



West Pomeranian University of Technology
Szczecin



GUIDE FOR INTERNATIONAL STUDENTS

2016

zut.edu.pl

CONTENTS

2. Foreword
3. International student service
6. The West Pomeranian University of Technology, Szczecin
7. Preparing for your stay in Poland
8. Szczecin – the capital of the West Pomerania
11. Once in Poland – How to get to Szczecin
13. Programme offer and study options
24. Application
26. Language requirements
27. Student buddy
28. Visa / entry formalities
31. Enrolment – getting your student card
32. Dates organising the academic calendar
33. Grading System
34. Academic Services
39. Health insurance and health care
41. Practical tips
44. Local attractions
47. Daily expenses
48. Survival glossary
50. Important addresses and telephone numbers

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
	website	www.erasmusplus.zut.edu.pl/eng
	facebook	www.facebook.com/pages/ZUT-ERASMUS
🕒	visiting hours	Monday – Friday, 08:00 – 15:00

Erasmus Team at West
Pomeranian University of
Technology, Szczecin



Contact persons at the faculties



Faculty
of Biotechnology
and Animal Husbandry

dr Daniel Polasik

📍 al. Piastów 45, 70-311 Szczecin
☎ +48 91 449 6782
✉ Daniel.Polasik@zut.edu.pl



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



Faculty
of Economics

Błażej Suproń

📍 ul. Żołnierska 47, 71-210 Szczecin
☎ +48 91 449 6992
✉ bsupron@zut.edu.pl

dr Agnieszka Brelik

📍 ul. Żołnierska 47, 71-210 Szczecin
☎ +48 91 449 69 84
✉ Agnieszka.Brelik@zut.edu.pl



Faculty of Electrical
Engineering




Ms Justyna Jończyk

📍 ul. Sikorskiego 37, 70-313 Szczecin
☎ +48 91 449 4113
✉ jjonczyk@zut.edu.pl



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
 Anna.Majchrzycka@zut.edu.pl



Faculty
of Environmental Management
and Agriculture




dr Martyna Śnioszek

 ul. J. Słowackiego 17, 71-374 Szczecin
 +48 91 449 6281
 msnioszek@zut.edu.pl



Faculty
of Food Sciences
and Fisheries




dr Remigiusz Panicz

 ul. Kazimierza Królewicza 4, 71-550 Szczecin
 +48 91 449 6664
 rpanicz@zut.edu.pl



Faculty
of Maritime Technology
and Transport




dr Zbigniew Sekulski

 al. Piastów 41, 71-065 Szczecin
 +48 91 449 4463
 zbych@zut.edu.pl



Faculty
of Chemical Technology
and Engineering

dr Robert Pełech

 ul. Pułaskiego 10, 70-322 Szczecin
 +48 91 449 4148
 robert.pelech@zut.edu.pl




West Pomeranian
University of Technology
Szczecin

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.



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 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
- » warsawvoice.pl
- » insidepoland.com

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 km² with population of over 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. 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 and 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 with a total area of 55.2 ha and cemeteries with a 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.

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



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

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.





PROGRAMME OFFER AND STUDY OPTIONS

In the academic year 2016/2017 the educational offer of the West Pomeranian University of Technology, Szczecin includes:

- » 46 Bachelor programmes
- » 30 Master programmes (2 full programmes taught in English)
- » Doctoral programmes in 17 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. 30 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 would you 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.

FACULTY OF BIOTECHNOLOGY AND ANIMAL HUSBANDRY

The Faculty offers four courses of study:

- » animal husbandry
- » biology
- » biotechnology (including master programme in English)
- » cynology



WBiHZ



FACULTY OF
BIOTECHNOLOGY
AND ANIMAL HUSBANDRY

biotechnologia.zut.edu.pl

FACULTY OF CIVIL ENGINEERING AND ARCHITECTURE

Students are educated in areas:

- » architecture and urban planning
- » civil 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.

- » design studies
- » environmental engineering

Both students and teachers are involved in international relations with foreign universities and ready to receive their students.



WBiA



FACULTY OF
CIVIL ENGINEERING
AND ARCHITECTURE

wbia.zut.edu.pl

FACULTY OF ECONOMICS.

Students are educated in areas:

- » economics
- » management
- » tourism and recreation



WEkon



FACULTY OF
ECONOMICS

ekonomia.zut.edu.pl

FACULTY OF ELECTRICAL ENGINEERING

Courses of study:

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



WE



FACULTY OF
ELECTRICAL ENGINEERING

we.zut.edu.pl

FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

The Faculty offers the following courses of study:

- » computer science and information technology
- » digital engineering



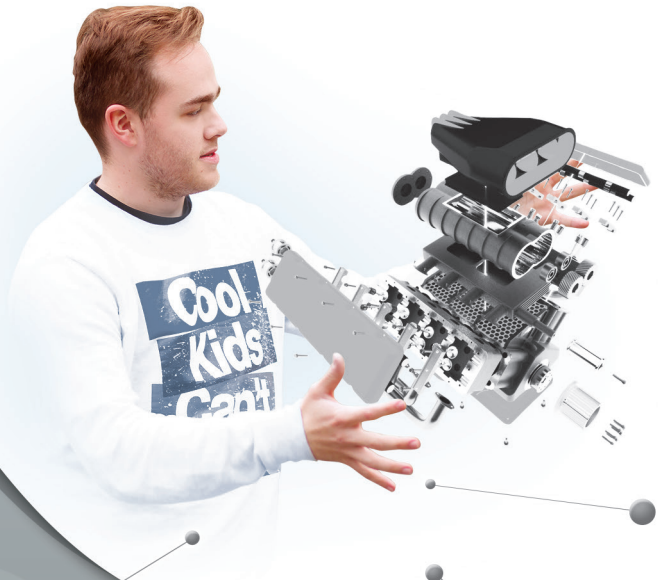
FACULTY OF
COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

wi.zut.edu.pl

FACULTY OF MECHANICAL ENGINEERING AND MECHATRONICS

The Faculty offers the following courses of study:

- » management and production engineering
- » materials engineering (including master programme in English)
- » mechanical engineering
- » mechatronics
- » power engineering
- » transport



WIMiM



FACULTY OF
MECHANICAL ENGINEERING
AND MECHATRONICS

wimim.zut.edu.pl

FACULTY OF ENVIRONMENTAL MANAGEMENT AND AGRICULTURE

Courses of study:

- » agriculture
- » agriculture and forestry engineering
- » environmental protection
- » horticulture
- » land management
- » landscape architecture
- » renewable sources of energy
- » medicine of plants



WKSİR



FACULTY OF
ENVIRONMENTAL MANAGEMENT
AND AGRICULTURE

agro.zut.edu.pl

FACULTY OF FOOD SCIENCES AND FISHERIES

Courses of study:

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



WNoŻiR



FACULTY OF
FOOD SCIENCES
AND FISHERIES

wnozir.zut.edu.pl

FACULTY OF MARITIME TECHNOLOGY AND TRANSPORT

Courses of study:

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



WTMiT



FACULTY OF
MARITIME TECHNOLOGY
AND TRANSPORT

wtmit.zut.edu.pl

FACULTY OF CHEMICAL TECHNOLOGY AND ENGINEERING

Courses of study:

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



WTiCh



FACULTY OF
CHEMICAL TECHNOLOGY
AND ENGINEERING

wtiich.zut.edu.pl

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/eng/international-students.html

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	<ul style="list-style-type: none">» 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	<ul style="list-style-type: none">» 31 May – for winter semester or whole academic year» 30 November – for summer semester
All forms are available at	www.erasmusplus.zut.edu.pl/eng/application-form.html
Complete application be sent to	West Pomeranian University of Technology, Szczecin Department of Educational Matters International Cooperation Al. Piastów 17, 70-310 Szczecin (PL)

Degree students

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.

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) – 2.200 PLN / semester
- » for the 2nd degree studies (master level) – 2.200 PLN / semester
- » for the 3rd degree (PhD studies) – 3.000 PLN / semester

More information and on-line application access available at: www.admission.zut.edu.pl

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.

LANGUAGE REQUIREMENTS

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 an Polish language exam prepared by universities language center.

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

Certificates confirming knowledge of foreign languages at least at B2 common reference level of language proficiency according to "Common European Framework of Reference for Languages: learning, teaching, assessment (CEFR)":

- » certificates issued by institutions belonging to the Association of Language Testers in Europe (ALTE) - ALTE Level 3 (B2), ALTE Level 4 (C1), ALTE Level 5 (C2); especially: First Certificate in English (FCE), Certificate in Advanced English (CAE), Certificate of Proficiency in English (CPE), Business English Certificate (BEC) Vantage – at least Pass, Business English Certificate (BEC) Higher, Certificate in English for International Business and Trade (CEIBT)
- » Certificates of the following institutions:
 - Educational Testing Service (ETS)- especially:
 - Test of English as a Foreign Language (TOEFL) - at least 87 points in the Internet-Based Test version (iBT);
 - Test of English as a Foreign Language (TOEFL) - at least 180 points in the Computer-Based Test version (CBT) completed with at least 50 points from Test of Spoken English (TSE);
 - Test of English as a Foreign Language (TOEFL) - at least 510 points in the Paper-Based Test version (PBT) 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;
 - European Consortium for the Certificate of Attainment in Modern Languages (ECL),
 - City & Guilds, City & Guilds Pitman Qualifications, Pitman Qualifications Institute —especially certificates:
 - English for Speakers of Other Languages (ESOL) - First Class Pass at Intermediate Level, Higher Intermediate Level, Advanced Level;
 - International English for Speakers of Other Languages

(IESOL) - "Communicator" level, "Expert" level, "Mastery level";

- City & Guilds Level 1 Certificate in ESOL International (reading, writing and listening) Communicator (B2) 500/1765/2;
- City & Guilds Level 2 Certificate in ESOL International (reading, writing and listening) Expert (C1) 500/1766/4;
- City & Guilds Level 3 Certificate in ESOL International (reading, writing and listening) Mastery (C2) 500/1767/6;
- Spoken English Test (SET) for Business — Stage B "Communicator" level, Stage C "Expert" level, Stage C "Mastery" level;
- English for Business Communications (EBC)— Level 2, Level 3;
- English for Office Skills (EOS)— Level 2;
- Edexcel, Pearson Language Tests, Pearson Language Assessments — especially:
 - London Tests of English, Level 3 (Edexcel Level 1 Certificate in ESOL International);
 - London Tests of English, Level 4 (Edexcel Level 2 Certificate in ESOL International);
 - London Tests of English, Level 5 (Edexcel Level 3 Certificate in ESOL International);
- » Education Development International (EDI), London Chamber of Commerce and Industry Examinations Board - especially the following certificates:
 - London Chamber of Commerce and Industry Examinations (LCCI) - English for Business Level 2, English for Business Level 3, English for Business Level 4;
 - London Chamber of Commerce and Industry Examinations (LCCI) — Foundation Certificate for Teachers of Business English (FTBE);
 - London Chamber of Commerce and Industry Examinations (LCCI) - English for Tourism Level 2 - "Pass with Credit" level, "Pass with Distinction" level.
- » University of Cambridge ESOL Examinations, British Council, IDP IELTS Australia - especially International English Language Testing System IELTS—over 6 points.



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.

szczecin.esn.pl/pl

www.facebook.com/ESN.US.Szczecin



VISA / ENTRY FORMALITIES

go-poland.pl

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:

*West Pomeranian Province Governor - Department of Citizenship and Foreigners (in Polish: 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 need to enter Poland if you are not a EU citizen are a valid travel document (passport) and a visa (if required).

Visa

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 here: www.msz.gov.pl

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)

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 West Pomeranian Province Governor. 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 West Pomeranian Province Governor's website - www.szczecin.uw.gov.pl/?type=group&action=list&id=107. The procedure costs 390 PLN in total.

EU students

EU students do not need to apply for temporary residence permit. As EU 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

ENROLMENT

– GETTING YOUR STUDENT CARD



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).

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. student festival Juwenalia) at WPUT check the website 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)
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 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.

ACADEMIC SERVICES



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 no 5
- » 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.

Prices



ACADEMIC YEAR 2016/2017

1 October 2016 – 30 June 2017

A double room (price for one bed)
– 342 PLN (ca. 90 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.

Rules and restrictions

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.

Upon arrival

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 student's 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 of 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 (West Pomeranian Province Governor).

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

Shopping and eating possibilities

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.

Sports activities

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

Cultural workshop and integration activities

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

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.

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 the inhabitant is obliged to cover any resulting costs.

HEALTH INSURANCE AND HEALTH CARE



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.

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.

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

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

Ticket type	Every-stop tram and bus lines	All lines
15-minute	1,00 PLN	2,00 PLN
30-minute	1,50 PLN	3,00 PLN
60-minute	2,00 PLN	4,00 PLN
120-minute	2,50 PLN	-
Monthly ticket	50 PLN	81 PLN
3-month ticket	130 PLN	211 PLN



Bike-S

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 fate 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.





Post offices

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.



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.



LOCAL ATTRACTIONS

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 continuously operating at the same location cinemas in the world – Pionier. Cinema is known for showing independent european movies, not blockbuster productions.

Clubs, pubs and dining

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

Tall Ship Races

rally sailing regatta usually connected and occasional events organized by Sail Training Association to promote the idea of educating young people on board the tall ships [2]. In 2013 Szczecin again organized the final event. It is confirmed that Szczecin will also be organized in 2017 Regatta ri will again be a final

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).



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	Dzisiaj	today
Nie	no	Jutro	tomorrow
Dzień dobry	good morning	Poniedziałek	monday
Dobry wieczór	good evening	Wtorek	tuesday
Dobranoc	good night	Środa	wednesday
Cześć	hi/hello	Czwartek	thursday
		Piątek	friday
Dziękuję	thank you	Sobota	saturday
Przepraszam	sorry/excuse me	Niedziela	sunday
Pomocy!	help		

Food and drinks

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

Transportation

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

Other

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

General university terminology

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
Semester letni	summer semester
Przerwa semestralna	mid-semesteral break
Akademik	student house / dormitory
Cisza nocna	silent period
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



West Pomeranian University of Technology
Szczecin

This project has been funded with support from the
European Commission.

This publication reflects the views only of the author, and
the Commission cannot be held responsible for any use
which may be made of the information contained therein.

zut.edu.pl