

Information for foreign students admitted to the first year of studies at the Wrocław University of Environmental and Life Sciences

Having received information about admission to studies, a candidate delivers a set of documents to the Admissions Office within the set deadline. In the Admissions Office, the candidate receives a referral to an occupational medicine doctor, if required for a given field of study.

Each person admitted to the first year of studies at the Wrocław University of Environmental and Life Sciences is required to participate in the so-called Introduction Day at the time and place set for a given field of study.

The Introduction Day consists of one or two stages (depending on the faculty) and its programme includes the following parts:

- meeting with the Faculty Authorities,
- the Matriculation* ceremony,
- general information (including matters related to the didactic and educational process at the WUELS, student's obligations and rights, provision of the most important information on student ID cards, medical certificates, schedules, etc.),
- discussing the principles of operation of the virtual dean's office,
- information on the Clinic for Personal Development and the Career Office, the library, lecture on "Hygiene of Mental Health" and discussion of problems related to the risk of drug addiction, alcoholism and AIDS among students,
- lecture on occupational health and safety (OHS) and information on health and safety training and fire protection, lecture on administration of first aid (on the e-learning platform),
- meeting with the Students' Representatives Council,
- discussing the University organizational structure, the student's rights and obligations, rules of granting benefits for students, disciplinary liability of students and information on the Students' Representatives Council and creative groups operating at the University, information on assistance to be provided to students with disabilities.

Occupational health and safety training is obligatory and must be completed to pass the first semester. The above-mentioned training **should also be attended by the WUELS first-year second-cycle students** who graduated from another university.

** Matriculation is a formal act of admission as a student that occurs when the matriculation oath is taken and the matriculation register is signed. Failure to take up studies results in removal from the list of students.*

On the Introduction Day, the candidate is required to deliver to his/her dean's office an occupational medicine confirmation stating that there are no contraindications to undertake studies.

The programme is co-financed by the European Social Fund under the Knowledge Education Development Operational Programme, non-competitive project called *Improving competency of academic staff and the institution's potential in accepting people from abroad - Welcome to Poland*, implemented under the Measure specified in the application for co-financing of the project no. POWR.03.03.00-00-PN 14/18

Important note!

THE STUDENT ID NO. IS PROVIDED ON THE ELECTRONIC STUDENT ID CARD.

LOGGING TO THE USOSWeb SYSTEM FOR FOREIGN STUDENTS

<https://usos.up.wroc.pl>

The first logging in to the system should be possible after receiving a student ID card. Student can log in via CAS through the “log in” button in the upper right corner of the page. The default login details for students are the student ID no. (login) and password (examples below).

Problems with logging can be reported by e-mail to the following address: usos@upwr.edu.pl

For people born before the year 2000:

Login: Student ID no.

Password: YYMMDD+00000+first lowercase letter of the name+!

Sample password for a person born on 01/01/1999: 99010100000a!

For people born after the year 2000:

Login: Student ID no.

Password: YY(20+)MM+DD+00000+first lowercase letter of the name+!

Sample password for a person born on 01.01.2000 r.: 00210100000a!

EXPLANATION OF THE CHARACTERS:

YY- two last letters of the year

20+ adding 20 (e.g. 20+01 (January)=21, 20+11 (November)=31)

MM- month

DD- day (e.g. 11, 01,02)

STUDENT E-MAIL

<https://www.uci.upwr.edu.pl/poczta-studencka>

Students will be provided with an e-mail account (Student ID no.upwr.edu.pl), which is the primary channel to communicate with administration employees and lecturers, and a virtual disk with unlimited capacity as part of the G Suite service.

Any questions regarding e-mail in the student@upwr.edu.pl domain should be sent to the

following address: poczta@student.upwr.edu.pl

Logging:

Account name: Student ID no.@student.upwr.edu.pl

Password: last 7 digits of ID No. (PESEL) and @

Sample password: 0100000@

ID No. (PESEL) IS ALSO PROVIDED ON THE ELECTRONIC STUDENT ID CARD

* For foreigners, ID No. (PESEL) is generated for the purpose of logging in to the University's systems; **it should not be used outside the University.**

Important note!

For online classes, invitations to attend classes conducted remotely will be sent by teachers to your student e-mail address. All teachers have the standard university e-mails: name.surname@upwr.edu.pl

STUDENT ID CARDS

The parameters of the ID card photograph are described on the website:

https://apply.upwr.edu.pl/pl_PL/contents/content/14-parametry-zdjcia

Students pursuing a double major at the Wrocław University of Environmental and Life Sciences, graduates of this University or those who studied at the University in previous years will not be provided with their student ID cards. These students shall use the ID issued when they first enrolled.

STUDENT RESIDENCE HALLS

On the agreed date, the candidate is accommodated in a student residence hall and completes all the related formalities on the spot.

<https://upwr.edu.pl/studia/wsparcie-dla-studenta/akademiki>

The version in the Polish language contains links to both the Library website in the Polish and in English language. Perhaps Russian students speak Polish, which is often the case.

MAIN LIBRARY

<http://www.bibl.up.wroc.pl>

<http://www.bibl.up.wroc.pl/ENU/index.html>

- **Joining the Library**

Only users who applied to join the Library may order and borrow books and use licensed electronic resources.

Those interested may apply for the Library card on-line. A completed and signed **Declaration (PL/EN)** should be sent to the following address: wypożyczalnia.bg@upwr.edu.pl

[How to fill in declaration?](#)

- **Logging into the Multisearch and to your library account**

ID – number under the bar code on the student ID (full number)

Password – day, month and last digit of the student's year of birth (5 digits)

- **Ordering and borrowing of books**

Students can borrow 20 books and 2 books from the “for 7 days” collection, as well as 5 books from the fiction collection.

Books must be ordered on-line by logging in to **MULTISEARCH**.

Ordered books should be picked up within 3 days at the Lending Room of the Main Library, ul. Norwida 29, entrance no. 2.

To borrow the books that have been ordered, the student ID card must be shown.

- **Extension**

The user has the right to extend the due dates of books borrowed once. To extend/renew the books, the user must login to his/her library account. Extension/renewal is possible if the deadline for returning the book has not expired.

- **Returning books**

Books borrowed from the Main Library are returned only through **the drop box** on the outer wall of the Library building.

[Map](#)

- **Access to electronic resources**

The WUELS students have access to licensed electronic resources from anywhere after logging in to the Multisearch.

- **Useful links**

[How to log-in](#)

- **Contact with the Library**

Questions and concerns to be sent through the [Ask a Librarian](#) service.

Detailed information in the [Contact](#) tab.



IMPORTANT DOCUMENTS

Timetable of the academic year

<https://upwr.edu.pl/studia/o-studiach/kalendarz-akademicki>

General Regulations for Students of the Wrocław University of Environmental and Life Sciences

<https://upwr.edu.pl/studia/o-studiach/regulamin-studiow>

Regulations on benefits for students of the Wrocław University of Environmental and Life Sciences

<https://bip.upwr.edu.pl/akty-prawne/zarzadzenia/zarzadzenia-rektora/2020-rok/zarzadzenie-nr-2592020-rektora-universytetu-przyrodniczego-we-wroclawiu-z-dnia-11-wrzesnia-2020-roku-262.html>



CONTACT WITH THE DEAN'S OFFICE

On the faculty website, in the “Dean’s Office” tab, students may familiarize themselves with the working hours of the relevant dean’s office that can also be contacted by e-mail and by phone.

Class schedules are available on the faculty websites:

Faculty of Biotechnology and Food Sciences: <https://www.binoz.upwr.edu.pl/wnoznew/>

Faculty of Animal Biology and Husbandry: <http://www.bihz.up.wroc.pl/>

Faculty of Environmental Engineering and Geodesy: <http://www.aqua.up.wroc.pl/>

Faculty of Veterinary Medicine: <http://www.wet.upwr.edu.pl/>

Faculty of Life Sciences and Technology: <http://www.wpt.up.wroc.pl/>

VOLUNTARY HEALTH INSURANCE IN POLAND BY THE NATIONAL HEALTH FUND (NARODOWY FUNDUSZ ZDROWIA, NFZ)

<http://www.nfz.gov.pl/dla-pacjenta/zalstw-spraw-krok-po-kroku/jak-ubezpieczyc-sie-dobrowolnie/>

A student – citizen of a non-EU/EFTA country, who has signed an insurance contract with the National Health Fund and pays contributions in a timely manner, has the right to use full-range medical care in Poland in medical facilities that have signed a contract with the National Health Fund for providing medical assistance (in hospitals and clinics that have signed such contracts, there are signboards from the National Health Fund).

The monthly contribution is PLN 55.80. When going to the doctor's, the student must have a copy of the contract with the NFZ with him/her, a form of notification to the Social Insurance Institution (Zakład Ubezpieczeń Społecznych, ZUS) and confirmation of the payment of the contribution for the last month.

How to sign a contract with the National Health Fund?

The student should go to relevant branch of the National Health Fund, i.e. Lower Silesian Branch of the National Health Fund, The Insured Service Centre (ul. Traugutta 55, 50-417 Wrocław, tel. 71 797 91 35 / 71 797 91 66).

1. The student must have the following documents with him/her:
 - passport (with photograph),
 - certificate from the university confirming a student status,
 - personal ID No. (PESEL), if applicable,
 - student ID card.
2. The student must visit the Lower Silesian Branch of the National Health Fund on the day set by the NFZ to sign a voluntary insurance contract.
3. After signing the contract, the student has 7 days to register with the branch or an inspectorate office of the Social Insurance Institution by submitting the ZUS ZZA form ("Application for health insurance"). The Social Insurance Institution branch (depending on where one lives):
 - for individuals living in two districts of Wrocław, namely Śródmieście and Psie Pole:
1st Social Insurance Institution Inspectorate Office in Wrocław
50-225 Wrocław, ul. Reymonta 4/6

- for individuals living in the Wrocław – Fabryczna district (excluding the Grabiszyn, Oporów, Szczepin housing estates) and Wrocław – Stare Miasto:
2nd Social Insurance Institution Inspectorate Office in Wrocław
53-641 Wrocław, ul. Litomska 36
- for residents of other districts:
3rd Social Insurance Institution Inspectorate Office in Wrocław
50-930 Wrocław, ul. Pretficza 11

The student may also insure himself/herself with private insurance agencies. A package of services depends on the student's needs and financial possibilities.

IMPORTANT! Holders of the Polish Card, after signing a contract with the National Health Fund and registering with the Social Insurance Institution, must present the contract to the Centre for Student Affairs.

Only then health contributions are paid by the WUELS.

OCCUPATIONAL MEDICINE

Occupational Medicine Centres in Lower Silesia: <http://dwomp.pl/badania-uczniow,-studentow/>

INSURANCE AGAINST ACCIDENTS AND CIVIL LIABILITY INSURANCE

<https://upwr.edu.pl/studia/wsparcie-dla-studenta/ubezpieczenia-i-opieka-zdrowotna>

LEGALIZATION OF STAY IN POLAND

Every foreigner, including a student, is **obliged to legalize his/her stay in Poland.**

<https://przybysz.duw.pl/cudzoziemcy-pobyt/zezwozenia-na-pobyt-czasowy/studia/>

https://apply.upwr.edu.pl/pl_PL/contents/content/27-zameldowanie-czasowe-na-terytorium-polski-cudzoziemcw

INFORMATION ABOUT WROCŁAW

<https://www.wroclaw.pl/ru/ua>

URBANCARD ON ELECTRONIC STUDENT ID CARD

<https://upwr.edu.pl/ogloszenia/aktywacja-urbancard-na-elektronicznej-legitymacji-studenckiej-21.html>

INFORMATION ABOUT FREE POLISH LANGUAGE CLASSES

<https://fundacjaukraina.eu/kontakt/>

The rules of preventing the spread of SARS-CoV-2 coronavirus among members of the community of the Wrocław University of Environmental and Life Sciences in the 2020/2021 academic year must be observed.

Announcements are available on the University's website:

<https://www.upwr.edu.pl/ogloszenia>