł	3.00 zł
60 minutes	8.00 zł	4.00 zł



## Bike-S

Bike municipally – Bike-S, is a urban initiative as a form of public transport, especially in the city centre. It consists of more than 80 stations and 580 bikes. The stations are spaced every few hundred meters in the very centre of Szczecin, which makes it easy to reach the selected area at any time. Any person who wants to use city bikes must first register on the website [www.bikes-srm.pl](http://www.bikes-srm.pl). Registration is not complicated. To take advantage of the Bike-S you will have to pay 20 PLN. This sum will cover expenses for renting a bike, but a user account must be a minimum of 10 PLN. After successful registration, you will receive your personal PIN code, which allows you to rent and return the bike. Bicycles can be taken at any station. The first 20 minutes of using the bicycle is free. Additional charges are:

- from 21 to 60 minutes = 1 zł
- from 61 to 120 minutes = 3 zł
- from 121 to 180 minutes = 5 zł
- each additional hour = 7 zł.





## Safety in the town

Szczecin is not more dangerous than any other European city and you can feel quite safe here. However, do not tempt fate and remember that a few common sense tips should be followed!

Don't carry big amounts of cash or expensive equipment on display.

At night move along main streets in groups and never walk alone.



## Shopping in Szczecin

Many supermarkets and shops in the centre of Szczecin are open from Monday to Saturday from 9:00 am to 9:00 or 10:00 pm. Lidl, Biedronka, Żabka and Fresh are among popular names. Szczecin offers also a few shopping centres, such as Kaskada, Galaxy, Auchan or Outlet Park with brands like Zara, Mango, Pull&Bear, Sephora, Douglas, etc.

In Poland, most of Sundays, shops are closed. Currently only the last Sunday of the month is a commercial Sunday, and on the other Sundays, there is a ban on trade – the legislative process is dynamic, so don't be surprised if in 2020 no shopping on Sunday will be possible at all.





## Post offices

Post offices offer a wide range of service. You can buy post stamps and postcards, telephone cards, send parcels and old-fashioned letters, buy newspapers, etc. Post offices are usually open from Monday to Friday 8:00 am till 7:00 pm, selected ones can be open also on Saturdays.



## Taxis

There are several reliable call taxi companies – a drive covering 5-km distance will cost ca 13 – 16 PLN.

Do not use taxis which do not display telephone numbers – they do not belong to corporate companies and overcharge passengers as a rule. In Szczecin you can also use a popular carrier Bolt, see the website [www.bolt.eu/pl](http://www.bolt.eu/pl)



# LOCAL ATTRACTIONS

## Cinemas

Foreign films are subtitled, not dubbed (unless cartoons). A weekly programme for the cinemas can be found on the movie theaters websites or on [www.infoludek.pl](http://www.infoludek.pl).

Tickets prices vary from 14 PLN (ca. 4 EUR) to 29 PLN (ca. 7 EUR) at weekends.

Cinemas/MULTIPLEX: Multikino, Helios.

We highly recommend visiting one of the oldest cinemas in the world continuously operating at the same location – Pionier. The cinema is known for showing independent European movies, not blockbuster productions, no commercials before séances and an entry in the Guinness World Records! It hosts two theatres, one of them allows you to enjoy your film drinking coffee or a glass of wine.

## Clubs, pubs and dining

There is a wide range of pubs, bars and restaurants in Szczecin. You can choose among Chinese, Indian, Greek, Japanese and Polish cuisine. The best way to get oriented is to walk around and discover the vast choice of places to go.

## Tall Ship Races

The aim of the Tall Ship Races is encouraging international friendship and training young people in the art of sailing – over 50% of each participating ships' crew must consist of young people. This exciting regatta organized by Sail Training Association is held annually and Szczecin had the honour to host its finals in 2007, 2013 and 2017. It has been confirmed that in 2021 there will be another occasion to see the towering tall ships in Szczecin – don't miss this date!

## Days of the Sea

Every year Szczecin holds the Sea Days - one of the major events during the year. It's a real feast of sailors, dockers, fishermen, shipbuilders and other professions associated with the sea. Sailboats, concerts of stars, traditional fireworks show, artistic performances and many other attractions (kids zone, sport zone, street zone) wait to be discovered by locals and tourists.



## International Fireworks Festival – Pyromagic

International Fireworks Festival PYROMAGIC is the loudest event in Szczecin happening in August. Amazing fireworks spectacle provides unforgettable moments for the spectators crowded on Wały Chrobrego embankments. Two-day event includes market fairs with beer taverns, regional foods and beverages, artistic performances and sports activities.

## Szczecin Music Fest

Szczecin Music Fest is a music festival held in Szczecin since 2004. Each year the city invites world famous musicians to give a concert for local community. Up to now the festival's stage has hosted stars such as Cesaria Evora, Mariza, Richard Bona, Gotan Project, Chris Botti, Paco de Lucia, Melody Gardot, Sinéad O'Connor, Pat Metheny, Hugh Laurie (yes, the one famous for his role in a well-known TV series "Dr House"!), Yasmin Levy, Goran Bregovic, Buika, Katie Melua, Suzanne Vega and Bobby McFerrin among others.



## Odra River Picnic

"Odra River Picnic" is the biggest annual outdoor event in the province of West-Pomerania region, promoting tourism, recreation and Polish cuisine. It is organized each year in May. It is the festival of food, regional goods and great cooking, artistic presentations, on and off stage performances of vocal and dance entertainment for children, fairground, fun and games.

## Szczecin Language Meetings

[szczecintandem.blogspot.com](http://szczecintandem.blogspot.com)

[www.facebook.com/Szczecin.tandem](http://www.facebook.com/Szczecin.tandem)

"Idea for our meetings is clear. We would like to, first of all, create a platform which will gather foreigners and locals and give them possibility to meet, practice languages and participate in events going on in Szczecin. It gives also great opportunity for intercultural exchange and better understanding of each other."

SLM meet every Wednesday at 6:00 pm. in Piwnica Kany. You just need to join them, choose language, take a seat and start to talk. The basic language tables are English, German, Spanish and Italian. However, you can also find Russian, Norwegian, Bulgarian and Turkish. People coming there are so open and ready to meet new people that you don't need to worry and don't need to be shy.

All meetings are FREE!

You can order something at the bar - but it's on you. Watch out for special offers and happy hours!

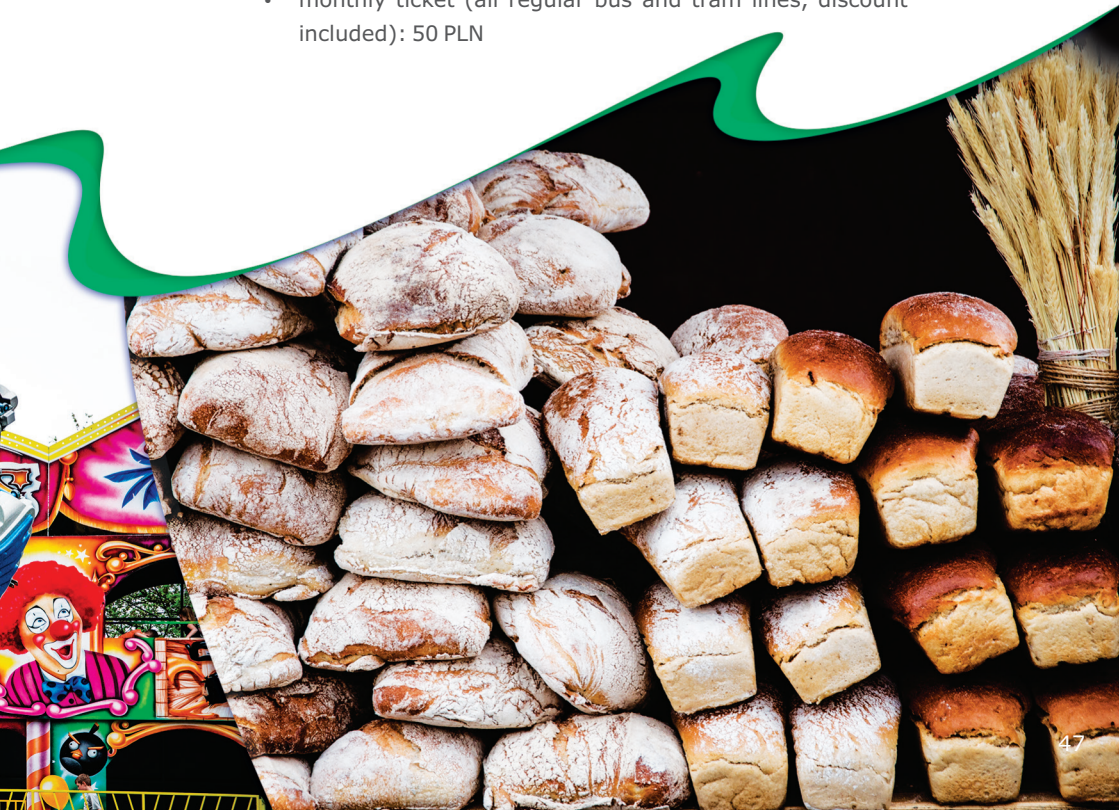


# DAILY EXPENSES

You should have at least 1000 - 1200 PLN (240 – 290 euro) per month at your disposal to cover the basic living expenses. Add study-related costs to this amount.. However, do not bring large amounts of cash, as the University is not responsible for any of your belongings (cash, computers, smartphones, etc.) and we cannot guard it for you.

Some basics:

- bread: 3 – 6 PLN
- glass of beer (café - bar): 5 – 10 PLN
- restaurant in town (single dish): from 15 PLN
- fast food: 4 – 20 PLN
- cinema ticket: 14 – 29 PLN
- daily newspaper: 2.50 – 6.00 PLN
- single bus ticket (time system, discount included – valid only with your student card!):
  - PLN / 15 min ; 1.50 PLN/ 30 min; 2.00 PLN/ 60 min.
- monthly ticket (all regular bus and tram lines, discount included): 50 PLN



# SURVIVAL GLOSSARY

## Abbreviations and phrases

Tak	yes
Nie	no
Dzień dobry	good morning
Dobry wieczór	good evening
Dobranoc	good night
Cześć (inform.)	hi/hello
Dziękuję	thank you
Przepraszam	sorry/excuse me
Pomocy	help
Dzisiaj	today
Jutro	tomorrow
Poniedziałek	Monday
Wtorek	Tuesday
Środa	Wednesday
Czwartek	Thursday
Piątek	Friday
Sobota	Saturday
Niedziela	Sunday

## Other

Otwarte	open
Zamknięte	closed
Wejście	entrance
Wyjście	exit
Bankomat	cash machine, ATM
Poczta	post office
Znaczek pocztowy	stamp
List	letter
Paczka pocztowa	parcel
Kantor	currency exchange office / bureau de change
Rachunek	bill/check
Recepta	prescription
Cena	price
Wyprzedaż	sale

## Transportation

Autobus	bus
Tramwaj	tram
Pociąg	train
Peron	platform
Tor	track
Taksówka	taxi
Przystanek	(bus / tram) stop
Rozkład jazdy	timetable
Dworzec	station
Lotnisko	airport

## Food and drink

Chleb	bread
Masło	butter
Ser	cheese
Jajka	eggs
Mleko	milk
Ziemniaki	potatoes
Ryż	rice
Kasza	groats
Drób	poultry
Wołowina	veal
Wieprzowina	pork
Jagnięcina	lamb
Ryba	fish
Warzywa	vegetables
Owoce	fruit
Sól	salt
Pieprz	pepper
Cukier	sugar
Woda	water
Kawa	coffee
Herbata	tea
Piwo	beer

## Academic life

Dziekanat	dean's office
Wydział	faculty
Legitymacja studencka	student card
Egzamin	exam
Zaliczenie	credit (course completed successfully, yet no grade given)
Rok akademicki	academic year
Semestr zimowy	winter semester
Semestr letni	summer semester
Przerwa semestralna	inter-semester break
Akademik	student house / dormitory
Cisza nocna	silent night
Przychodnia (lekarska)	medical centre

# IMPORTANT ADDRESSES AND TELEPHONE NUMBERS



112

an emergency number for the entire European Union

999

the Medical Emergency Service

998

the Fire Service

997

the Police

## Notes





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West Pomeranian University of Technology  
in Szczecin