



WYŻSZA SZKOŁA EKOLOGII I ZARZĄDZANIA

ERASMUS+ at the University of Ecology and Management in Warsaw

Erasmus students' guide



**Funded by
the European Union**



WELCOME!

We are really happy to welcome you at the University of Ecology and Management in Warsaw (UEM). We hope that your Erasmus+ mobility in Warsaw will be fruitful and memorable.

This guide will help you get to know the University, application process, accommodation, etc.

Here you will find answers to most of your questions. If not, do not hesitate to contact us.

We are looking forward to meeting you in Warsaw!

The UEM Erasmus Team

ABOUT UEM

The University of Ecology and Management in Warsaw was established in 1995. It is one of the most renowned private technical-artistic universities in Poland. It meets both the Polish and the European teaching standards due to the highly certified didactic and scientific staff and extensive technological base.

It offers over 11 fields of study and in order to promote an international exchange the University has signed over 20 cooperation agreements with EU and non-EU countries.



GENERAL INFO

ERASMUS CODE: PL WARSZAW41

POSTAL ADDRESS: UNIVERSITY OF ECOLOGY AND
MANAGEMENT IN WARSAW
12 OLSZEWSKA STR.
00-792 WARSAW, POLAND

ERASMUS OFFICE: 12 OLSZEWSKA STR.
FIRST FLOOR
ROOM NO 13

APPLICATION DEADLINES:

WINTER SEMESTER/WHOLE YEAR: 1st JUNE
SUMMER SEMESTER: 1st DECEMBER

ACADEMIC CALENDAR:

WINTER SEMESTER: October - mid-February
SUMMER SEMESTER: mid-February - June

GRADING SYSTEM:

UEM SCALE	ECTS SCALE
5 BARDZO DOBRY	A EXCELLENT
4,5 DOBRY PLUS	B VERY GOOD
4 DOBRY	C GOOD
3,5 DOSTATECZNY PLUS	D SATISFACTORY
3 DOSTATECZNY	E SUFFICIENT
2 NIEDOSTATECZNY	F FAIL

FACULTY OF ARCHITECTURE:

12 OLSZEWSKA STR.
1ST FLOOR,
ROOM NO 13, 14

**FACULTY OF ENGINEERING
AND MANAGEMENT:**

12 OLSZEWSKA STR.
2ND FLOOR
ROOM NO 24, 25

DEAN'S OFFICES:

Monday 11:00 a.m. – 5:00 p.m.
Tuesday 10:00 a.m. – 4:00 p.m.
Wednesday closed
Thursday 10:00 a.m. – 4:00 p.m.
Friday 8:00 a.m. – 3:00 p.m.
Saturday 8:00 a.m. – 4:00 p.m.
Sunday closed



UNIVERSITY BUILDINGS



MAIN BUILDING,
12 OLSZEWSKA STR.



DIDACTIC BUILDING,
16 REJTANA STR.



DIDACTIC BUILDING,
128 GRÓJECKA STR.



DIDACTIC BUILDING,
14 WAWELSKA STR.



NATURE AND LANDSCAPE
PROTECTION STATION
KLAUDYN-LASKI/NEAR WARSAW



LIBRARY AND READING ROOM

The UEM's library gathers volumes related to the UEM's fields of study.

All students have an access to the library and the reading room using a Student ID.

ADDRESS: 12 REJTANA STR.
1ST FLOOR
ROOM NO 17

PHONE: +48 22 849 60 03

E-MAIL: biblioteka@wseiz.pl

BEFORE ARRIVAL



Every applicant has to be a university student with which the UEM has an Erasmus+ bilateral agreement signed for a given field of study.

APPLICATION PROCESS

- home university sends your nomination and you receive a welcome message;
- fill in an application form in **WSEiZ Erasmus Enrolment System**
- print a form from the system, get the signatures, and upload it into the system;
- wait for the Letter of Acceptance;
- choose courses and prepare Online Learning Agreement;
- send a European Health Insurance Card (if applicable) and insurance policy;
- book your accommodation and tickets;
- pack your suitcase and come to Warsaw!

COURSES CATALOGUE



All courses, including their descriptions, available for Erasmus+ students in a given academic year are published on the University's website.

INSURANCE

Before arrival, all incoming students have to send the scans of their insurance. Obligatory insurance coverage: health insurance, insurance against accidents and liability insurance. The insurance must cover also the costs of a body's transportation to a home country in case of death. **EU citizens should have a European Health Insurance Card in order to be able to use medical services in Poland.**

VISA

Students from non-EU countries will need a visa to enter Poland. You will find all necessary information concerning visa application on the Polish embassy's website in your home country.

Student apply independently for a visa! If you need a Letter of Acceptance to apply for it, contact the Erasmus Team.

Please mind that it may take a long time to get a visa and application procedure might also differ depending on the embassy. We recommend that you apply for a visa approx. two months in advance.

General information about visa requirements can be found here.

Should you have any questions or doubts do not hesitate to contact the UEM Erasmus Team: erasmus@wseiz.pl



ACCOMMODATION

Every incoming student can book a place at one of the University dormitories. **If you are interested in booking a place in a student dorm, you have to select an option in the application form, contact the Erasmus Team and pay a deposit.**

The standard of room varies, the number of places is limited. Thus, the allocation is based on a “first come, first served” basis.

WIŚNIOWA DORMITORY - double rooms available FOR WOMEN

It is located in the district Old Mokotów, 5 minutes' walk from the University.

Rooms are equipped with beds, wardrobes, desks and lamps. There is a fully equipped kitchen with an electric cooker, an oven, a dishwasher, a refrigerator, an electric kettle, a kitchen hood, pots, pans, dishes, cutlery, and a washing machine.

There are a bathroom with a shower cabin, a toilet and a hall with a big double wardrobe.

There are: an iron, an ironing board, a hairdryer, a clothes dryer.

Unlimited free Wi-Fi connection.

**Monthly rent: 1220
PLN (265 €) -
including bills**



DĄBROWSKIEGO DORMITORY - single and double rooms available FOR MEN

It is located in the district Old Mokotów, 10 minutes' walk from the University or 2 tram stops.

Rooms are equipped with beds, wardrobes, desks and lamps. There is a fully equipped kitchen with an electric cooker, an oven, a dishwasher, a refrigerator, an electric kettle, a kitchen hood, pots, pans, dishes, and cutlery.

There are 2 bathrooms (one with a bath and a washing machine and one with a shower cabin) and a hall with a big double wardrobe and a sofa.

There are: an iron, an ironing board, a hairdryer, a clothes dryer.

Unlimited free Wi-Fi connection.

**Monthly rent: ranges from
1060 PLN (230 €) to 1350
PLN (293 €) - including bills**





The deposit of 1350 PLN (293 €) refers to the reservation of a place in the dormitory. It will be refunded at the end of the mobility in case there is no damage or violation of the agreement/dormitory regulations.

Once, the transfer of deposit is done, the payment confirmation should be sent to the Erasmus Team. Then, you will receive an email with a booking confirmation.

At the beginning of your arrival an agreement for renting a place in the Student House of UEM will be signed. While signing it in the Erasmus Office, you have to provide the payment confirmation (payment for the first month, not a deposit payment!).

Monthly fee rent shall be paid in advance by the end of each previous month for the following month. **Cash payments are not an option!**

Tenants must follow dormitory regulations.

Tenants are obliged to have own sheet and linen for a pillow and a duvet!

Payments should be made by bank transfer to the University's bank account for making accommodation payments:

PAYMENTS IN EURO

Account holder: Wyższa Szkoła Ekologii i
Zarządzania w Warszawie
12 Olszewska Street
00-792 Warszawa

Bank name: BANK PKO BP S.A.

Bank address: 15 Puławska Street
02-515 Warsaw

SWIFT: BPKOPLPW

IBAN: PL33 1020 1026 0000 1202 0252 3694

PAYMENTS IN PLN

Account holder: Wyższa Szkoła Ekologii i
Zarządzania w Warszawie
12 Olszewska Street
00-792 Warszawa

Bank name: City Handlowy

Bank address: 16 Senatorska Street
00-923 Warsaw

SWIFT: CITIPLPX

IBAN: PL43 1030 1508 0000 0008 0061 1008

BUDDY

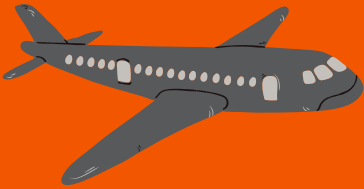
Every Erasmus+ student will get a Buddy, who is a student of the UEM. The person helps with daily issues related to the mobility.

The Buddy will:

- contact you before arrival;
- pick you from the airport (if needed);
- assist with accommodation (if needed);
- assist with paper work at the university (if needed);
- show you around the university and city;
- answer your questions;
- become your local friend;)



TRANSPORT



There are several options to come to Warsaw. Choose the most suitable for you.

PLANE:

If you decide to travel by plane, you should choose one of the following airports:

- Warsaw Okęcie
- Warsaw Modlin

In order to get to Warsaw from one of these airports, you will have to take a bus, train or taxi.

TRAIN:

There are three main railway stations in Warsaw:

- Warsaw Central Station;
- Warsaw East Station;
- Warsaw West Station.



Other railway stations in Poland:

- Cracow (Kraków Główny);
- Wrocław (Wrocław Główny);
- Gdansk (Gdańsk Główny) and others.

Further information and timetables are available [here](#).



BUS:

There is also a good network of buses to Warsaw, depending on the country you come from.

More information you can find on:

- [E-podróżnik](#)
- [Flixbus](#)

CAR:

You can also come to Warsaw by car ;)





Source: <https://erasmusapp.eu/>

ERASMUS+ APP

While staying abroad, make use of the **Erasmus+ App** which guides Erasmus+ participants. It was developed by the European Commission and the European University Foundation.

Check out all the features that are specifically built to facilitate your experience!

Further information can be found [here](#).



CHECKLIST

- ✓ You received a **WELCOME MESSAGE**
- ✓ You sent an **APPLICATION FORM** (signed by you and your university)
- ✓ You received a **LETTER OF ACCEPTANCE**
- ✓ You prepared and sent **ONLINE LEARNING AGREEMENT** (based on a course catalogue)
- ✓ You sent a copy of an **INSURANCE**
- ✓ You booked **ACCOMMODATION**
- ✓ You paid a **DEPOSIT** and received a booking confirmation (in case you want to live in a dormitory)
- ✓ You applied for a **VISA** (if needed)
- ✓ You made contact with your **BUDDY**
- ✓ You downloaded and use the **ERASMUS+ APP**
- ✓ You wrote details of your arrival to the Erasmus Team and your Buddy
- ✓ You received information about the **WELCOME MEETING**

AFTER ARRIVAL



If you know when you are going to come to Warsaw, write details of your arrival to the Erasmus Team and your Buddy.

After your arrival to Warsaw:

- come to the Erasmus Office (12 Olszewska Str. room no 13) to confirm your arrival;
- sign an agreement for renting a place in the Student House of UEM (**while signing it in the Erasmus Office, you must provide the payment confirmation** (payment for the first month, not a deposit payment!));
- pay for the first month of your stay (in case you booked a place in the university dormitory);
- get Student ID;
- take part in the Welcome Meeting;
- start your Erasmus experience!



STUDENT ID

In order to receive a student ID you should bring 1 **passport-style photograph, in colour, undamaged, with good focus, size 45x35 mm** to the Erasmus Office.

This Student ID will allow you to use UEM's Library and Reading room. In addition, it provides you with discounts in public transport, restaurants, bars, cinemas, theatres, as well as sport and leisure facilities.

You will have to pay **22 PLN** for the Student ID card. The payment should be made by bank transfer to the University's bank account:

Account holder: Wyższa Szkoła Ekologii i Zarządzania w Warszawie
12 Olszewska Street
00-792 Warszawa

Bank name: City Handlowy

Bank address: 16 Senatorska Street
00-923 Warsaw

SWIFT: CITIPLPX

IBAN: PL43 1030 1508 0000 0008 0061 1008

WELCOME MEETING!



Erasmus+



WELCOME MEETING

**DON'T MISS
IT! :)**

To make the first days in Warsaw easier we would like to invite all Erasmus+ students for the Welcome Meeting.

During the meeting you will:

- meet Erasmus Team, Dean's Offices' crew and other Erasmus+ students;
- be informed about the first classes and schedules;
- be informed about all the important things connected with your stay in Warsaw and the University;
- have a chance to see the campus;
- have a chance to ask questions;
- be ready to start your Erasmus+ experience in Warsaw.

CLASSES

Classes schedules will be sent before the beginning of the academic year to your email.

In case you have any changes to the Learning Agreement you have to send the During the Mobility within 30 days of the beginning of the semester.

Useful links:

E-LEARNIING: WSEIZ.EDU.PL

LOGIN: STUDENT'S ID NUMBER

PASSWORD: birthdate - YYYYMMDD

VIRTUAL UNIVERSITY (grades): WU.WSEIZ.PL

Redirection to Office 365 login page

LOGIN: name.surname@wseiz.edu.pl

PASSWORD: you will receive it from University IT Dept.

If you log in for the first time - please Accept VU access to your Office 365 profile. Then you will be redirected to Virtual University website





FACTS ABOUT POLAND

Official name: the Republic of Poland

Flag: two horizontal stripes of equal width, the upper one white and the lower one red

EMBLEM: white eagle with a golden crown on a red shield

Official language: Polish

Location: Central Europe (borders with Belarus, the Czech Republic, Germany, Lithuania, the Slovak Republic, the Russian Federation, and Ukraine. Its northern border runs along the Baltic Sea coast

Climate: moderate with chilly winters and pleasant, mild summers

Time zone: Central European time zone (GMT + 1 hour/UTC + 1 hour), except for the last Sunday in March and the last Sunday in October

Capital: Warsaw

Major cities: Białystok, Bydgoszcz, Gdańsk, Katowice, Kraków, Lublin, Łódź, Poznań, Szczecin, Wrocław

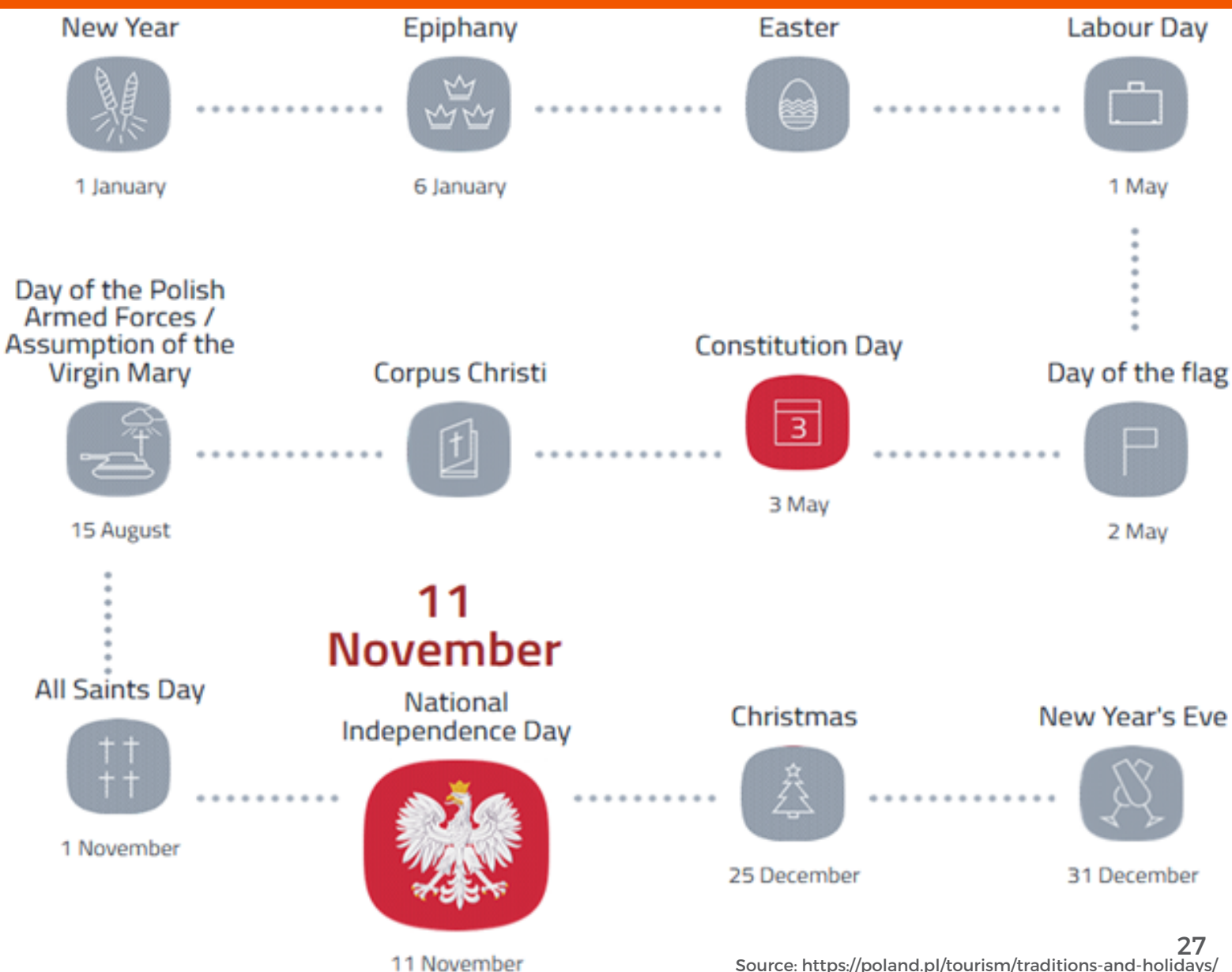
Population: 38 milion (Warsaw population: 1,7 milion)

Currency: 1 zloty (PLN) = 100 groszy

POLISH HOLIDAYS

Days free of classes:

1 January, 6 January,
Easter Sunday, Easter Monday,
1 May, 3 May,
Corpus Christi,
1 November, 11 November,
25-26 December





A LITTLE BIT OF POLISH LANGUAGE

Hi! – Cześć!

Good morning! – Dzień dobry!

Good evening! - Dobry wieczór!

Good bye! – Do widzenia!

Good night! – Dobranoc!

Excuse me. / I'm sorry. - Przepraszam.

Please. – Proszę.

Thank you. - Dziękuję.

I don't understand. - Nie rozumiem.

I don't speak Polish. - Nie mówię po polsku.

How are you? - Jak się masz?/ Co słychać?

How much does it cost? - Ile to kosztuje?

Cheers! / Bless you! - Na zdrowie!

Student ID - Legitymacja

Dean's Office - Dziekanat

yes - tak

no - nie

good - dobrze

bad - źle



ABOUT WARSAW

Warsaw, the capital of Poland, is a dynamically developing city, where you can meet open-minded and friendly people. Warsaw was greatly damaged during the WWII, but after a difficult period of socio-economic changes it has become an inspiring place to live and learn.

In your free time you should discover its beauty...



THE KRASIŃSKI PALACE



THE WARSAW
BARBICAN



THE ROYAL CASTLE

WARSAW NATIONAL
STADIUM AND THE
VISTULA RIVER



COPERNICUS SCIENCE
CENTRE



And there is much more to see ;)

COSTS OF LIVING

MILK
from 0,60 €

RENTING A FLAT
from 200 € to 500 €

BREAD (1 LOAF)
from 1 €

PUBLIC TRANSPORT
12,5 € 30-day ticket/
reduced-fare

LUNCH AT RESTAURANT
from 5 €

FITNESS CLUB
from 20 €
month/reduced-fare

COFFEE IN A CAFE
from 2 €

CINEMA TICKET
from 5 €

BEER IN A PUB
from 1,5 €

MUSEUM TICKET
from 0 €

DANCING CLUB ENTRY
from 0 €





PUBLIC TRANSPORT

Public transport in Warsaw is well organized. There are buses, trams, and the underground.

Further information on tickets and timetables are available [here](#).

While you are in Warsaw we encourage you to use a helpful app called [Jak dojadę](#). It will help you move easily around the city.

You can also use [Warsaw Public Bike](#) - the alternative means of transport, allowing quick navigation through Warsaw. The stations are almost everywhere and it is possible to move around quickly, cheaply or even for free!





BEFORE DEPARTURE

Before coming back home you should:

- pass all your exams (the Transcript of Records will be sent to you and your Coordinator within 5 weeks after the assessment period has finished);
- inform the UEM Erasmus Team about the date of your departure;
- take the LETTER OF CONFIRMATION from the Erasmus Office;

In case you stayed in the dormitory:

- fill in a DEPOSIT DECLARATION;
- pack all your things, clean your room and leave the dormitory premises in the condition as it was at the moment of checking in;
- leave the keys in the Erasmus Office;
- take Erasmus memories with you :)



SAVE THE PLANET

- try to reduce the abuse of paper and follow the digital documentation by using Erasmus Enrolment System, create Online Learning Agreement and use Erasmus+ App;
- recycle rubbish - within the UEM facilities, dormitories, EVERYWHERE!
- use reusable water bottles and eliminate plastic containers - in the UEM's buildings there are water sources of Warsaw tap water;
- come to the classes by bike, there are bicycle racks on the UEM campuses;
- use public transport, Warsaw Public Bike or go for a walk ;)

*SMALL STEPS CAN MAKE A
HUGE DIFFERENCE!*

ERASMUS MEMORIES



Five months in Poland were the most exciting months of my life.
Shqipe from Kosovo



I didn't doubt that Poland was a right choice, not even for a second.
Jana from Serbia



It was a once-in-a-lifetime experience and something which will be hard to forget.
Levon from Armenia



Warsaw became second home for me and I met many international friends there.
Daryna from Ukraine



These 10 months living in Warsaw was an unforgettable and really good experience for me personally and academically.
Paula from Spain

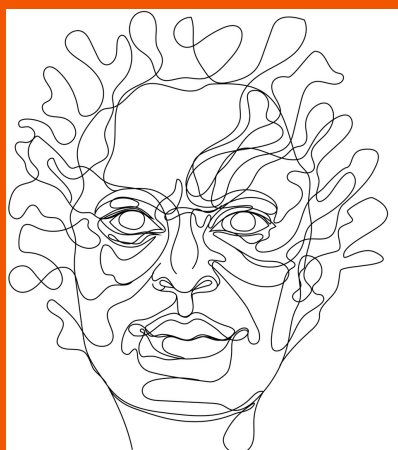


It was a great pleasure being a part of WSEiZ University.
Liridona from Kosovo



UEM is modern. It's independent. It gives knowledge on environmental, urban and economy areas.
Karine from Ukraine

ERASMUS STUDENTS' WORKS



PRZEPRASAM
DZIEKUJE JAK
SIEMASZ DZIEN
DOBRY PROSZE
TAK DOBRANOĆ
NIE MOWIE PO
POLSKU CZESC
DO WIDZENIA P
A ZLOTYS MAR
SZALKOWSKA 58

CONTACT DETAILS

THE UEM ERASMUS TEAM:

**VICE-RECTOR/ INSTITUTIONAL ERASMUS
COORDINATOR:**

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Published in 2020

Last update in November, 2023

Texts by: the UEM Erasmus Team

Design by: the UEM Erasmus Team, www.canva.com

Photos by: the University of Ecology and Management in Warsaw, Karolina Urban, Nataliia Sokolova, private sources of Erasmus+ participants, www.poland.pl, www.erasmusapp.eu, www.canva.com

The publication has been funded with the support from the European Commission under the Erasmus+ Programme. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.