UNIVERSITY of INFORMATION TECHNOLOGY and MANAGEMENT
in Rzeszow, POLAND

CREATE YOUR LIFE



# 2026/2027 STUDENTS HANDBOOK

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# 6 REASONS WHY UITM IS A GREAT CHOICE

**At UITM, we know what we do. Why? Because we observe, analyze, adapt, and act without delay. This keeps us steps ahead, always ready for the future. We have been building it for 30 years. And we know exactly how to prepare you for it.**

## 1 This is where you gain in-demand practical skills

We analyze the labor market. Thanks to our partnerships with countless businesses, we know exactly what skills employers want today and tomorrow. We adapt our study programs to global trends to train you for careers with a real future. It's all about modern, practical skills and real-world projects. Plus, you can prove your skills through certificates, digital badges, and micro-credentials.

## 2 You can afford university studies

We offer a wide variety of scholarships. We believe that everyone deserves an equal opportunity, which is why we allow you to combine multiple forms of financial aid, including social, Rector's, academic, and Minister's scholarships, alongside tuition discounts and allowances. You will receive a free SkillPack benefits package, and you will be studying in a highly vibrant student city with a remarkably low cost of living.

## 3 You can balance study and work

Flexibility is essential today. That is why we combine online and on-campus learning through our MixedSystem model. Some of your classes are held online, while others take place in modern laboratories and classrooms. You can study comfortably with 24/7 access to recordings and materials, without giving up your job, passions, or private life. This model allows you to successfully balance university with employment, whether you choose full-time or part-time studies.

# 6 REASONS WHY UITM IS A GREAT CHOICE

## 4 This is where you learn to act internationally

We are proud to be part of the European Universities network. University life isn't just about books – it's about people and travel! Here, you can take advantage of the Sunrise and Erasmus+ student exchange programs, and you'll practice your English over coffee, chatting with a crowd from all over the world. We mix cultures, languages, and energy from four continents.

## 5 We support your passions and personal growth

Your talents and passions matter deeply to us. We have always created the ideal environment for you to discover and develop them. We believe that university life is about so much more than just classes and studying; it is a crutial time for unique experiences and personal growth. There is always a lot happening at UITM. We provide the perfect space for taking action, testing ideas, and building valuable experience.

## 6 This is a place where you can be yourself

We foster a culture of dialogue, mutual respect, and openness to diversity. Here, everyone has equal opportunities, can feel safe, and is fully accepted. We create an accessible, inclusive environment where you can truly be yourself, freely express your opinions, and unlock your full potential—in harmony with your values and on your own terms.

# STUDY PROGRAM

## Learning outcomes

The education process at universities in Poland is based on the Polish Qualifications Framework, i.e. a set of qualifications which a higher education graduate should obtain as specified by law. The qualifications are divided into 3 categories: knowledge (the student knows and understands), skills (the student can) and social competences (the student is ready to). At the level of each university, this description of qualifications is detailed for individual fields of study in the form of field-specific learning outcomes.

## Plan of studies

Each field of study has a plan of studies, which is a list of all classes that are carried out within the field of study in individual years and semesters. The plan of studies includes the number of hours of classes, forms of classes within individual courses (e.g. lectures, workshops or laboratories) and ECTS credits assigned to a course.
**Plan of studies you can find on MyWSIZ portal > Study program.**




## ECTS Credits

+3

+2

ECTS credits reflect the hourly workload of a student which they must devote to completing a course and achieving the assumed learning outcomes. One ECTS credit corresponds to 25-30 hours of student work in direct contact with an academic teacher or independent work of the student, e.g. at home.

## Course outline

The course outline is a detailed program of teaching a given course. Each course must follow the content of the outline. The teacher conducting the classes is responsible for familiarising students with the course outline and the conditions for crediting the classes.
**You can find your course outlines in the Virtual University system (under the "Subjects & notes" tab / course / Teaching materials).**

# FORMS OF CLASSES



## LECTURE

A fundamental part of university education. In these sessions, students learn about the theoretical basis of issues discussed in classes. Systematic participation in these meetings is key to fully benefiting from them and successfully passing exams.

## SEMINAR

During these classes, students actively work with the teacher and participate in discussions.

## PROJECT

An opportunity for students to show their creativity and apply theoretical knowledge to practical use. Projects are often organised in teams, which develops students' communication skills and cooperation in a group. It also teaches students to manage time, resources and the distribution of tasks in a team.

## OFFICE HOURS

During the academic year, all teachers have office hours for students on selected days. If you need some help with difficult matters during the semester or before an exam/credit, you should definitely take advantage of these.

## WORKSHOPS

During these classes, students actively interact with the teacher and groupmates, solve practical tasks and participate in discussions.

## LABORATORY

Similar to workshops, but are held in smaller groups and in special laboratories, including computer labs.

## DIPLOMA SEMINAR

Classes held in the later years of studies, where students prepare to write their diploma theses on their own and consult the progress with their diploma thesis supervisor.

## FOREIGN LANGUAGE WORKSHOPS

As stated, workshops in a foreign language course.

## VOCATIONAL APPRENTICESHIP

A type of classes held outside the University, at a workplace related to the field of study.



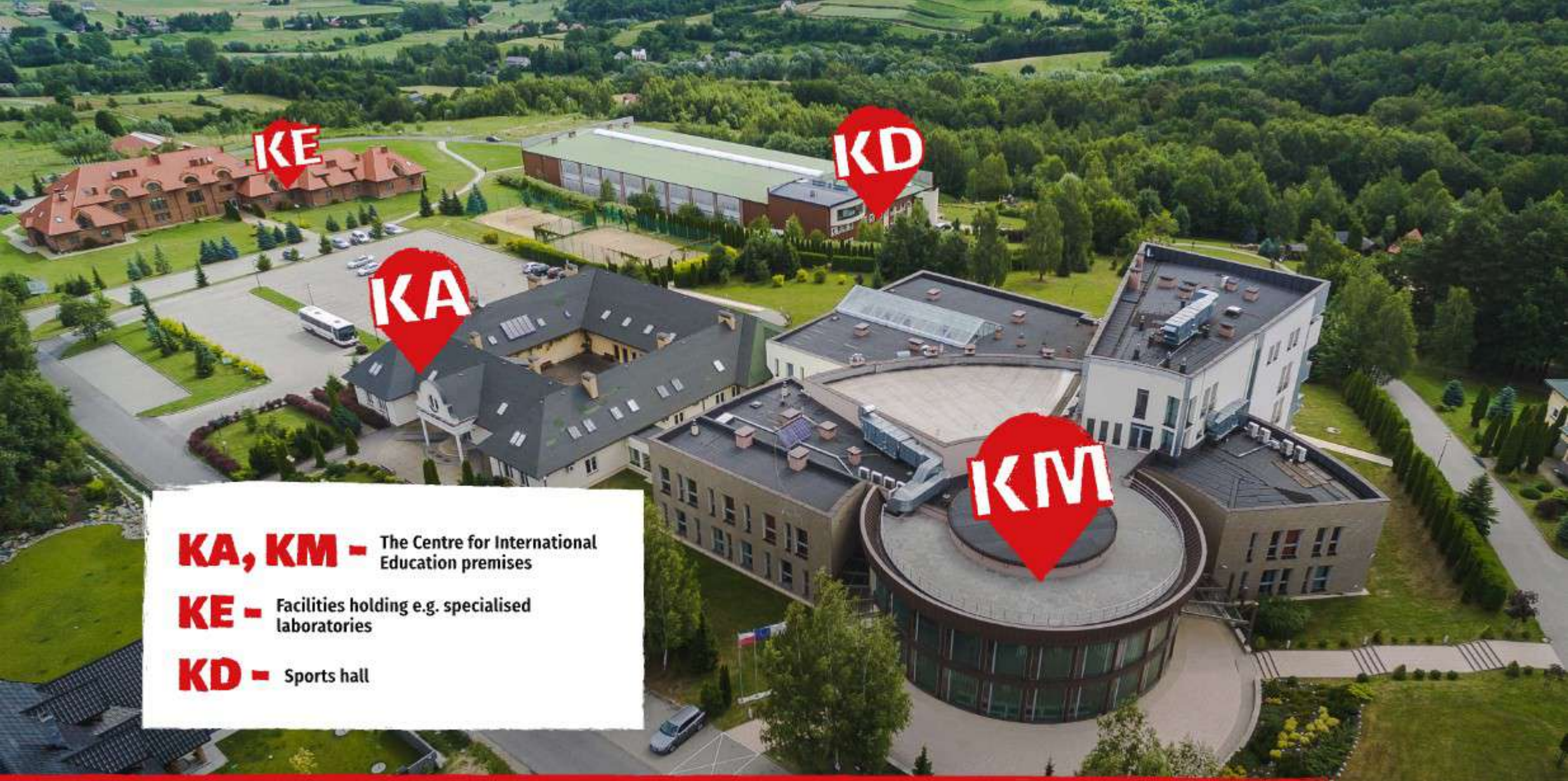

**RA –** Main UITM premises at ul. Sucharskiego 2 in Rzeszów

# INFRASTRUCTURE – CAMPUS IN RZESZÓW

Our modern campuses in Rzeszów and Kielnarowa have everything you need for studying. Beside classrooms and specialised laboratories, there are places such as the IQ Club, where you can spend your free time.

## Campus in Rzeszów:

- Free Wi-Fi
- Lunch Bar
- IQ Academic Club
- Printing and copying services




# INFRASTRUCTURE – KIELNAROWA CAMPUS

The University provides students with FREE transport to the campus in Kielnarowa.

The University bus timetable is updated monthly on **MyWSIZ portal > Transport.**

Most buses to Kielnarowa depart from the city bus stop at: **Powst. Warszawy / Sikorskiego 12.**

Additionally, a city bus No. 44 runs to Kielnarowa. You can check the routes in the **Jakdojade.pl** application.

## Kielnarowa Campus:

- Sports hall
- University Library
- Specialised laboratories
- Professional TV studio
- Taberna Pod Sosnami Inn

# UNIVERSITY AUTHORITIES



President and Co-founder of UITM
**Tadeusz Pomianek, Ph.D., Eng., Assoc. Prof.**



Vice President
**Wergiliusz Gołąbek, Ph.D.**



Rector
**Barbara Przywara, Ph.D.**



Vice-Rector for Teaching
**Izabela Cichocka, Ph.D. Eng.**



Vice-Rector for Science
**Andrzej Adamski, Ph.D., Assoc. Prof.**

**Room RA201 - Rector's Office**

## Recommended

**More information on our website en.uitm.edu.eu**
**University > Our people**

# UNIVERSITY STRUCTURE

**UITM has 4 faculties, which comprise different fields of study. The head of a faculty is the Dean, and a particular field of study is the responsibility of the Vice Dean. The contact information of the Deans and Vice Deans is listed below:**

| FACULTY | DEAN | FIELD OF STUDY | VICE-DEAN |
|---|---|---|---|
| **MEDIA AND SOCIAL COMMUNICATION** | Iwona Leonowicz-Bukała Ph.D.<br>ileonowicz@wsiz.edu.pl | English Philology | Paula Wieczorek, Ph.D.<br>pwieczorek@wsiz.edu.pl |
| | | Social Work (studies in English) | Monika Struck-Peregończyk, Ph.D.<br>mstruck@wsiz.edu.pl |
| | | Digital marketing | Gabriela Piechnik-Czyż, Ph.D.<br>gpiechnik@wsiz.edu.pl |
| | | Computer Graphics and Multimedia Production | Oliwia Bosek, M.Sc.<br>obosek@wsiz.edu.pl |
| | | Marketing and New Media | Aleksandra Skura, M.Sc.<br>askura@wsiz.edu.pl |
| | | Graphic Design | Mikołaj Birek, Ph.D.<br>mbirek@wsiz.edu.pl |
| **MANAGEMENT** | Joanna Świętoniowska, Ph.D.<br>jswietoniowska@wsiz.edu.pl | Business Analytics and Big Data | Artur Chmaj, M.Sc.<br>achmaj@wsiz.edu.pl |
| | | Business Data Analytics | |
| | | Logistics | Kateryna Lysenko-Ryba, Ph.D.<br>klysenko@wsiz.edu.pl |
| | | Management | Małgorzata Leśniowska-Gontarz, M.Sc.<br>mlesniowska@wsiz.edu.pl |
| | | Management (studies in English) | |
| | | Business and Innovation | Joanna Hady, Ph.D.<br>jhady@wsiz.edu.pl |
| | | Business and Leadership | |
| **APPLIED INFORMATION TECHNOLOGY** | Teresa Mroczek, Ph.D., Assoc. Prof.<br>tmroczek@wsiz.edu.pl | Information Technology | Janusz Kolbusz, Ph.D. Eng.<br>jkolbusz@wsiz.edu.pl |
| | | Information Technology (studies in English) | Anna Marczakiewicz, M.Eng.<br>amarczakiewicz@wsiz.edu.pl |
| **MEDICINE** | Katarzyna Gaweł-Bęben, Ph.D., Assoc. Prof.<br>kagawel@wsiz.edu.pl | Physiotherapy | Blanka Martowska, Ph.D.<br>bmartowska@wsiz.edu.pl |
| | | Physiotherapy (studies in French) | Marzena Mańdziuk, Ph.D.<br>mmandziuk@wsiz.edu.pl |
| | | Cosmetology | Małgorzata Sokół, Ph.D.<br>msokol@wsiz.edu.pl |
| | | Nursing | Katarzyna Wyczarska-Dziki, M.Sc.<br>kdziki@wsiz.edu.pl |
| | | Nursing (studies in English) | |

## Student Council

The Student Council is here to assist you with any study-related challenges. They're not just peers but a dedicated team familiar with the University's ins and outs. If you have suggestions for improving our University, they're eager to listen and help implement your ideas. Whether it's navigating academic difficulties or locating a specific department or individual, they're a reliable resource, understanding the hurdles you might face during your academic journey.

**LOCATION: RA42**

**Tel: +48 17 866 11 45**

**E-mail: samorzad@student.wsiz.edu.pl**

**facebook.com/ss.wsiz** **instagram.com/ss.wsiz**

## Security

It is important to ensure the safety of all students at the University. The UITM Head of Security takes careful measures to create conditions for implementing systematic preventive, educational and organisational activities to maintain security and public order at the University.

**UITM HEAD OF SECURITY**

**Reserve Brigade General Tomasz Bąk, Ph.D. Eng., Assoc. Prof.**

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

## Disciplinary Commitee

The University Disciplinary Committee ensures order and compliance with University rules, and its goal is to maintain a friendly and safe environment for all students and employees.

**UITM ADVISER TO THE DISCIPLINARY COMMISSION FOR STUDENT AFFAIRS**

**Sylwia Banaś-Mazur, Ph.D.**

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

## Mobbing and Dyscrimination

We strive to create an inclusive and friendly environment for all students at the University. We consider mobbing and discrimination unacceptable and categorically condemn such actions. If you encounter such situations, you can always ask for help and support.

**UITM RECTOR'S REPRESENTATIVE AGAINST MOBBING, DISCRIMINATION AND VIOLENCE**

**Katarzyna Kurzępa-Dedo, Ph.D.**

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

# STUDYING FOR FREE?

**A scholarship is a way to study for free. You can apply for several types of scholarships and financial aid. Receiving one type of scholarship does not exclude using others. There are quite a few to apply for.**

## SOCIAL SCHOLARSHIP

You can apply for it already for the first semester of studies. The condition is not to exceed the amount of PLN 2099,9 net income per person in the family.

### DEADLINE FOR SUBMITTING APPLICATIONS:

From October 1 to 20

## RECTOR'S SCHOLARSHIP

To apply for it, you must:
- complete at least the first semester of study
- obtain a grade point average of at least 4.0 for previous semester (the higher the average, the better the chances)
- additional scientific, artistic or sports activity is recommended

Note – a student in the first semester of second-cycle studies can also apply for the scholarship.

### APPLICATION DEADLINES:

- From October 1 to 20 – if you are applying for a scholarship for the Fall/Winter semester
- From March 5 to April 10 – if you are applying for a scholarship for the Spring/Summer semester

## MINISTER'S SCHOLARSHIP FOR SIGNIFICANT ACHIEVEMENTS

(for outstanding and ambitious students)
To apply for it, you must:
- pass the previous year of studies
- demonstrate significant scientific or artistic achievements related to your studies, or significant sporting achievements

### REMEMBER:

- the scholarship is awarded by the minister at the request of the Rector
- you must submit your application by September 30 to the Student Benefits Department

## SOCIAL SCHOLARSHIP IN AN INCREASED AMOUNT

For full-time students receiving a social scholarship, whose distance from their place of permanent residence to the University is at least 50 km (it does not matter whether you live in a student dormitory or rent a room). The application deadlines are the same as for the social scholarship.

## SCHOLARSHIP FOR THE DISABLED

It can be received by a student due to a disability confirmed by a decision of the relevant body. The amount of the scholarship depends on the degree of disability. Application deadlines are the same as for the social scholarship.

## ALLOWANCES

A benefit may be granted to a student who has temporarily found themselves in a difficult life situation. The benefit is granted upon a written application by the student, who is obliged to document the circumstances constituting the basis for the application. The application for assistance must be submitted within two months of the occurrence of the given circumstances.

**MORE INFORMATION can be found in the Regulations on benefits for students, on the website www.wsiz.edu.pl in the tab For Students > Scholarships, and in the Student Benefits Department (contact details on the next page).**

# UNIVERSITY GUIDE

**At first, university is a new and unfamiliar place, so it may seem strange and difficult. You probably have many questions: Where to settle the necessary formalities? What is important? Who can help me? Here are some tips on how to effectively navigate the University.**

## Dean's Office

The heart of the University. Here you will handle most student matters, get all the necessary information (concerning studies, exams, payments), receive your diploma at the end of your studies. However, **you can handle many matters without having to visit the Dean's Office - through the University's IT system.** You will electronically submit an application (and receive a response) regarding individual organisation of studies, conditional take, academic leave, etc. You can also use the system to submit an application for the certificate you need (e.g. certificate confirming your student status).

| LANGUAGE OF STUDIES | POLISH | ENGLISH |
|---|---|---|
| ROOM | RA27 | RA41 |
| OPENING HOURS | Tue-Fri: 11am-3pm<br>Sat (sessions for part-time students): 7am-1pm | Tue-Fri: 11am-3pm |
| E-MAIL | dsp@wsiz.edu.pl | dsa@wsiz.edu.pl |

Every field of study has a Dean's Office employee taking care of it, which means that you can always address the same person with an issue concerning your studies. To find out which member of the Dean's Office you should contact, check the information on our website:

STUDIES IN POLISH → STUDIES IN ENGLISH →

## Vocational Apprenticeship Office

Every student has an obligation to complete student vocational training. Each field of study has its own student training coordinator, who will answer your questions related to your training. Training organisation is also aided by the Vocational Apprenticeship Office, headed by the University Vocational Apprenticeship Coordinator.

**Room:** RA28
**Tel:** +48 17 866 11 20
**E-mail:** bpz@wsiz.edu.pl

## Scholarship Department

Here you can receive information about the types and principles of granting financial aid and apply for scholarship.

**Room:** RA27/2
(inside the Dean's Office for Studies in Polish)
**Opening hours:** Tue-Fri 11am-3pm
**Tel:** +48 17 866 14 75
**E-mail:** stypendia@wsiz.edu.pl

## Rector's Representative for People with Disabilities

The office is a special unit dedicated to creating an accessible environment for all students. We strive to provide equal opportunities for learning and support for all, regardless of their physical or psychological characteristics. The office works closely with faculty and University administration to ensure that the curriculum and educational process are tailored to the needs of all students.

**Room:** RA50b
**Tel:** +48 17 866 11 04
**E-mail:** bon@wsiz.edu.pl

## Academic Center for Personal Development and Psychological Support

Here, you can learn to be more persistent, control your emotions and properly motivate yourself. You will receive support, improve your health, body and develop professional competencies.

**The Center offers assistance with:**
- personal development
- psychological support
- psychology methods and training

**Room:** RA129
**Tel:** +48 17 866 11 57
**E-mail:** acroiwp@wsiz.edu.pl

## Academic Sports Association

The association offers a diverse range of sports activities including trainings, competitions, and events. Our sports teams cover football, basketball, volleyball, judo, swimming, and badminton, among others. Students can join these teams for regular training and have the chance to represent our University in various inter-university tournaments and championships. Additionally, for those who enjoy outdoor activities, the University makes it possible to rent bikes. It is a great way to explore and appreciate the scenic mountainous terrain surrounding our Kielnarowa campus.

**Room:** KD101 (Kielnarowa)
**Tel:** +48 17 866 13 52
**E-mail:** azs@wsiz.edu.pl

## Library

Our library offers a selection of study materials, scientific journals, electronic databases and other resources to help with your research, homework or exam preparation. All you have to do is reserve the book you need through the online catalogue. After confirmation, you can pick up the book in our library or in the book machine located next to the Dean's Office for Studies in Polish.

**Room:** KM23 (Kielnarowa)
**Opening hours:**
**Mon-Fri: 8am-4pm**
**Selected Saturdays (dates available on the Library's website on the University portal)**

> Remember that you can borrow a maximum of 10 books at once from the library. It is possible to renew your book order through the online catalogue.

## Careers Service

The UITM Careers Service is dedicated to guiding you in aligning your passions and goals with the perfect career path. Our approach involves exploring your interests, professional objectives, skills, and values in order to craft a personalised career plan. At the Careers Service office, a counsellor will help you select the best career paths for you and aid in your initial steps into the job market. We use self-assessment tools to evaluate your values, personality, interests, and abilities. Based on those insights, we can suggest potential career options or assist in determining if your current career choice is a good fit for you.

**Room:** RA136
**Tel:** +48 17 866 11 55
**E-mail:** bk@wsiz.edu.pl

## Foreign Language Teaching Centre

Explore the exciting journey of acquiring new languages and developing your communication skills on a global scale. Stay informed about upcoming international language exams at the University, and get information about additional language courses which can elevate your linguistic proficiency.

**Room:** RA240
**Tel:** +48 17 866 11 30
**E-mail:** cjo@wsiz.edu.pl

## Erasmus+ Program

The program offers the exciting opportunity for students to engage in the Erasmus+ student exchange program and acquire invaluable international learning experiences. The Erasmus+ coordinator assists students in selecting a suitable partner university and provides comprehensive information about necessary documentation, course selection, accommodation, and financial support. This initiative is a fantastic chance to enrich your academic journey with global perspectives.

**UITM Erasmus+ Coordinator:**
Agnieszka Masłowska

**Room:** RA304
**Tel:** +48 17 866 12 95
**E-mail:** erasmus@wsiz.edu.pl



# STUDENT RESEARCH CLUBS AND ORGANISATIONS

At UITM, scientific exploration extends beyond the classroom. You are invited to join any of our student research clubs, the vibrant communities where you can meet colleagues with similar interests, engage in your own research, and partake in a variety of projects, discussions, and conferences. Each club offers a unique opportunity to dive deeper into specific fields of science. Active participation in these clubs not only enriches your academic experience but can also enhances your prospects of securing the Rector's scholarship. Joining a research club is a great way to broaden your academic horizons.

- **FLOW Financial Club**
- **LOGIKON Logistics Club**
- **CONECT – Community of Networking Engineers and Computing Technologies**
- **Applied Psychology Club**
- **“Investorical” Economic Research Club**
- **‘Green Economics” Club**
- **“Search” Social Research Club**
- **“Humanus” Club**
- **Marketing and Media Club**
- **B1 – Poster Design Club**
- **Digital Painting and Art Club**
- **Extended Realities and 3DxDev Game Design Club**
- **Student Council**
- **Intro.media Media Group**
- **Social Work Students' Club**
- **New Marketing Club**
- **Multicultural Academic Circle**
- **AEGIS – Advanced Exploration Group for Information Security**
- **NeoDesign Club**
- **Creative Art Club**
- **New Programming Technologies Club**
- **Programming and Modelling Club**
- **NODE – Networked Objects & Device Engineering**
- **“RehSCIENCE” Club**
- **“Cosmetic Plants” Club**
- **Aesthetic Cosmetology Club**
- **Nursing Students' Club**
- **LB Club - Leading in Business Club**
- **Reading Lab**
- **Comics and llustrations Club**

At the beginning of each academic year, UITM hosts the Day of Student Research Clubs and Organisations. It's a great chance to meet others with similar interests and find the right club for you!



# OUTSIDE OF CLASSES

**UITM is committed to providing more than just high-quality education; we also ensure that students have space to relax after classes, study for exams, or chat with friends during breaks.**

## IQ CLUB

The IQ Academic Club, located at our main campus in Rzeszów (room RA018) is the go-to spot for students to relax and have fun. It's a great place to enjoy board games, or read books from our bookcrossing counter. The club regularly hosts events like concerts, exhibitions, and parties, creating a lively atmosphere. It's perfect for taking a break from studying and trying new things. Stay updated on events by following our Facebook page.

## LUNCH BAR

This pleasant spot at the main campus in Rzeszów (room RA07) offers tasty and affordable meals. The Lunch Bar features a weekly menu, including both traditional and vegetarian options.

## LEISURE AND ACTIVITY AREAS

UITM offers plenty of spaces where students can relax and stay active. The Rzeszów and Kielnarowa campuses include outdoor patios ideal for relaxing, meeting friends, or studying outdoors. Kielnarowa also provides an outdoor gym and a free electric bike rental service powered by Ecobike – the perfect way to explore the local area and unwind after lectures.

## TABERNA POD SOSNAMI INN

An inn with delicious food at the UITM campus in Kielnarowa.



# OUTSIDE OF CLASSES

## UITM'S GOT TALENT

UITM's Got Talent is an exciting international event which provides a platform for students who wants to showcase their unique talents and abilities. The competition is organised annually by the IQ Academic Club, and any student of UITM can take part in it. The program includes musical performances, dancing, singing, acting, poetry, visual arts, and much more. You can not only show your talents but also enjoy interesting performances!

## EVENTS ORGANIZED BY THE STUDENT COUNCIL

The UITM Student Council is the organizer of many events for students – please follow the Student Council social media.

**facebook.com/ss.wsiz** **instagram.com/ss.wsiz**

## STUDENT OF THE YEAR POLL

A poll for the Student of the Year is a special event meant to show recognition to students for out standing achievements and contributions to the University. This event recognises students who are distinguished by their academic success, leader ship qualities, active participation in social life or contribution to the development of the academic community. Within the Student of the Year poll, students can be nominated in one of 6 categories: Leader, Artist, Sportsperson, Scientist, Activist, and UITM Fan.

## WSIIZ ART TALENT

The fine arts section of the UITM's Got Talent for artistically gifted students competing in fields such as painting, sculpture, graphic arts, and photography.

# ACADEMIC YEAR ORGANISATION

**The academic year lasts from October 1 to September 30 and has two semesters. The academic year organisation is announced through Rector's resolution, establishing periods for classes and exam/credit takes, weekends of part-time students' sessions, and vacation and holiday periods.**

| ACADEMIC YEAR ORGANISATION FOR 2026/2027 | | |
|---|---|---|
| | FALL/WINTER SEMESTER | SPRING/SUMMER SEMESTER |
| CHRISTMAS/EASTER BREAK | 23.12.2026-06.01.2027 | 25.03.2027-30.03.2027 |
| EXAMINATIONS AND CREDITS | | |
| FIRST TAKES | 12.11.2026-14.02.2027 | 17.04.2027-11.07.2027 |
| RETAKES | 28.11.2026-28.02.2027 | 24.04.2027-25.07.2027 |
| SHORT-TERM CONDITIONAL TAKES | 30.01.2027-15.03.2027 | 18.06.2027-31.07.2027 |
| LONG-TERM CONDITIONAL TAKES | 15.03.2027-15.05.2027 | 01.10.2027-15.01.2028 |
| SUMMER HOLIDAYS | 01.08.2027 - 30.09.2027 | |

| ORGANISATIONAL MEETINGS FOR FIRST-YEAR STUDENTS | | | |
|---|---|---|---|
| | STUDIES IN POLISH | | STUDIES IN ENGLISH |
| | Full-time | Part-time | Full-time |
| FIRST-CYCLE AND UNIFORM MASTER'S DEGREE STUDIES | 09.10.2026 | 08.10.2026 | 15.10.2026 |
| SECOND-CYCLE STUDIES | 05.11.2026 (KO)<br>08.04.2027 (IN) | 12.11.2026 | 16.11.2026 |

A detailed schedule of classes is available to students and teachers in the **Virtual University system** before a particular semester begins.

# EXAMS AND CREDITS

**At UITM, particular courses start and end on various dates throughout the semester, and exams and tests for credit are conducted immediately after the end of classes in a given course (during the semester). This way of knowledge verification in smaller doses (instead of a two-week exam "marathon") gives students the opportunity to master the material from individual courses more systematically and thus more effectively.**

## Guide to exam and credit takes

### ZERO TAKE

It gives students an additional opportunity to take an exam. This take is not mandatory, and failing it does not result in a negative grade. Zero takes are offered for courses considered the most difficult, but only students who regularly attend classes have the right to the zero take.

### FIRST TAKE

The first, official take of an exam/test for credit. Remember that these takes are visible in the schedule of classes, and dates are set by the teachers conducting the given courses (test for credits are usually taken during the last class in the semester).

### RETAKE

If you do not pass on the first take, you are taking a retake of the exam/test (retakes do not apply to vocational training and the second part of the diploma seminar). A retake is free of charge.

### CONDITIONAL TAKE

If you failed to pass the course in the first take and in the retake, you still have two chances ahead: the short-term conditional take and the long-term conditional take. Before the conditional take, you get mandatory, paid consultation, in order to help you understand the material and discuss any challenging issues with a teacher.

### REPEATING A COURSE

If you fail to pass an exam/obtain a credit in the conditional take, you can apply to the Dean to repeat the course. The deadline for passing a repeated course is set by the Dean, but this deadline cannot be shorter than one semester or longer than two academic semesters.

# INTERNATIONAL STUDENT SUPPORT OFFICE (ISSO)

For years, our University has been educating foreigners in both Polish and English – over its 30-year history the UITM has welcomed students from more than 50 countries worldwide. That is why the University has the International Student Support Office, which coordinates adaptation and integration activities addressed to the entire academic community, but especially to international students. The Office is responsible for running the Adaptation Counselling Centre, coordinating the Buddy program, providing language support for foreign students writing their theses in Polish, as well as support in matters related to legalization of stay, health insurance, or nostrification of diplomas.

## ADAPTATION COUNSELLING CENTRE

Students struggling with problems such as culture shock, home sickness, or issues in communicating with University employees can take advantage of a free consultation at the Adaptation Counselling Centre.

## STUDENT SELF-HELP PROGRAM

Within this program, senior students, together with an international student writing his/her thesis and with his/her supervisor, help with linguistic proofreading of a diploma thesis prepared in Polish.

## COMMUNITY-BUILDING EVENTS

The Office regularly organises events that are aimed at integrating the community and getting to know students from different cultures and countries of the world. These events are organised for holidays (Christmas, Easter), as well as Culture Meetings (Polish Day, Asia Day, etc.), at which students from particular countries present their cultures, customs, dances and history. Every year in June, the International Day is organised, which is an outdoor community-building event for students of all nationalities.

## BUDDY PROGRAM

No one understands a student as well as another student, which is why one of the forms of support is the Buddy program, in which older students support younger colleagues in solving study-related problems and in practical issues related to their stay in Poland (e.g. setting up a bank account, using public transport, or providing assistance during visits to offeices).

## ORIENTATION WEEK

At the beginning of the first semester, newly arrived international students take part in workshops organised by the Office within the Orientation Week program. During the workshops, in addition to basic information about Poland and Rzeszów, students get knowledge about academic etiquette, the organisational culture at UITM, as well as internal regulations applicable at the University.

## INTERNATIONAL STUDENT SUPPORT OFFICE

**Room: RA226**
**Opening hours:**
Mon-Fri 11am-2pm (closed at weekends)

# STUDENT DICTIONARY

## INDIVIDUAL ORGANISATION OF STUDIES (IOS)

It is a flexible learning option designed to accommodate your specific needs and circumstances. You can apply for IOS no later than 30 days from the start of the semester. If your application is approved, it may exempt you from mandatory attendance in some courses or some forms of classes during the semester. To be eligible for IOS, you must have a valid reason, such as full-time work or an internship/training. The individual organisation of studies is valid for one semester. Please remember that even if you are granted IOS, you still need to come to exams and tests according to schedule.

## ABSENCES

As a student, you are obliged to participate in classes organised by the University; in the case of lectures and tutorials, the decision on whether participation in classes is obligatory is made by the teacher conducting the classes. During the first class, the teacher presents the conditions for justifying and making up absences. You can justify your absence to the teacher e.g. by presenting a sick note (certificates such as excuses from parents are not accepted at the university). Mind you, prolonged unjustified absence from classes may be grounds for expulsion!

## KULTURALIA

An important point in the Rzeszów student calendar; it is a large event organised by the student councils of UITM and the University of Rzeszów. This is an event where there is no room for boredom, with numerous concerts and an unforgettable atmosphere. Timing: end of May – beginning of June.

## TUTOR FOR THE FIELD OF STUDY

An academic teacher appointed by the Dean, whose main task is to provide advice and assistance to students in a given field of study in all matters related to the organisation of studies. You will meet your tutor at an organisational meeting planned before classes begin. The list of tutors for the particular fields of study is available at the University website in the pages for the Dean's Offices.

## GROUP REPRESENTATIVE

A person selected from among the students in the group to represent them in all matters.

## STUDENT ID NO.

Your university identification number.

## RECTOR'S HOURS

Times/days free from classes for the entire University, established by the Rector at special times in the University's life.

## COLLOQUIUM/TEST

An announced student test.

## ENTRANCE TEST

A type of short test, which may be unannounced.

# ABBREVIATIONS AND SYMBOLS

## Building and room keys:




**RA** Main UITM premises at ul. Sucharskiego 2 in Rzeszów

**RB** High school established by UITM (ALO), located at ul. Kopaczewskiego 2 in Rzeszów, next to the main UITM building

**KA, KM** Educational facilities at the Kielnarowa campus

**KE** Facilities holding e.g. specialised laboratories at the Kielnarowa campus

**KD** Sports hall at the Kielnarowa campus

## Symbols used to designate fields of study:

**IN** Information Technology (in Polish: Informatyka)

**PI** Nursing (in Polish: Pielęgniarstwo)

**PS** Social Work (in Polish: Praca socjalna)

**ZA** Management (in Polish: Zarządzanie)

## Other abbreviations used:

**L** First-cycle studies - Bachelor's degree (in Polish: licencjat)

**M** Second-cycle studies - Master's degree (in Polish: magister)

**S** Full-time studies (in Polish: stacjonarne)

**A** Studies in English (in Polish: anglojęzyczne)

## Examples:

**IN.LSA** Information Technology, first-cycle and full-time studies in English

**ZA.MSA** Management, second-cycle and full-time studies in English

# TIPS

## Virtual University

Probably the most important online space for every UITM student. In the Virtual University, you can check your schedule, grades and payment information.

Timely payment of fees is crucial. Late payments may incur interest charges. Moreover, a student with unpaid tuition fees may face expulsion. If you have any questions related to your payments, please contact:

**Studies in Polish:**
**Room:** RA27
**Tel:** +48 17 866 12 07
**Dorota Żywot**
**Email:** dzywot@wsiz.edu.pl

**Studies in English**
**Room:** RA41
**Tel:** +48 17 866 14 66
**Roksolana Kostur**
**Email:** rkostur@wsiz.edu.pl

## Webex

The Cisco Webex Meetings platform allows to have online classes. They are conducted in real time, synchronically, allowing for direct contact between the students and the teacher. You can access the classes through your class schedule at the Virtual University. The classes are recorded, so you can rewatch them when preparing for credit-taking.

## MyWSIZ

The University portal provides direct access to core campus platforms, such as the Virtual University (VU), Moodle, Webex, Mail and the Library. It also includes dedicated tiles for key resources: university directives and regulations (Regulations), learning outcomes and plan of studies (Study program), and the campus bus schedule (Transport). A mobile version of MyWSIiZ portal is also available (SMART WSIZ).

## Moodle

This platform is where you will find your e-learning courses and study materials prepared and uploaded by teachers, such as presentations, assignments and other materials, which you can download and use for self-study and exam preparation. Also, each course group has a discussion forum on Moodle, so as to facilitate ongoing contact between the teacher and students.

## Jakdojade.pl

It is a convenient app for checking city bus schedules.

# STUDENT ETIQUETTE
## OR HOW TO AVOID MISUNDERSTANDINGS

**In your daily interactions with university staff, including teachers, employees of the Dean's Office, and other departments, it's important to maintain a sense of etiquette and professionalism. While our University is modern and dynamic, following these etiquette rules can help make your student life smoother and minimise misunderstandings. Let's see the rules of etiquette on specific examples:**

If you need to inform your teacher that you are unwell and will be unable to attend a class, use your student email for this communication. This helps maintain a formal and organised channel of communication with your instructors.

**REMEMBER** that e-mail of every teacher or administrative employee consists of the following: first letter of their first name + last name (without Polish characters) + @ + wsiz.edu.pl = for example:

**NEW MESSAGE**

To: **akowalski@wsiz.edu.pl**

**When writing an email to your teacher, it's important to follow proper etiquette. Here's a step-by-step guide:**

**Start with a polite address:** Begin your email with a respectful salutation, such as "Dear Professor Smith" or "Hello Dr. Johnson."

**Clear description:** Clearly and briefly state the purpose of your email. Whether you have a question, need clarification, or are requesting a consultation, be specific about what you need.

**Proper ending:** Close the email with “Respectfully” or “Sincerely” and your full name. Include your student ID No., field of study and group symbol; since there are many students at the University, this helps the teacher identify you accurately and respond effectively.

SEND

**When seeking in-person consultations:**

- Knock before entering: If you need to meet with your teacher in person, always knock on their office door before entering. This shows respect for their privacy and space.
- Greet everyone in a shared office: When entering an office where multiple people work, greet everyone present collectively rather than individually. After entering, specify whom you have come to see.
- Say goodbye when leaving.

**Keep in mind the following:**

- Dean's Office entrance: There's typically no need to knock when entering the Dean's Office because it has several stands for different fields of study.
- Office hours: Be sure to check the indicated opening hours for each department in advance to ensure you visit during the appropriate times.

**By following these guidelines, you can maintain a respectful and professional demeanour in your interactions with teachers and university staff.**



# STUDENT ETIQUETTE
## OR HOW TO AVOID MISUNDERSTANDINGS

### HOW YOU SHOULD BEHAVE DURING CLASSES:

- Turn off or silence your mobile phone and any other mobile devices during classes.
- Do not eat or drink in the classrooms.
- Arrive on time for classes. Small delays are sometimes tolerated, but they shouldn't happen often. If you are late, enter discreetly, without causing a disturbance.
- If you have to leave early, inform the teacher before the class; if the teacher gives their consent, leave the room at the given time without unnecessary disturbance, e.g. without saying goodbye loudly.

### HOW YOU SHOULD BEHAVE DURING EXAMS AND TESTS:

- Do not forget to take the necessary supplies; it is also a good idea to have a spare pen.
- The examiner has the right to check your identity when letting students into the room, so have your student ID or another identity document with you.
- During the exam/test, all phones, bags, backpacks and outerwear must be put in the place indicated by the teacher.
- Dress smart – do not come to the exam/test in sports wear or other inappropriate clothing.

### NOTE!

**According to the UITM Study Regulations, each student is obliged to:**

- take exams and obtain credits on time and without undue assistance,
- prepare a diploma thesis on their own,
- comply with the University's rules for using generative AI technology and tools.

**Failing to comply with those rules will result in the teacher taking decisive action and may be grounds for initiating disciplinary proceedings against the student.**



# WELCOME
# TO OUR ACADEMIC COMMUNITY!

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