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Welcome

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 you 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
Szczecin
International Student Service

International students are offered information, assistance and guidance at:

Department for Educational Matters - International Cooperation
(the unit includes ERASMUS+ Office)

- **address**: al. Piastów 17, 70-310 Szczecin, POLAND
- **visiting address**: al. Piastów 18, room 10 (ground floor)
- **phone**: +48 91 449 4780
- **e-mail**: incoming@zut.edu.pl
- **visiting hours**: Monday – Friday, 09:00 – 14:00
Contact persons at the faculties

**dr Daniel Polasik**
Faculty of Biotechnology and Animal Husbandry
ul. Doktora Judyma 6, 71-466 Szczecin
+48 91 449 6782
Daniel.Polasik@zut.edu.pl

**dr Lechosław Czernik**
Faculty of Civil Engineering and Architecture
architecture and design
ul. Żołnierska 50, 70-210 Szczecin
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lechoslaw.czernik@zut.edu.pl

**dr Andrzej Pozlewicz**
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andpoz@zut.edu.pl

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zbych@zut.edu.pl

dr Iwona Pelech
ul. Pułaskiego 10, 70-322 Szczecin
+48 91 449 4132
ipelech@zut.edu.pl
The West Pomeranian University of Technology, 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. 1050 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 Plus programme it cooperates with ca. 120 European higher education institutions. Outside the programme, research, teaching and training projects are carried out in cooperation with 93 partnerships world-wide.
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 website:
- studyinpoland.pl
- go-poland.pl

To understand Polish better, visit also the website doyouknowpolska.com – an interactive dictionary of Polish slang terms.

If you are interested in current news, the following websites are recommended:
- thenews.pl
- warsavwoice.pl
- insidepoland.com
Szczecin, the capital of the West Pomerania region, is one of the biggest cities in Poland, covering the area of 300 km² with population of over 420,000 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. 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 and 2013 was 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 with a total area of 142 hectares, 90 lawns a total area of 55.2 ha and cemeteries of the total area of 193.87 hectares and urban forests. Szczecin largest Kasprowicza’s Park is a park with an area of 27.03 hectares, which, 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.
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Full information about Szczecin and West Pomerania is available at the following sites:

» szczecin.eu
» szn.pl
» 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. 80 PLN, return ticket 160 PLN) – the service is offered by INTERGLOBUS TOUR

INTERGLOBUS TOUR
interglobus.pl
+48 91 48 50 422
+48 608 33 02 33
biuro@interglobus.pl

It is possible to reserve the tickets from abroad.

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 (Polish: rozkład jazdy) see pkp.pl
In the academic year 2014/2015 the educational offer of the West Pomeranian University of Technology, Szczecin includes:

» 46 Bachelor programmes
» 30 Master programmes
» Doctoral programmes in 14 areas (automatic control and robotics, electrical engineering, materials engineering, mechanical engineering and maintenance, computer science and information technology, chemical engineering, chemical technology, agronomy, agricultural engineering, environmental management, horticulture, fisheries, food technology and human nutrition, animal husbandry)

Exchange students

Exchange students are offered a range of one- or two-semester courses delivered in mainly in English (also in German, Bulgarian, Russian). The offer, updated annually, is available at the website www.erasmusplus.zut.edu.pl.

Degree students

**NOTE:** Unless indicated otherwise, Polish is the language of instruction for full bachelor, master and doctoral programmes listed below. For admission and language requirements see the section Application – degree students.

Presently ca. 20 students are following full-time programmes offered at ten faculties.

Placement / internship

If you are interested in a practical placement / internship at one of the University’s units, send an individual inquiry to incoming@zut.edu.pl, shortly presenting what is your interest, what you would like to do, within what field of study. Placements are tailored individually according to a candidate’s profile and expectations. In the course of the application procedure, candidates will be required to draw a Training Agreement stating the general purpose, programme and tasks as well as expected results of the placement. Placement is possible under Erasmus Plus programme, but also as an individual arrangement.

You may be also interested in joining the IAESTE – International Association for the Exchange of Students for Technical Experience (iaeste.pl/kl/zut.szczecin/). Our University offers several IAESTE placements every year.
History of the Faculty of Biotechnology and Animal Husbandry began in September 1955. It is comprised of 12 independent organizational units, including 8 chairs and 4 departments. 2 dependent departments and 5 laboratories are also included in its structure. It was granted the so called “1st category” according to the school catalogue of the Polish Ministry of Science and Higher Education. It has powers to confer the degrees of the Doctor of Science and Assistant Professor in animal husbandry.

The Faculty holds lecture halls equipped with modern audiovisual appliances and laboratories in a new generation equipment for cell structures, chromatography and spectrophotometers, hematological and biochemical analyzers, microscopes and sets for the micromanipulation.

The Faculty offers four courses of study:

» animal husbandry
» biology
» biotechnology
» bioinformatics (interdisciplinary biology and computer science)
The Faculty began the first academic year in 1946 under the name of Engineering Faculty as one of the first three faculties of Szczecin Engineering School. The Faculty educates over 2800 students in full time and nonstationary studies.

**Students are educated in areas:**
- architecture and urban planning
- civil engineering
- design studies
- environmental engineering
- civil engineering – European Civil Engineering Management (ECEM) – First-cycle programme run in cooperation with 13 European universities including Hanze University Groningen (the Netherlands), Jade Hochschule Oldenburg (Germany), Halmstad University (Sweden) and VIA University College (Denmark).

Students either spend 2 semesters abroad or do 2 semesters taught in English in Poland, the programme includes a one-semester practical training done in Poland or abroad.

Both students and teachers are involved in international relations with foreign universities and ready to receive their students.
The Faculty of Economics was established upon a Decree no 16 of the Minister of Science and Higher Education dated September 1st, 1987, due to a scientific achievements, development of the academic staff and the demand of the practise for classified staff and the economic knowledge.

The Faculty educates over 1300 students in full time and nonstationary studies.

Students are educated in areas:
» economics
» management
» tourism and recreation
The Faculty was established in 1946 as one of the three Faculties of Szczecin Engineering School. From 1971 the Faculty has the right to title doctor’s degree of technical theories in discipline of electrotechnology. In June 2002 the Faculty got full academic laws in this discipline, i.e. of authorizing to title of habilitated doctor. From 2004 has also the right to grant the doctor’s degree of technical theories in the discipline automation and robotics. The Faculty educates over 1000 students in full time and nonstationary studies.

Courses of study:
» automatic control and robotics
» electrical engineering
» electronics and telecommunications
» information and communications technology
The history of the Faculty goes back to the year 1971 when the Faculty of the Theory of Mechanism and Bases of the Automatic Regulating comes into being. May 28, 1999 on the basis of the regulation of the Minister for National Education, the Faculty of Computer Science and Information Technology is formed. The Faculty educates over 1700 students in full time and nonstationary studies.

The Faculty offers the following courses of study:

» computer science and information technology
» management and production engineering
» digital media engineering
The Faculty of Mechanical Engineering and Mechatronics was established in 1946 as one of the three faculties of Szczecin Engineering School. The Faculty educates over 800 students in full time and nonstationary studies and has the authority to grant both doctors degrees: DSc and PhD in the field of construction and operation machinery.

The Faculty offers the following courses of study:
- management and production engineering
- materials engineering - full programme taught also in English
- mechanical engineering
- mechatronics
- power engineering
- transport
The Faculty of Environmental Management and Agriculture was established in 2002 as a result of a transformation of the Faculty of Agriculture in Szczecin. The Faculty of Agriculture, in turn, was established together with the Higher Agriculture School in Szczecin in 1954 as its only faculty. The Faculty educates over 1800 students in full time, nonstationary and PhD studies.

Courses of study:
» waste management and reclamation of degraded areas
» agriculture and forestry engineering
» environmental protection
» landscape architecture
» land management
» horticulture
» agriculture

WKŚiR
FACULTY OF ENVIRONMENTAL MANAGEMENT AND AGRICULTURE
agro.zut.edu.pl
The Faculty of Food Sciences and Fisheries is over 59 years old. Its initial name was the Faculty of Fisheries and was established on 1 September 1951 at the Higher Agriculture School in Olsztyn. Then, in the years 1966 – 1968 the Faculty was moved to the Higher Agriculture School in Szczecin, where it was named the Faculty of Sea Fishing. In 1971 it was changed into the Faculty of Sea Fishing and Food Technology and on 14 November 2001 into the Faculty of Food Sciences and Fisheries – it was then the oldest faculty of the Agricultural Academy in Szczecin, older than Alma Mater itself.

Courses of study:

» food technology and human nutrition
» sea and ocean operations
» applied microbiology
» commodity science
» fisheries
The Faculty was established in 1970 as Institute of Shipbuilding, and from 1991 is formed under actual name. Laboratories are equipped with modern research and teaching posts and with computer stances for students. The Faculty educates over 700 students in full time and nonstationary studies.

**Courses of study:**
- ocean technology
- safety engineering
- transport
- yacht building
- yachting
The Faculty was founded in 1947 and educates over 900 students in full time and nonstationary studies. Fields of study include specializations for full-time and extramural undergraduate, postgraduate and doctoral studies:

- chemical and process engineering
- chemical technology
- environmental protection
- nanotechnology

Main research areas: catalytic processes and catalysts, innovative membrane separation techniques, new technologies (including biotechnology) and modernization of chemical technology, unit operations of chemical engineering, environmental protection processes, parametrical optimization of technological processes, new technologies for chemical compounds production.
APPLICATION

Exchange students

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

Please note: student mobility is realised within the areas specified in bilateral agreements signed between the exchanging universities – 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, please send your inquiry to the relevant faculty coordinator or to our International Student Service (incoming@zut.edu.pl), we will do our best to make your stay possible.

It is on the basis of the learning agreement that the receiving faculty decides 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 our 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, a letter of acceptance is issued for the successful candidate within one month from receiving a complete application. Each student is informed individually by email about the results.

APPLICATION PACKAGE

- application form
- confirmation of language proficiency
- learning agreement (3 original copies)
- transcript of records
- reservation for accommodation
- copy of passport or ID 3 photographs (35mm x 45mm)

APPLICATION DEADLINES

- 31 May – for winter semester or whole academic year
- 30 November – for summer semester

All forms are available at www.erasmusplus.zut.edu.pl

Complete application be sent to

West Pomeranian University of Technology, Szczecin
Department of Educational Matters
International Cooperation
Al. Piastów 18, 70-310 Szczecin (PL)
Degree students

Please note: Since full-degree programmes are delivered in Polish and its knowledge has to be confirmed at the application stage, the on-line application, application form and instructions are available only in Polish.

Foreigners may undertake study and training and participate in research and development work at the West Pomeranian University of Technology, Szczecin, if they:

» have a valid visa, a residence permit or other document authorizing them to stay on Polish territory,

» are in good health, proved by a medical certificate stating there is no impediment to their taking up training in the chosen area and form of training,

» have the European Health Insurance Card or an insurance in case of illness or accident covering the full period of training in Poland or accede to the National Health Fund (NFZ) on their arrival in Poland.

Foreigners may undertake studies conducted in Polish, if they:

» complete a one-year preparatory course of Polish in the institutions authorized by the minister of higher education,

» possess a certificate of proficiency issued by the Polish National Commission for Certifying the Knowledge of Polish as a Foreign Language

» pass an Polish language exam prepared by universities language center.

Studies and training, as well as participating in research and development work for students recruiting from so called third countries (outside the territory of the European Union or Island, Norway, Lichtenstein and Switzerland) are subject to the following tuition fees.

» for the 1st degree studies (bachelor level) – 2000 EUR / year

» for the 2nd degree studies (master level) – 2000 EUR / year

» for the 3rd degree (PhD studies) – 3000 EUR / year

The final amount of tuition fees will be determined by the rector, in consultation with the head of a unit which conducts the training. Fees are payable for the whole period of study before it commences. There is an additional admission fee amounting to 200 EUR.

More information and on-line application access available at: www.zut.edu.pl/eng/home/studies-for-foreigners.html

Foreigners who wish to study in ZUT benefit from the educational offer prepared by the University and published on its website. Please note that full study programmes are taught in Polish (unless indicated otherwise).

Student recruitment for given academic year begins in May and lasts until mid-July. Candidates sign up electronically, and then provide set of required documents.
In general, exchange students are required to provide a proof of English proficiency (min. B1 level) with their application. Individual courses can be provided in other languages (e.g. German, Bulgarian) – please check the current offer and contact the relevant faculty coordinator if you have any doubts.

For full degree programmes taught in Polish the candidates are required to prove their Polish language proficiency:

» completed a one-year preparatory course of Polish in the institutions authorized by the minister of higher education

» a certificate of proficiency issued by the Polish National Commission for Certifying the Knowledge of Polish as a Foreign Language. For more information please visit: www.certyfikatpolski.pl/en

» pass a Polish language exam prepared by universities language center.
To help with getting around the town and the University, a student buddy for incoming exchange students is usually arranged. Incoming student 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.
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 voivode 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 obywatela EU)
» copy of the travel document (passport or other ID document)
» a 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

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 voivode office:

Zachodniopomorski Urząd Wojewódzki w Szczecinie
Wydział Spraw Obywatelskich i Cudzoziemców
ul. Wały Chrobrego 4, room 93 (ground floor)

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

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 to enter Poland if are not a EU citizen are a valid travel document (passport) and a visa (if required).
5 easy steps to get a visa

» Find a Polish consulate that can process your application. You can use the MFA’s search engine mfa.gov.pl

» Read carefully ALL the information concerning visa application on the consulate’s website and follow ALL the instructions.

» Set a visa appointment with the consulate. In most cases you will have to register through the website: www.e-konsulat.gov.pl

» 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.

» Submit all the documents including a printed and signed application form and the visa fee. Your visa application is complete. It will take up to 15 days for it to be reviewed.

For details please contact a Polish embassy or consular office in your country of residence.

PLEASE NOTE: one of the documents required to apply for a Polish visa is a letter of acceptance issued only after the hosting faculty accepts the content of the Learning Agreement sent with your application. Therefore it is important to send a complete application package including the proposed Learning Agreement as well as apply within the set deadlines.
**Temporary residence permit**

Who needs it?

Every Non-EU student needs it whose visa is no longer valid.

You should apply for a Temporary Residence Permit before your visa expires.

When you receive the permit you will be issued a Temporary Residence Card, an ID card that proves that you have a residence permit. Together with your travel document it allows you to cross the Polish border as many times as you wish. The first residence permit is issued for the period of 15 months. It can be renewed for periods of up to 3 years but for no longer than the remainder of your studies.

**REMEMBER:** You should apply for the Temporary Residence Card when you are legally staying in Poland, which means after you arrive, but before the expiry of your visa.

**Application**

You have to apply for a Temporary Residence Permit with the local Voivodship Office. You can find a complete list of offices here: www.migrant.info.pl The documents you will need to legalise your stay include an application form, photos and documents proving your identity and citizenship, address, purpose of stay (a certificate from your school) health insurance and possession of sufficient funds. For detailed information check out the Voivodship Office’s website. The procedure costs 390 PLN in total.

**EU students**

EU students do not need to apply for temporary residence permit. As UE citizens they should only apply for registration of their stay with local voivodship office within 90 days of their arrival. They will be issued a cost-free certificate of registration with non-limited period of validity proving their right to stay in Poland.

For more information on entry and visa formalities see the web site of the Polish Ministry of Foreign Affairs, www.msw.gov.pl, as well as the Polish Office for Foreigners, www.udsc.gov.pl
While being enrolled at the hosting faculty, international students fill in forms necessary to obtain the student card (Polish: legitymacja studencka) at their faculty Dean’s Office (Polish: dziekanat) (visit it preferably with your student buddy as you will have to cope with some forms in Polish).

The cost of issuing the card is 17 PLN.

To issue a card, a photo is required – have one ready with you if you didn’t send 3 photos with your application.

Issuing the card takes a few days – however 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).
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. student festival Juwenalia) at WPUT check the website www.erasmusplus.zut.edu.pl

1 October – mid-February  
1 October – end of January  
22 December – 2 January  
until mid-February  
mid-February  
last week of February – 30 June  
last week of February – mid-June  
mid-June – 30 June  
September  

winter semester  
classes (15 weeks)  
Christmas break  
winter examination session  
inter-semester break (one week)  
summer semester  
classes (15 weeks)  
Easter break (one week)  
summer examination session  
autumn re-take examination session

Polish public holidays

New Year’s Day  
Easter Sunday & Easter Monday  
Labour Day  
Constitution Day  
Corpus Christi Day  
Feast of Assumption Day  
All Saints’ Day  
Independence Day  
Christmas  

1 January  
in March or April  
1 May  
3 May  
Thursday in May or June  
15 August  
1 November  
11 November  
25 / 26 December
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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>excellent</td>
<td>(former ECTS grade A)</td>
</tr>
<tr>
<td>4,5</td>
<td>very good</td>
<td>(former ECTS grade B)</td>
</tr>
<tr>
<td>4</td>
<td>good</td>
<td>(former ECTS grade C)</td>
</tr>
<tr>
<td>3,5</td>
<td>satisfactory</td>
<td>(former ECTS grade D)</td>
</tr>
<tr>
<td>3</td>
<td>sufficient</td>
<td>(former ECTS grade E)</td>
</tr>
<tr>
<td>2</td>
<td>unsatisfactory (fail)</td>
<td>(former ECTS grade F, FX)</td>
</tr>
</tbody>
</table>

Attendance at lectures by the students of the first year of studies is compulsory. In the case of older 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 control it.

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 form, where 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.
Accommodation

The West Pomeranian University of Technology, Szczecin makes every effort to accommodate all applying international students in its student halls. The offer includes double rooms. The University 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):

» Students house no 4
» Students house ANDROMEDA
» Students house AMICUS
» Students 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 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.

The rooms include:
» Bed
» Desk
» Chair/s
» Closet

The rooms do not include:
» television
» telephone
» radio
» 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.
SUMMER PERIOD 2014 (1 July – 30 September 2014)

If you would like to stay in the students house during the summer period (1 July – 30 September 2014), please notify the international office in advance to check, if it is possible. If so, the prices are calculated according to the number of days within this time:

- 1 – 7 days : 27 PLN (ca. 7 EUR) / day
- 8 – 15 days : 23 PLN (ca. 6 EUR) / day
- 16 – 25 days : 18 PLN (ca. 4.5 EUR) / day
- 26 – 30, 31 days : 14 PLN (ca. 3.5 EUR) / day

Example 1. You arrive on 15 September. Your rent for September amounts to 16 x 18 PLN = 288 PLN

Example 2. You arrive on 26 September. Your rent for September amounts to 5 x 27 PLN = 135 PLN

The prices for summer period 2015 (1 July 2015 – 30 September 2015) may vary a little. The costs will be calculated and presented in the beginning of academic year 2014/2015.


Room prices in the period 1 October 2014 – 30 June 2015:

- A double room (price for one bed) – 342 PLN (ca. 90 EUR) / month
- A single room (double used as single) – 500 PLN (ca. 125 EUR) / month

The above rates are also valid for students doing summer practical placements.

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.
EXTRACTS from “REGULAMIN DOMÓW STUDENCKICH” (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)

CISZA NOCNA (NIGHT PERIOD) – observe silence 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.

IT IS NOT ALLOWED:
» Using gas cookers, heaters and electric cookers outside the rooms they are installed
» Modifying or changing electrical installations, gas and water pipes and locks
» Installing any devices dangerous to human health
» Drinking alcoholic beverages
» Using drugs
» Running a business without the manager’s permission (selling things)
» Gambling
» Smoking outside the smoking rooms
» Taking the house equipment outside the building
» Exchanging pieces of furniture between the rooms without the manager’s knowledge and permission
» Keeping pets and animals
» Giving your room key to any third-party
» Multiplying room keys and exchanging locks
» Keeping fridges in shared bathrooms

RESPONSIBILITY:
» 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, installing own furniture.
» Any defects or failures in the rooms and common areas should be reported at 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
» Undeclared by the resident fault or defect, which will destroy the equipment room or building infrastructure, borne materially capita

West Pomeranian University of Technology, Szczecin is not financially responsible for the personal belongings of students house inhabitants.
The actual date of your arrival in Szczecin is very important. Please inform us about it once you decide when to arrive. Accommodation is possible few days before the academic year starts.

At the time of accommodation each student:
» Gives 2 photographs.
» Shows a valid ID/passport/visa.
» Receives a students house card, room key.
» Provides a completed request for check-in.
» Signs a declaration confirming reading and accepting the rules of accommodation.

Request for check-in: each student, regardless nationality is obligated 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 Zachodniopomorski Urząd Wojewódzki w Szczecinie.

Your student buddy will assist you with all the formalities concerning accommodation.

DS 4

There is a fruit and vegetable market (al. Bohaterów Warszawy) and a shopping centre (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.
Physical Education is often an obligatory element of bachelor degree programmes. However, there is also a possibility of arranging regular activities at our 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.

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

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

Language Centre offers courses of English, German, Spanish, French, Russian and Dutch at different levels.

Degree students are obliged to sit an obligatory exam in one of the above languages (level B2) at the end of the second year of all bachelor programmes (1st cycle).

All incoming exchange students are offered a free Polish language course at the desired level (60 hours / semester). 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 (SPNJO) is located at al. Piastów 48, II floor.

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 the inhabitant is obliged to cover any resulting costs.
West Pomeranian University of Technology, 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 take proper insurance once you arrive, that covers all of these during your whole stay in Szczecin/Poland and your travel to/from Poland.

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 (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.
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 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. 30 – 40 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

West Pomeranian University of Technology, Szczecin medical centre
(Przychodnia Lekarska)
ul. Bohaterów Warszawy 51

European Union / European Economic Area citizens

A student from a EU/EEA country staying temporarily in the territory of 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.
PRACTICAL TIPS

Public transport

The public transport in Szczecin consists of 12 tramlines and ca. 40 bus lines (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):

- For timetables (Polish: rozkład jazdy) see: www.zditm.szczecin.pl/rozklady

<table>
<thead>
<tr>
<th>Ticket type</th>
<th>Every-stop tram and bus lines</th>
<th>All lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-minute</td>
<td>1,00 PLN</td>
<td>2,00 PLN</td>
</tr>
<tr>
<td>30-minute</td>
<td>1,50 PLN</td>
<td>3,00 PLN</td>
</tr>
<tr>
<td>60-minute</td>
<td>2,00 PLN</td>
<td>4,00 PLN</td>
</tr>
<tr>
<td>120-minute</td>
<td>2,50 PLN</td>
<td>-</td>
</tr>
<tr>
<td>Monthly ticket</td>
<td>50 PLN</td>
<td>81 PLN</td>
</tr>
<tr>
<td>3-month ticket</td>
<td>130 PLN</td>
<td>211 PLN</td>
</tr>
</tbody>
</table>

Bike municipally – Bike-S, is a new urban initiative as a form of public transport, especially in the city centre. It consists of 33 stations and 338 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

Registration is not complicated.

To take advantage of the Bike-S you will have to pay 20 PLN. This sum will be covered 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 in 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 faith and 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.

Finally, if provoked, don’t get into fight at pubs and bars.

Shopping in Szczecin

Many of the supermarkets and shops in the centre of Szczecin are open from Monday to Saturday from 8am to 8pm. Many supermarkets, such as Biedronka, Żabka, Fresh, are open until 10pm or even midnight.

Szczecin offers few large shopping centres, such as Kaskada, Galaxy, Auchan or Outlet Park with brands like Zara, Mango, Pull&Bear, Sephora, Douglas, etc.
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.

Post offices offer a wide range of service. You can buy there post stamps and postcards, telephone cards, send fax or telegrams, buy newspapers, etc. Post offices are usually open from Monday to Friday 8 a.m. till 7 p.m., selected ones can be open also on Saturdays.
LOCAL ATRACTIONS

Cinemas

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

Tickets prices vary from 14 PLN (ca. 4 EUR) to 25 PLN (ca. 6 EUR) on weekends.

Cinemas/MULTIPLEX: Multikino, Helios.

We highly recommend visiting one of the oldest continously operating at the same location cinemas in the world – Pionier. Cinema is known for showing independent european movies, not blockbuster productions.

Tall Ship Races

Tall Ship Races is a rally sailing regata connected with occasional events, organized by Sail Training Association. The idea of this event is to promote education of youth on sailing, martime and naval science. In 2013 Szczecin has orginized the final event. It is already confirmed that Szczecin will also be organizing the finals of the regata in 2017.

Days of the Sea

Every year there are Days of the Sea - one of the major events during the year. Feast of sailors, dockers, fishermen, shipbuilders and other personnel associated with the sea. Sailboats, concerts of stars, traditional fireworks show, artistic performances and many other attractions waiting for locals and tourists (kids zone, sport zone, street zone).

Clubs, pubs and dining

There is a wide range of pubs, bars and restaurants in Szczecin. You can choose from Chinese, Indian, Greek, Japanise and Polish cuisine. Best way to have a look is to walk around and discover the vast choice of places to go.
Szczecin Music Fest

Music festival held in Szczecin since 2004. Each year the city invites world famous musicians in concert for local community. Through the years musicians such as Gotan Project, Chris Botti, Melody Gardot, Susanne Vega honored us with their presence.

In 2014 we had the pleasure to have Mr Hugh Laurie in concert, famous from his role in a well-known tv series “Dr House”.

International Fireworks Festival – Pyromagic

International Fireworks Festival PYROMAGIC is loudest event in Szczecin happening in August. Amazing fireworks spectacle provides plenty of attractions for the spectators on Wały Chrobrego.

Two days event includes market fairs with beer taverns, regional foods and bavareges, artistic performances, sports activities. In 2014 “4th Szczecin Firefighter Combat Challenge” and “Dragon Boat Competition” took place. In between shows sound experience is provided by the Szczecin Live Music.
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. In 2014 we had Spring Family Festival, visitors were able to witness lots of attractions, such as funfair, competitions, shows, performances. The event was accompanied by the rowing regata organized by the Academic Sports Association.

Szczecin Language Meetings

szczecintandem.blogspot.com
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 p.m. in Piwnica Kany. You just need to join them, choose language, take a seat and start to talk. Their basic language tables are English, German, Spanish and Italian. Lately you can also find Russian, Norwegian, Bulgarian, 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 for FREE!

You can order something at the bar—but it’s on you. It also doesn’t matters how old are you. We have special discount for you - ask during the meetings!
DAILY EXPENSES

You should have at least 1000 - 1200 PLN (240 – 290 euro) per month at your disposal to cover the basic living expenses. To this amount you should add study-related costs.

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.

» 800 g sliced loaf: 3 – 6 PLN
» Glass of beer (café - bar): 5 – 10 PLN
» Restaurant in town (single dish): from 15 PLN
» Fast food: 3 – 15 PLN
» Cinema ticket: 25 – 30 PLN (special offers: 12 – 14 PLN)
» Daily newspaper: 2.50 – 3.00 PLN
» Bus ticket (time system, discount included – valid only with your student card!): 1.00 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  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

Food and drinks

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  fruits
Sól  salt
Pieprz  pepper
Cukier  sugar
Woda  water
Kawa  coffee
Herbata  tea
Piwo  beer
Wino  wine
**Transportation**

<table>
<thead>
<tr>
<th>Polish Word</th>
<th>English Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autobus</td>
<td>bus</td>
</tr>
<tr>
<td>Tramwaj</td>
<td>tram</td>
</tr>
<tr>
<td>Pociąg</td>
<td>train</td>
</tr>
<tr>
<td>Peron</td>
<td>track</td>
</tr>
<tr>
<td>Tor</td>
<td>lane</td>
</tr>
<tr>
<td>Taksówka</td>
<td>taxi</td>
</tr>
<tr>
<td>Przystanek</td>
<td>(bus / tram) stop</td>
</tr>
<tr>
<td>Rozkład jazdy</td>
<td>timetable</td>
</tr>
<tr>
<td>Dworzec</td>
<td>station</td>
</tr>
<tr>
<td>Lotnisko</td>
<td>airport</td>
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</table>

**Other**

<table>
<thead>
<tr>
<th>Polish Word</th>
<th>English Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otwarte</td>
<td>open</td>
</tr>
<tr>
<td>Zamknięte</td>
<td>closed</td>
</tr>
<tr>
<td>Wejście</td>
<td>entrance</td>
</tr>
<tr>
<td>Wyjście</td>
<td>exit</td>
</tr>
<tr>
<td>Bankomat</td>
<td>cash machine</td>
</tr>
<tr>
<td>Poczta</td>
<td>post office</td>
</tr>
<tr>
<td>Znaczek pocztowy</td>
<td>stamp</td>
</tr>
<tr>
<td>List</td>
<td>letter</td>
</tr>
<tr>
<td>Paczka pocztowa</td>
<td>parcel</td>
</tr>
<tr>
<td>Kantor</td>
<td>currency exchange office</td>
</tr>
<tr>
<td>Rachunek</td>
<td>bill/check</td>
</tr>
<tr>
<td>Recepta</td>
<td>recipe</td>
</tr>
<tr>
<td>Cena</td>
<td>price</td>
</tr>
<tr>
<td>Wyprzedaż</td>
<td>sale</td>
</tr>
</tbody>
</table>

**General university terminology**

<table>
<thead>
<tr>
<th>Polish Word</th>
<th>English Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dziekanat</td>
<td>dean's office</td>
</tr>
<tr>
<td>Wydział</td>
<td>faculty</td>
</tr>
<tr>
<td>Legitymacja studencka</td>
<td>student card</td>
</tr>
<tr>
<td>Egzamin</td>
<td>exam</td>
</tr>
<tr>
<td>Zaliczenie</td>
<td>credit (course completed successfully, yet no grade given)</td>
</tr>
<tr>
<td>Rok akademicki</td>
<td>academic year</td>
</tr>
<tr>
<td>Semestr zimowy</td>
<td>winter semester</td>
</tr>
<tr>
<td>Semester letni</td>
<td>summer semester</td>
</tr>
<tr>
<td>Przerwa semestralna</td>
<td>mid-semestral break</td>
</tr>
<tr>
<td>Akademik</td>
<td>student house / dormitory</td>
</tr>
<tr>
<td>Cisza nocna</td>
<td>silent period</td>
</tr>
<tr>
<td>Przychodnia (lekarska)</td>
<td>medical centre</td>
</tr>
</tbody>
</table>
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
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