



Arrival info Pack

for international
students

October 2024 edition

Arrival info Pack



Welcome to Warsaw University of Technology!

This guide was created to prepare you for your arrival to WUT and to help you during your first days in Warsaw!

Take a look at the basic information about the university, classes, rules, calendar, Warsaw, Poland and everyday life. These are the things you need to know!

We hope you will adapt easily to the life and studies at WUT and that your time in Warsaw will become one of the best adventures of your life!

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Important formal issues

Address registration (in Polish 'meldunek')

Non-EU citizens who are going to spend in Poland more than 30 days and EU as well as EEA citizens who are going to spend in Poland more than 3 months have to register their address of residence in the District Office of the City of Warsaw. Students from non-EU countries should do it within 4 days of their arrival.

Students from the EU and EEA countries have 30 days to do it.

In order to register your address of residence, you should prepare the following documents:

- passport or national ID card (EU citizens);
- visa (non-EU citizens);
- rental agreement or the confirmation of accommodation in a WUT dormitory;
- temporary residence registration form.

Mokotów District Office

Address: Rakowiecka 25/27 Street

Ochota District Office

Address: Grójecka 17a Street

*Please note that registration of your address of residence (in Polish: meldunek) in the District Office of the City of Warsaw is a procedure different from the procedure of applying for a temporary residence permit in the Mazovian Voivodeship Office.

More information is available at: www.students.pw.edu.pl/index.php/Resources/Arrival-City-Council-Registration.

Immigration procedures for non-EU citizens

INSTRUCTION VIDEO: www.youtube.com/watch?v=-RQUQ-DjxWc

If you are a non-EU student, then you probably hold a visa to be able to enter Poland and stay here legally. Please check the expiry date of your visa and keep it in mind. Remember that after the expiration of your visa, you cannot stay in Poland legally, so before your visa expires you have to either leave Poland or arrange a new document enabling you to stay here legally. Therefore, in most cases, you have two options: go back to your country before your visa expires to apply for a new visa and enter Poland again or stay in Poland and apply for a Residence Card (Residence Permit, in Polish “Karta Pobytu”) before your visa expires. Please remember about it and make the necessary arrangements on time.

Please visit the website of the Mazowiecki Voivodeship Office for detailed information about applying for the temporary residence card: <https://en.migrant.wsc.mazowieckie.pl/pl/procedure/full-time-studies>

Temporary residence registration for EU citizens

Citizens of EU or EEA countries whose stay in Poland exceeds 90 days also have to apply for a temporary residence permit at the Mazowiecki Voivodeship Office. More info: <https://en.migrant.wsc.mazowieckie.pl/procedure/EU-citizens>

Health insurance

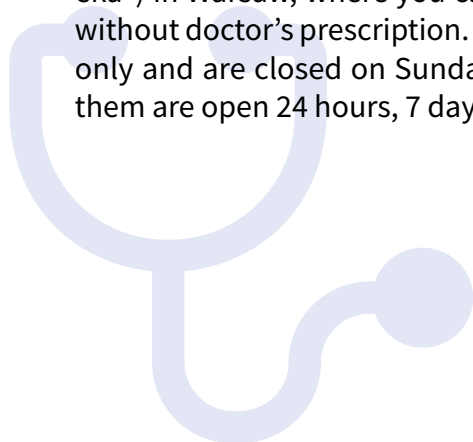
If you are an EU citizen, then you probably hold a European Health Insurance Card which entitles you to use Polish public health services without any additional procedures.

If you are a non-EU citizen, you have to arrange health insurance on your own. One of possible ways of getting health insurance for the period of your studies is to sign up for Polish National Health Insurance (“Ubezpieczenie NFZ”) which costs around PLN 55 per month. Individuals covered by this health insurance are entitled to free health services in Poland at public health establishments. The institution where you can go to sign up for the National Health Insurance is called NFZ and is located at ulica Chałubińskiego 8 (8 Chałubińskiego Street), close to the Main Campus of WUT. To sign up for this health insurance, you need to show the officials, in addition to other documents, your valid WUT Student Card or the Certificate of a Student Status from your Dean’s Office.

For more information about this insurance, please visit the website of the International Students Office: <https://www.students.pw.edu.pl/index.php/Resources/Health-Insurance>

There are also some private insurance companies, but you would have to research them on your own or with the help of your ESN Buddy.

Pharmacies services: There are many pharmacies (in Polish: “apteka”) in Warsaw, where you can buy basic medicines on your own, without doctor’s prescription. Most of them are open during the day only and are closed on Sundays and public holidays, but some of them are open 24 hours, 7 days a week.



CENTERMED WUT Student Medical Centre

Health service phone line for students: **+48 22 592 48 30**

Chat: **www.zdrowystudent.pl**

Medical Centres located in 5 convenient locations in Warsaw:

- Mochackiego 10 – Ochota district (near students’ house Bratniak - Muszelka),
- Narbutta 85 – Mokotów district (next to the Faculty of Mechanical and Industrial Engineering),
- Krakowskie Przedmieście 24/26 – city center (near the main campus of the University of Warsaw),
- Waryńskiego 10a (next to the Riviera student house, near Metro Politechnika station),
- Żwirki i Wigury (near students’ house Żwirek, Students’ House no. 2).



First steps



ESN Buddy

A Buddy (also known as a mentor) is a local student who voluntarily helps international students throughout their stay in the new country. The Buddy is usually a student of your age and from your Faculty. He/she will help you with everyday issues and can also pick you up from the airport and assist you during your check-in at a dormitory or flat.

The Buddy is a project run by the Erasmus Student Network (ESN).

In order to apply for a buddy, please visit: [**https://papaya.iter-idea.com/auth**](https://papaya.iter-idea.com/auth)

e-mail contact: [**buddy.pw@esn.pl**](mailto:buddy.pw@esn.pl)



Arrival in Warsaw at the airport

There are two airports in Warsaw:

- Chopin Airport, located inside the city, can be reached by Warsaw public transport (30 min by bus to the city centre, line 175);
- Modlin Airport, located an hour away from Warsaw, can be reached by train or transfer bus: lotniskowy.mazowieckie.com.pl.

If you are a non-EU citizen, then upon your arrival at the airport, you will first have to pass through passport and immigration control. Keep your passport, visa and all other important documents ready at hand (for example your letter of acceptance to WUT, accommodation certificate, proof of sufficient financial means, etc.). Note down the phone number to WUT International Students Office (**+48 22 234 50 91**, **+48 22 234 6150**; the telephones are available from Mon. to Fri. from 8 am to 4 pm) in case the immigration officers want to contact us to confirm your admission. Once you have passed through the immigration control, you can collect your luggage and proceed through customs to the arrival hall.



Dormitories

WUT owns 11 dormitories. Applications for dormitories for both candidates for studies (with final acceptance) and students have to be submitted in the Electronic Students Accommodation System (ESKS). Please remember that your accommodation is granted for limited time. Please remember to extend it for summer holidays and further semesters of your studies. If you wish to contact the Accommodation Committee, you can send an e-mail to: **centrum.kwaterunkowe@pw.edu.pl**

Upon arrival in Warsaw, if you already have your room booked, you can go to your dormitory to check in. Please note that your booking for a dormitory room is limited in time – there are specific dates when you can check in. If you want to check in a few days earlier or at night, then it is necessary to contact your dormitory to ask if it is possible.

Checking-in at dormitories is best done during weekdays (not weekends) and during the day (not in the evenings or at nights).

Some of the dormitories are located in the area of the Main Campus, but some of them are located in other parts of the city.

List of dormitories and their addresses:

DS Akademik, Akademicka 5, 02-038 Warsaw
e-mail: akademik.ds@pw.edu.pl, **tel.:** 22 234 44 16

DS Babilon, Kopińska 12/16, 02-321 Warsaw
e-mail: babilon.ds@pw.edu.pl, **tel:** 22 234 40 03

DS Bratniak-Muszelka, Grójecka 39, 02-031 Warsaw
e-mail: bratniak.muszelka.ds@pw.edu.pl, **tel:** 22 234 44 70

DS Mikrus, Waryńskiego 10, 00-631 Warsaw
e-mail: mikrus.ds@pw.edu.pl, **tel.:** 22 234 98 61

DS Pineska-Tulipan, Uniwersytecka 5, 02-036 Warsaw
e-mail: pineska-tulipan.ds@pw.edu.pl, **tel:** 22 234 42 01

DS Riviera, Waryńskiego 12, 00-631 Warsaw
e-mail: riviera.ds@pw.edu.pl, **tel:** 22 234 98 81

DS Tatrzańska, Tatrzańska 7a, 00-742 Warsaw
e-mail: tatrzańska.ds@pw.edu.pl, **tel:** 22 234 34 05

DS Ustronie, Księcia Janusza 39, 01-452 Warsaw
e-mail: ustronie.ds@pw.edu.pl, **tel:** 22 234 31 01

DS Żaczek, Wołoska 141a, 02-507 Warsaw
e-mail: zaczek.ds@pw.edu.pl, **tel:** 22 234 88 88

How to get to WUT

The main campus of WUT is located in the city center, just next to „Politechnika” subway station (Metro Line 1). Politechnika is actually the name of WUT in Polish. So, if you want to ask a local for directions, just ask for Politechnika Warszawska.

The exact address of the Main Building of WUT at the Main Campus is: **Plac Politechniki 1, 00-661 Warszawa.**

Reaching WUT from Chopin Airport

Bus 188 LOTNisko CHOPINA PRZYLOTY 02 » METRO POLITECHNIKA 01 » 700 meters on foot (in total 30 min)

Reaching WUT from the Central Railway Station („Dworzec Centralny” or „Warszawa Centralna”)

Tram 10 or 11 DW. CENTRALNY 09 » PL. POLITECHNIKI 01 (10 min)

Reaching WUT from the city centre („Centrum”)

Subway line 1 METRO CENTRUM » METRO POLITECHNIKA (3 min)
(Metro)

Public transport App

Download a very useful app with all routes and timetables of Warsaw public transport: „JAKDOJADE”. It is accessible from regular browsers as well as at the website: www.jakdojade.pl/warszawa/trasa/

You can also use Google Maps app.

TIP: To find our University, you can use both the name in Polish: **Politechnika Warszawska** or the name in English: **Warsaw University of Technology.**

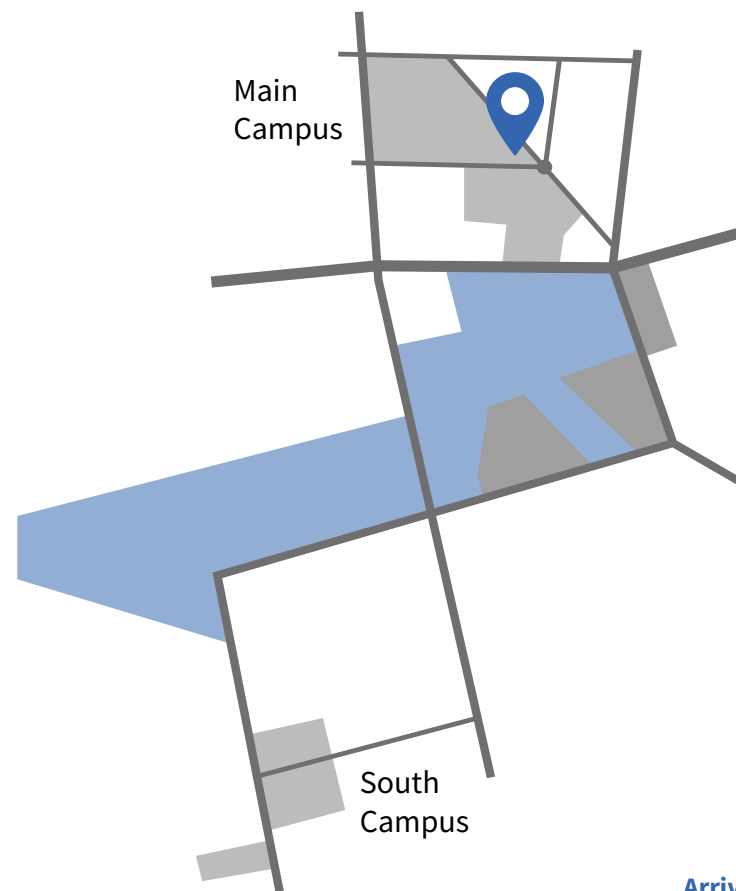
Registration at the University

Once you reach WUT for the first time, you should visit the International Students Office to complete your registration.

International Students Office (ISO): room 233 in the Main Building of WUT.

Erasmus students: please follow the instructions sent by the Erasmus Office.

Others: please follow the instructions sent by your exchange coordinators.



The University and Studies



A bit of history

WUT was first established in 1826, but it has been operating under its present name since 1915. It became the most important scientific centre of engineering in Poland and gained international prestige in the years 1918-1919.

Over the years, the University was taking more and more significant position in the higher education in Poland, educating excellent academic staff. The symbol of WUT is the historic Main Building. It has been the venue of many important historical events: rallies, sessions, meetings and ceremonies. Today, the University's Audience Hall is a very representative place where many events are organised.

WUT Authorities

Rector

Professor Krzysztof Zaremba, PhD, DSc

Vice Rector for Student Affairs

Professor Robert Zalewski, PhD, DSc

Pl. Politechniki 1, room 112

00-661 Warszawa

phone: +48 22 234 7827

e-mail: prorektor.studenci@pw.edu.pl

<https://eng.pw.edu.pl/University/Authorities>

If you have any problems related to your studies, first of all, please contact your Dean's Office, the Dean for Student Affairs or the Student Council. If your problem cannot be solved by them, then you can submit your application to the Vice-Rector for Student Affairs.

Vice Rector for General Affairs

Professor Mirosław Karpierz, PhD, DSc

Vice Rector for Research

Professor Mariusz Malinowski, PhD, DSc

Vice Rector for Academic Affairs

Professor Jan Słyk, PhD, DSc (Arch)

Vice Rector for Development

Professor Adam Woźniak, PhD, DSc

Vice Rector for the Branch in Płock

Professor Renata Walczak, PhD, DSc

WUT is a huge University. We have over 20 000 students, over 5000 employees, and numerous buildings on 3 campuses: the Main Campus in the centre of Warsaw, the Southern Campus in Warsaw located about 15 minutes by tram from the Main Campus, and another Campus in Płock – a city over 100 km from Warsaw.

WUT is divided into 19 faculties and one college offering studies in different fields. Each Faculty is dedicated to a specific area of study and has its own authorities (Deans), administration offices, student offices and Erasmus offices. Apart from the faculties, there are also other units at central level that you might be dealing with, the Admissions Office, the Language Centre, the Careers Service, the Erasmus Office, Rector's Offices, the Central Library, Sports Centres and dormitories.

Below, you can find the list of WUT faculties together with contact details to the coordinators of studies in English and administrative staff from your faculty.

Coordinators of studies in English are responsible for making decisions about accepting candidates for studies in English. Also, they take care of students and studies from a didactic point of view.

Dean's Office at the Faculty is responsible for providing administrative help during studies. This office is a place from where you can obtain login and password to USOS, collect your Student ID, receive information about the scholarship opportunities etc.

Faculty of Architecture

Dean for Student Affairs:
Anita Orchowska, PhD (Arch)
address: Koszykowa 55
[website of the Faculty](#)

Renata Józwiak, PhD (Arch)
Bachelor's degree studies
e-mail: renata.jozwiak@pw.edu.pl

Krzysztof Kwieciński, PhD (Arch)
Master's degree studies –
Architecture for Society
of Knowledge
e-mail: ask.arch@pw.edu.pl

Tomasz Majda, PhD (Arch)
Master's degree studies –
Urban Planning
e-mail: tomasz.majda@pw.edu.pl

Katarzyna Mitroszewska
tel: +48 22 234 52 06
e-mail: ask.arch@pw.edu.pl
Dean's office at the Faculty:
room 21

Faculty of Automotive and Construction Machinery Engineering

Dean for Student Affairs:
Michał Abramowski, PhD, DSc
address: Narbutta 84
[website of the Faculty](#)

Arkadiusz Hajduga, PhD, DSc, WUT professor
e-mail: arkadiusz.hajduga@pw.edu.pl

Agnieszka Jurkowska
tel: +48 22 234 84 35
e-mail: agnieszka.jurkowska@pw.edu.pl
Dean's office at the Faculty:
room 6

Faculty of Chemical and Process Engineering

prof. Maciej Pilarek, PhD, DSc
address: Waryńskiego 1
[website of the Faculty](#)

Agata Penconek, PhD
e-mail: agata.penconek@pw.edu.pl

Karolina Błeszyńska-Kula
tel. +48 22 234 65 09
e-mail: Karolina.Kula@pw.edu.pl
Dean's office at the Faculty:
room 179

Faculty of Chemistry

Dean for Student Affairs:
Aldona Zalewska, PhD, DSc,
WUT Professor

address: Noakowskiego 3
[website of the Faculty](#)

Andrzej Plichta, PhD, DSc, WUT Professor
e-mail: andrzej.plichta@pw.edu.pl

Marta Titow
tel: +48 22 234 73 72
e-mail: marta.titow@pw.edu.pl
Dean's office at the Faculty:
room 1

Faculty of Civil Engineering

Dean for Student Affairs:
Wioletta Jackiewicz-Rek, PhD, DSc
address: Armii Ludowej 16
[website of the Faculty](#)

prof. Artur Zbiciak, PhD, DSc
artur.zbiciak@pw.edu.pl

Agnieszka Ignasiak
tel.: +48 22 234 65 21
e-mail: Agnieszka.Ignasiak@pw.edu.pl
Dean's office at the Faculty:
room 114

Faculty of Electrical Engineering

Dean for Student Affairs:
Radostaw Roszczyk, PhD, DSc
address: pl. Politechniki 1
[website of the Faculty](#)

Włodzimierz Dąbrowski, PhD, WUT professor
e-mail: wlodzimierz.dabrowski@ee.pw.edu.pl

Izabela Pietrzak
tel: +48 22 234 72 08
e-mail: izabela.pietrzak1@pw.edu.pl
Dean's office at the Faculty:
room 133

Faculty of Electronics and Information Technology (EiTl)

Dean for Student Affairs:
Zbigniew Gajo, PhD, DSc
address: Nowowiejska 15/19
[website of the Faculty](#)

Roman Podraza, PhD, DSc
e-mail: roman.podraza@pw.edu.pl

Alicja Stolarczyk
tel. +48 22 234 36 73
e-mail: alicja.stolarczyk@pw.edu.pl

Monika Ciechońska
tel. +48 22 234 36 73
e-mail: monika.ciechonska@pw.edu.pl
Dean's office at the Faculty:
room 158

Faculty of Building Services, Hydro and Environmental Engineering

Dean for Student Affairs:
Mirostlaw Szyłak-Szydłowski, PhD, DSc, WUT professor
address: Nowowiejska 20
[website of the Faculty](#)

Wiktor Treichel, PhD, DSc, WUT professor
e-mail: wiktortreichel@pw.edu.pl

Ilona Suska
tel.: +48 22 234 61 32
e-mail: ilona.suska@pw.edu.pl

LIST OF FACULTIES OFFERING STUDIES IN ENGLISH	STUDIES IN THE ENGLISH LANGUAGE COORDINATORS	DEAN'S OFFICE AT THE FACULTY – CONTACT DETAILS
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Faculty of Geodesy and Cartography

Dean for Student Affairs and International Cooperation: Krzysztof Bakula, PhD, DSc	Krzysztof Bakula, PhD, DSc e-mail: dziekan.studenci.gik@pw.edu.pl	Marta Napiórkowska-Krawczyk tel. +48 22 234 73 24 e-mail: marta.krawczyk@pw.edu.pl Dean's office at the Faculty: room 128
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address: pl. Politechniki 1
[website of the Faculty](#)

Faculty of Mathematics and Information Science

Dean for Student Affairs: Agata Pilitowska, PhD, DSc	Computer Science and Information Systems (BSc) Iwona Wróbel, PhD, DSc e-mail: i.wrobel@mini.pw.edu.pl	Computer Science and Information Systems (BSc) Monika Gostomska-Kosiorek tel.: +48 22 234 7969 e-mail: monika.kosiorek@pw.edu.pl
	Data Science (MSc) Anna Cena, PhD, DSc e-mail: a.cena@mini.pw.edu.pl	Data Science (MSc) Anna Barańska tel: +48 22 234 5922 e-mail: anna.baranska@pw.edu.pl Dean's office at the Faculty: room 32

address: Koszykowa 75
[website of the Faculty](#)

Faculty of Materials Science and Engineering

Dean for Student Affairs: Rafał Wróblewski, PhD, DSc	Joanna Zdunek, PhD, DSc, WUT professor e-mail: joanna.zdunek@pw.edu.pl	Iwona Gusta tel: + 48 22 234 84 51 e-mail: iwona.gusta@pw.edu.pl Dean's office at the Faculty: room 204
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address: Wołoska 141
[website of the Faculty](#)

Faculty of Mechatronics

Dean for Student Affairs: Szymon Cygan, PhD, DSc	Olga Iwasińska-Kowalska, PhD, DSc e-mail: prodziekan.studia.mchtr@pw.edu.pl	Aneta Smorągiewicz tel: +48 22 234 84 56 e-mail: aneta.smoragiewicz@pw.edu.pl Dean's office at the Faculty: room 122
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address:
Św. Andrzeja Boboli 8
[website of the Faculty](#)

LIST OF FACULTIES OFFERING STUDIES IN ENGLISH	STUDIES IN THE ENGLISH LANGUAGE COORDINATORS	DEAN'S OFFICE AT THE FACULTY – CONTACT DETAILS
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Faculty of Physics

Dean for Student Affairs: Agnieszka Siemion, PhD, DSc, WUT professor	Katarzyna Rutkowska, PhD, DSc, WUT professor e-mail: katarzyna.rutkowska@pw.edu.pl	Agata Celej-Brożyńska tel. +48 22 234 76 60 e-mail: dziekanat.wf@pw.edu.pl Dean's Office at the Faculty: room 130
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address: Koszykowa 75
[website of the Faculty](#)

Faculty of Power and Aeronautical Engineering (MEiL)

Dean for Student Affairs: Maciej Zasuwa, PhD, DSc	Marek Wojtyra, PhD, DSc, WUT professor e-mail: Marek.Wojtyra@pw.edu.pl	Aerospace Engineering Monika Kośnik tel. + 48 22 234 59 63 monika.kosnik@pw.edu.pl Dean's office at the Faculty: room 126
		Power Engineering Izabella Szulc tel. +48 22 234 57 79 izabella.szulc@pw.edu.pl Dean's office at the Faculty: room 128
		Robotics Krystyna Różycka tel. +48 22 234 61 45 krozycka@meil.pw.edu.pl Dean's office at the Faculty: room 128

address: Nowowiejska 24
[website of the Faculty](#)

Faculty of Mechanical and Industrial Engineering

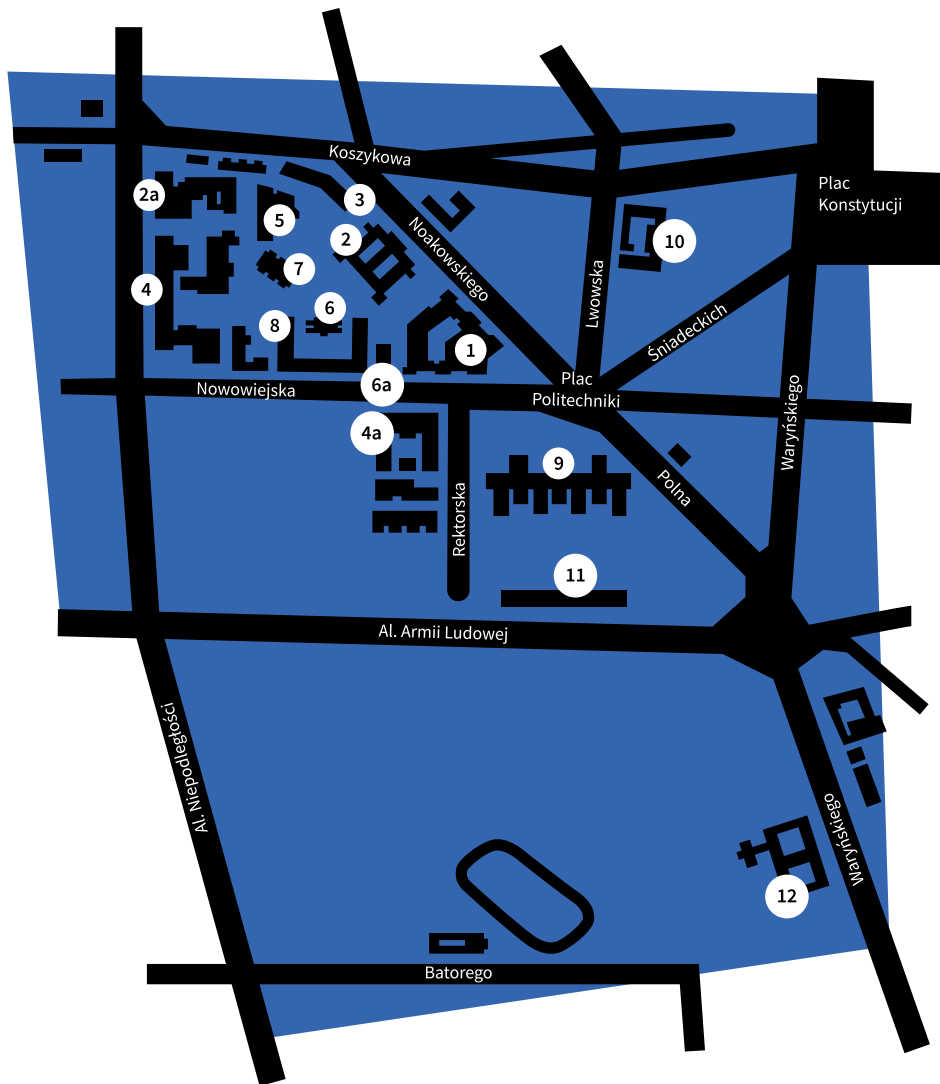
prof. Zuzanna Żółek-Tryznowska, PhD, DSc	Dariusz Golański, PhD, DSc, WUT professor e-mail: dariusz.golanski@pw.edu.pl	Kamila Ceran tel: +48 22 234 82 28 e-mail: international@wip.pw.edu.pl Dean's office at the Faculty: room 127
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address: Narbutta 85
[website of the Faculty](#)

Faculty of Transport

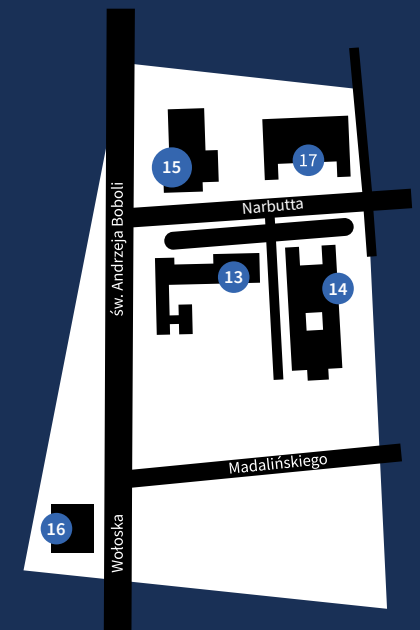
Tomasz Krukowicz, PhD, DSc	Emilian Szczepański, PhD, DSc, WUT professor e-mail: emilian.szczepanski@pw.edu.pl	Marzena Bukowiecka tel: +48 22 234 59 40 e-mail: international.office@wt.pw.edu.pl Dean's office at the Faculty: room 111
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address: Koszykowa 75
[website of the Faculty](#)



1. MAIN BUILDING:
 - Faculty of Administration and Social Sciences
 - Faculty of Geodesy and Cartography
 - Main Library
2. Faculty of Chemistry
3. Faculty of Transport
4. Faculty of Power and Aeronautical Engineering
5. Faculty of Mathematics and Information Science
6. Faculty of Electrical Engineering
7. Faculty of Physics
8. Faculty of Building Services, Hydro and Environmental Engineering
9. Faculty of Electronics and Information Technology
10. Faculty of Architecture
11. Faculty of Civil Engineering
12. Faculty of Chemical and Process Engineering

13. Faculty of Mechatronics
14. Faculty of Management
Faculty of Mechanical and Industrial Engineering – Dean's Office
15. Faculty of Mechanical and Industrial Engineering
16. Faculty of Materials Science and Engineering
17. Faculty of Automotive and Construction Machinery Engineering



Contact details to other WUT offices are listed below:

OTHER WUT OFFICES	CONTACT DETAILS
International Students Office address: Plac Politechniki 1, room 86	Magdalena Bobryk tel: +48 22 234 61 50 Karol Maśluszczak tel: +48 22 234 50 91 e-mail: students.cwm@pw.edu.pl web: www.students.pw.edu.pl/
Welcome Point address: Plac Politechniki 1, room 233	Katarzyna Dyrka tel. +48 22 234 1797 katarzyna.dyrka@pw.edu.pl Marzena Pobjewska tel. +48 22 234 1798 marzena.pobjewska@pw.edu.pl
Foundation Year Office address: Koszykowa 79 Street, room 014	Aleksandra Sikora e-mail: aleksandra.sikora@pw.edu.pl tel: + 48 22 234 15 61 e-mail: foundation.sjo@pw.edu.pl web: www.sjo.pw.edu.pl/wut/about-fyp/
English Language Centre (OJA) – preparatory courses address: Rektorska 2, room 45	tel: +48 22 234 55 71 +48 22 234 73 08 e-mail: oja.sjo@pw.edu.pl web: www.oja.sjo.pw.edu.pl/
Foreign Language Centre (SJO) address: Pl. Politechniki 1, room: 419	tel: +48 22 234 59 83 e-mails: Katarzyna.Melaniuk@pw.edu.pl elzbieta.chrzczonewska@pw.edu.pl web: www.sjo.pw.edu.pl/
Polish Language Centre (OJP) address: Rektorska 2, room 45	tel: +48 22 234 55 71 e-mail: ojp.sjo@pw.edu.pl web: www.ojp.sjo.pw.edu.pl/
Careers Service address: Polna 50, room: 502	tel: +48 22 234 63 67, +48 22 234 58 03 e-mail: biurokarier@pw.edu.pl web: www.bk.pw.edu.pl

Academic Regulations

The formal document that comprises the most important academic regulations as well as the rights and obligations of all students can be downloaded here: <https://www.bip.pw.edu.pl/Sprawy-Studenckie/Regulamin-studiow-w-Politechnice-Warszawskiej2>

At some Faculties, there might be some internal academic regulations that can be found on the Faculty's website.

Faculty offices and rules

Dean's office

The role of the Dean's office is to help you answer all the questions regarding the course of studies, timetables, formalities, terms of exams, dormitories, scholarships, certificates and documents that are needed for the successful continuation of studies. Please note that the working hours of the Dean's office vary depending on the faculty. Be sure to check the opening hours of the Dean's office prior to visiting it.

Dean

The Dean is in charge of the whole faculty. He is assisted by Vice-Deans. Vice-Deans for Student Affairs take care of all the social issues concerning students (scholarships, dormitories, etc.). In case of problems with lectures, examinations or passing some classes, it is your Vice-Dean for Student Affairs whom you can ask for help. There are also Vice-Deans for Studies who take care of educational and teaching process at the faculty. They are responsible for approving the decisions about dismissing students, accepting conditional registration for the next semester and allowing the reduction of some charges for failed classes.

If you want to meet a Dean or a Vice-Dean, you may be asked to come within specific "student hours" (for example only one specific day per week) or to schedule an appointment by e-mail first. In case of complicated issues, complaints or petitions, it is recommended to hand in a letter to the Dean or his/her secretary in which you explain briefly your matter and give your personal data.

How to write official e-mails?

Here are more tips for writing an e-mail to your professor:

1. **Subject Line:** Your subject line should be short but clear and precise.
2. **Include Personal Details:** In your e-mail, always write your full name and index number. This ensures specific identification and makes it easier for your professor to find your details in the university system.
3. **Use Polite Phrasing:** Make sure the tone of your e-mail is polite and professional. Express yourself courteously and respectfully throughout the e-mail.
4. **Describe the Issue in Detail and Precisely:** When describing the problem, strive to be as precise as possible. Provide specific information and examples, so your professor can understand exactly what the issue is.
5. **Suggest a Solution (if possible):** If you have a solution in mind, don't hesitate to propose it. Your professor may appreciate your initiative and be more willing to take action with ready suggestions.
6. **Thank for Attention and Support:** End your e-mail with a note of appreciation for the attention and support. This expression of respect can influence a positive reception of your e-mail.
7. **Remember, don't hesitate to reach out for help** if you encounter any problems or have questions related to your courses.

E-mail scheme:

Dear + Academic Title,
(contents). Remember about polite phrases such as „thank you very much for your help... ”
Yours faithfully,
Your name and surname

Good example:

Dear Professor Smith,

I am writing to request for the re-evaluation of my assignment submitted on June 20th. After reviewing your feedback, I believe that some aspects of my work might not have been fully considered, particularly in relation to the analysis section.

Could you please reconsider my assignment and provide further insights on how I can improve? Your feedback is invaluable to me, and I am eager to understand how to enhance my academic performance.

Thank you very much for your time and consideration. I look forward to your response.

Yours faithfully,
Mateusz Hirny
333333

Bad example:

Hey Professor,

I don't think my grade is fair. Can you look at my assignment again?

Thanks,
Mateusz

Types of classes

At WUT, there are different kinds of classes. Each of them is special in its own way and may differ from what you know from your own countries' traditions. Classes last 60 or 90 minutes (sometimes there are 2 class blocks, each lasting 45 minutes with some break between them).

Below, you can find a short description of each type of classes:

Lecture

Theoretical lessons during which a lecturer / tutor lectures on a subject according to the most up-to-date information, guiding you through the subject and explaining the main points that sometimes are not included in all textbooks. This is the best place to take notes on the subject. Some lectures can gather an entire course of people. It may even reach up to 90 or 100 people, so sometimes it is quite difficult to ask the lecturer all the question that you have in mind.

During the first lecture, course bibliography, regulations and curriculum are presented by the tutor. Many lectures are non-obligatory (there is no attendance list), but some of the lecturers prefer to check the attendance of all students in order to know them better.

The last class for majority of lectures ends with a written exam which decides upon the passing of the subject.

If you happen to miss a lecture, don't be shy and ask your fellow students to share their notes with you so that you don't fall behind.

Practical training classes (PTC)

Obligatory, practical lessons which are conducted for smaller groups of people than in the case of lectures. They correspond to the curriculum of lectures. There are many ways to conduct this

class, such as: workshops, laboratories, etc. During this class, you usually work individually or in a small group. Each PTC class has a special experiment for a particular group. In order to prepare, everybody has to read instructions which will be presented by tutor (or available online).

During the PTC, many tutors test your knowledge of each subject by a short written test at the beginning or at the end of each class. Depending on a tutor and regulations of each class, you may be obliged to score a certain amount of points in order to enter the class and perform the experiment.

After the class, you may be asked to present a written summary of each experiment with detailed description and conclusions that can be observed. This task is usually issued for the next class.

Similarly to lectures, first class of each semester is usually dedicated to explaining terms and regulations of the subject.

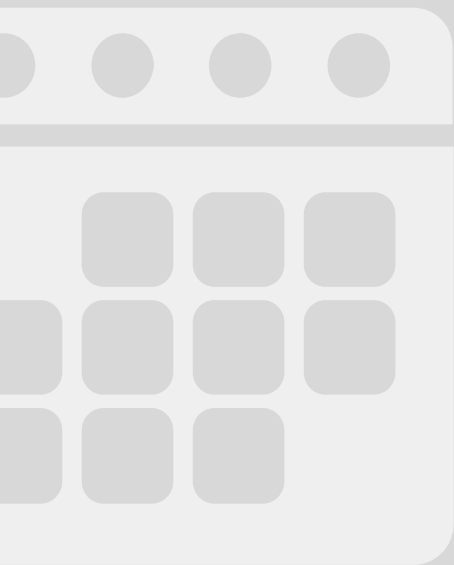
Tutorials

Obligatory practical lessons for smaller groups of people. They focus on more detailed aspects of the subject. During these classes, tutors will help you use the theoretical knowledge obtained during the lecture in practice to solve problems and guide your work. During these classes, you may ask professors about the things you did not understand well enough during lectures.

During tutorials, there may be one or more tests during the semester to check your knowledge.

Seminars

Classes where students discuss ideas together with the lecturers, rather than just listen to them. The topics for discussion are often related to the final dissertation that you are about to prepare for your Bachelor's or Master's degree work.



Timetables of classes

Timetable of classes is distributed in a different way at each Faculty. Some Faculties publish timetables on their websites (please note that Faculties have their own websites, separate from the main WUT website), some send them to new students by e-mail, some publish them in the corridors of their buildings. The best way to inquire about the way you can find your timetable is to visit the Dean's office of your Faculty or contact your Coordinator at the Faculty.

Language registration

Registration for foreign languages is mandatory and takes place via the USOS platform. The deadline for registration along with the offer of classes is available on the website of SJO (Foreign Language Centre):

www.sjo.pw.edu.pl/studies-in-english/information-for-students/registration-for-language-courses/

In the offer, we look for the classes we are interested in in the “Registration for” tab.

When choosing a language, please pay attention to the day of the week and the time of classes. After making a decision, you should memorize the USOS code.

Registration in USOS: Student section → registrations → registration for courses → preferred language and level → green cart on the right side of table at the chosen course

With the USOS code (from the SJO website), you can find your preferred COURSES faster in the table.

Physical Education registration

Registration for PE is mandatory and takes place via the USOS platform. The deadline for registration along with the offer of classes is available on the SWFIS (Centre for Physical Education and Sport) website: www.swfis.pw.edu.pl/Physical-education-classes

After entering the website, please download a PDF file with the offer for the current semester.

The website also contains translations of sports abbreviations included in the class offer, files useful when changing the group after the end of registration and other important information.

You can contact PE teachers using the e-mail from the tab: Nauczyciele (www.swfis.pw.edu.pl/Nauczyciele).

If you have any questions, please use the following e-mail: katarzyna.dzioban@pw.edu.pl

Registration in USOS: Student section → registrations → registration for courses → preferred PE → green cart on the right side of table at the chosen course.

For Bachelor students – recognition of high school certificate

High school certificates issued by some countries have to be additionally recognised by Warsaw Education Office. Please check whether your certificate has to get this recognition and what documents you need: www.kuratorium.waw.pl/en/nostrification-of-certi/8177,Recognition-of-certificates-or-the-level-of-education-or-rights-to-continue-educ.html

Academic Calendar

The Academic Year at Polish universities always begins in October. It consists of two semesters (winter and summer) and holiday breaks. Each of the semesters lasts around 15 weeks during which the courses and classes are conducted.

eng.pw.edu.pl/Academics/Academic-Calendar

Examination periods

During the academic year, there are examination periods after each semester. There are no classes during the examination period – there are only final exams and tests. Passing the exams is necessary to move on to the next semester of studies.

These periods are 2 to 3 weeks long. Before the examination periods begin, lecturers announce exact dates and places of the exams so that you have time to prepare.

An additional examination period called “Autumn examination period” is only for retakes. So, if you pass all the exams in the semester examination periods, then you do not have to be present at the university during the Autumn examination period. If you fail the semester examination periods, then you have to be present at WUT in October to take the retake exams.

You can check the dates of the Examination period in the Academic Calendar above.

Student Card and student number

Each student who arrives at WUT, registers and starts studies will receive a plastic **Student Card at the Dean's Office of the Faculty**. A Student Card is green, includes the name of WUT, your data and photo, and it proves that you are officially a student in Poland. The backside of the card has a place for tiny stickers that mark the card's validity. The stickers will be given to you at the beginning of each semester by the Dean's Office of your Faculty.

The Student Card will also include your student number (in Polish: "numer albumu") consisting of 6 digits. You should memorize this number as it will be the main way to identify you in almost all WUT databases.

This card is used at the university as your library card and in other situations, so you should always have it.

The Student Card entitles to discounts on some of the public services in Poland, for example, on public transport:

- **Public transport in Warsaw ("ZTM")**
50% discount on all buses, trams and metro;
- **Trains ("PKP")**
51% discount for most of the tickets if you are less than 26 years old;
- **Public bus companies ("PKS")**
37% discount on most of the tickets if you are less than 26 years old.

To be able to use the discounts on transport or other services, you need to always carry the Student Card with you.



Platforms and registration

USOS

USOS is a system used by almost the entire university (except for the Faculty of Electrical Engineering). The system allows students to complete many tasks and obtain useful information about their studies via the Internet.

You will receive the information needed to log in from your Dean's Office (Faculty). If you have any questions, feel free to contact your Dean's Office.

Here is the link to the USOS system interface:

usosweb.usos.pw.edu.pl

Useful features:

1. Schedule for the current week (after entering the schedule, you can choose any subject and see information related to it).
2. Information about the subjects (teachers, regulations, etc.).
3. Searching for people (e.g. teachers and their timetable).
4. Searching for units (WUT units, e.g. departments, libraries, offices).
5. Searching for studies (information about the fields of study, individual degrees and the curriculum).
6. Registration (registration for classes, PE, foreign language classes and exams).
7. Final grades and all other results.
8. Information about the results of the studies (conditions for passing individual semesters collected in one place).
9. Applications (official letters to the WUT administration (e.g. for special leave)).
10. Surveys (evaluation of classes conducted by teachers at the end of the semester).
11. ACCOUNTING (information about accounts and payments related to studying: university and dormitory).

LeOn

It is a university-wide platform for remote learning. If necessary, tests are carried out on computers through it.

Login: USOS account → my USOSWEB → my Leon → Login (data as in USOS)

In the My Courses tab, you can see the groups you are assigned to (assigned by the teachers).

In the course, you can see materials from classes and grades from individual activities.

Office 365

The platform allows you to use all Microsoft Office tools and get access to e-mail and university disk, as well as the Azure Microsoft platform containing many useful programs.

When logging in for the first time, you should use a password reset via the USOS platform.

STUDENT'S SECTION → OFFICE365 → password reset → login (password generated in USOS)

Azure Microsoft

The platform allows you to download programs useful (or necessary) for studying at the university provided by Microsoft:

<https://azure.microsoft.com/en-gb/free/students>

Link above → login (data as for OFFICE365)

Psychological support

Our students' well-being is very important to us. To ensure that you get all kind of necessary support during studies at Warsaw University of Technology, we offer a free psychological assistance programme for all students. Our psychologist offers supporting, motivating and therapeutic conversations in Polish or in English, provides psychological support focusing on human development, assists students in crisis situations and provides further information on other possibilities of getting specialist assistance if necessary.

More information is available at:
www.bisou.pw.edu.pl/bisou_en/Sekcja-Psychologow

Scholarships

At WUT you can apply for social scholarship, scholarship for persons with disability, Rector's scholarship and relief. Details can be found in Regulations for benefits for students: www.bss.pw.edu.pl/Stypendia/Stypendia-z-Funduszu-Stypendialnego. If you have any questions regarding this topic please don't hesitate to contact specialists in social and living matters of students from your Faculty. You can also contact members of the Students' Union at stypendia@samorzad.pw.edu.pl



Student life and activities



Student Organizations and science groups

WUT has many student associations. They are involved in the organization of many cultural, sport, tourist and scientific events. It is through work of many students that some important events have been taking place at WUT for over 40 years.

There are also around 100 student scientific groups which gather people with similar interests and way of thinking, who strive to discover, build or invent something new for technology. They work at the University but also participate in national and international competitions and projects.

Joining scientific groups and associations formed mostly by Polish students may seem harsh at the beginning due to the language barrier – even though WUT has many international students, Polish is still the first language for most communication outside the lecture hall. However, don't get discouraged. Most of Polish students have a good command of English and once they get to know you better and see you as an active and enthusiastic student, they will be surely glad to welcome you in their science projects, groups and initiatives. Be open and don't be shy to talk to them and ask if you can join!

WUT has also some organizations that are dedicated especially for international students, where English is the main language. Below, check out the most important and largest WUT student organizations that may help you during your WUT experience or simply enrich your stay in Poland.

Students' Union – SSPW

The Students' Union contributes to a significant extent to the internationalization and international cooperation at WUT. The main role in this activity is played by a special team who is in charge of international affairs – the International Matters Committee of the Students' Union. The Committee represents Polish and foreign students before the University authorities and is responsible for expenditures on international cooperation of student organizations. They collect and share information on international scholarships, internships and educational programmes for students. The International Matters Committee is a link between the University and all students. Some of the flagship projects of this Committee include: the organization of student exchanges with Dusseldorf and Kiev, the organization of Students Mobility Fairs, activities during ATHENS exchange week, a series of cultural events “Feel the World” and many more. The Students' Union and the International Matters.

The Committee also gathers several other student organizations at WUT which are related to international cooperation.

Join WUT's International Community
Facebook group:

www.facebook.com/groups/478997260167596/

Another unit of the Students' Union is also responsible for the distribution of places in WUT dormitories.

How to reach Students' Union?

www.sspw.pl/
kwm@samorzad.pw.edu.pl
room 165 in the Main Building

ESN – Erasmus Student Network

The Erasmus Student Network (ESN) is a Europe-wide student organization. Its aim is to help exchange students abroad and to integrate locals and foreigners. Its members do their best to help Erasmus and other international students to get used to a new place. Their motto is “Students helping students”. Almost all universities in Europe that participate in Erasmus programme have their own section of the global ESN.

WUT section of ESN is called “ESN PW”.

Its members organize different kinds of events for international students at WUT, including: trips, parties, cultural, sport & social activities.

Among their projects you can find:

- **Creative** – focuses on the cultural side of Warsaw's life. This project includes events such as: visiting museums, jam sessions, jazz musical evenings, movie nights, sightseeing of the Old Town or Praga district, city games.
- **Sport** – a project that promotes physical activity and a healthy lifestyle. In the framework of this project various types of sports events are organized, such as: volleyball, basketball, football, swimming, bubble football, trampoline jumping, skateboarding, ice-skating. One of the major sports events for Erasmus students is ESNOLYMPICS – annual sport championships for exchange students from all over Poland.
- **Bounce** – oriented to one of the most important parts of the Erasmus exchange – parties. They always offer you the highest level of entertainment – the best clubs, thrilling DJ sets and extra attractions that won't let you get bored until dawn. At the beginning of each semester, they organize the Orientation Week – a week full of parties at night and other activities during the day.

- **Travel** – a project that focuses on travelling all around Poland and nearby countries. Depending on the semester, destinations may include: Krakow, Polish mountains, Prague, Budapest, Vilnius, Riga, Tallinn and more.
- **Tandem** – a method of language learning based on mutual language exchange between tandem partners (ideally, the discussions should be held between a student who is a native speaker of a given language and a student who wants to learn this foreign language). The idea is to improve your language skills while making friends with someone from the language and culture you wish to learn.
- **ESNcard** – a membership card which gives you many benefits like discounts in cinemas, pubs, clubs, restaurants, fitness clubs as well as discounts on taxi services and of course parties and events organized by ESN. To find out more about the project and check the discounts all around Europe go to: esncard.org.
- **ESNband** – a project connecting people filled with passion for music: instrumentalists, vocalists and everyone making music in every other way. Its main purposes are playing together, jam sessions, practicing and obviously meeting new people.
- **SocialErasmus** – a project that gives you not only the opportunity to get to know a whole new culture, but it also enables you to do something for others in a form of volunteering. You can join multicultural information meetings in kindergartens, primary and secondary schools, as well as ecological and cultural events (such as Erasmus Forest) and charity actions (International Santa Claus).
- **ExchangeAbility** – a project that makes ESN accessible for students with disabilities and helps to remove obstacles to participation in international student exchanges.
- **Discover Europe** – a pan-European contest enabling its participants to establish international relations, break stereotypes and present their point of view on variety of topics.

How to reach ESN?

E-mail	buddy.pw@esn.pl or pw@esn.pl
Address	Dormitory „Riviera” at Waryńskiego street no. 12 Room A104
Office Hours	Mondays and Wednesdays, 5-7 pm
Social Media	https://linktr.ee/esn_pw
FB groups	Erasmus in Warsaw (ESN official group): www.facebook.com/groups/erasmusinwarsaw/?ref=share WUT’s International Community: www.facebook.com/groups/478997260167596/

ENHANCE alliance



Warsaw University of Technology is a member of the ENHANCE Alliance. It consists of 10 European technical universities: the Technical University of Berlin, Warsaw University of Technology, RWTH in Aachen, Chalmers University of Technology in Gothenburg, the Norwegian University of Science and Technology in Trondheim, the Polytechnic University of Milan, the Polytechnic University of Valencia, Delft University of Technology, ETH Zurich and Gdańsk University of Technology.

The purpose of the members of ENHANCE is to achieve the status of high-class research units, introduce innovative educational methods on a wide scale, make the offer more flexible for students, PhD students, academic and administrative staff, and reduce bureaucratic barriers.

Students of universities belonging to the ENHANCE Alliance will be able to take advantage of online courses prepared by partner universities, learn foreign languages with other students in language tandems, create international project groups cooperating online, as well as participate in workshops and summer schools.

More info may be found at: www.enhanceuniversity.eu



Poland

General information

Every year, millions of foreigners visit Poland, attracted by its history, nature and hospitality of Poles. The country has over 38 million citizens. Marked by its tragic history, it is a homeland of heroes and famous people like John Paul II and Nicolaus Copernicus. About 30% of Poland's territory is covered by forests. It is known for its beautiful lakes (has 9,300 of them) and Baltic gold – amber.

The majority of inhabitants of Poland are Polish, with small groups of Ukrainians, Belarussians, Germans, Slovaks and Lithuanians. The capital of Poland is Warsaw with approximately 1,700,000 inhabitants. Poland is divided into 16 provinces (voivodships), each with its own self-government. Warsaw is located in Mazowieckie voivodship.

Poland is a member of the most important international organizations, such as: the United Nations, NATO or the Council of Europe. Since 2004, it has been a member of the European Union.

Polish is a Slavic language, and it is not the easiest one, but English is the most popular foreign language in Poland, so you should not have big problems to communicate especially in larger cities.

Dialing code for Polish phone numbers: **+48**.

Time zone

Poland is in the Europe Central time zone (GMT +1) and uses a 24-hour clock. You can often hear the term 8 pm, but the official version is 20:00.

There is a change of time twice a year in Poland (like in other European countries):

- on the last weekend of March, clocks switch from winter to summer time and move forward one hour;
- on the last weekend of October, clocks switch to daylight, saving time for winter, and move back one hour.



Weather

The climate of Poland is mostly temperate: oceanic in the north and west, it becomes gradually warmer and continental towards the south and east. Summers (May–August) are generally warm, with some rain and temperatures varying between 18 °C and 30 °C. Autumns (October–November) are usually around 10 °C and rainy. Winters (November–March) are cold and snowy, with average temperatures around 0 °C but possibly going down to even -20°C.

Be prepared for frequent changes in weather conditions, especially in autumn and spring. From rain, winds and snowstorms to sunny and dry – Poland has it all and it is very difficult to forecast the weather.

We generally recommend taking variety of clothes, including many warm clothes, especially if you are coming from a hot climate country: waterproof and windproof winter jacket, warm waterproof boots, scarfs, earmuffs, thick socks, gloves, beanie. If you don't have them – don't worry, you will be able to buy it in Warsaw as well. Just make sure that when you come in October, you bring more than just your flip-flops and one sweater!

Currency

The currency in Poland is the Polish Zloty (PLN). PLN 1 = 100 groszy. Coins circulate in the following denominations: PLN 1, 2 and 5 as well as 1 grosz, 2 grosze and 5, 10, 20 and 50 groszy; banknotes are in the following denominations: PLN 10, 20, 50, 100, 200 and 500.

You can exchange your money in an exchange office called KANTOR. Credit cards like VISA, MASTER CARD are widely accepted in the majority of shops and markets. Using these cards, you can also withdraw some cash from a cash dispenser called BANKOMAT.

Current exchange rates of the National Bank of Poland may be found at: www.nbp.pl

Prices in Poland

Please consult NAWA guide for prices in Poland and the cost of living for students: www.study.gov.pl/cost-living-poland

Public holidays

Workdays in Poland are from Monday to Friday – this is when all offices and establishments (and the university as well) are open. Saturdays are when most offices are closed, but other places like shops, shopping malls, entertainment spots like bars, restaurants, cinemas, gyms etc. are open. On Sundays, the majority of shopping malls and shops are closed. Below, you can see the list of public holidays in Poland. These days the university and most of other establishments and shops are closed.

New Year	1 January
Epiphany	6 January
Easter Sunday and Monday	dates vary each year (in 2025 – 20 and 21 April)
Labour Day	1 May
Constitution Day	3 May
Corpus Christi	date varies each year, usually it is in May or June (in 2025 - 19 June)
Assumption Day	15 August
All Saints' Day	1 November
Independence Day	11 November
Christmas	25 and 26 December

Safety and most important laws

Poland is a safe country. However, there is a risk of crime like anywhere in the world, so keep the following in mind:

- Avoid going out alone at night and keep away from deserted places.
- As for Warsaw, the district called “Praga” (on the east side of the Vistula river) is commonly considered to be less safe than other parts – if you decide to go there, it would be better to be accompanied by a local person and avoid entering smaller streets, especially at night.
- Attempts for pick-pocketing may happen on public transport, especially in the city centre, so keep your handbag close in buses and when walking in the street.
- Never leave your bag unattended.
- If you witness any trouble on WUT campus, inform University Guards: **+48 22 234 6666**.
- Smoking – it is prohibited at public transport stops as well as clubs, pubs and restaurants unless they have separate room for smokers. Non-compliance with this prohibition may result in a penalty.
- Alcohol – it is prohibited to drink alcohol in public places (parks, squares, streets, etc.), with the exception of permitted areas such as gardens and patios in restaurants and pubs. Non-compliance with this prohibition may result in a penalty.

If you are involved in any kind of trouble or become an eyewitness of a violent act or crime, call the police immediately (**emergency hotline: 112**).

Emergency numbers

112 general emergency number for all emergency issues

997 Police

998 Fire department

999 Ambulance



Warsaw



General information

Warsaw is the capital of Poland and its biggest city. The city was a witness of wars and the Warsaw Rising during the II World War (in 1944), during which it was almost completely destroyed. Rebuilt after the war, it has kept its historical atmosphere in the Old Town (which is included in the World Heritage List by UNESCO). Nowadays, Warsaw is Poland's business centre with headquarters of many international companies.

The city is divided into 18 districts. WUT Main Campus is located in the most central district called "Śródmieście", where you can see the majority of capital's important places. The Southern Campus of WUT is located in the "Mokotów" district.

Accommodation

International Students can apply for a place in WUT dormitories or arrange accommodation on their own outside of the campus (for example rent a shared flat). Renting a room or a flat is more expensive, but you get better conditions, and it feels more comfortable. Monthly rent for a single room in a shared flat is about PLN 1500-1800, often the landlords also ask for an additional deposit.

For detailed information about websites where you can find the offer of private accommodation, you can check A Student's Guide in Poland prepared by the Students' Parliament of the Republic of Poland (PSRP), the Foundation for the Development of the Education System (FRSE) and the Erasmus Students Network Poland (ESN Poland): www.psrp.org.pl/wp-content/uploads/2020/09/Students-Guide-in-Poland.pdf

Helpful things in dormitory

To help you make the transition to the dormitory as smooth as possible, we've compiled a list of essential items that will make your dorm life more comfortable and enjoyable. Below, you'll find a selection of useful things that are worth bringing with you. Happy packing and enjoy your time in the dorm!

- Kitchenware and utensils (e.g., cutlery, plates, bowls, mugs, frying pan, kettle);
- Bath towels;
- RJ45 cable (internet is often wired);
- Socket adapter;
- Coins for washing machines.

Shopping and food

The most popular shopping malls are:

- **“Złote Tarasy”** (Złota 59) – just behind the Central Railway Station
- **“Arkadia”** (Aleja Jana Pawła II 82)
- **“Blue City”** (Aleje Jerozolimskie 179)
- **“Galeria Mokotów”** (Wołoska 12)

Apart from big chain supermarkets, you can also find local small shops, convenience stores where you can collect a parcel or buy a coffee or a snack, grocery stores and bakeries. This is a good option, especially for buying simple day-to-day products. You can also do shopping online and collect your purchases from special parcel lockers [in Polish: “paczkomaty”].

Public transport

In Warsaw, the public company that owns the city transport network is called ZTM. You can take buses, trams or subway (“metro”). There are two zones: zone 1 which comprises most of the city and zone 2 which includes suburbs. Tickets for Zone 2 are more expensive. There are day buses and night buses – tickets for both types are the same price.

Tickets are sold in automatic machines that can be found on the streets, at bus stops and metro stations or inside the buses or trams. Some of the machines accept payments by card only, some by cash only, some by both. Bus drivers do not sell tickets! You need to buy a ticket before entering the bus (or immediately after entering it if there is a ticket machine in the bus) and validate it inside the bus in a yellow validator right after you get in (some tickets bought in automatic machines inside buses may be already validated). There are also mobile apps where you can buy transport tickets. The most common types of short term and single ZTM tickets are:

- Short-term tickets for 20 minutes for all means of transport for zones 1 and 2 costs PLN 3.40 (with Student Card 50% discount – PLN 1.70).
- Single-fare transfer ticket for 75 minutes for all means of transport for zone 1 costs PLN 4.40 (PLN 2.20 with Student Card discount) and for zone 1 and 2 – PLN 7.00 (PLN 3.50 with Student Card discount).
- Unlimited one-day ticket costs PLN 15 (PLN 7.50 with Student Card discount). It is valid for 24 hours from the moment of first validation.
- The most convenient tickets for students and residents of Warsaw are long-term tickets: ZTM city card for 1 or 3 months:
- 30-day ticket costs PLN 110 (with Student Card discount – PLN 55),
- 90-day ticket costs PLN 280 (with Student Card discount – PLN 140).

Both of them allow you to travel all day lines and night lines in zone 1. City cards cannot be purchased at the machines. You can arrange them in two ways:

- You can order them in ZTM Passenger Service Centres – you will get a plastic magnetic card with your name and then you can charge the long-term tickets on the card in the machines. The closest ZTM Passenger Service Centre is located at “Politechnika” metro station.
- You can also charge long-term tickets directly on your plastic green Student Cards of WUT!

Remember that to be entitled to use the tickets with Student Card discount you need to carry Student Card with you. You cannot use discounted tickets if you do not hold the Student Card yet (for example on the way from the airport to your dorm when you arrive). If you travel without a valid ticket or with a discounted ticket but without a Student Card, you can be given a fine of PLN 266.



Survival Polish Glossary

We really believe that you will be fine with just English but just in case you want to feel more secure, you can find here some of the Polish words and names you will probably encounter on your way.

You can also find useful the online WUT glossary at: glossary.pw.edu.pl

Warsaw University of Technology	Politechnika Warszawska
student card	legitymacja studencka
Dean's Office / Student office	dziekanat
dean	dziekan
Main Building of WUT	Gmach Główny PW
faculty	wydział
dormitory	akademik / dom studencki
examination period	sesja
room / office	pokój
opening hours	godziny otwarcia
student	student
library	biblioteka
canteen	stołówka
bus	autobus
tram	tramwaj
ticket	bilet
public transport monthly card	karta miejska
airport	lotnisko
Central Railway Station	Dworzec Centralny
City center	Centrum
Good morning / Good afternoon	Dzień dobry
Goodbye	Do widzenia
Thank you	Dziękuję
Please	Proszę
Excuse me	Przepraszam
Sorry, I don't speak Polish.	Przepraszam, nie mówię po polsku.
I don't understand.	Nie rozumiem.
Do you speak English?	Czy mówisz po angielsku? (informal – to a peer); Czy mówi Pani po angielsku? (formal – to a woman); Czy mówi Pan po angielsku? (formal – to a man)

Protips

- Remember about integration meetings at the beginning of your 1st year.
- Medical leaves should be sent directly to the academic teacher of the given class.
- Attend first lectures to know the requirements for passing the course.
- Create a Facebook account – it is the most frequently used social media in Poland → Having Facebook is also useful in Poland, WUT and every organization that's part of it has a website, you can find groups and events related to WUT as well as for students in general
- Read e-mails on your Outlook account.
- Always keep an eye on application deadlines.
- Do not be late on tutorials – it is kind of a part of Polish cultural habit.
- Remember about appropriate academic titles when you are talking/writing to academic teachers.
- Most of the teachers have their office hours. During this time, you can consult for example misunderstanding of the topics/tests.

Helpful Websites

- WUT's websites for students (IRK, USoS, LeON, Main Site, Faculty's Site)
- Public transit tickets (works for buses, trams, subway, SKM trains):
<https://www.mobilet.pl/>
<https://www.mpay.pl/>
<https://www.skycash.com/>
<https://jakdojade.pl/onboarding>
<https://zbiletem.pl/>
<https://www.gopay24.eu/gopayapp>
- A lot of stores have their apps where you can get some discounts, it's worth checking out.



**Centre for International
Cooperation**

Warsaw University of Technology



**International
Students Office**

Warsaw University of Technology



**See you
soon!**