



# GUIDE FOR STUDENTS

**Keep calm and read the handbook**



**VISTULA GROUP OF UNIVERSITIES**

Practical knowledge. Business approach. Global possibilities.

**Read more at:**

[www.vistula.edu.pl](http://www.vistula.edu.pl)

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## I WELCOME AT THE VISTULA GROUP OF UNIVERSITIES!

It is a great pleasure to welcome you at the Vistula Group of Universities, the leader of internationalization among all Polish universities. Here Students from over 70 different countries help us create a perfect environment for teaching global entrepreneurial mindset.

You probably have many questions about moving into a new country and starting your education in a new environment. This handbook has been made to answer most common questions considering first steps at the University and your stay in Poland. We understand your need for support, therefore University staff and Students will always be ready to help you. What is more, Vistula has exceptional Mentoring Program – be sure to check it. Do not hesitate to ask for assistance.

**Good to have you with us!**

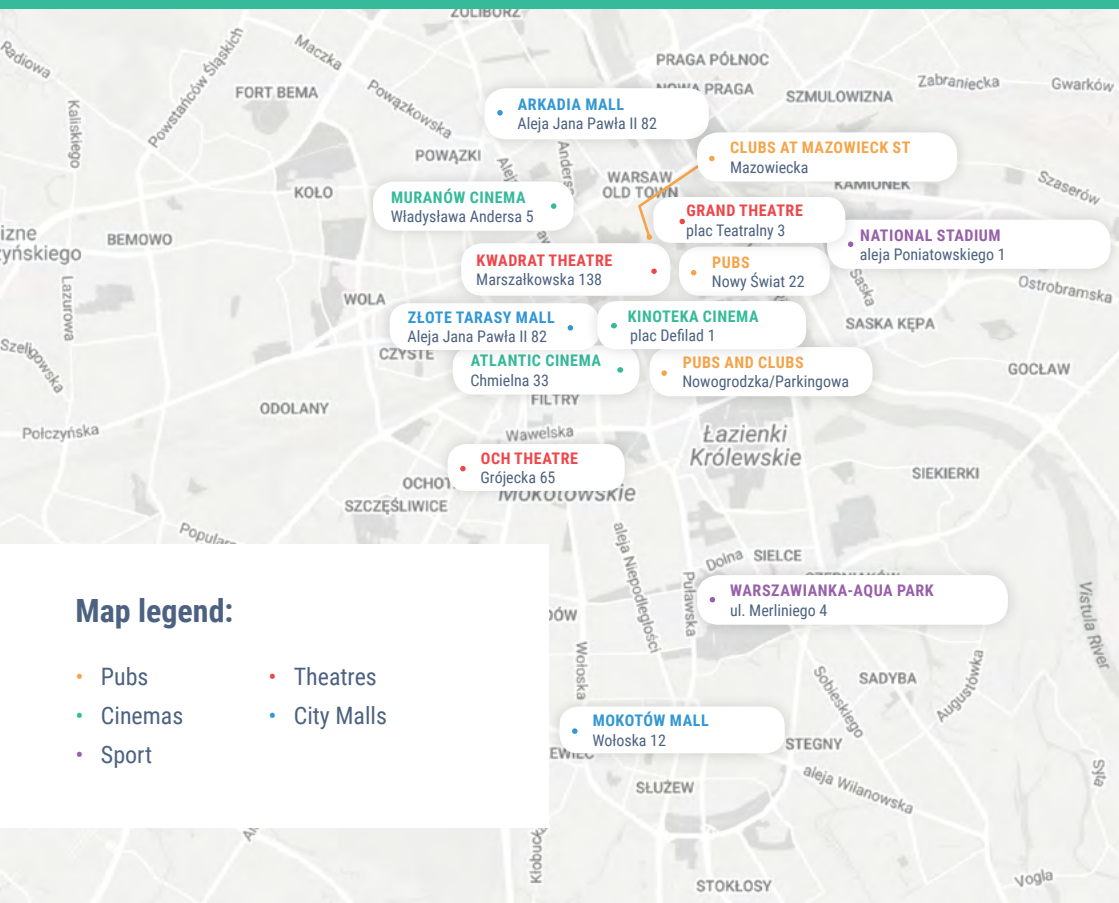
Vistula Group of Universities team

# YOUR FIRST STEPS IN WARSAW

We are really happy you have chosen Poland as a place to study. Our country is known for its hospitality and fondness of feasting. In other words: we like having good time. Polish society may seem homogenous but in fact, you can meet many different people here, with various interests and passions. We have interesting art, literature, music, and... delicious food.

You are about to discover all the great facilities and vibrant nightlife of Warsaw in the company of your new friends from Vistula Group of Universities.

Here is some useful information to help you accommodate quickly and easily and let you freely enjoy Warsaw in no time!



## Map legend:

- Pubs
- Cinemas
- Sport
- Theatres
- City Malls

# I RESIDENCE PERMIT

To become a Poland's resident you need to apply for the residence card („Karta pobytu” in Polish).

## How to apply for the residence permit?

### Personally with appointment

Call the phone number: 22 695 67 71

Send an e-mail to [wniosek@mazowieckie.pl](mailto:wniosek@mazowieckie.pl)

(Please note that you are required to provide your phone number in your e-mail).

**Personally with no appointment** in the Registry Office of the Mazowieckie Province Office, at pl. Bankowy 3/5, room 39, entrance B.

### Open hours:

8 am - 4 pm (Monday - Friday)

Once you have arranged an appointment, start to prepare / collect your application documents two weeks prior to your appointment day.



## PLEASE REMEMBER

The application for residence permit should be submitted at the latest on the day of expiry of your valid visa or resident card. Do not violate this deadline! Otherwise you can be deported from Poland up to five years.

## What documents are needed to apply for the residence permit?

1. **3 copies of the application for a temporary residence permit** filled in the Polish language (a link to an online application form: <https://wnioski.mazowieckie.pl/MuwWscEww/Choice> - once you fill it in, print it)
2. **Confirmation from the University of acceptance for studies, or continuation of studies**, or a certificate of participation in the training course
3. **Proof of payment of the required tuition/course fee** (if payable)
4. **Documents confirming having health insurance** or coverage by the insurer of the cost of treatment in Poland
5. **Evidence of sufficient funds** to cover the costs of living and return travel to the country of origin or residence and the cost of tuition/training course
6. **2 photocopies** of a valid passport
7. **4 photographs:**
  - undamaged
  - sized 45x35 mm
  - took in the last six months on a plain white background
  - with good focus, clearly showing the eyes and face from the top of the head to the top of the shoulders
  - the face should take 70-80% of the photo
  - the photograph should show the person looking straight ahead with the eyes open, not covered by hair, with a natural facial expression, and mouth closed

## What is the cost of getting the residence permit and how to pay it?

The fee of **340 pln** shall be paid upon the submission of the application for the residence permit to the following account:

**Receiver:** Urząd Dzielnicy Śródmieście Miasta Stołecznego Warszawy

**Bank:** Bank Handlowy w Warszawie SA

**Account number:** 60 1030 1508 0000 0005 5001 0038

**The residence card fee of 50 pln shall be paid upon the receipt of the decision to the following account:**

**Receiver:** Mazowiecki Urząd Wojewódzki Biuro Administracyjno-Budżetowe

**Bank:** NBP O/O Warszawa

**Account number:** 83 1010 1010 0137 1022 3100 0000

# I MONEY

Currency in Poland is zloty. Approximate rate\* is:

- 1\$ = 3,74 PLN
- 1€ = 4,18 PLN

For exact exchange average rate check any Polish bank's website.

\*Retrieved in August 2017

## **What you can buy with about 5 PLN in Warsaw:**

- 2 single reduced fare tickets for public transport
- 2 cheeseburgers at McDonald's
- 1 kg of bananas

## **What can you buy with about 10 PLN in Warsaw:**

- Café latte at any coffee chain
- 4 loaves of bread
- Hair shampoo

## **What can you buy with about 50 PLN in Warsaw**

- Two discounted (student) tickets to the cinema
- Two-course meal in moderately cheap restaurant
- Train/bus ticket to another big city (e.g. Kraków)



**In Warsaw there are plenty of ATM's and currency exchange shops.**

If you are staying in Poland for a longer time, consider creating here a new bank account.

# I ACCOMMODATION

Our International Office is more than happy to help Students with arranging accommodation. Vistula Group of Universities does not own a dormitory but collaborates with some private dormitories for Students.

Options of accommodation are available on [hosteluv.com.pl](https://www.hosteluv.com/pl)

However, if you prefer to find an apartment by yourself, here are the best places to go:

- <https://vk.com/warsawishere.realestate>
- **"Accommodation in Warsaw (ESN official group)"**  
(a Facebook group you should join)
- [gumtree.pl](https://www.gumtree.pl)
- [gratka.pl](https://www.gratka.pl)
- [otodom.pl](https://www.otodom.pl)



**If you need any additional help, please contact your Mentor.**



# PUBLIC TRANSPORTATION, CITY BIKES, AND TAXIES

In Warsaw there is very well-developed municipal transport - ZTM. You can quickly and easily travel by bus, tram and metro. Vistula is located just off the metro line - station Stokłosy, which provides instant connection with the entire city. As a student, you have 50% discount for the public transportation in Warsaw.



Here are the most popular tickets you can choose among (with discounted prices):

- **20-minute ticket** entitles to an unlimited number of journeys for a period not exceeding 20 minutes from its validation - **1,70 PLN**
- **Single fare transfer ticket** entitles to an unlimited number of journeys for a period not exceeding 75 minutes from its validation or entitling to a single journey to a stop or station which is the last on the route - **2,20 PLN**
- **30-days personal ticket** entitles to an unlimited number of journeys from its start until 23:59 p.m. of the thirtieth day of its validity. Personal tickets are issued on personalised WKM cards (Warsaw City Card) with a photo, and a full name of the holder printed on the card. - **55 PLN**

For all the public transportation schedule you can use the official web page: [www.ztm.waw.pl](http://www.ztm.waw.pl) (English available).



## We recommend also "Jak dojadę"!

A free application available in English for iOS and Android. The app will show you how to get from A to B within Warsaw and the city surroundings.



If you are a fan of biking, we encourage you to use city bikes - Veturilo. You can find them all over Warsaw! <https://www.veturilo.waw.pl/mapa-stacji/>

You can rent:

- Bikes
- Electric Bikes
- Childrens bikes
- Tandems



If you fancy taxies, check out the apps: Uber, iTaxi, or MyTaxi.



**Download Google Maps App on your smartphone.**

Discover the most interesting places in Warsaw and get to know how to reach them!

# I GET CONNECTED - MOBILE & INTERNET

You can purchase a SIM card in any one of their stores (tip: a majority of them are located in the malls, kiosks, or most convenience stores).

**After the purchase you need to register the SIM Card at the official operator's store, so make sure to have your passport with you.**



The cheapest option is to buy a prepaid card and turn on one of the data packages each telecom offers. When buying a SIM card directly at the telecom's store, ask for a special bonus for a SIM card registration or for an offer for the new client.

**Major Polish telecommunication companies:**

- Orange
- Play
- T-Mobile
- Plus



## Internet on Mobile?

All above telecommunication companies can offer you a mobile internet connection. Ask chosen telecom for their prices.

# I SHOPPING IN WARSAW - GROCERIES

**Biedronka** is considered to be one of the cheapest stores with good quality food. The nearest **Biedronka** to the University campus is located on **aleja Komisji Edukacji Narodowej 85**. Other store that can also be found easily in all the residential areas is **Żabka**.

If you prefer big supermarkets, here are some of the closest ones to the University:

- **E.Leclerc:** Ciszewskiego St. 15
- **Lidl:** Pileckiego St. 103.
- **Auchan:** Puławska St. 427
- **Carrefour:** Wołoska St. 12
- **Tesco:** aleja Komisji Edukacji Narodowej 14 (open 24 hours)
- **Intermarche:** Bacewiczówny 8

# I SHOPPING IN WARSAW - CITY MALLS

In any malls around the Warsaw you can find everything you need: clothes (popular brands like H&M, Zara, House, Cropp, Mango, New Look), electronics (go to Saturn, RTV Euro AGD, Media Markt), groceries, and more.

**Here are some of the most popular malls:**

- **Galeria Mokotów:** Wołoska St. 12 (the closest large mall to the University campus)
- **Złote Tarasy:** Złota St. 59
- **Blue City:** Aleje Jerozolimskie 179
- **Atrium Reduta:** Aleje Jerozolimskie 148
- **Arkadia:** Aleja Jana Pawła II 82

# I WARSAW ATTRACTIONS

## VISTULA RIVER

Warsaw offers a range of attractions set by the Vistula river. You can chill out on the urban beach beneath the Poniatowski bridge which during the long summer days offers lots of sports opportunities. There are many clubs and bars by the river bank with live music, dancing spaces and unique atmosphere. Visit also newly opened Vistulan Boulevards where you can find many food trucks, pubs, and chillout zones.

## COPERNICUS SCIENCE CENTER

A one of a kind science museum standing on the bank of the Vistula river. It contains over 450 interactive exhibits that enable visitors to single-handedly carry out experiments and discover the laws of science for themselves. The Centre is the largest institution of its type in Poland and one of the most advanced in Europe.

## PALACE OF CULTURE AND SCIENCE

See the whole Warsaw from the top of one of its greatest buildings. The extensive sightseeing terrace which surrounds the top tower is the only public-admission terrace placed so high (114 m). It is on the 30th floor. The terrace can be reached within just 19 seconds by taking an elevator. The 30th floor interiors include the Gothic Hall, an in-house gallery, and a coffee place.



Find more Warsaw attractions for you:  
[warsawtour.pl/en](https://warsawtour.pl/en)

# YOUR FIRST STEPS AT THE UNIVERSITY -

## 1. HELPFUL INFORMATION

We have tried to gather the most important information for you which may be helpful during your studies at Vistula. If you have any doubts or want to know more, please visit our website: [www.vistula.edu.pl](http://www.vistula.edu.pl)



## WI-FI



You can enjoy fast-running free Wi-Fi across the whole university building.

To sign in, select the **AVistula** network.

The current password is available at the Reception.

# I STUDENT ID

It is issued after the registration to the University.

This is the most important and helpful document for the Student. Vistula's Student ID has eg. functions of payment card (Smartcard), so you can use it doing shopping at the stores or by the Internet. It can be also used as a long-term ticket, analogous to the Warsaw City Card.

Learn more about Smartcard at: <https://www.bzwbk.com/santanderuniversidades/en/smartcard.html>

Learn more about ELS- Electronic Student ID at: <http://www.ztm.waw.pl/index.php?c=203&l=2>

It entitles you to enjoy many discounts, including:

- **Travelling**  
PKP, PKS, public transport, selected airlines
- **Culture and recreation**  
Cinemas, theatres, museums, galleries, amusement parks
- **Sport**  
Physical activity, such as gym or fitness pass (most popular: McFit, S4, Zdrofit)
- **Restaurants**  
Many restaurants, especially chain ones, offer discounts on some dishes
- **Shopping**  
Large bookstores or popular stores (like Apple or New Look) want to attract Students, so they often offer discounts



If you are not sure if a given place offers discounts for Students, just ask about it! Very often it occurs that there are cheaper passes for those with a Student ID.

# I MENTORING PROGRAM

It was created to support new Students and encourage them to fulfill their potential, develop skills, and achieve good academic results.

A mentor supports, teaches, leads, and serves the new Student as a role model to follow. It helps Students find the right direction of development.

# I INSURANCE

If you need to get your insurance, you can do it in one of the several insurance agencies around of the University. Contact your Mentor for more information.

You can find more information here: <http://www.vistula.edu.pl/en/students/current-students/student-life/vistula-mentoring/>

# I BANK HOLIDAYS

Please remember that during these holidays all the stores, institutions and workplaces are closed, and there are no classes at the University.

Data	English Name	Official Local Name
November 1	All Saints' Day	Wszystkich Świętych
November 11	Independence Day	Narodowe Święto Niepodległości
December 25	Christmas Day	Pierwszy dzień Bożego Narodzenia
December 26	Second Day of Christmas	Drugi dzień Bożego Narodzenia
January 1	New Year's Day	Nowy Rok
January 6	Epiphany	Święto Trzech Króli
April 1	Easter Sunday	Pierwszy dzień Wielkiej Nocy
April 2	Easter Monday	Drugi dzień Wielkiej Nocy
May 1	May Day	Święto Pracy
May 3	Constitution Day	Święto Narodowe Trzeciego Maja
May 20	Pentecost Sunday	Zielone Świątki
May 31	Corpus Christi	Dzień Bożego Ciała
August 15	Assumption of the Blessed Virgin Mary	Wniebowzięcie Najświętszej Maryi Panny



# I ORGANISATION OF THE ACADEMIC YEAR

## ORGANISATION IN THE AUTUMN SEMESTER 2017/2018

### Full-time studies (semesters):

- 1, 3, 5 – Bachelor's: 02.10.2017 – 09.02.2018
- 1, 3, 5, 7 – Bachelor of engineering: 02.10.2017 – 09.02.2018
- 1, 3 – Master's: 02.10.2017 – 09.02.2018
- **Examination session:** 22-26.01.2018
- **Retake examination session:** 05 - 09.02.2018
- **Holidays:** 01.11.2017; 11.11. 2017, 23.12.2017-12.01.2018
- **Other days off:** 29.01.2018 – 02.02.2018

### Part-time studies (8 sessions):

Session A											
Degree	Economics Bachelor's	Philology Master's	Philology Bachelor's	Informatics Bachelor's	Construction Bachelor's	Finance and accounting Bachelor's	Graphics Master's	Dietetics	Management Bachelor's	Tourism and recreation Bachelor's	Architecture
Semester	1,3,5	1	5	3,5	7	1,3,5	1,3	1,3,5	1,3,5	1,3,5	7
Date of session A	<ul style="list-style-type: none"> <li>• <b>Saturdays:</b> 30.09, 14.10, 28.10, 18.11, 02.12, 16.12, 20.01, 03.02</li> <li>• <b>Sundays:</b> 01.10, 15.10, 29.10, 19.11, 03.12, 17.12, 21.01, 04.02</li> <li>• <b>Examination session:</b> 17.02-18.02.2018</li> <li>• <b>Retake examination session:</b> 03-04.03.2018</li> <li>• <b>Holidays:</b> 11-12.11.2017, 23.12.2017-07.01.2018</li> </ul>										

Session B											
Degree	Economics Master's	Philology Master's	Philology Bachelor's	Informatics Bachelor's	Architecture Bachelor's	Construction Bachelor's	Graphics Bachelor's	Finance and acc. Master's	Informatics Master's	Management Master's	Tourism and recreation Master's
Semester	1,3	3	1,3	1,7	1,3,5	1,3,5	1,3,5	1,2,3,4	1,3	1,3	1,3
Date of session B	<ul style="list-style-type: none"> <li>• <b>Saturdays:</b> 07.10, 21.10, 04.11, 25.11, 09.12, 13.01, 27.01, 10.02</li> <li>• <b>Sundays:</b> 08.10, 22.10, 05.11, 26.11, 10.12, 14.01, 28.01, 11.02</li> <li>• <b>Examination session:</b> 24-25.02.2018</li> <li>• <b>Retake examination session:</b> 03-04.03.2018</li> <li>• <b>Holidays:</b> 11.11.2017, 23.12.2017-07.01.2018</li> </ul>										

Academic Year Calendar may change. Current information is available on the website [www.vistula.edu.pl](http://www.vistula.edu.pl) and in the Dean's Office (room 108).

# I ORGANISATION OF THE ACADEMIC YEAR

## ORGANISATION IN THE SPRING SEMESTER 2017/2018

### Full-time studies (semesters):

- 2, 4, 6 – Bachelor's: 12.02.2018 – 15.06.2018
- 2, 4, 6, 8 – Bachelor of engineering: 12.02.2018 – 15.06.2018
- 2, 4 – Master's: 12.02.2018 – 15.06.2018
- **Examination session:** 28.05-01.06.2018
- **Retake examination session:** 11 - 15.06.2018
- **Holidays:** 29.03.2018-10.04.2018, 30.04-04.05.2018, 31.05.2018

### Part-time studies (8 sessions):

Session A											
Degree	Economics Bachelor's	Philology Master's	Philology Bachelor's	Informatics Bachelor's	Construction Bachelor's	Finance and accounting Bachelor's	Graphics Master's	Dietetics	Management Bachelor's	Tourism and recreation Bachelor's	
Semester	2,4,6	2	6	4,6	8	2,4,6	2,4	2,4,6	2,4,6	2,4,6	
Date of session A	<ul style="list-style-type: none"> <li>• <b>Saturdays:</b> 10.03, 24.03, 14.04, 28.04, 12.05, 02.06, 16.06, 30.06</li> <li>• <b>Sundays:</b> 11.03, 25.03, 15.04, 29.04, 13.05, 03.06, 17.06, 01.07</li> <li>• <b>Examination session:</b> 14.07-15.07.2018</li> <li>• <b>Retake examination session:</b> 21.07-22.07.2018</li> <li>• <b>Holidays:</b> 31.03-01.04.2018, 20.05.2018</li> </ul>										

Session B											
Degree	Economics Master's	Philology Master's	Philology Bachelor's	Informatics Bachelor's	Architecture Bachelor's	Construction Bachelor's	Graphics Bachelor's	Finance and acc. Master's	Informatics Master's	Management Master's	Tourism and recreation Master's
Semester	2,4	4	2,4	2	2,4,6,8	2,4,6	2,4,6	2,3,4	2	2,4	2,4
Date of session B	<ul style="list-style-type: none"> <li>• <b>Saturdays:</b> 17.03, 07.04, 21.04, 05.05, 26.05, 09.06, 23.06, 07.07</li> <li>• <b>Sundays:</b> 18.03, 08.04, 22.04, 06.05, 27.05, 10.06, 24.06, 08.07</li> <li>• <b>Examination session:</b> 14.07-15.07.2018</li> <li>• <b>Retake examination session:</b> 21.07-22.07.2018</li> <li>• <b>Holidays:</b> 31.03-01.04.2018, 20.05.2018</li> </ul>										

# YOUR FIRST STEPS AT THE UNIVERSITY

## 2. RESOURCES AND TOOLS: WHERE TO LOOK FOR INFORMATION



### I INTRANET

It's a useful platform, designed for the Students to find the information related to the timetable and other tools you may use to manage your course of studies and more: Moodle, USOS, TOEIC, TELL ME MORE or library.

### I TIMETABLE

You can find your timetable online by following the link:

[www.plan.vistula.edu.pl](http://www.plan.vistula.edu.pl)

If you have any questions regarding your schedule, contact with Planning Office at [plan@vistula.edu.pl](mailto:plan@vistula.edu.pl)

### I MOODLE

It is an e-learning platform that allows you to remotely execute selected educational subjects by the Internet.

**In Moodle you can find additionally:**

- Studying materials
- Presentations
- Subject syllabus
- Tests

# I USOS

The University Study Support System (USOS) is the result of the cooperation of the largest Polish universities. The system was created to meet the need for a comprehensive IT tool for managing higher education studies. Soon you will discover the convenience of managing multiple tasks in one system.

**Major USOS applications include:**

- Preparation of didactic offer (subjects, classes, groups, appointments, lecturers)
- Management of the course of studies (programs of studies, enrollment records, minutes of assessment, credit, etc.)
- Work and diploma exams, electronic archiving of diploma theses
- Payment for educational services
- Scholarships
- Dormitories
- University archive

## I LIBRARY (ROOM 34 – GROUND FLOOR)

Vistula Group of Universities' library is a friendly space where you will find:

- Over 800 journals, with over 60 in subscription
- Access to over 100 000 books
- 12 commercial full-text databases
- Over 20 computer workstations with free access to the Internet
- Great studying environment

That is exactly what you need to prepare for the exams!

To borrow books from the library you need to register first. To do that, please present the library staff with your Student ID and your personal ID or passport.

If you wish to browse library's collection, visit the website: [www.vistula.edu.pl/student/biblioteka/](http://www.vistula.edu.pl/student/biblioteka/)



## LIBRARY WORKING HOURS\*



<b>Monday</b>	09:00 – 17:00
<b>Tuesday</b>	09:00 – 17:00
<b>Wednesday</b>	09:00 – 17:00
<b>Thursday</b>	09:00 – 17:00
<b>Friday</b>	09:00 – 17:00
<b>Saturday</b>	09:00 – 17:00
<b>Sunday</b>	09:00 – 17:00

\*working hours may be changed

# YOUR FIRST STEPS AT THE UNIVERSITY -

## 3. VISTULA LANGUAGE SOLUTIONS & LEARNING

At our University, you can benefit from Vistula Language Solution - a place where you can expand your foreign languages skills. Here you can use the TELL ME MORE platform and apply for a chosen language exam.



## TOEIC

TOEIC is an exam that evaluates your speaking and writing skills.

The test questions concern real-life work settings in an international environment. TOEIC is the most common exam, recognized by employers around the world. You can prepare for it on TELL ME MORE platform.

For more information visit: [www.vls.edu.pl](http://www.vls.edu.pl)

## TELL ME MORE

TELL ME MORE is an e-learning platform that allows you to learn a language quickly and effectively. You can practice spelling, writing, reading, grammar, and speaking skills anytime!

For more information visit: [www.vls.edu.pl](http://www.vls.edu.pl)

## EDUCATIONAL MATERIALS

At the beginning of your classes, lecturers offer several study sources such as: Textbooks, Books, E-books, Online Courses. For some classes, it is obligatory to buy such sources but in general, teaching materials are provided by the lecturers. Our Faculty will provide you with detailed information specified for each course.

# YOUR FIRST STEPS AT THE UNIVERSITY -

## 4. OFFICES AT THE UNIVERSITY: WHERE TO LOOK FOR HELP



### DEAN'S OFFICE (ROOM 108)

Find out what we do and how can we help you:

- We keep Students' documents
- We accept applications
- We help with assessment issues
- We extend Student ID cards
- We provide information related to the educational programme
- We provide information related to the examinations
- We provide information related to the terms and conditions of studies
- We coordinate activities related to defense of diploma thesis
- We issue certificates
- We review the progress of students' performance and unfortunately, we issue requests of removals from the list of students

**Working hours\*:**

Monday, Thursday 10:00-18:00

Tuesday: 10.00- 16.00

Wednesday CLOSED

Friday 10:00-14:00

\*working hours may be changed

# FINANCE OFFICE (ROOM 118)

## In the Finance Office Students will deal with all matters related to:

- They can write to the Chancellor on financial matters
- They may explain accounts and financial arrears
- They can sign circulation card
- Those who study in Polish, may receive a financial certificate for a visa or residence card
- They can pay for tuition in Euros or larger amounts in PLN (from 4000 zł)

## Working Hours\*:

Monday, Tuesday: 12:00 -16:00

Wednesday: *closed*

Thursday, Saturday: 10:00 -14:00

Friday: *closed*

Sunday: *closed*

\*working hours may be changed

# INTERNATIONAL OFFICE (ROOM 122)

## Is responsible for the implementation of the Vistula Group of Universities Internationalization strategy.

We strive to enrich the academic and cultural experience of our international students, visitors and employees. The International Office is the central information point for all persons interested in Vistula Group of Universities including prospective, current and graduate students and their families, recruitment agencies, other universities and companies.

## In particular, International Office:

- Acts as the main support point to our international students before and during their studies at Vistula Group of Universities
- Oversees the recruitment and admission of students to all programmes of study
- Provides study and work abroad opportunities to students within the Erasmus+ and other exchange programmes
- Provides support for residence legalization of the students in Poland
- Manages the Ambassador's Programme for students

## Working Hours\*:

Monday - Friday: 10:00 -16:30

\*working hours may be changed



# I ERASMUS + PROGRAMME (ROOM 122)

## **Study abroad – Erasmus+**

As part of Vistula Group of Universities student community you have an opportunity to participate in the EU Erasmus+ Programme. This EU funded programme allows students to study and take paid internship positions abroad.

Within the framework of the Erasmus+ Programme we cooperate with more than 40 universities within the European Union and outside. Students obtain monthly grants of up to 600 Euros during their studies and internships. We constantly strive to enrich the Erasmus+ Programme to provide the students with the best study and work experience abroad.

- Study at one of the 40 partner universities in Europe
- Get experience from an internship in a foreign company
- Increase your language skills

Earn a monthly grant of up to 500 euros for your studies and 600 euros for an internship

Visit: [www.vistula.edu.pl/student/erasmus/](http://www.vistula.edu.pl/student/erasmus/)

## **Working hours\*:**

Monday – Friday: 10:00 – 16:30

\*working hours may be changed

# I CAREER OFFICE (ROOM 30)

The place where you will understand the importance of making the first contact with the business world while you are still studying. We run an employer base and will present you their profiles. We offer current internships / placements and work offers in Poland and abroad.

## **Here you will receive:**

- Interesting job offers and internships in Poland and abroad
- Help with creating a professional CV
- Help with preparing for the interview
- Professional career counselling
- Organization of training and workshops
- ...and much more!

## **Want to know more?**

Visit: [www.vistula.edu.pl/student/biuro-praktyk-karier/](http://www.vistula.edu.pl/student/biuro-praktyk-karier/)

## **Working hours\*:**

Monday – Friday: 10:00 – 17:00

Monday – Thursday: 12:00-14:00 (*obligatory practise issues*)

\*working hours may be changed

# I OMBUDSMAN

## The role of the Ombudsman is:

- Promote fairness, justice, high ethical standards and the alternative dispute resolution methods in the academic world
- Help in resolving conflicts at the University reported by Students, academics and administration staff

Ombudsman guarantee **CONFIDENTIALITY, NEUTRALITY AND IMPARTIALITY.**

### Ombudsman of Vistula University:

dr hab. Marek Grela

[m.grela@vistula.edu.pl](mailto:m.grela@vistula.edu.pl)

### Ombudsman of Warsaw School of Tourism and Hospitality Management:

dr Zdzisław Rapacki

[z.rapacki@vistula.edu.pl](mailto:z.rapacki@vistula.edu.pl)

# I SCHOLARSHIPS OFFICE (ROOM 119)

**Vistula Group of Universities offers an extensive scholarship system that will help you lower your study expenses. You can apply for financial aid from the funds allocated for this purpose in the state budget (in various forms).**

## We offer:

- Social scholarship
- Rector's scholarship for the best Students
- Special scholarships for Students with disabilities
- The Minister's scholarship for outstanding achievement
- Grants

## Find out who is entitled to which benefits.

Visit: [www.vistula.edu.pl/student/stypendia/](http://www.vistula.edu.pl/student/stypendia/)

## Working hours:

Monday – Friday: 10:00 – 17:00

\*working hours may be changed

# I STUDENT COUNCIL

Want to become a representative of the academic community's interests among the University Authorities? Or maybe you are looking for information about current events at the University? Come to the Student Council!

## **Students who belong to the Council:**

- Care about the Student rights and watch over fulfillment of Student obligations
- Provide Students with information about the life of the university
- Organise various types of events, contests, conferences

## **Contact to the Student Council:**

phone number: 22 45 72 392

e-mail: samorzad@vistula.edu.pl

# I STUDENT ACTIVITIES DEPARTMENT (ROOM 111)

**This is the place where you can settle all matters related to:**

- Student Clubs
- Student Societies
- Mentoring Program
- Event Organization

## **Working Hours\*:**

Monday, Tuesday, Wednesday, Friday: 9:00 -17:00

Thursday: *closed*

\*working hours may be changed

# YOUR FIRST STEPS AT THE UNIVERSITY

## 5. DEVELOP YOUR PASSIONS AND INTERESTS

### STUDENT CLUBS AT THE UNIVERSITY

If you are interested in social student activities, we offer a variety of different students clubs to choose from! Join fellow students, feed your interests and develop your passions.

**Here's a list of student clubs at Vistula:**

Photo Club | Social Club | Asian Union | 2B CLUB | Turkish Culture Club | Dietician Club | Academic Sports Association Club | Game Design Club | Hospitality Club | HR Club | Choir | Colors of Music Club | History of Diplomacy Club | International Club | Erasmus Club

Visit [www.vistula.edu.pl/student/kola-i-organizacje/kola-studenckie/](http://www.vistula.edu.pl/student/kola-i-organizacje/kola-studenckie/) and find out more about their activities!



### SPORT

At the Vistula Group of Universities campus, we provide the best conditions to develop your mind and body. We have a great sports hall of over 6,000 m<sup>2</sup>, where you can train your favorite sports discipline (eg. volleyball, basketball, football).

**Head of P.E and Sport Department** (Office next to the sports hall)

Mr. Jerzy Szyszko

[j.szyszko@vistula.edu.pl](mailto:j.szyszko@vistula.edu.pl)

If you wish to join some of Warsaw's fitness club, you can look for chain clubs that usually offer student discounts. Most popular clubs with many gyms located in various districts of the city are: McFit, S4, Zdrowie, Calypso.

# YOUR FIRST STEPS AT THE UNIVERSITY -

## 6. UNIVERSITY AUTHORITIES: WE ARE HERE FOR YOU!



**prof. dr. hab. Witold Orłowski**  
Rector of Vistula University



**dr Zdzisław Rapacki**  
Chancellor



**dr. hab. Jolanta Żyśko**  
Rector of Warsaw School of Tourism  
and Hospitality Management



# YOUR FIRST STEPS AT THE UNIVERSITY

## 7. POLISH MOST IMPORTANT PHRASES

ENGLISH	POLISH
Good morning	Dzień dobry [dʑɛn 'dobɾɨ]
Hello (on phone)	Halo / Słucham [xalo] / ['swuxam]
How are you?	Jak się Pan(i) miewa? (frm) ['jakɐs'pani'mʲɛva] Jak się masz? (inf) ['jakɐs'maʂ] Jak tam? (vinf) ['jaktam]
Reply to 'How are you?'	Bardzo dobrze, dziękuję. A Pan(i)? (frm) ['bardʑo'dobʑɛdʑɛ 'kujɛ apani] Bardzo dobrze, dziękuję. A Ty? (inf) ['bardʑo'dobʑɛdʑɛ 'kujɛ 'ati]
Welcome	(I) Witam / (we) witamy [vi'tami]
I do not speak Polish	Nie mówię po polsku [ɲɛ'mɔvʲɛ 'pɔpɔlsku]
Do you speak English?	Czy mówisz po angielsku? [ʧi'muvʲɪʃ pɔan'gɛ'lsku]
My name is...	Mam na imię... ['mamna'imʲɛ]
Where are you from?	Skąd Pan jest? (frm = m) ['skatpan'jest] Skąd Pani jest? (frm = f) ['skatpani'jest] Skąd jesteś? (inf) ['skat'jestɛs]
I am from...	Pochodzę z... [pɔ'xɔɕ zɛ 'z]
Nice to meet you	Miło mi cię poznać [mʲi'lɔmʲi tɕɛ 'poznaɕ]
Goodbye (Parting phrases)	Do widzenia (frm) [dɔvi'dʑɛna] Do zobaczenia (inf) [dɔ'zɔbatʂɛna] Na razie (inf) [na'raʑɛ] Cześć (inf) [ʧɛʂɕ]
Good luck	Powodzenia [pɔvɔdʑɛna]
Have a nice day	Miłego dnia [mʲi'lʲɛgɔ 'ɕɲa]
I don't know	Nie wiem [ɲɛ 'vʲɛm]

ENGLISH	POLISH
I understand / I don't understand	Rozumiem / nie rozumiem [rɔ'zumjɛm] / [ɲɛrɔ'zumjɛm]
Can you repeat?	Czy możesz powtórzyć? [ʧɨ' możɛʂpɔw'tɔɹɨʦɨ]
Can you write it down?	Czy możesz to zapisać? [ʧɨ' możɛʂɛ'stɔzɔ'pʲɪsɨʈ s]
Bon appetit / Have a nice meal	Smacznego ['smatʂ'nɛgɔ]
Please, speak more slowly	Proszę mówić wolniej (frm) ['prɔʂɛ] muvɪtɛ'vɔɫɲɛj] Mów wolniej (inf) [mu'v'vɔɫɲɛj]
How do you say... in Polish?	Jak się mówi... po polsku? ['jakɐɛ'muv'ɫɨpɔ pɔɫskɨ]
Excuse me Sorry	Przepraszam ['pʂɛpra'ʂam]
Please	Proszę ['prɔʂɛ]
How much is this?	Ile to kosztuje? ['ɪlɛ tɔ kɔ'stɯjɛ]
Thank you	Dzięki (inf) [dʒɛɛ 'kujɛ] Dziękuję [dʒɛɛ 'kujɛ]
Reply to 'thank you'	Proszę bardzo [prɔʂɛ 'bardʒɔ] Nie ma za co (inf) [ɲɛma'zɔʈɔ]
Nice to meet you	Miło mi cię poznać [mʲɪ'lɔmʲɪ tɔɛ 'pɔznatɐ]
Go away	Proszę mnie zostawić w spokoju! (frm) [prɔʂɛ mɲɛzɔ'stavʲɪʈ s'fɪspɔ'kɔju] Zostaw mnie w spokoju! (inf) ['zɔstɨf'mɲɛfɪspɔ'kɔju]
Help	Pomocy [pɔ'mɔʈ sɨ]
Fire	Pożar / pali się ['pɔʒɨr] / [pɔ'kʲɛɛ]
Stop	Stop ['stɔp]
I am a Student	Jestem studentem (male) / Jestem studentką (female) ['jɛstɛm'student'ɛm] / ['jɛstɛm'student'kɔ]
How to get to...	Jak dotrzeć do...['jak'dɔtʂɛʈ s'dɔ]
Where is...	Gdzie jest...[gdʒɛjɛst]
I'm lost	Zgubiłem się (male) / zgubiłam się (female) [zgu'bʲɪlɛm'ɐɛ] / [zgu'bʲɪlɨm'ɐɛ]







# GUIDE FOR STUDENTS

Keep calm and read the handbook



**VISTULA**  
UNIVERSITY

[www.vistula.edu.pl](http://www.vistula.edu.pl)

**Vistula University**  
**Warsaw School of Tourism and Hospitality Management**

Stokłosy 3 street, 02-787 Warsaw  
(150 m from metro station - Stokłosy)

