

UITM

25

1996-2021

25 years
University of Information
Technology and Management
in Rzeszów

Content

University governance	1
UITM in numbers	2
About us	3
Academic Centre of Poland	4
UITM activity in the region	5
Infrastructure	6
Start	8
How to understand the schedule?	11
Rzeszow - a city for students	12
Cultural events in Rzeszow	14
Unique students experience	16
Faculties at UITM	18
Organization of the academic year 2021/2022	19
Studies at UITM	20
Student dictionary	21
Student etiquette	22
English courses	23
Important information for international students at UITM	25
International Student Support Office	29
FAQs	30

Dear students, welcome to the UITM academic community!

University governance



Prof. Tadeusz Pomianek
Co-founder
and President of UITM

For many years, our University has been implementing a long-term strategy of sustainable development. The skillful combination of science and teaching carried out at UITM, with business, diversifies our revenue sources. Today, the University's activities non-related to teaching, make up over 50% of the total revenue, which makes UITM unique. Such a large share of revenue results from our employees' intense engagement in science and cooperation with the economy. The University is our joint effort. Each employee, student, graduate, and business partner make an impact on UITM. Our University does not only represent a modern infrastructure, a prestigious institution, awards, honors, and high places in national and global rankings. What makes a difference is our people. Full of passion, commitment, and belief that what they do has a real impact and serves a purpose.



**Ph.D. Wergiliusz
Gołębek**
Rector



Prof. Agata Jurkowska-Gomułka
Ph.D., Assoc. Prof.
Vice-Rector for Science





Andrzej Rozmus
Ph.D., Assoc. Prof.
Vice-Rector for Teaching

25
years
of activity

2  **6000** 
Campuses Students

1600 
International students
from nearly 50 countries

9 out of 10 
Graduates would
recommend UITM
to a friend

50+ 
Agreements under
the Erasmus+ student
exchange program

UITM

in numbers



50 000
Graduates



45
Modern laboratories



500
National and International
Conferences and Seminars



20+
Scientific clubs
and student organizations





UNIVERSITY of INFORMATION
TECHNOLOGY and MANAGEMENT
in Rzeszow, POLAND

ABOUT US

We are a forward-thinking University committed to the transformative power of education, research, development, and support of our students and staff. In addition to educational activities, we run many research projects and organize numerous scientific and industry conferences. We have developed a strong relationship with businesses and local government, what gives us many benefits.

Over the past 25 years, more than 60 thousand people, both from Poland and other countries, have studied here. UITM is home to students and scientists from all over the world. Ambitious goals set out in the University's Strategy for 2020-2024, must cause increasing the amount of international student community up to 45%.

For many years, we have been conducting online classes using professional distance learning and online collaboration tools. Currently, students and teachers can use the Blackboard platform and Cisco Webex. The American Blackboard Learn platform is one of the most extensive educational platforms in the world. Students can reach various learning materials using notebooks and smartphones. Cisco Webex is the leading enterprise service for video conferencing, online meetings, screen share, and webinars. Thanks to these two platforms They can participate in online classes conducted by professors, do projects, and collaborate with other students using advanced collaboration tools for text, audio, and video communication.

The University of Information Technology and Management in Rzeszów is the largest and highest-ranked private university in south-eastern Poland.

There are four main faculties at UITM:

- | Management
- | Applied Computer Science
- | Media and Social Communication
- Medical Faculty



FIGURES

- | 700 years of history
- | 180 000 inhabitants
- | 40 000 students
- | Home to 130 companies
connected to the Aviation Industry



FACTS

- | Full Member of Eurocities
- | Home of Aviation Valley
- | One of the most dynamically developing labour markets in Poland
- | Capital of Innovation
- | International Airport
- | Modern infrastructure
- | Popular tourism destination
- | Cultural events
- | Discounts offered for UITM students

Subcarpathian Region

Is a gateway to the European Union, a land of modern economy, with a beautiful natural environment, a wealth of culture, and many opportunities. Here, innovative technologies of aerospace, information technology, and automotive industries come side by side with active leisure, mountain adventures, multiculturalism, and creativity. The International Jasionka airport, EU border crossings, East-West motorway, areas designated for investments, and resources of well-educated young people are the reasons why global companies bring their business here.

And after work? Anything goes! From the buzzing atmosphere of urban cafés, pubs, restaurants, theatres, concerts, to recreational activities on the ground, on the water, and in the air, amidst wildlife, Carpathian landscapes, and legends of the Bieszczady and Beskid Niski Mountains..



We value our strong relationship with the local government – Podkarpackie Marshal's Office and Rzeszów City Hall, as well as the business community for whom the University provides services such as counseling, analysis, expertise, as well as preparing and implementing innovative solutions.

UITM

activity in the region

InternetBeta - one of the largest and most important events in the Polish Internet Industry.

The conference is attended by the best and most sought-after specialists in the field of marketing, management, and the Internet.

Our activity is not limited only to the four walls of lecture halls or laboratories.

We promote science, culture, and knowledge by organizing scientific conferences, seminars, and open lectures.

'Big Questions in Science'

A series of open lectures with the participation of professors, media personalities, journalists, and people who create modern culture and art.

Financialization and Society

An annual conference promoting international research and setting up new directions in interdisciplinary research in this field.

Subcarpathian Job Fair,

Have been organizing by the UITM Careers Service since 2001.

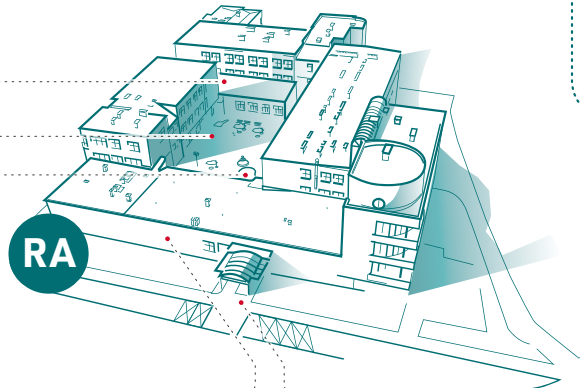


Infrastructure

UITM has 2 campuses
in Rzeszów and Kielnarowa



CAMPUS in Rzeszów



parking
zones



free
Wi-Fi



cafeteria



restaurant



BISTRO
(self-service)

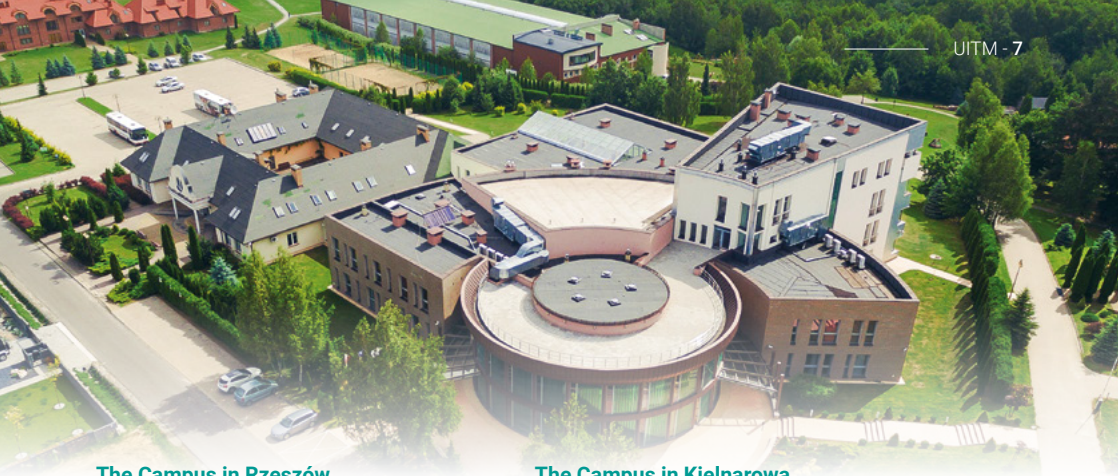


print & photocopy
point



Gym & SPA





The Campus in Rzeszów

- has its own professional television and radio studio, library, Read & Relax room, IQ Academic Club with exhibition space and stage, as well as on-site food vendors.

The Campus in Kielnarowa

- the Centre for International Education is located in a beautiful area on the outskirts of town. It offers teaching and learning facilities as well as modern labs, sports hall and many other leisure facilities.

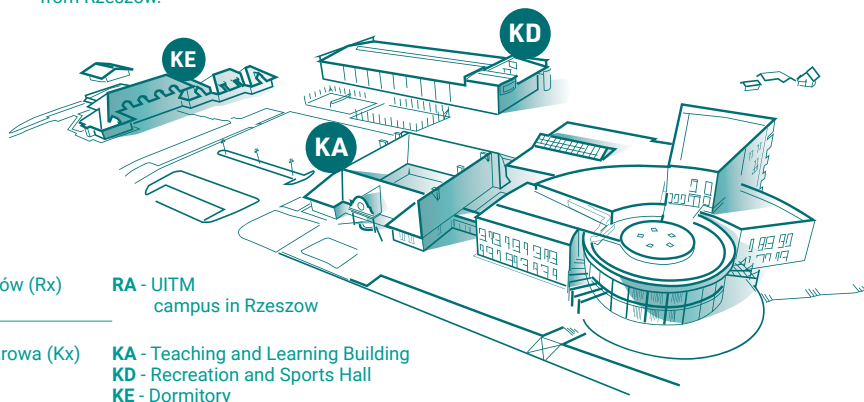


University Shuttle Bus

(free transport for UITM students)
It takes about 30 minutes to get to Kielnarowa from Rzeszów.



CAMPUS in Kielnarowa



Start

The first days at university can be difficult - because it is a new place that is completely different from high school. Therefore, you will have many questions: **where can I clarify the necessary formalities? What do I need to remember? Where should I ask for help?** Here are some tips that will help you to start your studies.

VIRTUAL UNIVERSITY - is the main platform for every UITM student. You can check your schedule, grades, payments, and curricula thanks to this platform. Just enter the letter „w” and then your student ID number as a login. For example, w12345 and a password that is individual for each student.

ELECTRONIC STUDENT ID - you can pick it up at the Dean's Office. However, before that, you need to go to VU, confirm your personal information in the tab PERSONAL DATA (if it is correct, otherwise you should contact the Dean's Office to correct it), and pay 22 PLN to the account of an electronic student ID (ESL), which can be found in the tab BURSAR'S OFFICE > ADDITIONAL INFO. Proof of payment must be shown at the Dean's Office upon receipt of the student ID card.

STUDENT ID CARD - is a magical tool that gives you not only numerous discounts, such as travel tickets, but also allows you to use university computers and interactive kiosks (where you can check your account at Virtual University). All you have to do is connect the card to the computer terminal and the system automatically recognize you. Then you need to enter your login and password.

PAYMENTS - you can check all the basic information about payments in the tab Bursar's Office. There you can find account numbers, payment amount, fees. Remember that all tuition issues can be solved online!

DEAN'S OFFICE - the main department at the university for students. Here you will find out answers to many questions about your studies. At this department, you can apply, for example, for the individual organisation of studies, academic leave, scholarship, resumption of studies, deferment of tuition fees, family fee discount.

Campus in Rzeszów - **office RA41**

Working hours:

Tue - Fri: **11.00-15.00**

The Dean's Office is closed on Saturdays and Sundays

Phone: **+48 17 866 1323**

E-mail: **io@wsiz.edu.pl**

INTERNATIONAL STUDENT SUPPORT OFFICE

The University has developed an excellent assistance system for international students. The employees of the International Student Support Office will help students adapt to the new environment and overcome all the difficulties associated with legalizing their stay in Poland, obtaining health insurance, overcoming culture shock, or, for example, implementing student initiatives.

Where: **office RA107**

Working hours:

Tue: **11:00-15:00**

Wed: **08:00-16:00**

Thu: **11:00-15:00**

Phone: **+48 17 866 11 69**

E-mail: **dshcherbak@wsiz.edu.pl**
abezruka@wsiz.edu.pl

SCHOLARSHIP DEPARTMENT - here you can apply for scholarships and get all the necessary information about them.

Where: **office RA27/2**

Working hours:

Tue - Fri: **11.00-15.00**

Sat: **7.30-15.30**

Information is provided in English and Polish.

Michalina Mróz

Tel. **+48 17 866 1475**

E-mail: **mmroz@wsiz.edu.pl**

LIBRARY - you can borrow books in the library or use them in the reading room, you should order them on the Internet catalogue. You need to log in to the system in the same way as to the Virtual University. Students can only take up to 10 books, although this limit can be increased in different ways. You can also extend the return period of books for another month through the online system.

Where: **office RA22 (Rzeszów)**
office KM23 (Kielnarowa)

DEPARTMENT FOR PERSONS WITH DISABILITIES

- the services of this department can be used by students who, due to their disability or health condition, have difficulties in studying due to the standard requirements. This department aims to create and give the possibility for students with disabilities to be a part of every sphere of the academic life.

Where: **office RA109**

Phone: **+48 17 866 11 04**

E-mail: **bon@wsiz.edu.pl**

TUITION FEE - must be paid on time. In case of not paying on time, interest is accrued. In addition, a student who has arrears of 2/5 of tuition fees for this semester or on March 30th or July 15th of this year, may be expelled from the university.

Where: **office RA41**

Working hours:

Tue - Fri: **11.00-15.00**

Phone: **+48 17 866 1323**

E-mail: **io@wsiz.edu.pl**

ADMISSION OFFICE - is the first department you came across because this is where you applied to studies. If at this stage you have questions or doubts, you can get all the detailed information regarding the start of studies here.

English speaking students

Where: **office RA220A**

Working hours:

Mon-Fri: **8.00-16.00**

Phone: **+48 17 866 1347;**

+48 17 866 1491

E-mail: **apply@wsiz.edu.pl**

Russian speaking students

Where: **office RA7**

Working hours:

Mon-Fri: **8.00-16.00**

Phone: **+48 17 866 1231;**

+48 17 866 1174

E-mail: **ru@uitm.edu.eu**

THE ACADEMIC CENTER OF PERSONAL DEVELOPMENT AND PSYCHOTHERAPY

is a place where you can learn how to be assertive, take control of your emotions and properly motivate yourself for studying. Here you will receive support in the fight against personal problems, but also improve your mental health, well-being, and develop professional competencies. This department offers assistance in four areas

- | sphere of personal development;
- | sphere of psychological assistance;
- | mental health prevention;
- | field of psychology management.

Where: **office RA218**

Phone: **+48 17 866 11 57;**

+48 792 777 498

E-mail: **rozwoj@wsiz.edu.pl**

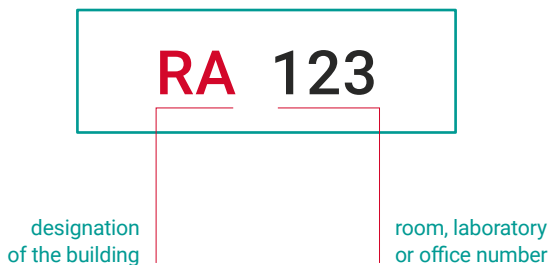
UITM STUDENT COUNCIL - if you have any problems with your studies or you have new ideas on how to improve students' life at university, you should apply here. As the name suggests, the student council consists of students like you, people who understand the difficulties of learning and at the same time know UITM very well. They will help to find the appropriate solution, indicate the department or person who can help.

Where: office **RA42**
 Working hours:
 Mon- Sat: **8.00-16.00**
 Phone: **+48 17 866 1145**
 E-mail: **samorzad@student.wsiz.edu.pl**

 fb.com/ss.wsiz

 instagram.com/ss.wsiz

How to understand the schedule?



RA - this symbol denotes the main building of the university at 2 Sucharskiego street.

KA, KM - these symbols mark the offices, which are located on the territory of the UITM campus in Kelnarowa.

RB - some classes in Rzeszow take place in high school. The building is located next to the main building of UITM, at 2 Rudnickiego street.



Rzeszow is a city for students!



in the Financial Times safety rating
- „**Cities of the Future 2019/2020**”



in the rating „**Business-friendly cities 2020**”,
published in Forbes, in the category of cities
with a population of 150 thousand
to 299 thousand.



in the rating „**Europolis. Youth-friendly City**”,
published by the Polish Foundation named by
Robert Schumann

At first glance, it seems that Rzeszow is a small city with limited capabilities, but the reality is completely different. This is one of the cities with of the largest number of students in the European Union, according to Eurostat (in terms of population to the number of students), and every fourth resident of the city is a student. According to the Central Statistical Administration of Poland, Rzeszów is considered one of the fastest-growing cities in Poland by 2050. According to prognosis, the number of residents in Rzeszów, as well as in Warsaw, will only increase. Therefore, a large number of events are held in Rzeszów and aimed at this age group.



Rzeszów and UITM

are waiting for you!

Rzeszów is an affordable place to live. It is also a very popular destination for both Polish and International students. You will live in a safe and clean city, which has a well-organized public transport system and its own International Airport. You can get many benefits with the student discounts on goods, services, fashion and entertainment.

Check it!

Accommodation	Single room	400–700 PLN/month (94–164 EUR)
	Double room	350–500 PLN/month. (82–117 EUR)
	Studio apartment (one-room apartment)	1300–1500 PLN/month (304–350 EUR)
Public transport	One-time ticket	1,80 PLN (0,42 EUR)
	60 - minute ticket	2,40 PLN (0,56 EUR)
	24 - hour ticket	6,00 PLN (~2 EUR)
	Semester ticket	188,00 PLN (~44 EUR)
Food	Lunch in the dining room / by weight	From 10 PLN (from 3 EUR)
	Bread	~3,00 PLN (~0,70 EUR)
	Water	From 0,99 PLN / piece 1,5l (from 0,23 EUR)
	Eggs	From 4.00 PLN / package (~1.00 EUR)
Entertainment	Cinema	10–25 PLN (~2–6 EUR)
	Philharmonic, theater, concerts	From 20 PLN (from 5 EUR)
	Gym membership	From 69 PLN (from 16 EUR)
	Paintball	From 25 PLN (from 6 EUR)
Other expenses	Karting	From 35 PLN (from 8 EUR)
	Student Internet	From 35 PLN (from 8 EUR)
	Training manuals	From 30 PLN (from 7 EUR)

Cultural events in Rzeszów

Rzeszów is a city where you can find plenty of cultural attractions, attend volleyball competitions, as well as concerts of famous stars, as part of a variety of festivals and cultural events.

The central square - is the main square of the city. There you can find many restaurants and clubs, so you will always find something you like: hard rock, disco music or dancing and singing in karaoke. In the evening, you can visit a restaurant of Eastern cuisine to get a kebab, which has already become a cult tradition among students of Rzeszów.

Nature reserve „Lisia Góra” and boulevards

Do you want to have a picnic with your friends? Lisia Góra is a perfect place to rest. The tables, picnic areas, barbecue, and grilling places are located next to the small mountain near the Wisłok river. One thing you should remember about - mosquito spray! The city's government can propose to its residents some free promotions, and for students, such events are often free of charge. National and foreign festivals, master-classes, sports competitions - the list of events is big enough for you to choose what you like the most.

KULTURALIA

The largest student event in Rzeszów, organized by student councils of four universities in Rzeszów. During this event, students have control over the city, and a symbol of this is a key, which the city administration gives to students. The celebration begins with a colorful move, where students show their creativity. Additionally, there are many concerts and the fun lasts until the early morning.

Date: second half of May

The night of rock

If you are a fan of guitar playing, love rock music, and stay in Rzeszów at the end of September, then you should not miss this event. The festival promotes amateur groups, which will have the opportunity to take the first serious step towards a great musical career.

Date: last week of September

WSCHÓD KULTURY

A series of events created through the cooperation of several cities in Eastern Poland (Białystok, Lublin, and Rzeszów) with various stars from Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine. There are also realized many interesting cultural events: concerts, masterclasses, openings, animated shows, films, dance, and theatrical performances. Free entrance.

Date: June



TONY FESTIVAL - is an event that has also recently started in Rzeszów. This is a two-day music festival, where artists on stage go beyond the usual musical principles and experiment with different genres. Among other songs you will also hear indie and art pop music, R&B, electronics, industrial, synth-pop. TONY are original authors, a pleasant atmosphere, and enjoyment of listening to music.

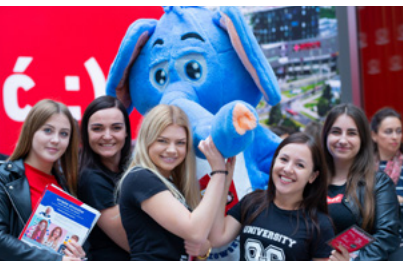
Date: July

CARPATHIAN FESTIVAL - the tradition of this festival dates back to 2005. Young and talented singers and bands from all over the world perform during this event. The event will appeal to all listeners who are looking for a new sound, open to new cultures, and looking for new music stars.

Date: May-July



Unique Student Experience



Student Life at UITM is much more than just lectures. Our students build friendships, get new knowledges, develop professional networking skills by joining various academic clubs, and take part in talent shows and other events.



What's on?

There is plenty of activities to choose from at UITM and in the city of Rzeszow.



INPRO | Aviation Club | Student Centre for EU Research |
IQ Club – UITM Talent Show | Culture Days |
Erasmus+ | Sport



INPRO

Is a youth-based association that focuses on providing young people with personal development and education opportunities. INPRO has a huge variety of events ranging from local activities such as the Open Café and Tuesday Tales, workshops for students in schools, as well as psychology workshops for young people.

Culture Days

Students present their countries, their history, culture, cuisine, and traditions.



Sport

Our teams are taking part in approximately 21 types of academic sport competitions, winning gold and silver medals at the Polish Academic Championships. Sport activities include mountain biking, table tennis, downhill skiing, badminton, swimming, cross-country running, basketball, and volleyball. Almost half of the team members are international students.

Faculties at UITM

UITM has four faculties. Each of them is headed by the Dean, and the Vice-Dean is responsible for the implementation of study in certain programmes.

	Dean	Programme	Vice-Dean
Faculty of Media and Social Communication	Prof. Sławomir Gawroński	Computer Graphics and Multimedia Production	MA Łukasz Bis
		English philology	PhD. Roman Wisz
Faculty of Management	PhD. Agata Gemzik-Salwach	Logistics	PhD. Kateryna Lysenko-Ryba
		Management	PhD. Izabela Cichocka
Faculty of Applied science	PhD. Mariusz Wrzesień	Information Technology	PhD. Janusz Korniak
Medical Faculty	Prof. Zofia Nizioł-Łukaszewska	Dietetics	MSc Jakub Tobiasz
		Nursing	MSc Katarzyna Wyczarska-Dziki



Organization of the academic year 2021/2022

	winter semester	summer semester
holidays	23.12.2021–07.01.2022	14.04.2022–19.04.2022
examination session:		
first term	12.11.2021-13.02.2022	20.04.2022-10.07.2022
first retake	01.12.2021-27.02.2022	27.04.2022-31.07.2022
second retake	till 15.03.2022	till 31.07.2021 and from 01.10.2022 till 15.10.2022
summer holidays and internship	01.08.2022-30.09.2022	

Start of studies for the first semester students:

undergraduate programmes - 11.10.2021

postgraduate programmes - 08.11.2021

OBLIGATORY ORGANIZATIONAL MEETINGS

Undergraduate programmes	11.10.2021
Postgraduate programmes	08.11.2021





Classes at UITM



Lectures

This is the form of study that is most associated with the university. During the lectures, students study the most important theoretical issues on the discussed topics.



Tutorials

During these classes you will interact with the teacher, complete assignments and participate in discussions.



Laboratory classes

These classes are similar to practical ones, but are held in smaller groups and in special rooms - laboratories. In addition, it is not necessarily an office that is equipped with medical supplies or chemical utensils. This is a broader concept. Most students typically use computer labs.



Projects

This is a form of learning during which students mostly demonstrate creative thinking, their knowledge and creativity.

Student Dictionary,

some terms that make your student life easier.

Zero term exam - this is an additional chance for students to pass the exam earlier. Zero exam is not obligatory and if you do not pass it, there will not be any negative influence on your studying. It means that the score „2.0” will not be transferred to the Dean's Office. If you are unlucky on the zero term exam, you should better prepare for the 1 term exam. You can go for zero term exam only for some subjects in the semester, which, according to statistics, are treated as „difficult subjects”

Consultations – throughout the academic year, teachers have special consultation hours for students. You should use them to avoid misunderstanding the material before exams or tests.

Conditional term – in Polish warunek – it is an additional term for retaking a subject. In each semester, you can have only three conditionals, which should be approved by the Dean. Before retaking the conditional, you must attend the mandatory paid consultations. The cost of this procedure can be found in the UITM payment regulations (VU, E-usługi).

Credit in advance – if you fail to pass exams with one or two subjects in the form of a conditional term (warunek), you can ask the dean for awans (credit in advance). You can retake a subject in the next semester or a year later. The cost of this procedure can be found in the UITM payment regulations (WU, E-usługi).

The individual organisation of studies – no later than 14 days from the beginning of the semester, an adult student can apply for an individual organisation of study, which is based on the release of the student to participate in all or some classes during the semester. Until

the issuance of the Dean's decision on IOS, it is necessary to attend all classes. First, each teacher decides about the IOS and establishes the conditions for passing the subject for the student. To obtain an IOS, you must have a valid reason, such as full-time work or internship. The individual organisation of studies is given for one semester, the cost of this procedure can be found in the regulations for payments of the UITM (WU, E-usługi). Obtaining consent to IOS remains the obligation of taking exams in the same term that was set for the group of students, according to the schedule.



Student etiquette,

or a few tips that will help to avoid misunderstandings with university staff.

Academic etiquette in communication - sounds quite formal, doesn't it? It is a modern university for young people. Students communicate with the university staff every day, so here you can learn the basic rules of etiquette that will make your student life easier.

No greetings, no topic, no signature? Proper Email Writing

At the beginning of the new academic year, every student also gets the access to the virtual university and student email box, which must be used to correspond with university workers.

1. It is necessary to remember, that every mail to the University employee should start with the proper referring:

PL: Szanowna Pani Doktor/ Szanowny Panie Dziekanie/ Szanowna Pani Profesor / Szanowny Panie Kierowniku – depending on the position of the addressee.

ENG: Dear Dr. (surname) / Dear Dean (surname) / Dear Professor (surname) / Dear Human Resources Director (for example) or Dear (name and surname)

2. Properly express your opinion in the message, briefly describe the situation.

3. Sign your email with name and surname, student ID number and group symbol:

PL: Z wyrazami szacunku / Z poważaniem

ENG: Kind regards / Regards.

4. Correctly write the subject of the message, using the keywords (1-3 words) that are mentioned in the message.

Remember, only student e-mail should be used to contact your teachers and other university employees!

If you come into the office, you need to greet with a calm voice all the employees. You do NOT need to greet each one individually.

When entering the office, do not forget to knock on the door and wait a bit before entering. If you go to the Dean's Office, where several employees consult students, there is no need to knock, it is enough to open the door and see if the university worker is available and ready to help you.

Remember to always come only at certain hours of admission of students!



Preparatory English Language Courses

Every student who wants to study in English, but does not have an international certificate confirming the level of language knowledge for at least B2 level, should take an English language course, which will prepare you for the certificate exam *, for example, telc.

ONE-YEAR INTENSIVE ENGLISH LANGUAGE COURSE (FOUNDATION YEAR)

The aim of the course is to prepare students to study in English.

Studying plan: Start with the basics of vocabulary and grammar

You are at this level: A1/A2

You wish to be at this level: B2

During the first two semesters students take the intensive English language course.

In addition to English classes (which will be 700 hours of total time), the one year preparatory course also includes:

- | 30 hours of Polish language classes
- | 20 hours of information technology classes
- | 30 hours of sports
- | 20 hours of classes about Poland and the Europe an Union

Start date	04.10.2021
End date	31.05.2022
Total hours	700 + 100
Duration	1 year
Course price	2 400 EUR
Group size	15-20 students

ONE-SEMESTER ENGLISH LANGUAGE COURSE

Studying plan: Start with vocabulary and grammar at the B1 + level, as well as strengthening and systematizing existing knowledge.

You are at this level: B1+

You wish to be at this level: B2

You study in the chosen faculty and at the same time you have English courses.

Start date	06.09.2021
End date	17.12.2021
Total hours	160
Duration	3 months
Course price	480 EUR
Group size	15-20 students

SUMMER ENGLISH LANGUAGE COURSE

During the three-month period (the course begins on summer holiday) participants learn English intensively and prepare to study in this language.

You are at this level: B1-
You wish to be at this level: B2

Start date	02.08.2021
End date	15.10.2021
Total hours	360
Duration	2,5 months
Course price	1 080 EUR
Group size	15-20 students

**English language courses at UTM end with the international telc exam*. You must score the appropriate number of points and you will be able to study at our university in English. We offer a range of international exams recognized in Europe and around the world. UTM is an accredited examination center for telc, LCCL, Pearson, ETS language exams.*



Important Information for International Students at UITM

Progressive globalization, political and economic changes in the world contribute to an increasingly intensive process of educational migration of young people from all over the world. Many of them come to Poland from different countries. In order to properly prepare for your arrival in Poland and after arrival make it easier to go through the process of adaptation, we introduce you important information, that might be helpful during your first steps in Poland:

1. Documents

Do not forget to bring with you the original documents that you submitted during the recruitment process:

- 1) High School Education Diploma including a marksheet (for undergraduate programme);
- 2) Bachelor's Diploma and Transcript of Records (for postgraduate programme);
- 3) Apostille of the above documents;
- 4) Eligibility certificate in which it is stated that candidate has the right to apply for admission to any tertiary institution in the country under which educational system his/her High School Diploma/Bachelor's Diploma was issued;
- 5) English Certificate (which confirms knowledge of English language at least at B1 or higher level in accordance with the Common European Framework)
- 6) 1 photograph 35×45 mm

2. Information for minor students

Minor students are required to bring with them a notarized permission from their parents (or at least one of the parent) for their child to sign in the Republic of Poland an agreement on the provision of educational services and other documents related to education and residence in the Republic of Poland. This document will be attached to the personal file at the university.

For example:

As a mother,, and as a father, we inform about our consent to the execution of all the necessary documents (including visa opening) and for temporary trips abroad to the Republic of Poland during the period of time our minor daughter/son And also, we give our consent to the signing by our daughter/son in the Republic of Poland of an agreement on the provision of educational services, an agreement with a bank, a lease agreement, as well as other documents related to studying and living in the territory of the Republic of Poland.

Minor students must also bring the following forms signed by their parents (the signature is the full name and surname in English):

1. Permission from parents on the form of the Regional Administration (for obtaining a temporary residence card).
2. An application form of the Regional Administration for obtaining a temporary residence card.
3. Permission from parents on the application form of the National Health Fund (for opening national student insurance).

These three above-mentioned documents do not need to be notarized!

3. Health insurance

NFZ (National Health Fund) health insurance

Students who are staying on the territory of Poland are required to sign a health insurance contract, which will give them the opportunity to get the free consultations with a doctor, free treatment, basic medical assistance, and qualified assistance in case of an accident.

In order to sign a health insurance contract, the student must go to the NFZ department in Rzeszów. There you must fill the application form, and also submit an identity document (passport), a certificate that certifies that the student is studying at UITM on a full-time basis and a student ID card. At the same day, the student must go to ZUS (department or inspectorate of the Social Insurance Institution) in order to draw up the concluded health insurance contract (on the ZUS - ZZA form). After signing the contract with ZUS, the student is obliged to pay for the health insurance premiums by the 15th day of the next month for the previous month.

One should pay for the NFZ insurance to a ZUS account. For foreign students in 2021, the contribution is **55.80 PLN monthly**.

4. Tuition fee

Tuition fees at the university are calculated for the whole academic year (two semesters). All current prices are mentioned on the university website or a personal page in the „Virtual University” platform.

Students start paying tuition fees in October and end payments in July (studies start in October).

Confirmation of payment may be required from you already while making a visa at the visa centre.

Undergraduate students who apply for the first-semester scholarship are also required to settle their tuition fees.

The application fee is not included in the tuition fees!

5. Payment for language courses

Payment for language courses must be done strictly according to the terms of the agreement signed with the University. The course agreement is signed on the first day of the student's stay at the university. Only after signing the contract and paying for the courses, the student can start taking classes in English. Agreements with the prescribed amounts and terms of payment for language courses are provided by our partners, through whom students apply for language courses.

6. Legalization of stay before the visa expiration

In Poland, a student can stay on the basis of a national visa (type D), for a maximum period of 1 year, or on the basis of a temporary residence permit (Karta Pobytu), which is granted for the period of study, but not more than 3 years (the first permit is no longer than 15 months).

In the case of a temporary residence permit to study at a university: the first permit is issued for a period of 15 months, subsequent permits can be obtained for up to 3 years. If the purpose of stay requires a foreigner to stay in the territory of the Republic of Poland for less than 1 year, then the first permit is issued for one academic year, plus 3 months.

Formal difficulties associated with obtaining a temporary residence permit:

- | The procedure for obtaining a permit sometimes can be long and exhausting;
- | Expenses for the payment of the permit obtaining procedure: PLN 340 (fee for the permit issuance procedure) and PLN 25 per residence card (for a plastic card);
- | Collecting the necessary documents - registration, certificates of the state of the bank account, health insurance in Poland, etc.

How and where to get a temporary residence permit in Poland?

A temporary residence permit in Poland is granted by the Voivode of the local administration. To do this, you should contact the Department for Foreigners of the Regional Administration, rooms 49 and 50.

Please note!

| Documents can be submitted even on the last day of the expiry of the visa (or previous residence card) - although it is highly NOT recommended.

| A special application form for a residence permit is called wniosek and can be obtained free of charge from the Foreigners' Office in the regional administration.

| The list of documents required for obtaining a residence permit, as well as information regarding the procedure, can be found on the official website of the Administration for Foreigners: udsc.gov.pl

Pay particular attention to the following points:

| Polish law requires every person who lives in Poland to register their place of residence, in other words, to obtain a residence permit (zameldowanie). If you will be staying in a dormitory, you should contact the administrator of the dorm to obtain a residence permit. If you are renting an apartment (room), then the issue of registration should be immediately clarified with the owner of the property. The procedure obliges you to personally appear at the City Department of Public Affairs and register.

| The need to provide a certificate from a higher educational institution of enrollment for studies with a marked completion date. In the case of free tuition, you must take a certificate stating that you do not pay for tuition. If you pay for studying, you must confirm the payment. Such certificates can be obtained at the Dean's Office.

Documents needed for TRC:

1. The **NFZ health insurance** contract, as well as proof of paying for it.

2. **A document confirming the availability of funds**, for example, a certificate from a bank about the availability of a sufficient amount of funds. For foreigners, this amount represents 701.00 PLN per month of stay + funds that are paid monthly for rent, including utility bills, if they are paid separately + money for the return trip to the foreigner's country of origin.

3. The documents must be accompanied by a receipt for payment of 340 PLN (payment for the procedure).

The procedure for consideration of documents in the case of issuing a temporary residence permit lasts about 4 months.

You must collect the temporary residence card on your own. Before that, you have to pay 25 PLN for it. Before signing the document on its receipt, carefully check if there are any mistakes on the card.

4. A foreign student applies for a temporary residence permit on their own, not later than the last day of his legal stay on the territory of the Republic of Poland. If an application for a temporary residence permit was not submitted by a foreigner personally, for example, was sent via the post office, then the Voivode calls them for a personal meeting, within 7 days, if the foreigner does not appear at the meeting, the application may remain without consideration.

If the applicant is a minor, the application can be submitted by the parents or one of the parents of the child, legal tutor, or another authorized person. An example of an application from parents for a trustee can also be obtained from the regional administration or the tutor at the University.

When applying for a temporary residence permit, a foreigner must provide fingerprints for the issuance of a residence permit.



International Student Support Office

International Student Support Office offers consultations, help, and additional support for the international students.

Adaptation Clinic

In case if you miss your family and friends, have anxiety caused by the new student life experience or cultural shock, feel free to get in touch with us. We can also schedule a face-to-face meeting. We are here to help!

Orientation week

Our team is responsible for the introductory workshop about your new host country. The course was created to provide practical information about Poland (history, culture, law); Rzeszów and UITM.

Work schedule Tuesday, from 11:00 to 15:00
Wednesday, from 8:00 am to 16:00
Thursday, from 11:00 a.m. to 15:00

If you cannot find the information you are looking for on our website you can get in touch with us through email, during the adaptation clinic or via messenger:

+48 17 866 11 69

Buddy Program

The first few weeks of being an international student are likely to be overwhelming, that is why we created a network of senior students that will pick you up from the airport, support with all formalities and introduce to lectures and student life.

If you cannot find the information you are looking for you can always get in touch with us through email, live chat or during the adaptation clinic.



Sylwia K. Mazur

the Head of the Office

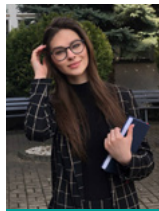
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FAQs

We prepared the list of the most commonly asked questions by UITM applicants and students. These answers will definitely help you dispel doubts and learn a little more about the rules and studies at the university.

1. When do the classes at UITM begin?

The winter semester for undergraduate programmes starts in October, and for postgraduate programmes in November.

2. Does the university have a dormitory?

UITM provides housing assistance to all first-year students.

3. What documents should I bring to Poland?

You need to take the originals of the following documents:

- High School Education Diploma including a marksheet (for applicants of the Bachelor's degree);
- Bachelor's Diploma and Transcript of Records (for applicants of Master's degree);
- Birth Certificate;
- Originals of other documents, which are obligatory for the admission process.

4. Am I required to possess an English language certificate?

Yes, foreigners for whom English is not the native language and for whom English was not the language of studying during the previous education (e.g. secondary school/university) must provide a Certificate of English language proficiency.

5. Are there any scholarships for international students?

Yes, by working hard you may find yourself between the best students and obtain the Rector's scholarship.

You can apply for it after completing first semester with the minimum GPA 3.5. By going beyond studying and achieving scientific, sports or artistic achievements, you can increase your chances of receiving a scholarship. This monthly award can be granted to all international students.

6. Is it obligatory to choose a specialty of the faculty when entering the Bachelor's degree?

The choice of specialty in the first semester applies only to students who choose certain areas of study. Other specialties are chosen during the 3rd or 4th semester of study (depending on the faculty) and are implemented from the 4th or 5th semester.

7. Where do classes take place?

Classes are held both in the main campus of UITM at 2 Sucharskiego Street in Rzeszow and in the second campus in Kielnarowa.

8. What is a virtual university?

A virtual university is a system that provides a student with constant access to information about the status of education. Each student can check their schedule, payments, grades, as well as find information about teachers, find out the current regulations, find application templates, etc.

9. What is BlackBoard Learn?

It is a modern platform for online teaching. Our students can reach various learning materials using notebooks or smartphones. Moreover, you can work on projects and interact with other students using advanced collaboration tools for text, voice, and video communication.

10. What is a separate field of study?

It is more than a specialty, but less than a faculty. Studying in a separate field of study, at the selected faculty, you receive a package of additional subjects, trainings and opportunities. As a result, your education will be even more in line with your interests and, above all, will better prepare you for work.

11. Are there any exchange programs for students?

Yes, the university has an Erasmus + exchange program, through which you can go to study abroad at one of the partner universities of UITM. You can go to study for a semester or continue your studies for the second semester. There is also an opportunity to go on an internship under the Erasmus Internship program.

12. Is the UITM diploma valid in other countries?

Yes, our diploma is an European-style diploma that is valid all over the world.

13. Where should students do an internship?

Students can find on their own a company where they want to do an internship or ask the UITM Career Office. The internship can be held both in Poland and abroad. Students with high scores can do internships abroad.

14. Are there any science clubs at the university?

Yes, of course, the university has science clubs that are related to various fields. You can attend any club, regardless of the faculty where you study. Remember that your activities in the club help to earn additional activity points for the Rector's scholarship.

15. Is it possible to work and study at the same time?

Yes, but only adult students can work and study at the same time. We recommend to focus on your studies during your first year at the university.



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JOIN US!

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