



FACULTY OF POLITICAL SCIENCE
AND INTERNATIONAL STUDIES

STUDENT GUIDE



Faculty of Political Science
and International Studies
University of Warsaw



UNIVERSITY
OF WARSAW

2019/2020

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1. Faculty of Political Science and International Studies

(Wydział Nauk Politycznych i Studiów Międzynarodowych, WNPiSM)

The Faculty of Political Science and International Studies (WNPiSM) is one of the largest teaching and research units of its kind, not only in Poland, but also throughout Central and Eastern Europe. We operate as a part of the best and the largest Polish university – **the University of Warsaw**. Close to three and a half thousand students gain knowledge within our Faculty walls on both full-time and part-time basis. Educational offers consist of **nine highly attractive and prestigious programmes in Polish and five in English (Graduate Programme in International Relations, Graduate Programme in Political Science, Undergraduate Programme in European Politics & Economics, Undergraduate Programme in International Relations, Undergraduate Programme in Political Science)**, which for years have enjoyed unwavering popularity among high school graduates. In addition, the Faculty has a wide range of **postgraduate programmes**, and also offers training at the **doctoral level**.

Faculty of Political Science and International Studies in a nutshell:

- More than 200 teaching and research staff
- BA, MA and PhD in Polish and English
- 3 500 Polish and international students
- Worldwide research cooperation
- Visiting Professors from all over the world
- Active in national and international research projects

Structure of the Faculty („Department“ translates to „Katedra“ in Polish):

- Department of Diplomacy and International Institutions
- Department of Strategic Studies and International Security
- Department of Regional and Global Studies
- Department of Methodology of Political Science
- Department of Internal Security
- Department of Labor System and Labor Market
- Department of Social Policy
- Department of Political Theory and Political Thought
- Department of Political History
- Department of Political Sociology and Political Marketing
- Department of Political Systems
- Department of State Sciences and Public Administration
- Department of European Union Policies
- Department of Law and European Union Institutions
- Department of Eastern Studies






International Exchange Programme - every year the Faculty sends abroad **over 250 students**. You can go to one of our partner University for one or two semesters. Please check our offer of: [Erasmus/other EU exchange programmes](#), [Bilateral agreements](#).

Authorities of the Faculty

	<p>Prof. Stanisław Sulowski</p>	<p>Dean of the Faculty of Political Science and International Studies UW</p>	<p>wnpism@uw.edu.pl</p>
	<p>Justyna Godlewska- Szyrkowa, PhD</p>	<p>Vice Dean for Student Affairs</p>	<p>j.godlewska@uw.edu.pl</p>
	<p>Prof. Daniel Przastek</p>	<p>Vice Dean for Finance and Development</p>	<p>d.przastek@uw.edu.pl</p>
	<p>Łukasz Zamecki, PhD</p>	<p>Vice Dean for Research and International Cooperation</p>	<p>l.zamecki@uw.edu.pl</p>

Details about the office hours time and venue – please go to the [Faculty's website](#).

English Program Administration (International Relations)

	Dorota Heidrich, PhD	Head of UPIR and GPIR Programs	headofprogramme.wnpism@uw.edu.pl
	Aleksandra Jarczewska, PhD	Academic Advisor for First Year Students	ajarczewska@uw.edu.pl
	Monika Ickiewicz	Administration of UPIR and GPIR	international.office.ism@uw.edu.pl
	Alexander Parmee	Administration of UPIR and GPIR	international.office.ism@uw.edu.pl
	Linda Masalska	Admission	admission.wnpism@uw.edu.pl




Details about the office hours time and venue – please go to the [Faculty's website](#).

English Program Administration (Political Science)

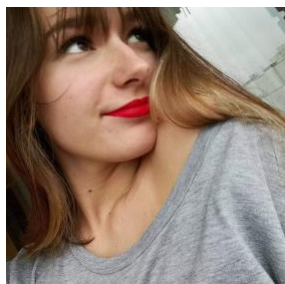
	Dorota Heidrich, PhD	Head of UPIR and GPIR Programs	headofprogramme.wnpism@uw.edu.pl
	Aneta Rachwał	Administration of Political Science Programs	graduate.politicalscience@uw.edu.pl
	Linda Masalska	Admission	admission.wnpism@uw.edu.pl

Details about the office hours time and venue – please go to the [Faculty's website](#).

English Program Administration (European Politics and Economics)

	<p>Jadwiga Nadolska, PhD</p>	<p>Head of European Politics and Economics Program</p>	<p>jadwiga.nadolska@uw.edu.pl</p>
	<p>Aneta Rachwał</p>	<p>Administration of European Politics and Economics</p>	<p>graduate.politicalscience@uw.edu.pl</p>
	<p>Linda Masalska</p>	<p>Admission</p>	<p>admission.wnpism@uw.edu.pl</p>

Details about the office hours time and venue – please go to the [Faculty's website](#).



Julia Grzegorzółka

Head of the International Students' Union WNPiSM

j.grzegorzolka3@student.uw.edu.pl



Kamila Sawicka

Vice-Head of the International Students' Union WNPiSM

k.sawicka15@student.uw.edu.pl



Adrian Mendoza Strilchuk

Supervisor of the first year International Students' Union WNPiSM

a.mendoza-stri@student.uw.edu.pl

Please remember that problem solving should take the following steps:

1. Checking the [Faculty International Students' Union Facebook fun page](#) and [Faculty website](#) for updates and announcements pertaining to your problem (if no announcements have been made, the issue is most likely covered in the manual).
2. Checking this manual for possible solutions to your issue. If it is not there move to step 3.
3. Contact a Students' Union representative. If they are unable to find a solution or it is beyond their expertise, move to step 4.
4. Send an email to international.office.ism@uw.edu.pl with your student number (*index number on your student ID*), full name, year and program, plus a detailed description of the issue.

Attention! When dealing with issues that arise, it is customary to work your way up from the bottom of the instruction above.

The Students' Union representatives will be present in each student group (you will elect your own representatives during the first week of classes). These students will work as a connection between the student body and the administration. They will guide you on how to deal with issues that have been faced previously by our international students and how to proceed beyond their expertise. New representatives will receive training in a multitude of areas and will be involved in the organization of a variety of activities.

Buildings and Rooms

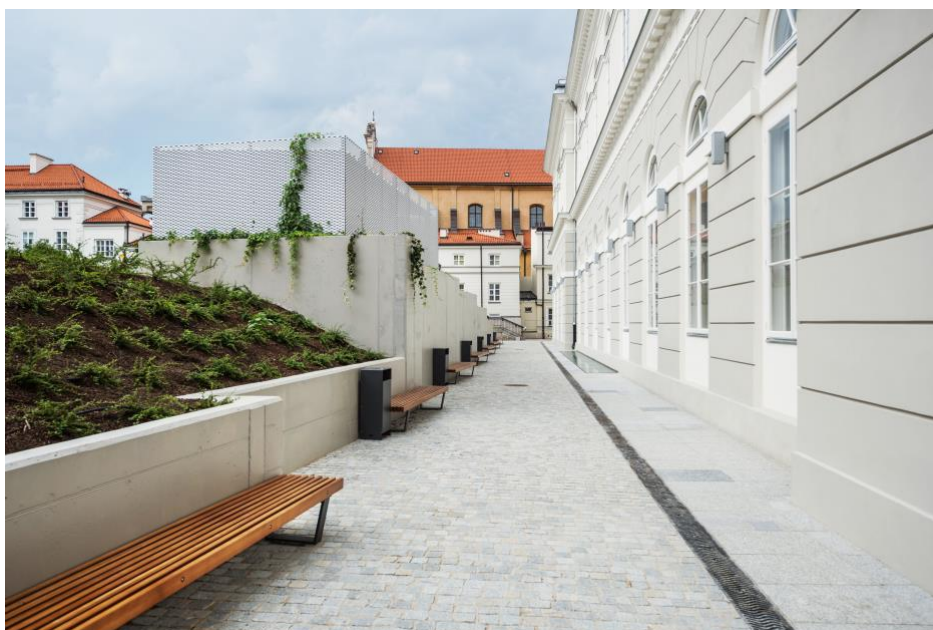
The Faculty is split between different buildings:

- **Auditorium Building (Collegium Politicum)** at the Main Campus of UW – main building of our Faculty; Faculty's International Office; Administration; classrooms
- **Krakowskie Przedmieście 3** at the front of the Main Campus of UW – classrooms, the seat of the Department of European Union Policies (room 205, 206), Department of Law and European Union Institutions (room 203, 204), Department of Eastern Studies (room 200)
- **Nowy Świat 69** – classrooms and Faculty Library
- **Nowy Świat 67** – classrooms, the seat of the Department of Methodology of Political Science (room 108, 109), Department of Internal Security (room 101, 101 B), Department of Labor System and Labor Market (room 103, 104), Department of Social Policy (room 105 B, 106, 107), Department of Political Theory and Political Thought (room 208, 209), Department of Political History (room 204, 205), Department of Political Sociology and Political Marketing (room 210), Department of State Sciences and Public Administration (room 201, 202)
- **Old Library Building** (Main Campus UW) – classrooms
- **Żurawia 4** – administration, the seat of the Department of Regional and Global Studies (room 501, 502, 503), Department of Strategic Studies and International Security (room 406, 407), Department of Diplomacy and International Institutions (room 419, 420, 421)

Most of the courses take place in **the Auditorium Building (Collegium Politicum)**.

Faculty's International Office is also in the Auditorium Building (Collegium Politicum), room 127. Moreover, you can find there the Head of the Undergraduate and Graduate Programmes in International Relations, Political Science and European Politics and Economics, should you need to visit them during their office hours.

See [Main Campus Map](#)



Libraries

The library is the cornerstone of any education. It is the informational hub of the university that holds any resource a student could want. Once in possession of your student card, you will be able to access the [on-line resources](#) of the university which include many digital databases.



BUW (main University Library)

BUW (pronounced bOOv) is the short name for Biblioteka Uniwersytetu Warszawskiego, which is the main library of the entire University. It has many comfortable study areas that are both closed off and open. It is the center of student life during exam session and you will find it to be an odd home away from home. It isn't just a library but a small city full of restaurants, various services and facilities, entertainment and a roof top garden. There are a few buses that will take you from the Faculty to BUW:

Nowy Swiat – take bus 105 from Nowy Swiat 03 stop.

Zurawia – take bus 127 from Plac Trzech Krzyzy stop in front of the post office OR take bus 118 from Plac Trzech Krzyzy on the other side of the street.

Faculty Library

For more specialized literature you can venture to our faculty library. It is located one door down from our Nowy Swiat location at Nowy Swiat 69 on the 1st floor. It is a substantially smaller library but offers a good array of books. Professors will order the reading materials for classes to this library.

2. IMPORTANT INFORMATION ABOUT YOUR STUDIES

Academic Calendar

Academic calendar is our University's official calendar where you can find all official holidays and the dates for exams and retake sessions. These dates are valid unless otherwise specified. You will find the latest calendar for academic year 2019/2020 [here](#).

Exam Sessions and Retake Sessions

According to your Academic calendar, after each semester you will have an exam session. If you don't pass the exam during the first exam session, you have to attend the retake session; the exact dates are specified in the academic calendar. **It is your obligation to pass the exam either during the exam session or the retake session. There are no other exam sessions than the first one and the retake one.**

Please make sure that you become familiar with:

1. [Important acts at our Faculty:](#)
Especially - Rules of Study at the University of Warsaw
2. [Academic programme](#) of your field

Useful site for incoming University of Warsaw students: [Welcome Point](#)

University Study Service System USOS

The University's Student Mail Service

For information on how to create and manage the university email account @student.uw.edu.pl - please visit <https://it.uw.edu.pl/en/uslugi/UslugiMojaPocztaGmailStudent/>. You are obligated to create the university email account: account@student.uw.edu.pl. Please note that all updates and information from the International Office as well as from the academic staff will be sent to the university email account: account@student.uw.edu.pl. Failure to create the university email account will result in your failing to receive the official email updates and information from the University administration and academic staff.

Having an email address in the University of Warsaw's domain enables online communication with the professors who teach your classes, and with students who attend the same classes as you. This is possible thanks to the U-MAIL service in USOSweb system. You don't have to know the addresses of these people: it's enough if they are entered into the USOS data base. Also, **many professors that teach elective courses outside of our institute will use the university mail system to contact students.** You may also use the search function to look up the email of any professor that works at the university. It is a very helpful resource.

Polish Address for correspondence

After your arrival in Poland you will be legally obliged to provide the International Office with a mailing address based in Poland. The address is necessary for official correspondence from the University of Warsaw.

Registration

First of all you have to remember that the registration process for elective courses have to be done through your own USOS account (Student's Section → Registrations). There are three types of registrations/applications.

- [University's USOS](#) - application for dormitories and scholarships, bank account.
- [Faculty's USOS](#) - registration for elective courses offered by our and other Faculties.
- For other classes (such as PE, language classes and so on) you register through special [token registration](#) service.

There are web platforms used for a variety of administrative tasks at the majority of Polish universities. In order to sign in you will need a valid login and a password. Students, who have the **Polish PESEL number**, can use it as a login, together with a password from the IRK account. Students, who do not have the Polish PESEL number, use the **personal number from IRK** system as a login, together with a password from the IRK account. The password can be changed by you at any time (look for "change password" field in the top right corner of the screen).

Below you can find a list of requirements you need to meet to pass the first year of the programme:

PROGRAMMES IN INTERNATIONAL RELATIONS

Undergraduate Programme in International Relations (UPIR)

1) Pass all of the courses listed in the academic programme

- a. The course schedule is available [here](#). It is also visible in your USOSweb accounts, together with the information which study group you are assigned to.

2) Pass language courses

- a. According to the programme curriculum (available [here](#)) you will need to pass 4 foreign language courses during your studies (each 60 hours per semester through 4 semesters). Please remember that apart from the language courses you will need to pass a university language exam on a B1 level (minimum). You can choose a language **other than the one that you have studied, but it can be neither the official language of your home country nor English**. For the language classes you will need to pay with special tokens (tokens are an official currency preloaded to your USOSweb accounts). You will have enough tokens to register for 4 language courses (apart from Polish language classes). If you don't attend the course, yet fail to unregister from it (within the same deadline as given for registration), you will lose the tokens spent on that course. It means that you will need pay for additional tokens to meet the programme requirements. **Students who registered for the winter semester will be automatically registered to continue the course in the summer semester (even if the student has no tokens left, which will result in an additional payment)**. Please remember to unregister from the summer term course as soon as you will decide not to take part in it.
- b. Prior to registration for some of the language courses, you will be asked to take a placement test [here](#). You will need to take it, even if you want to choose the beginners level. More information about placement tests can be found [here](#).
- c. Registration for foreign language courses should be made via this [link](#) (registration manual is available [here](#)). Registration schedule is available [here](#). Before you register, please check the language of instruction of the course!
- d. We offer 4 semesters of Polish language courses for foreign students. The registration process is similar to other language courses. The registration is available [here](#). You can simultaneously attend Polish language classes and other foreign language classes, or use Polish language class as a foreign language class and fulfil programme requirements on that part.

3) Pass PE class

- a. According to the programme curriculum (available [here](#)) you will need to pass 3 terms of Physical Education classes during your studies (altogether 90 hours; each course is 30 hours). It should be done until end of the second year. You have enough tokens to register for three PE classes. If you do not attend the class you will lose the credits, resulting in failure of the classes and extra payment for the missing PE course (similar to language courses regulation)
- b. Registration for PE courses should be made via [this link](#).

4) Pass general elective course / courses - the required ECTS - follow the respective study programme¹. In the course of the programme students must earn 5 ECTS for courses taught in humanities.

- a. General elective course (called OGUN in Polish) is a course offered by different faculties of the University of Warsaw. Registration and rules for those courses are similar to the rules of registration for language and PE classes.
- b. All of the general elective courses are listed [here](#). Please, check the language of the instruction before registration (the majority of courses are taught in Polish; all of the courses taught in foreign languages are put in a separate group).
- c. Additionally, we offer courses covering Polish culture, prepared for foreigners. The list of these courses is available [here](#). **Please, check the language of instruction before registration (some of the courses are taught in Polish).**
- d. Courses prepared for incoming ERASMUS+ programme students can be also chosen as a general elective for your programme. The schedule for those courses will be available soon. Registration for those courses will start in September (registration via [Faculty's USOSWeb](#)).

5) Every Student is required to complete Occupational Safety and Health during their 1st year (more information will be available in October)

6) During the three-year-cycle, every Student is required to complete Introduction to International Protection of Intellectual Property (more information will be available in October)

Graduate Programme in International Relations (GPIR)

1) Pass all of the courses listed in the academic programme

- a. The course schedule will be available [here](#).
- b. Students are obliged to pass general elective courses - **the required ECTS - follow the respective study programme². In the course of the programme students must earn 5 ECTS for courses taught in humanities.**
- c. General elective course (called OGUN in Polish) is a course offered by different faculties of the University of Warsaw.
- d. Registration for general elective courses should be made via [token registration](#) (a manual for the registrations is available [here](#)). The full list of general elective courses is available [here](#). Please, check the language of the instruction before registration (the majority of courses are taught in Polish; all of the courses taught in foreign languages are put in a separate group).
- e. Additionally, we offer courses covering Polish culture designed for foreign students. The list of the courses will be available [here](#). **Please, check the language of instruction before registration (some of the courses are taught in Polish).**
- f. Courses prepared for incoming ERASMUS+ programme students can be also chosen as a general elective for your programme. The schedule for those courses will be available soon. Registration for those courses will start in September (registration via [Faculty's USOSWeb](#)).

2) Every Student is required to complete Occupational Safety and Health course during their 1st year (you will receive more information about it in October)

3) During the two-year-cycle every student is required to complete Introduction to International Protection of Intellectual Property (you will receive more information about it in October)

¹ ECTS for general elective courses are not calculated per respective semester of study but per respective year of study

² ECTS for general elective courses are not calculated per respective semester of study but per respective year of study

PROGRAMMES IN POLITICAL SCIENCE

Undergraduate Programme in Political Science

1) Pass all of the courses listed in the academic programme

- a. The course schedule is available [here](#). It is also visible in your USOSweb accounts, together with the information which study group you are assigned to.

2) Pass language courses

- a. According to the programme curriculum (available [here](#)) you will need to pass 4 foreign language courses during your studies (each 60 hours per semester through 4 semesters). Please remember that apart from the language courses you will need to pass a university language exam on a B1 level (minimum). You can choose a language **other than the one that you have studied, but it can be neither the official language of your home country nor English**. For the language classes you will need to pay with special tokens (tokens are an official currency preloaded to your USOSweb accounts). You will have enough tokens to register for 4 language courses (apart from Polish language classes). If you don't attend the course, yet fail to unregister from it (within the same deadline as given for registration), you will lose the tokens spent on that course. It means that you will need pay for additional tokens to meet the programme requirements. **Students who registered for the winter semester will be automatically registered to continue the course in the summer semester (even if the student has no tokens left, which will result in an additional payment)**. Please remember to unregister from the summer term course as soon as you will decide not to take part in it.
- b. Prior to registration for some of the language courses, you will be asked to take a placement test [here](#). You will need to take it, even if you want to choose the beginners level. More information about placement tests can be found [here](#).
- c. Registration for foreign language courses should be made via this [link](#) (registration manual is available [here](#)). Registration schedule is available [here](#). Before you register, please check the language of instruction of the course!
- d. We offer 4 semesters of Polish language courses for foreign students. The registration process is similar to other language courses. The registration is available [here](#). You can simultaneously attend Polish language classes and other foreign language classes, or use Polish language class as a foreign language class and fulfill programme requirements on that part.

3) Pass PE class

- a. According to the programme curriculum (available [here](#)) you will need to pass 3 terms of Physical Education classes during your studies (altogether 90 hours; each course is 30 hours). It should be done until end of the second year. You have enough tokens to register for three PE classes. If you do not attend the class you will lose the credits, resulting in failure of the classes and extra payment for the missing PE course (similar to language courses regulation)
- b. Registration for PE courses should be made via [this link](#).

4) Pass general elective course / courses - the required ECTS - follow the respective study programme³. In the course of the programme students must earn 5 ECTS for courses taught in humanities.

- a. General elective course (called OGUN in Polish) is a course offered by different faculties of the University of Warsaw. Registration and rules for those courses are similar to the rules of registration for language and PE classes.
- b. All of the general elective courses are listed [here](#). Please, check the language of the instruction before registration (the majority of courses are taught in Polish; all of the courses taught in foreign languages are put in a separate group).
- c. Additionally, we offer courses covering Polish culture, prepared for foreigners. The list of these courses is available [here](#). **Please, check the language of instruction before registration (some of the courses are taught in Polish).**

³ ECTS for general elective courses are not calculated per respective semester of study but per respective year of study

- d. Courses prepared for incoming ERASMUS+ programme students can be also chosen as a general elective for your programme. The schedule for those courses will be available soon. Registration for those courses will start in September (registration via [Faculty's USOSWeb](#)).
- 5) Every Student is required to complete **Occupational Safety and Health (OSH)** during their 1st year (more information will be available in October)
- 6) **During the three-year-cycle, every Student is required to complete Introduction to International Protection of Intellectual Property (more information will be available in October)**

Graduate Programme in Political Science

1) Pass all of the courses listed in the academic programme

- a. The course schedule will be available [here](#).
- b. Students are obliged to pass general elective courses - **the required ECTS - follow the respective study programme⁴. In the course of the programme students must earn 5 ECTS for courses taught in humanities.**
- c. General elective course (called OGUN in Polish) is a course offered by different faculties of the University of Warsaw.
- d. Registration for general elective courses should be made via [token registration](#) (a manual for the registrations is available [here](#)). The full list of general elective courses is available [here](#). Please, check the language of the instruction before registration (the majority of courses are taught in Polish; all of the courses taught in foreign languages are put in a separate group).
- e. Additionally, we offer courses covering Polish culture designed for foreign students. The list of the courses will be available [here](#). **Please, check the language of instruction before registration (some of the courses are taught in Polish).**
- f. Courses prepared for incoming ERASMUS+ programme students can be also chosen as a general elective for your programme. The schedule for those courses will be available soon. Registration for those courses will start in September (registration via [Faculty's USOSWeb](#)).

2) Every Student is required to complete Occupational Safety and Health (OSH) course during their 1st year (you will receive more information about it in October)

3) During the two-year-cycle every student is required to complete Introduction to International Protection of Intellectual Property (you will receive more information about it in October)

PROGRAMMES IN EUROPEAN POLITICS AND ECONOMICS

Programme in European Politics and Economics

1) Pass all of the courses listed in the academic programme

- a. The course schedule is available [here](#). It is also visible in your USOSweb accounts, together with the information which study group you are assigned to.

2) Pass language courses

- a. According to the programme curriculum (available [here](#)) you will need to pass 4 foreign language courses during your studies (each 60 hours per semester through 4 semesters). Please remember that apart from the language courses you will need to pass a university language exam on a B1 level (minimum). You can choose a language **other than the one that you have studied, but it can be neither the official language of your home country nor English.** For the language classes you will need to pay with special tokens (tokens are an official currency preloaded to your USOSweb accounts). You will have enough tokens to register for 4 language courses (apart from Polish language classes). If you don't attend the course, yet fail to unregister from it (within the same deadline as given for

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registration), you will lose the tokens spent on that course. It means that you will need pay for additional tokens to meet the programme requirements. **Students who registered for the winter semester will be automatically registered to continue the course in the summer semester (even if the student has no tokens left, which will result in an additional payment).** Please remember to unregister from the summer term course as soon as you will decide not to take part in it.

b. Prior to registration for some of the language courses, you will be asked to take a placement test [here](#). You will need to take it, even if you want to choose the beginners level. More information about placement tests can be found [here](#).

c. Registration for foreign language courses should be made via [this link](#) (registration manual is available [here](#)).

Registration schedule is available [here](#). Before you register, please check the language of instruction of the course!

d. We offer 4 semesters of Polish language courses for foreign students. The registration process is similar to other language courses. The registration is available [here](#). You can simultaneously attend Polish language classes and other foreign language classes, or use Polish language class as a foreign language class and fulfill programme requirements on that part.

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a. According to the programme curriculum (available [here](#)) you will need to pass 3 terms of Physical Education classes during your studies (altogether 90 hours; each course is 30 hours). It should be done until end of the second year. You have enough tokens to register for three PE classes. If you do not attend the class you will lose the credits, resulting in failure of the classes and extra payment for the missing PE course (similar to language courses regulation)

b. Registration for PE courses should be made via [this link](#).

4) Pass general elective course / courses - the required ECTS - follow the respective study programme⁵. In the course of the programme students must earn 5 ECTS for courses taught in humanities.

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b. All of the general elective courses are listed [here](#). Please, check the language of the instruction before registration (the majority of courses are taught in Polish; all of the courses taught in foreign languages are put in a separate group).

c. Additionally, we offer courses covering Polish culture, prepared for foreigners. The list of these courses is available [here](#). **Please, check the language of instruction before registration (some of the courses are taught in Polish).**

d. Courses prepared for incoming ERASMUS+ programme students can be also chosen as a general elective for your programme. The schedule for those courses will be available soon. Registration for those courses will start in September (registration via [Faculty's USOSWeb](#)).

5) Every Student is required to complete Occupational Safety and Health (OSH) during their 1st year (more information will be available in October)

6) During the three-year-cycle, every Student is required to complete Introduction to International Protection of Intellectual Property (more information will be available in October)

PLEASE NOTE!

Occupational Health and Safety Course & The introduction to Intellectual property course

During your studies, you are obliged to pass the OHS (Occupational Health and safety course) and the Introduction to intellectual property course. **If you have already passed these courses at any Polish university at the undergraduate level or graduate level, and that way don't have to attend these classes anymore, you have to send the transcript of your grade to the International Office.**

⁵ ECTS for general elective courses are not calculated per respective semester of study but per respective year of study

How to link your courses?

Though you may not have to register for your mandatory courses you will have to link them to your study programme, along with your other, non-mandatory (elective) courses, so that the system can count the credits awarded for them. Below you may find a useful guide on how to link your courses.

MY SHORTCUTS

- SCHEDULE
- CLASS GROUPS
- CUSTOM SCHEDULES
- USOS MAIL
- PREFERENCES

LINKAGE

You have 9 unlinked courses.

220 days remain to deliver for checkup study program Graduate Program in International Relations, stacjonarne, drugiego stopnia.

STUDENT'S TESTS

Currently you don't have any tests. [more...](#)

STUDENT'S CLASSES

- 2015L (in Polish) Common Foreign, security and Defense Policy of the EU 2104-GPR-D4CP5A Seminar
- 2015L (in Polish) Foreign Policy of Central and Eastern European Countries 2104-GPR-D4FPCE Seminar
- 2015L (in Polish) US Foreign Policy 2104-GPR-D4USFP Seminar
- 2015L Cultural and Economic aspects of International Management 2104-GPR-D4CEIN Seminar
- 2015L Current Debates in American Society 4219-SB035-OG Seminar

DIRECTORY

people directory | faculties directory | courses directory | studies directory

find person | find department | find course | find program

SCHEDULES

Staff member's schedule

name | continue

Course schedule: | continue

Course group schedule: | next step

department name

PREFERENCES

- E-mail confirmation of the application: no
- 30 rows on single page
- Order by name
- Favourite department :

[change these settings](#)

USER INFORMATION

Student number: 328922
Library card number: 140 04616333
System roles/permissions: student
Institute of International Relations
valid until: 2016-12-29
[my profile page](#)

INTRODUCTION

REGISTRATIONS

- calendar
- cart
- for courses
- direct for groups
- group preferences
- for exams

MEETINGS

MY STUDIES

- tests
- grades
- linkage
 - list
 - default program
- POL-on
- decisions
- promotions
- dean's groups
- rankings
- stipends
- student mobility
- surveys
- payments FK
- diplomas

Linkage

Each completed course (most commonly, failed courses also) gets finally **linked** with one specific study stage. If you won't link the course by yourself, student's office will do it for you (foreign students usually don't have to do it themselves).

On the course list below **you won't find** external courses or any other courses related to individual decisions made in reference to your study program - links to such courses might be edited by student's office only.

To link many courses with a specific study program or stage you should first choose courses and then click "link selected". All selected courses should be from the same cycle.

Winter semester 2019/20 [2019Z]

LINKING PERIODS [show](#) **RESIGNATION PERIOD** [show](#) **LINK SELECTED**

Course	Status	Link to a study program	Link to a stage	Counts for average (stage/diploma)	Resignation from passing	Help
(in Polish) Nowe media i polityka 2102-M-D3NMJP	✓	S2-PO [delete link]	NONE [add stage]	NO / NO [change]	NO [resign]	?
(in Polish) Współczesne przywództwo polityczne : modele i praktyka 2102-MON-WPPO	✓	S2-PO [delete link]	NONE [add stage]	NO / NO [change]	NO [resign]	?
(in Polish) Zmiany systemowe we współczesnym świecie 2102-M-D3ZSW5	✓	S2-PO [delete link]	NONE [add stage]	NO / NO [change]	NO [resign]	?


(in Polish) Nowe media i polityka

Winter semester 2019/20



If you link the course to a particular stage of the study program, it will be irreversible.

Political Science, full-time studies, second cycle - edit link

☐ I want to link this course to specific stage of this program 

ADD LINKS



Mark the box of the course (only those on your schedule)

(in Polish) Nowe media i polityka


Winter semester 2019/20



If you link the course to a particular stage of the study program, it will be irreversible.

Political Science, full-time studies, second cycle - edit link

2. Click „add links” and you are done.

☒ I want to link this course to specific stage of this program 

☐ PO-MPO-1 - (in Polish) Pierwszy rok, politologia, specjalność marketing polityczny 2017

☒ PO-MPO-1 - (in Polish) Pierwszy rok, politologia, specjalność marketing polityczny 2018

ADD LINKS



1. Chose the program you would like to attach the course to (it will be bold)

Linkage



Linkage saved successfully




Each completed course (most commonly, failed courses also) gets finally **linked** with one specific study stage. If you won't link the course by yourself, student's office will do it for you (foreign students usually don't have to do it themselves).

On the course list below **you won't find** external courses or any other courses related to individual **decisions** made in reference to your study program - links to such courses might be edited by student's office only.




To link many courses with a specific study program or stage you should first choose courses and then click "link selected". All selected courses should be from the same cycle.

GIVING UP PASSING CONDITIONS  show/hide

DISPLAY OPTIONS

Include also:

- ☐ full names of programs and stages 
- ☐ use chronological order

APPLY

If you have followed the instructions correctly, you will see this notification. Now you can repeat with other courses.

Payments

You will need to pay the programme fees of 3000 EUR per year (1500 EUR per semester). Payments can be made only by a bank transfer to provided bank accounts. Only payments in EUR will be accepted.

You may pay separately for the semesters of each academic year or for the whole respective year (see (b.) below for the deadlines)

- a. The University of Warsaw provides a separate bank account for each student. You can check personal account details in the USOS system.
- b. Payment deadlines:
 - fee for the 1st semester – due by 27th September 2019 (50%),
until 25th October 2019 – for students admitted to the 1st year of studies;
 - fee for the 2nd semester – by 7th February 2020 (50%).
 - **fee may be paid in one amount until the 27th September 2019; for students admitted to the 1st year of studies – until 25th October 2019.**
- c. To pay the programme fees from outside of Poland, please use the following bank account details:

Name of the recipient: University of Warsaw, Faculty of Political Science and International Studies

Address of the recipient: Krakowskie Przedmiescie 3, 00-047 Warszawa, Poland

Name of the bank: Millennium Bank SA

Address of the bank: Stanislaw Zaryna 2A, 02-593 Warszawa, Poland

SWIFT: BIGBPLPW

Account no.: PL <your usos bank account>

Information on the payment: <your name>, UPIR tuition fee

IT IS CRUCIAL TO PROVIDE INFORMATION ON THE PAYMENT (PAYMENT TITLE) AS ABOVE!

If you pay after the deadline the penalty interests will be added to all of your payments.

The screenshot shows the USOSweb portal interface. At the top, there is a navigation bar with links: NEWS, DIRECTORY, MY USOSWEB, **STUDENT'S SECTION** (highlighted with a yellow box and labeled '1'), STAFF SECTION, and EXTRA MODULES. On the left, a sidebar menu lists various options. Under 'MY STUDIES', 'payments' and 'academic bank accounts' are highlighted with a yellow box and labeled '2' and '3' respectively. The main content area is titled 'Bank accounts of the university' and contains an information box and a table of virtual accounts.

Bank accounts of the university

On this site you can see the number of the bank account you should make your payments on behalf of the university. Each student has his/her own **virtual** subaccount number within the university account which makes it possible to immediately recognise who has made the payment and reckon it up. Each organizational unit of the university has also got its subaccount within the university account so whenever you are making a payment please check whether you have selected the right account number of the university organisational unit.

You may have numerous virtual accounts. Each payment should be made to appropriate account. In case the uncleared debts site shows more than one virtual account number for the amount due you should choose a proper one according to the description in the table. In case of any doubts please contact the office of the Dean of the organization unit on whose behalf the payment should be made.

Do not disclose or make available your virtual account number to other students, as each student has got a different account number to which his/her payments should be made.

Your virtual accounts			
Account for: Faculty of Journalism and Political Science	34	3090	→ download payment slip
(Bank Millennium SA Bankowy Punkt Rozliczeń Nr 3)			
Account for: Department of Intercultural Studies in Central-Eastern Europe	10	3090	→ download payment slip
(Bank Millennium SA Bankowy Punkt Rozliczeń Nr 3)			
Account for: Physical Education Centre	51	3090	→ download payment slip
(Bank Millennium SA Bankowy Punkt Rozliczeń Nr 3)			

Student's ID payment

- a candidate pays for his/her student ID after being accepted to the study programme
- the student ID fee is 22 PLN

after the payment please provide confirmation of payment.

Bank account number:

Recipient:

Uniwersytet Warszawski

Krakowskie Przedmieście 26/28

00-927 Warszawa

bank: Bank Millenium S.A.

bank address: ul. Stanisława Żaryna 2A, 02-593 Warszawa

account number: 56 1160 2202 0000 0000 7648 6236

payment title: *opłata za wydanie legitymacji*

Other fees - <https://wnpism.uw.edu.pl/wp-content/uploads/2019/08/Wysokość-opłat-cudzoziemcy.pdf>

3. International Students' Union WNPiSM

International Students' Union WNPiSM is a voluntary organization. Its principle goal is to assist you with any issues regarding your studies, everyday life in Warsaw and also to create unforgettable events for you. In the past years we have organized Christmas parties, public debates, guest lectures with ambassadors and many other events for students. We welcome you to take part in similar events this upcoming academic year. Any of you willing to work with us are welcome to contact us at wnpism.internationalstu@gmail.com



We wish you all the best and hope you will enjoy your studies and stay in Poland! Remember follow the International Representatives WNPiSM on



@ /studentsunionWNPiSM/



@ /wnpism_intsu/

4. Legalizing your Stay

EU/EFTA Nationals Students

Residence up to 3 months

Citizen of the European Union can enter Poland and stay within its territory up to 3 months on the basis of valid travel document (passport) or other valid document confirming his/her identity and citizenship.

Over 3 months

An [application form](#) for the registration of residence should be submitted in person to a voivode having jurisdiction over place of residence ([Wojewoda Mazowiecki](#)), no later than the next day following the end of the period of 3 months after the entry into the territory of Poland.

What documents are needed to submit

- 1 copy of an application for registering the residence filled in Polish language (including 2 copies will speed up the procedure),
- a travel document (passport) or other document confirming identity and citizenship (1 copy + original for review),
- an admittance certificate issued by university (certificate is issued by the Faculty office),
- a document confirming health insurance coverage or the right to receive health care benefits,
- a written declaration on having sufficient funds to be able to support oneself, or a proof of having the above-mentioned funds, e.g.: a credit card or declaration on having the funds in a bank or another financial institution.

Documents drawn up in a foreign language should be submitted together with their translations into Polish made by a sworn translator.

You have problems with filling in your application form? Try the [instruction](#) prepared by the University Welcome Point!

Non-EU Students

*Students that hold **Karta Polaka** do not have to go through the residency permit process as they have legal status in Poland (for trips outside of Poland please consult the destination countries policies)

Entering the territory of Poland

Citizens of non-EU countries may enter Poland and stay within its territory on a basis of Schengen or national visa. Visa is issued by a consul.

- **Schengen Visa (marked with C symbol)** – is issued when the planned stay on the territory of the Schengen area does not exceed 90 days within each 180-day period.
- **National visa (marked with D symbol)** – entitles to entry and a continuous stay in the territory of Poland or to several consecutive stays which jointly last longer than 90 days, the period of validity of a national visa cannot exceed 1 year.

Conditions of entry and stay in Poland of foreigners holding a national visa (D symbol) or a residence document (e.g. residence card) issued by another Member State of Schengen area are available [here](#).

List of countries, citizens of which are exempted from a visa and the rules of visa-free regime can be found [here](#).

Temporary residence permit

The application for a temporary residence permit is submitted in person, no later than on the last day of legal residence in Poland to a voivode having jurisdiction over place of residence ([Wojewoda Mazowiecki](#)).

What documents are needed to submit?

- 2 copies of the application for a temporary residence permit (download the application from the Mazowieckie Province Office [website](#), you can also use the [instruction](#) of Welcome Point on how to fill in such an application);
- 4 recent colour photographs;
- a valid travel document (passport, 2 photocopies);
- confirmation from the university of acceptance for studies or continuation of studies, or a certificate of participation in training course (certificate is issued by the Faculty office);
- proof of payment of the required tuition/course fee, if they are payable;
- documents confirming having health insurance or coverage by the insurer of the cost of treatment in Poland;
- 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.

Documents drawn up in a foreign language should be submitted together with their translations into Polish made by a sworn translator.

You can search the sworn translator through the [website of the Ministry of Justice](#).

Where the documents should be submitted?

Mazowieckie Province Office, Department of Foreigners, Marszałkowska 3/5, 1st floor, stands 10-11, rooms 14 and 16.

Applications can be submitted also at Regional Offices of the Mazowieckie Province Office in:

- Ciechanów at 17 Stycznia 17, ground floor, room 10
- Płock at 3 Maja 16, ground floor, room 10
- Radom at Żeromskiego 53, 2nd floor, room 261
- Siedlce at Piłsudskiego 38, ground floor, room 14
- Ostrołęka at Gorbatowa 15, ground floor, room 46B

Applications can be submitted only after prior arrangement for a specific day and time. Details about the submitting of applications can be found [here](#).

There is also a possibility of submitting your application at the Warsaw Multicultural Center (54 Jagiellońska Street, 03-463 Warsaw), but only after prior arrangement of the meeting by calling this number: 22 32 58 900.

What fees need to be paid?

340 PLN at the time of submission of the application and 50 PLN for the residence card upon receipt of the decision. More information about fees can be found on this [website](#).

Details

visit Mazowieckie Province Office's website
tel. (+48) 22 695 67 70, 22 695 67 73
e-mail: legalizacjapobytu@mazowieckie.pl

5. Life in Warsaw

Banking

A Polish bank account will be the most useful thing that you can set up, so do set it up as soon as possible. There are various banks that have good customer service. The bank account will be necessary if you wish to avoid large ATM transaction fees. You will also need it to legalize your stay (residency) in Poland (for non-EU students only). You may choose between the banks below, however there are many others, too.

[mBank](#)

[Millennium](#)

[PKO BP](#)

Mobile Phones

Getting a pre-paid phone card is not the easiest thing to do but it is the most convenient form of communication means available. It is mandatory by law for individuals to register all pre-paid SIM cards (should you have any problems obtaining a pre-paid card, please contact an international students' representative at the faculty - Students' Union).

Registration takes place in most stores and sales outlets of the SIM cards providers. There, you will be required to register by showing your national ID card or a foreign passport. The card would then on be registered on your personal account. The operators give out high bonuses for registration. SIM cards for minors below 13 years of age need the consent of a parent.

Below you may find links to most of the providers and their prepaid offers.

[Play](#)

[T-Mobile](#)

[Orange](#)

[Plus](#)

[Mobile Vikings](#)

[NJU](#) (no English webpage)

There are more companies where you can buy and register your SIM card but the ones listed above are consistently ranked as the top ones as regards service and price.

Public Transportation

For the tech savvy crowd, there is an app dedicated to getting you around Warsaw with ease – [Jakdojade](#).

There are many modes of transportation to get you around Warsaw and all of them can be used when you have a single, multiple, daily or monthly ticket. Once you receive your student ID card it can be used as your city transportation ticket (you must have a validation sticker to be accepted). You may load your transportation card (student ID or a separate one dedicated as a transportation card only) in one of the many [autonomous ticket dispensers](#) around the city and you are entitled to a 51% student discount (until the age of 26 on trains). Once you have loaded the ticket you must **activate** it in the ticket validating machines on any of the modes of transport which you would use by simply scanning your card against the reader. The ticket **will not be valid** until you do this. If you choose so you may also buy single fare tickets in the ticket dispensers (but it is not very economical). There are also ticket dispensers in most of the buses and trams. If you buy your ticket from there, it does not require validation (it runs from the minute it is purchased).

It is very important to make sure you have a valid ticket when using public transport. You can find the detailed regulation on fares in public transport at the [ZTM website](#).

The buses run well into the night and there are special lines that run only during the night (much less frequently, about every hour). Trams run until just before midnight but there is no night tram system. Finally, the underground (Metro – as we call it) run until 12 pm on weeknights and 3am on weekends and it is by far the most comfortable mode of transport for long distance travels in the city. The Uniwersytet-Nowy Swiat station on the M2 metro line is located very close to the main Campus of the University.

[Here](#) you may find maps of routes of public transportation in Warsaw.

You may also like to use public bikes when travelling around Warsaw. The service operates from the beginning of March till the end of November, 24 hours a day, 7 days a week. First 20 minutes of a ride is free of charge! Download Mobile Application [Veturilo](#) to get more information or visit the website [Veturilo](#).

Important Landmarks

Now that you know how to get around Warsaw let us give you a bit of orientation in the city. The most well-known landmark in the city is the Palace of Culture and Science, a very distinct building.



Palace of Culture and Science



Central Station

It is located next to some keys place, not far from there you can find the Central Railway Station (Dworzec Centralny) and just a few meters next to the Station, there is the impressive Golden Terraces Mall (Zlote Tarasy). The Central Station is the main terminal for night buses, almost all of the night buses that run around the city leave from there or in close proximity.

The next important location is The Pan (Patelnia) which is a large open plaza in front of the entrance to the Centrum metro station. There is also a shopping bazar in the mezzanine of the station that holds, amongst other things, a print shop that will be very useful during your studies. It is a great meeting place that allows access to multiple modes of transport including trams, underground, buses, and suburban trains.



The Pan (Patelnia)



Charles De Gaulle roundabout

The Charles De Gaulle roundabout is probably the most distinct in Warsaw as it has a very large (very fake) palm tree right in the middle of it. There are many more landmarks around Warsaw that you will slowly start to recognize but for now these are the closest to the University and most important ones.

Things to Do

Warsaw is a vibrant city with a very active social scene, especially for foreigners and expats. From museums to night clubs, there are many cultural and entertainment events that take place around the city. Events are also organized by the Faculty Students' Union during the year in a variety of cultural venues (all while assuring an English-speaking environment). Students can also go off the beaten track and explore Warsaw on their own, [here](#) you may find useful information that will help guide you.

For night life, the most important street names to remember are Mazowiecka (very posh) and Parkingowa (very hip) or Poznańska (very international). A more alternative spot is Plac Zbawiciela which has many restaurants, cafes, and bars.

There are a few large shopping malls that will have many of the services you look for including dry cleaners, hair dressers, and movie theatres (everything you need for the most boring Saturday in the world) the list below links to each of their respective sites:

[Złote Tarasy](#)

[Arkadia](#)

[Galeria Mokotów](#)

[Sadyba Best](#) Mall

Cost of Living

The cost of living depends on the individuals' needs and lifestyle. It can however be said that 1500 PLN (350 EUR) per month is the minimum needed to cover the cost of accommodation, transportation, food and academic materials

1 EUR ~ 4,3 PLN 1 USD ~ 3,7PLN. Exchange rate may vary!

Accommodation Prices

double room in a dormitory (number of places limited) – from 315 to 670 PLN per month
single room in a flat – from 800 PLN per month
studio – from 1500 PLN per month

**We hope you will enjoy your studies
and stay in Poland 😊**

Please follow us on:

<https://www.facebook.com/wnpism/>

and

https://www.instagram.com/wnpism_uw/



**Faculty of Political Science
and International Studies**
University of Warsaw