

Wrocław University of Economics

GENERAL INFORMATION

Address: Komandorska 118/120
53-345 Wrocław
Poland

Web site: www.ue.wroc.pl

University's status: State university

University's foundation date: 1947

Faculties: Faculty of National Economy
Faculty of Management, Computer Science and Finance
Faculty of Engineering and Economics
Faculty of Regional Economics and Tourism (faculty located in Jelenia Góra)

International Relations Office – Building G, room 211, 213

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Lifelong Learning Programme - ERASMUS

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Academic Calendar

The academic year is divided into two semesters:

Winter semester: 28.09.2009 – 22.01.2010
Exam period: 25.01.2010 - 07.02.2010

Break between semesters: 08.02.2010 - 13.02.2010

Spring semester: 15.02.2010 - 07.06.2010
Exam period: 08.06.2010 - 27.06.2010

Public holidays:

All Saints' Day – November 1, 2009
Independence Day – November 11, 2009
Christmas – December 25-26, 2009

New Year's Day – January 1, 2010
Easter – April 4-5, 2010
Labour Day – May 1, 2010
Constitution Day – May 3, 2010
Corpus Christi - June 3, 2010

IMPORTANT THINGS BEFORE ARRIVAL

Admission

Application Procedures

A complete application consists of four elements:

- Application Form
- Learning Agreement
- Transcript of Records

Above application documents, duly filled in should be sent online to the International Relations Office at Wrocław University of Economics.

The Application Form, Learning Agreement and Transcript of Records are available on our website: www.ue.wroc.pl – Współpraca – Program Erasmus – Info for incoming students.

Application Deadlines

The application deadline for the winter semester is **July 10, 2009** and for the spring semester, it is **January 10, 2010**.

Learning Agreement

Please note that a student workload per semester is 30 ECTS credits. Fill in the Learning Agreement form with a list of courses you would like to take during your stay at Wroclaw University of Economics. In case of any remarks and questions regarding your choice of courses, a Faculty ECTS Coordinator at Wroclaw University of Economics will contact you and provide you with his/her comments. Your study plan will be then discussed and worked out via mail with you and an ECTS Coordinators at your home university.

Language Requirements

The courses for exchange students are offered in English and German. You need to have good knowledge of the English/German language to follow lectures, prepare papers and presentations and take examinations. If you have sufficient knowledge of the Polish language, you can choose among programs offered in Polish.

Polish Language Courses

The University offers free Polish language courses for the exchange students. The courses are provided during each semester and have two levels for the student to choose: beginners and intermediate. The course content will also help you to get acquainted with the Polish culture.

Orientation Days

Each semester is preceded by orientation days for new exchange students. The aim of the orientation days is to help you enter successfully and with less stress the study courses and the new environment. It is recommended that you consider taking part in the orientation days program when planning your arrival.

Dates of the orientation days are as follows:

- Before winter semester: September 29 – October 1, 2009
- Before summer semester: February 16 – February 18, 2010

Arrival Form

All exchange students are asked to fill in an Arrival Form and send it online to the International Relations Office well ahead of the planned arrival date. Please make sure also that you arrive between 8 a.m. and 2 p.m. This is the time when new students normally register at the dormitory. In case you will not make it to arrive within this time, please let the International Relations Office staff know about it.

Accommodation

Offer

Wrocław University of Economics has available places for exchange students in the University's dormitory.

Application for accommodation deadline:

- **10, July 2009 (winter semester, full year)**
- **10, January 2010 (summer semester)**

The same concerns the rest of the documents (Application Form, Learning Agreement, Transcript of Records)

Please, notice that the number of rooms in the dormitory is limited, that is why the order of applications will be respected!!!

Only those students who will send all required documents (original version) on time, to the International Relations Office, are going to be considered.

Rooms for exchange students are reserved in one dormitory: "Ślężak".

Dormitory is situated on campus and offers unified conditions. Ślężak has double and triple rooms, shared bathrooms, kitchen and launderette. Students are asked to provide plates and dishes on their own.

Cost

The costs are as follows:

- double room – 350 PLN per month
- triple room – 320 PLN per month

Total cost of your accommodation in a semester is not bound to the length of the semester, but is fixed on real time of accommodation, i.e. if you come for a period shorter than one semester you pay for the actual number of months and days you stayed at the dormitory.

Method of Payment

Payment should be made in cash at the Dormitory Office in "Ślężak" (room 3) before 10th of each month.

Deposit

Exchange students are asked to pay a deposit for accommodation of 682 PLN in advance. Deposit payment should be made through international bank transfer to:

Beneficiary: Uniwersytet Ekonomiczny we Wrocławiu
ul. Komandorska 118/120
53-345 Wrocław, Poland

Bank: Bank Pekao S.A., Oddział we Wrocławiu

Bank's address: ul. Komandorska 118/120, 53-345 Wrocław, Poland
Account number: 17 1240 6814 1111 0000 4936 4112
SWIFT code: PKOPPLPW
Reference: (Name of student) – DS deposit - ERASMUS

Please make sure that banking costs are not charged on behalf of Wrocław University of Economics.

The deposit will be returned to you before your departure. You can choose between either having the deposit directly refunded to you or included as a 1-month payment for accommodation in a double room or a 2-month payment for accommodation in a triple room at the end period of your stay.

Students who do not want to stay in dormitory or will not be got a place in dormitory are asked to find an accommodation by themselves.

Useful Internet Sites:

<http://www.wspollokator.pl>
<http://www.wolnestancje.pl>
<http://stancje.wroclaw.pl>
<http://www.mieszkania-studenckie.pl>

Insurance

Medical insurance is obligatory for all foreign students. To be eligible for public medical services during your stay in Poland, please bring your *European Health Insurance Card* (non UE students – an insurance from your home country).

Residence Permit

Please be prepared that at the beginning of your stay in Poland you have to obtain a Residence Permit. The Residence Permit is issued for one year. Your student guide will help you with the procedure.

With regard to the Residence Permit, please remember to take with you to Poland the following documents:

- a proof that you have sufficient funds to stay in Poland;
- a proof of insurance (*European Health Insurance Card*);
- a valid passport.

Check List

Please make sure that you have the following items with you before arrival to Wrocław:

- a proof that you have sufficient funds to stay in Poland;
- a proof of insurance

- a valid passport
- 4 photos (1 for student card, 1 for student book “index”, 1 for dormitory card, 1 for monthly travel card).

UPON YOUR ARRIVAL

Assistance

International Relations Office

You will always receive assistance and support from the staff of the International Relations Office. The Office is situated in Building G, room 211, and welcomes you every weekday from 7.30 a.m. until 1.30 p.m.

At the Campus

Location:

Wroclaw University of Economics is located within a compact campus in the central part of the city. The Faculty of Regional Economics and Tourism has a separate faculty campus in Jelenia Góra.

Facilities:

The University possesses 31 premises for teaching, research, administration, and social purposes. Classes are performed in lecture rooms and exercise rooms, and in computer, chemical and technological laboratories. Rooms are equipped with modern audio-visual aides. Some rooms possess facilities enabling direct tele-transmissions and tele-conferencing activities.

Facilities for Disabled Students

Most of the buildings are adjusted for needs of disabled persons. Classes for groups including disabled students are organised in the most convenient locations.

Within the frame of the Physical Education Centre there operates the Centre of Sport and Rehabilitation for Disabled People.

Library

The Central Library offers 340,000 volumes and nearly 1,000 current periodicals. One quarter of periodicals is of the foreign origin. The Library uses an electronic system for catalogues and lending registration. You will receive a library card to operate the system. Access to scientific information is available through several data bases.

The Central Library is open:		Reading rooms at the Central Library are open:	
Monday to Friday	9.00 a.m. – 7.00 p.m.	Monday to Friday	8.00 a.m. – 8.00 p.m.
Saturday	10.00 a.m. – 3.30 p.m.	Saturday	10.00 a.m. – 3.30 p.m.
Sunday	10.00 a.m. – 2.00 p.m.	Sunday	10.00 a.m. – 2.00 p.m.

Computer Centre and Facilities

At the campus, there operates the University's Computer Centre. Faculty teaching premises are equipped with modern computer bases available in computer rooms. The access to the Internet is widely available, both in teaching premises and in dormitories.

Publishing House

The University possesses its own Publishing House which issues research publications and reference course books for students. There are 3 bookstores on the campus which provide the University's publications as well as books of other publishing houses.

Sport facilities

The University's Physical Education Centre owns modern facilities: game halls, an aerobic room, fitness rooms, a rehabilitation room, a swimming pool, and a swimming pool for rehabilitation purposes and for learning how to swim. Physical Education Centre cooperates with Academic Sport Union and together they offer such sport activities for students as: aerobic, badminton, athletics, skiing, basketball, football, volleyball, swimming, table-tennis, tourist cycling, bridge, horse riding, track athletics, and rock climbing.

Additionally, in cooperation with the Economists' Yacht Club, there are organized yachting camps for students in Mazury lake district.

At the Centre, there is also a possibility of using such facilities as biological regeneration room, sauna, and solarium.

Foreign Languages Centre

Foreign Languages Centre offers courses in English, German, French, Italian, Spanish and Russian. Language classes are provided by Polish teachers and native speakers from Germany, England and the United States.

Canteen and Cafeteria

The main student canteen is placed in building D and offers hot meals for lunches (approximately 12 PLN), snacks, hot and cold drinks. Other Cafeterias are situated in building Z (Pożegnanie z Afryką), in building P ("Bazylika").

Student Card

Student card is issued by the Dean's Office. The card gives you a discount for train and bus/tram tickets and for entrance to museums. All of cinemas also offer discount prices for card holders. The student card is valid for one semester and then it must be prolonged at the Dean's Office.

Other information

How to Get to Wrocław

Wrocław has its international airport with direct flights from Frankfurt, Munich, Copenhagen, Luton and Warsaw. If you plan to access Wrocław by train you should get off at Wrocław Główny Station. You can also get to Wrocław by one of the international coaches arriving at Dworzec PKS (Central Coach Station). Both Wrocław Główny Station and Dworzec PKS are close to the Wrocław University of Economics' campus.

Local Transportation

You can use buses and trams for travelling around Wrocław. The student card gives you 50% discount on public transportation. A single ticket is valid for one entrance to a bus or a tram and costs 1.20 PLN. It is better to buy a monthly travel card issued for your name (bilet imienny) which costs approximately 40 PLN PLN.

Currency

The currency in Poland is Polish zloty (PLN). 1 EUR corresponds approximately to 4.5 PLN.

Shopping

Monday to Friday Shops are open from 6 a.m. until 8 p.m. (groceries) and from 10 a.m. to 6 – 7 p.m. (other shops). Shopping malls and supermarkets stay open until 10 p.m.

Saturday Some groceries and other shops could be open until 3 p.m. only. Shopping malls and supermarkets close at 10 p.m.

Sunday Some small and medium shops could be closed on Sundays. Shopping malls and supermarkets are open until at 6 p.m.

Public holidays Most shops are closed.

Smoking

Smoking indoors is prohibited, both in the city and at the campus. At restaurants and cafés, smoking is usually allowed in special sections.

Approximate Living Costs per Month

Accommodation 341 - 313 PLN (double, triple room)

Food: 400 PLN

Local travel card: 40 PLN

Books: most of the books are available at the University's Library, but it is possible that you will have to spend approximately 200-250 PLN per semester for additional reference books.

Important Telephones:

Ambulance: 999

Fire Brigade: 998

Police: 997

Information about Wrocław

Capital of Lower Silesia

Wrocław, the economic, academic and cultural capital of Lower Silesia, is one of the oldest and most beautiful cities in Poland. Situated close to the foot of the Sudety Mountains, upon five rivers, it is a glorious city of 12 islands linked with over 100 bridges.

First settlements in the area date back to the Stone Age, however, the city gained importance and began its active growth when Wrocław became a crossing point of trade routes between the Baltic Sea and the Roman Empire and between the Black Sea and Western Europe.

At present, the city of 700 000 inhabitants, located at the very centre of Europe, 160 km from Germany and 120 km from the Czech Republic, follows its tradition and dynamically develops its wide international business links.

Free Time, Culture and Entertainment

A cultural centre of Lower Silesia and an attractive site for sightseeing, Wrocław is also a great place to take advantage of good entertainment. Various museums, theatres, music houses and galleries present a continuous series of artistic events. The historical centre of Wrocław with its magnificent architecture offers a journey throughout centuries. In the evenings, numerous clubs and pubs become places where students from different Wrocław universities integrate and enjoy their free time.

Museums

Municipal Museum of Wrocław (Muzeum Miejskie) Sukiennice 14/15 The Municipal Museum consists of 6 branches:	National Museum in Wrocław (Muzeum Narodowe we Wrocławiu) Powstańców Warszawy Square 5
<ul style="list-style-type: none">• History Museum (Muzeum Historyczne) Sukiennice 14/15• Museum of Townspeople's Art (Muzeum Sztuki Mieszczanskiej) Rynek – Ratusz• Museum of Archeology (Muzeum Archeologiczne) Cieszyńskiego 9• Museum of Medal Art (Muzeum Sztuki Medalierskiej) Kielbaśnicza 5• Museum of Military Accessories - City Arsenal (Muzeum Militariów - Arsenal Miejski) Cieszyńskiego 9• Museum of Cemetery Art (Muzeum Sztuki Cmentarnej) Ślężna 37/39	Museum of Architecture (Muzeum Architektury) Bernardyńska 5 Museum of Ethnography (Muzeum Etnograficzne) Kazimierza Wielkiego 34 Museum of the Archdiocese (Muzeum Archidiecezjalne) Katedralny Square 16 The Panorama of the Battle of Raclawice (Panorama Raclawicka) Purkyniego 11
Museum of Contemporary Art (Muzeum Sztuki Współczesnej) Powstańców Warszawy Square 5	Museum of Book Art (Muzeum Sztuki Książki) Powstańców Warszawy Square 5
Museum of the University of Wrocław (Muzeum Uniwersytetu Wrocławskiego) Uniwersytecki Square 1	Museum of Geology (Muzeum Geologiczne) Cybulskiego 30

Nature Museum of the University of Wrocław (Muzeum Przyrodnicze Uniwersytetu Wrocławskiego) Sienkiewicza 21	Museum of Mineralogy (Muzeum Mineralogiczne) Cybulskiego 30
Museum of Post and Telecommunication (Muzeum Poczty i Telekomunikacji) Kraśnińskiego 1	Branch of the Museum of Mineralogy Kuźnicza 22

Theatres

There are 14 theatres in Wrocław and some of the most established are:

The Polish Theatre (Teatr Polski) with 3 stages: <ul style="list-style-type: none"> • Main Stage Gabrieli Zapolskiej 3 • Small Audience Świdnicka 28 • "Na Świebodzkim" Orląt Lwowskich Square 20c 	The Centre of Studies on Jerzy Grotowski's Work and of the Theatrical and Cultural Search (Ośrodek Badań Twórczości Jerzego Grotowskiego i Poszukiwań Teatralno – Kulturowych) Rynek- Ratusz 27
Wrocław Contemporary Theatre (Wrocławski Teatr Współczesny) Rzeźnicza 12	Wrocław Mime Theatre (Wrocławski Teatr Pantomimy) Dębowa 16
"K2" Theatre Kuźnicza 29a	"Ad Spectatores" Powstańców Śląskich 82/58

Music

Wrocław Philharmonic House (Filharmonia im. Witolda Lutosławskiego) Piłsudskiego 19	Music Theatre - Wrocław Operetta House Teatr Muzyczny - Operetka Wrocławska Piłsudskiego 72
Lower Silesia Opera House Opera Dolnośląska Świdnicka 35	

Galleries

There are tens of galleries in Wrocław exhibiting wide range of artistic work: paintings, sculptures, graphics, drawings, glass, ceramic works, photography, jewellery, and weaving art. Galleries run variety of performances, happenings and multimedia presentations.

Cinemas

Movies are displayed in original language versions with Polish subtitles. There are various cinema types – from large multiplex movie theatres presenting latest premières to small audience cinemas offering movies of less commercial and more artistic choice.

Green City

Although a large and economically lively city, Wrocław is full of greenery and places where one could rest close to the nature. Parks, some of them dating back to the 18th century, cover considerable part of the city area. Walking through city gardens could be a truly relaxing moment and a pleasure for the eyes. Most famous gardens in Wrocław are:

- Zoological Garden, founded in 1865, and presently the second biggest garden of this kind in Europe.
Wróblewskiego 1-5
- Botanical Garden established as a scientific institution of the University of Wrocław in 1811, and presenting a magnificent collection of plants from all over the world and the biggest cactus house in Poland.
Sienkiewicza 23
- The Japanese Garden created as a part of the World Exhibition in 1913, with its present shape designed in cooperation with the Japanese Embassy and Japanese specialists from Nagoya.
Situating in Szczytnicki Park close to Hala Ludowa (Centenary Hall)

Internet Sites about Wrocław

<http://www.wroclaw.com/>

<http://www.wroclaw.pl/m/>

The ECTS System

The System

ECTS (the European Credit Transfer System) was introduced by a decision of the European Commission to promote a unified procedure for academic recognition of study periods performed abroad by home universities. The system introduces standards for assessment and comparison of study levels in various academic centres. The system enables also credit transfer between the universities.

ECTS Credits

ECTS credits are values allocated to certain course units with reference to certain study time cycle. The value involves all aspects of student workload per semester: participation in classes, self-study and passing examinations or other forms of assessment. A certain amount of credits describes a relation between the quantity of work required by each course and the total quantity of work required to complete a full academic year. The system assumes that 60 credits reflect the student's workload during the whole academic year and, consequently, one semester requires the student to obtain 30 credits.

Students in the System

Students participating in the system receive total credit amount for a defined and successfully accomplished period of study in a host academic centre abroad. Obtained credits can be transferred from the host university to the home university on the basis of previously accepted learning agreement, signed by both universities and the student. Upon the student's return, the system guarantees academic recognition of studies abroad. In this way students can continue their education without a loss of time or previously obtained credits.