

**GUIDEBOOK
FOR INCOMING STUDENTS**

Welcome in Warsaw !



Welcome at Faculty of Electrical Engineering WUT!

We wish you success in your studies!

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PART I

BASIC TERMS

Learning Agreement - this is the document which sets out the programme of the studies to be followed abroad and must be approved by the student, the sending and the receiving institution.

ISOD – this is the basic faculty system where you can find information about your studies, check your schedule

USOS – this is the university system which you need access if you have classes on the other faculties. Login and password to this system you can get in Dean`s Office

Dean`s Office – your first contact at the Faculty of Electrical Engineering, where you can set administrative things

Students card – each student who arrive to WUT and start studies will receive a plastic Student Card at the Dean`s Office. Student card is green, includes your personal details and photo, the name of WUT and on the back side place for stickers that marks the validity of the card. The stickers you can get in Dean`s Office on the beginning of the semester. You should always have you Student cad with you. Moreover Student card entitles you to discounts for public transport:

- 50% for all buses, trams and metro,
- 51% for train (PKP), if you are less than 26 years old,
- 37 % public bus companies, if you are less than 26 years old.

ESN – Erasmus Student Network, organization, which can help you adapt in Poland. Their motto is: “Students helping students”.

PART II

CHAPTER 1

What should I do when I come to Warsaw? Where should I go? Who can help me?

- ➔ When you arrive to Warsaw, please find Main Building of Warsaw University of Technology (pl. Politechniki 1).



Main Building

- ➔ In this building you can find **Dean`s Office (room 133)** and **Erasmus Officer** (Mrs Marta Marczak) who can help you with affairs: Students ID, Wi-Fi access and answer to your question.
- ➔ Please check the Dean`s Office hours here: <http://www.ee.pw.edu.pl/en/about-us/dziekanat/>
- ➔ If you need an Arrival/Departure certificate, please send a pattern of this document with your university (if you have it) on email: incoming.erasmus@pw.edu.pl. You can pick this document in Erasmus Office:

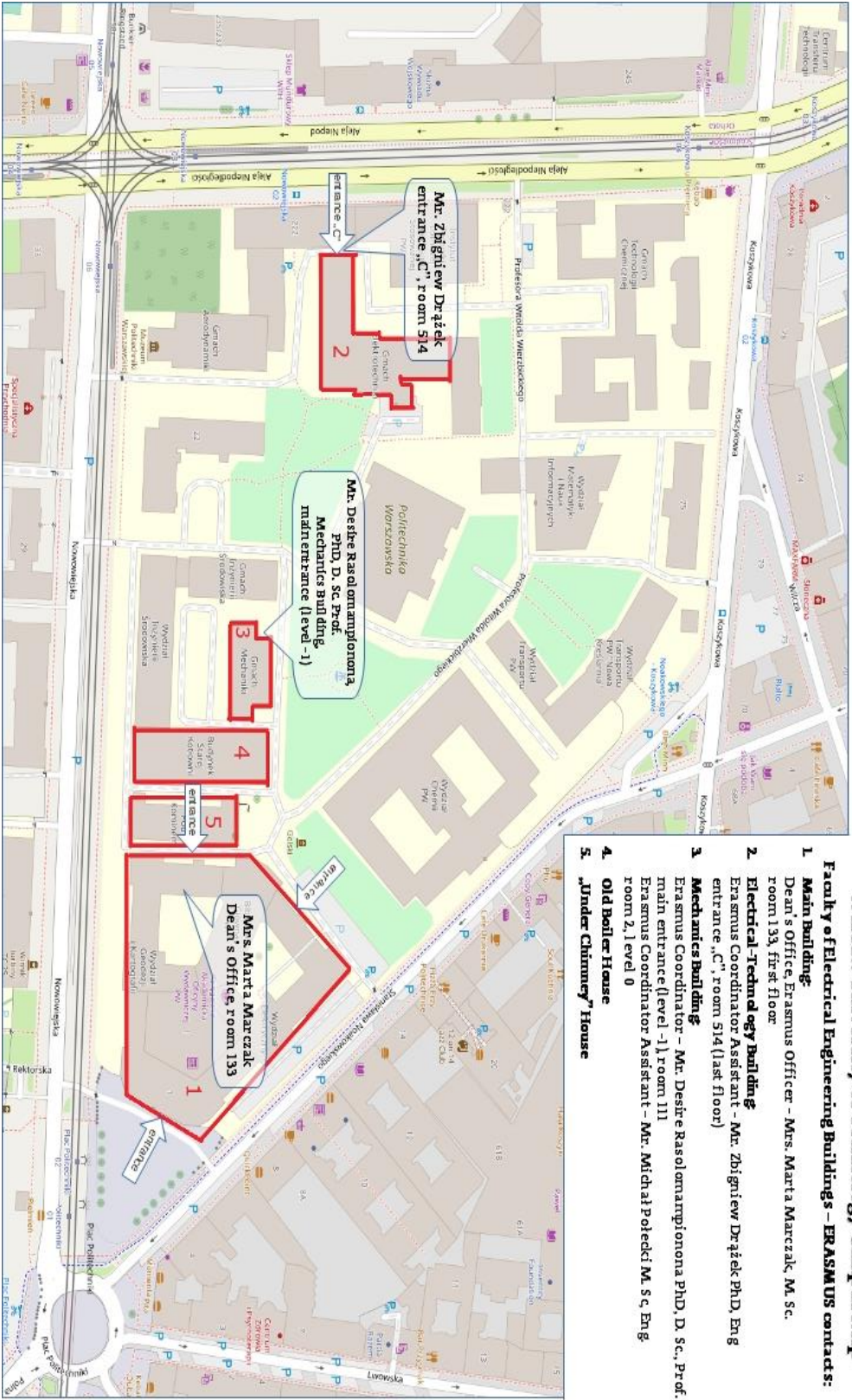
**Noakowskiego Str. 18/20, Entrance B, 6 floor, room 610, intercom 30, 00-668
Warsaw, Poland**

Open hours:

Monday - Wednesday: 11.00 - 14.00

Thursday - Friday: 8.30 - 12.30

- ➔ Please remember that your classes can be located in the different buildings
- ➔ Below a map of campus with information when you can find Erasmus Team.



1 (Main Building)- **Erasmus Officer** – Marta Marczak, M.Sc., room 133

4 (Mechanics Building) **Faculty Coordinator** - Desire Rasolomampionona, PhD, D. Sc.
Prof., room 111

4 (Mechanics Building) - **Erasmus Coordinator Assistant** - Michał Połecki, M.Sc., Eng –
Individual Project, room 2

10 (Electrical Technology Building) **Erasmus Coordinator Assistant** - Zbigniew Drażek,
PhD, Eng – enrolling subjects, room 514

➔ Next you should go to Mr Zbigniew Drażek who will enroll you on subjects.

Remember to take your Learning Agreement with you (below Mr Drażek Office). If
you need to change something in your LA also you need talk firstly with Mr Drażek
and the bring or send document to Dean`s Office.



Electrical-Technology Building
entrance "C"

ERASMUS Coordinator Assistant:
Mr Zbigniew Drażek PhD, Eng
room 514 (last floor)

➔ You can also contact with Erasmus Students Network from Warsaw University of
Technology (ESN): <http://www.pw.esn.pl/> - find e-mails to them and ask for
assistance for your arrival.

➔ You can pick up your Student card in Dean`s Office after a week from your arrival.

➔ More information you can find on our website: <http://www.ee.pw.edu.pl/en/studencka-wymiana-miedzynarodowa/erasmus/studenci-przyjezdajacy/studenci-przyjezdajacy-w-trakcie-pobytu/>

➔ Very helpful are **online petition** in ISOD - > My petition -> e.g. General Request
(PD_150) you can ask about your cases, send LA to acceptance or send proof of
payment

CHAPTER 2

How can I change my Learning Agreement during my mobility?

If you want to change your Learning Agreement, fill in the "During the Mobility" section of your original document. Indicate the courses you want to drop or add.

During the Mobility

Exceptional changes to Table A						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change	Number of ECTS credits (or equivalent)
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	

Please inform about changes Mr Zbigniew Drażek.

Next send corrected document to your university and get sign of your coordinator.

Finally, add it to **Application PD_150 in ISOD/ send by email** (marta.marczak@ee.pw.edu.pl). When the document will sign you can pick up it in Dean`s Office or if you need a scan of this document, please make us know so that we will make it available.

The changes to the Learning Agreement form after your arrival can be done **ONLY** due to the schedule conflict, so please **choose the courses wisely** (overlapping the classes).

In case of overlapping the classes the student can choose the subjects from the LA list, which are in another term in the timetable.

Remember! you can change you LA only once during the first two 2 weeks from classes' start.

CHAPTER 3

Classes on the other faculties/ Students from other faculties

You can choose one subject from other faculties, but remember we don't guarantee an attendance to courses offered by other faculties at WUT. We also don't guarantee an attendance on courses which are elective.

You should bring the document with acceptance from other faculty to Dean's Office and to Mr Zbigniew Drązek.

Remember, when you pass this subject you should also bring us document with your marks. It is necessary to create your Transcript of Records.

Erasmus+ students from other faculties at WUT

Student who want to realized subjects on our faculty should fill appropriate document. After writing the subjects, you should print the form called: "Form_for_other_Erasmus+students" (available on the website, part During the mobility), fill it and gain the signatures of:

- The lecturer's of the chosen subjects
- The Dean from the host Faculty at which you are registered in WUT
- The Dean of FEE dr inż. Włodzimierz Dąbrowski

You should bring this document to Dean's Office and copy of this send/ bring Mr Zbigniew Drązek.

PART II

Chapter 1

Important information about Poland

Poland is in the Europe Central Time Zone (GMT +1) and uses 24 hour clock. Twice a year there is a change of time (last weekend in March and in October).

Warsaw (Polish: *Warszawa* [var'ʂava]) is the capital and largest city of Poland. It is located on the Vistula River roughly 370 kilometers (230 mi) from both the Baltic Sea coast and the Carpathian Mountains.

Interested places in Warsaw you can find here: <https://warsawtour.pl/en/brochures/>

Warsaw University of Technology (WUT) founded in 1826 is a research intensive academic institution focused on undergraduate and graduate programs in engineering and applied sciences. It is the largest one from all Polish technical universities. WUT is the highest ranking engineering university in Poland (www.pw.edu.pl)

Faculty of Electrical Engineering - since 85 years we educate masters of engineering and electrical engineers, experts respected in the country and abroad. For many years, we educate students of computer science, automatics and robotics. Numerous contacts with foreign universities, Erasmus – Socrates programs and modern curricula ensure that after selecting studies at our Faculty you will become a sought on the labor market specialist.

Weather - The climate has four seasons: green spring, sunny summer, rainy autumn, and snowy winter. Summers are generally warm, with average temperatures between 20 °C (68 °F) and 27 °C (81 °F). Winters are cold, with average temperatures around 3 °C (37 °F) in the northwest and –8 °C (17.6 °F) in the northeast. Breeze and sunny days can happens also in Autumn. **Be prepare for different weather conditions! Remember to take also warm clothes.**

Living costs

The official currency in Poland is Polish Zloty (PLN). One EUR is about 3.70/ 4.00 PLN.

Minimum costs of living is about 200-300 EUR/month

Accommodation –150-200 EUR/month (in a hall)

Meals – 200-250 EUR/month, e.g. milk0,59 EUR, eggs – 1,45 EUR, RICE – 0,76 EUR.

Books and entertainment – 50 EUR/month

Public transport – 10 EUR/month

Average costs of medical services: - general practice – 15 EUR - dentistry – 25 EUR

Chapter 2

Transport

How can I get to the WUT?

- ➔ The Main Campus of the WUT is located in the city centre, near to metro station – “Politechnika” (Metro Line 1).
- ➔ Bus 188: from Chopin Airport -> Metro Politechnika 01
- ➔ Tram 10: from Dworzec Centralny 09 -> Pl. Poltechniki 01
- ➔ Moreover on Pl. Politechniki are available following tram lines: 15,14

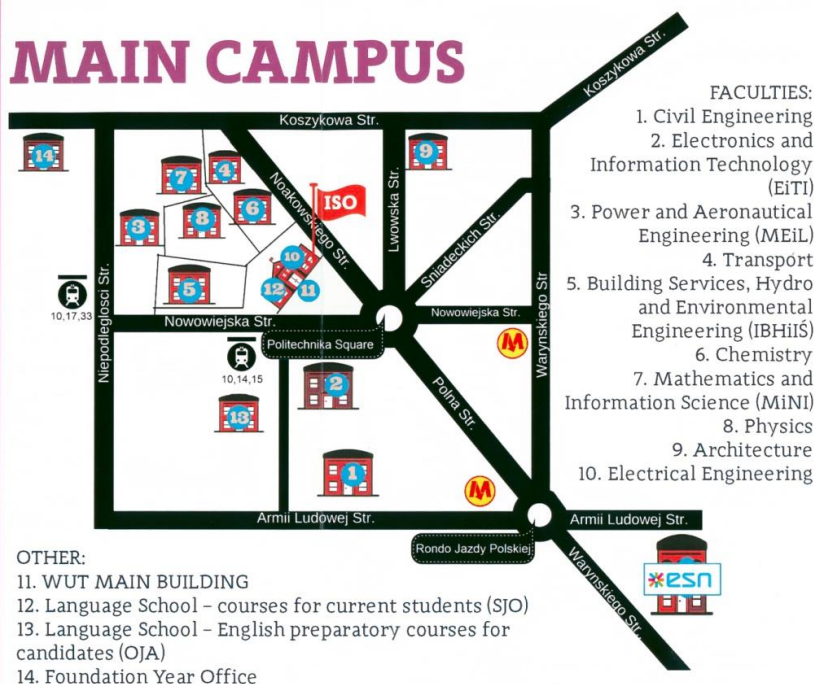
Very useful to travel around Warsaw can be application: <https://jakdojade.pl/warszawa/trasa/>

Below you can find a map of **Main Campus** (on WUT we have also **Southern Campus**), where you can find Faculty of Electrical Engineering, ESN building and tips about transport. More information about transport you can find in ESN guidebook:

https://www.pw.esn.pl/sites/default/files/news/esn_practical_guide_2018-19.pdf



MAIN CAMPUS



FAQ

1. What do I need to know about registering and enrolling process?

After you successfully applied, your Erasmus coordinator nominated you for an Erasmus study placement at the corresponding partner university. You must receive an official confirmation from the partner university to be certain that your exchange will actually take place. Only then should you book your travel plans or cancel your apartment.

2. Which language requirements exist for exchange students?

Lectures, seminars, and recitation/practical course components are held, for the most part, in English. Normally, successful participation in these classes requires at least intermediate (B2) knowledge of English.

3. How and when do I apply as an exchange students for Faculty of Electrical Engineering at WUT?

Application deadlines are available here: <https://erasmus.pw.edu.pl/erasmusen/Incoming-Students/How-to-apply>

Application procedure

Please attached your complete application documents to the system: <https://irk.pw.edu.pl/en-gb/>. Documents to send:

- Application form
- Learning agreement with detailed information about your study project at the FEE WUT approved by your home institution
- Transcript of Records or proof of previous studies at the home institution in English
- Language certificate (proof of English B2)
- Scan of your passport/ID
- Photo in .jpg format necessary to Students ID

4. Who is the person to contact for exchange students in the faculties?

Person responsible for Erasmus+ on the EE faculty: Mrs. Marta Marczak

Explanation: Administrative Specialist for Foreign Students- Mrs. Marta Marczak marta.marczak@ee.pw.edu.pl is responsible for your registration in our university, she will follow your study record and other formal matters related to it. This person you can find in Dean`s Office (Main Building, room 133).

5. What do I have to do after I have applied to Faculty of Electrical Engineering?

If you are admitted by Faculty of Electrical Engineering, the administrative will send you an acceptance letter and the signed learning agreement.

6. Does Faculty of Electrical Engineering offer accommodation – where can I stay?

The Faculty is not responsible for accommodation. This is the area of activity of Student`s Union. If you would like to live in a student dormitory, then you should apply for a room at the <https://kwaterunek.sspw.pl/?accommodation,detail:3923814> after having been admitted to the university.

At WUT there are 12 dormitories with single, double, triple rooms or apartments to choose from. Gym, swimming pool, library, TV room, laundry and kitchen also available.

The price of a room is approximately 100 Euro monthly.

All the information on the registration system is available in the Handbook for International Students. Each student should register and send their application in system (even you want share room with your friend).

More info: kwaterunek.sspw.pl

Map of WUT campus with halls of residence (Domy Studenckie): www.pw.edu.pl/mapa

7. Where can I find information about renting a flat?

Below most popular links where you can find a flat, but unfortunately most of them are in Polish:

1. <https://www.gumtree.pl/s-mieszkania-i-domy-dowynajecia/warszawa/v1c900813200008p1?nr=2>

2. https://www.olx.pl/nieruchomosci/mieszkania/wynajem/warszawa/qmieszkania/?search%5Bfilter_enum_rooms%5D%5B0%5D=two&search%5Bprivate_business%5D=private

3.

https://www.otodom.pl/wynajem/mieszkanie/warszawa/?search%5Bfilter_enum_rooms_num%5D%5B0%5D=2&search%5Bdescription%5D=1&search%5Bprivate_business%5D=private&search%5Bdist%5D=0&search%5Bsubregion_id%5D=197&search%5Bcity_id%5D=26#form

8. What is WUT's academic calendar and when should I arrive in Warsaw?

Academic year in WUT begins with the first full week of October. The year is split into 2 semesters (15 weeks each). There are several breaks: the Christmas break lasting up to the last two weeks of December, a mid-term break after the first semester (this is usually is a week in February) and the summer break which lasts from the end of June till the beginning of September. The first 2 weeks of September are reserved for second exam session of the previous semester. The regular academic year starts in first days of October.

Academic calendar is available here: <https://eng.pw.edu.pl/Academics/Academic-Calendar>

You should arrive to Warsaw **at least one week** before start the semester.

9. Does Faculty of Electrical Engineering offers languages?

Yes, we offer languages, e.g. Polish and English courses. More information about courses and enrollment you can find here: <https://www.sjo.pw.edu.pl/en/courses/erasmus-students/>

10. Can I choose classes from other faculties of WUT?

You can choose 1 subject from other faculties of WUT. If you have classes in other faculties you should fill an Application for registration for classes out of our faculty. This can be done only if you get the permission of your tutors, validated by the Dean, who should accept and sign this document. Also the host faculty Dean should grant you the permission to attend those courses.

11. Where can I find my timetable?

Your Timetable is available by logging into the ISOD system: <https://isod.ee.pw.edu.pl/isod-portal/plany>. Choose: Electrical Engineering and number of the semester. You should see your schedule also in ISOD system (Faculty system). In USOS (University system) system you will see only languages and subjects from other faculties of WUT.

12. When and where can I get my Student card?

The fee amount for your ID card is **22 PLN (only in PLN). You can pay it by cash in bank locates near Main Campus of WUT: Bank PKO S.A. Noakowskiego 18/20 street (without commission):** <https://mapa.targeo.pl/pekao-sa-oddzial-ul-noakowskiego-18-20-warszawa~4456167/pekao-sa-oddzial/adres>

We inform you by email that your student card is ready. Usually you can pick up it in first week of the new semester in Dean`s Office (Main Building, room 133)

13. What is ESN and buddy?

Erasmus Student Network is an international organization which helps and supports foreign students being on Erasmus exchange and informs local students about the Erasmus exchange programme. They are always ready to help and do their best to make students' stay in Warsaw the most memorable time of their lives. **Contact:** website: <http://www.pw.esn.pl/>

ESNbuddy is a program focused on helping Erasmus+ students in their first days in Warsaw. As a participant you will get a buddy that will help you acclimatize in Warsaw (i.e. with accommodation, public transport pass or any other possible thing that may occur during your stay in Warsaw, you can ask for anything that is your concern).

Buddy is a person who studies at Warsaw University of Technology and will also provide you with essential information about social events prepared for Erasmus students, trips and more.

Participating in this program is an opportunity to stay in touch with natives and other Erasmus students. ESNbuddy is organized by students' organization Erasmus Student Network PW (ESN PW).

You can register at: <https://buddysystem.eu/en/>

For more information write here: buddy.pw@esn.pl

14. Do I need Polish visa?

For non-EU citizens an entry visa is required. An application form for a Polish visa is available at: <http://www.msz.gov.pl/Visa,requirements,2346.html> A Polish visa will be issued upon the presentation of the health insurance certificate and the originals of acceptance letters.