A Guide for International Students

THE WITELON UNIVERSITY OF APPLIED SCIENCES IN LEGNICA
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## I. INTRODUCTION

### Facts about the Republic of Poland

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area:</strong></td>
<td>312,685 square kilometers (9th largest country in Europe)</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>central Europe (the Republic of Poland borders the Federal Republic of Germany, the Czech Republic, the Slovak Republic, Ukraine, the Republic of Belarus, the Republic of Lithuania and the Russian Federation)</td>
</tr>
<tr>
<td><strong>Population:</strong></td>
<td>38 million</td>
</tr>
<tr>
<td><strong>Climate:</strong></td>
<td>moderate</td>
</tr>
<tr>
<td><strong>Capital:</strong></td>
<td>Warszawa (Warsaw)</td>
</tr>
<tr>
<td><strong>Language:</strong></td>
<td>Polish</td>
</tr>
<tr>
<td><strong>Religion:</strong></td>
<td>Catholicism</td>
</tr>
<tr>
<td><strong>Currency:</strong></td>
<td>złoty (PLN)</td>
</tr>
<tr>
<td><strong>Government:</strong></td>
<td>parliamentary republic</td>
</tr>
</tbody>
</table>

Since May 1st 2004, Poland has been a Member State of the European Union, Poland is also a member of the UN, the Council of Europe, the Organization for Economic Cooperation and Development, the Central European Free Trade Association, the Central European Initiative, the World Trade Organization and NATO.
Facts about Lower Silesia Region

The region of Lower Silesia (Dolny Śląsk) covers an area of around 20,000 sq km and is populated by approximately 3 million people. It is bordered by Lubuskie and Wielkopolskie provinces to the north, Opolskie province to the east, Germany to the west and the Czech Republic to the south.

There are a number of tourist attractions in the Lower Silesia region including: the Sudetes, Stołowe, Karkonosze and Rudawy Janowickie mountains; the Kłodzko valley; a large number of castles; and many other architectural monuments. Lower Silesia is also home to lots of geological curiosities such as caves, rocky labyrinths and several long-extinct volcanoes. Among the many mineral springs there are some thermal and radioactive ones!

The river system of Lower Silesia is formed by the Odra (Oder) and its tributaries; there are also a number of large artificial lakes and interesting waterfalls. Large parts of Lower Silesia are forested, including the Sudetes and Lower Silesian forests. There are two national parks and numerous nature reserves, the best-known of which is Milicz Ponds, the largest bird reserve in southern Poland.

The capital and perhaps major tourist attraction of the province is the city of Wrocław. Other interesting towns and cities include: Głogow, Jelenia Gora, Klodzko and Legnica.

Travel directions for visitors to Legnica

By road
From Warszawa – about 6 hours (412 km)
From Wrocław – about 50 minutes (77 km)
From Zgorzelec – about 1 hour (103 km)

By plane
Legnica can easily be reached from Copernicus Airport in Wrocław (Port Lotniczy im. M. Kopernika we Wrocławiu – http://www.airport.wroclaw.pl) by train, coach or minibus (it is only 70 km away from it).

To get to your destination from Frederic Chopin Airport in Warsaw (Port Lotniczy im. F. Chopina w Warszawie- http://www.lotnisko-chopina.pl) you need to take a train (distance:350 km).
By train

From Copernicus Airport in Wroclaw you can catch the 406 bus to the central railway station (Dworzec Główny), which takes approx. 40 min. (bus fare – about 3,00 zł; get off at Dworcowa Street) or you may use one of the licensed taxi services (for example: Radio Taxi, phone: +48 71 196 22). Then continue your journey to Legnica by train.

From Frederic Chopin Airport in Warsaw you can catch the 175 bus (or the N32 night bus service) to Warsaw central railway station (Dworzec Centralny), which takes approx. 30 min. Buy your bus ticket at a newsagent’s at the airport (bus fare – about 3,00 zł). Alternatively, use one of the licensed taxi services (for example: MPT Radio Taxi, phone: +48 221 91 91 or Merc Taxi, phone: +48 226 777 777). Then continue your journey to Legnica by train.

There is a train connection between Dworzec Centralny in Warsaw or Dworzec Główny in Wroclaw and the railway station in Legnica.

Please consult: http://www.rozklad.pkp.pl for up-to-date train schedules.

Go to the ticket hall and queue to buy a one-way ticket to Legnica.
Facts about the city of Legnica

Legnica is situated in the south-west of Poland. It is the third largest city of Lower Silesia and one of the oldest in this part of the country. The city is situated on the River Kaczawa in Silesian Lowlands, the warmest region of Poland. Legnica covers an area of 56.29 square kilometers and has a population of 106,000. The city cooperates with the following foreign cities: Wuppertal (Germany) since 1993, Drohobycz (Ukraine) since 1999, Blansko (The Czech Republic) since 2000 and Roanne (France) since 2006.

Distances to other cities:
- Berlin – 240 km
- London – 1330 km
- Madrid – 2467 km
- Paris – 1212 km
- Prague – 175 km
- Rome – 1578 km
- Vienna – 350 km
- Warsaw – 330 km

A complex of eight Renaissance three-storey houses called „Herring Stalls” (Śledziówki), first mentioned in 1574

St. Mary’s Church dating back to the 14th century

Historical tenement-house in Legnica „At quail basket” quoth
Tourist attractions

A 13th-century castle

Urban park of Legnica

Museum of Copper in Legnica

Old Town Hall

The Piast Mausoleum
II. THE WITELON UNIVERSITY OF APPLIED SCIENCES IN LEGNICA

Early beginnings

On 16th June, 1998 the first independent university was established in Legnica. In its early days, the institution had no academic didactic staff or material property of its own. Despite those difficulties, within a few years the school has become one of the largest of the kind in Poland. Today over nine thousand daily, extramural and post-graduate students are educated here and the area of the didactic halls exceeds 21 thousand square meters.

Property

**Building A** houses administrative rooms, lecture halls, language laboratories, classrooms, computer study rooms, a weight room, fitness club and a café.

**Building C** houses lecture rooms, computer laboratories, language study rooms, classrooms, the library and a reading room.

**Building E** houses four lecture rooms for over 1,000 people in total.
Licentiate studies
Engineering studies
Master’s degree studies

Field of Administration
Field of Economy
Field of Environmental Protection
Field of Philology
Field of Pedagogy
Field of Nursing
Field of Political Science
Field of Emergency Medical Care
Field of Tourism and Recreation
Field of Physical Education
Field of Management
Field of Computer Science
Field of Management and Production Engineering
Fields of study

1. Faculty of Administration

   1) Field of Administration (BA studies) including the following specializations:
      a) public administration
      b) environmental protection administration
      c) public safety and security administration
      d) municipal and economic administration

   2) Field of Environmental Protection (engineering studies) including the following specialization:
      a) environmental protection systems

2. Faculty of Humanities

   Field of Philology (BA studies) including the following specializations:

   1) English philology and computer science
   2) English philology
   3) German philology
   4) Russian philology
3. Faculty of Management and Computer Science

1) Field of Computer Science (engineering studies) including the following specializations:
   a) computer systems and networks
   b) multimedia and Internet systems
   c) computer graphics
   d) information systems management

2) Field of Management (BA studies) including the following specializations:
   a) enterprise management
   b) small and medium enterprise management
   c) financial management
   d) human resources management

3) Field of Management and Production Engineering (engineering studies) including the following specializations:
   a) industrial systems controlling
   b) logistics
   c) occupational safety engineering

4) Field of Management and Production Engineering (MA studies) including the following specializations:
   a) energy from renewable resources
   b) information technologies in production engineering
   c) security

5) Field of Economy (BA studies) including the following specializations:
   a) economic analysis
   b) accounting and internal audit
4. Faculty of Political Science

1) Field of Political Science (BA studies) including the following specializations:
   a) public services
   b) public communication and public relations
   c) European integration
5. Faculty of Pedagogy, Tourism and Recreation

1) Field of Pedagogy (BA studies) including the following specializations:
   a) social work
   b) care pedagogy and health promotion
   c) integrated early pre-school education with the English language

2) Field of Tourism and Recreation (BA studies) including the following specializations:
   a) organization of tourism and recreation
   b) tourism and hospitality industry
   c) agrotourism

3) Field of Physical Education (BA studies) including the following specialization:
   a) teacher training

6. Faculty of Medicine

1) Field of Nursing (BA studies)
2) Field of Emergency Medical Care (BA studies)
Term dates and public holidays

The academic year commences on 1st October and ends before 30th June.

**Autumn/Winter Semester**
Classes start in the last week of September/first week of October and finish in the third week of January.
End-of-term examination session: January/February.

**Spring/Summer Semester**
Classes start in the second week of February and finish in the second week of June.
A week-long Easter break, May long weekend break: 1st – 3rd May.
End-of-term examination session: June.

**Public Holidays in Poland**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>1st January</td>
</tr>
<tr>
<td>Easter Sunday</td>
<td>March or April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>March or April</td>
</tr>
<tr>
<td>May Day</td>
<td>1st May</td>
</tr>
<tr>
<td>Constitution Day</td>
<td>3rd May</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>June</td>
</tr>
<tr>
<td>Feast of the Assumption</td>
<td>15th August</td>
</tr>
<tr>
<td>All Saints’ Day</td>
<td>1st November</td>
</tr>
<tr>
<td>Independence Day</td>
<td>11th November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>25th December</td>
</tr>
<tr>
<td>Boxing Day</td>
<td>26th December</td>
</tr>
</tbody>
</table>
**Language of instruction**

The language of instruction is Polish, however other languages (English, French, German and Russian) are also used in particular classes and lectures. Please visit our site: http://www.bw.pwsz.legnica.edu.pl

**Polish language course**

The University offers free Polish language courses for foreign exchange students. The courses are provided in each semester, on elementary level; no ECTS credits are awarded for attendance.

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**Grading scale**

<table>
<thead>
<tr>
<th>Polish scale:</th>
<th>ECTS grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>five (pięć)</td>
<td>A excellent</td>
</tr>
<tr>
<td>four and a half (cztery i pół)</td>
<td>B very good</td>
</tr>
<tr>
<td>four (cztery)</td>
<td>C good</td>
</tr>
<tr>
<td>three and a half (trzy i pół)</td>
<td>D satisfactory</td>
</tr>
<tr>
<td>three (trzy)</td>
<td>E sufficient</td>
</tr>
<tr>
<td>2 two (dwa)</td>
<td>FX/F fail</td>
</tr>
</tbody>
</table>
III. FORMALITIES UPON ARRIVAL

The deadline for Erasmus Programme Coordinator of the sending school to submit via e-mail an official note specifying the students to be sent to our school is 15th May (winter semester) and 15th November (summer semester).

The note should be sent to the following e-mail address: witkowskam@pwsz.legnica.edu.pl and it should include the following information: the student’s name(s), surname, sex, specification of the semester (summer, winter), the academic year and the number of months the student is going to study in Poland for.

By 31st May (winter semester) or 30th November (summer semester) we should be sent the following documents by regular mail:
- e-version of student’s application form and its ordinary version
- learning agreement
- accommodation form
- photocopy of the student’s passport and ID
- 4 photos (3,5 x 4,5 cm)
On reception of the above mentioned documents we will send a letter of acceptance to your coordinator via regular mail.

A month prior to the student’s departure we should be sent by regular mail the following:
- photocopy of the student’s visa (if applicable),
- information form containing details of the trip – „arrival form”.

Please send all the documents to the following address:

Państwowa Wyższa Szkoła Zawodowa im. Witelona w Legnicy
Biuro Współpracy z Zagranicą
ul. Sejmowa 5C pok. 117
59–220 Legnica Polska/Poland
Library

The library of the Witelon University of Applied Sciences in Legnica was created as early as the second year of the school’s activity. Currently, our book stock is convergent with the fields and specializations of study and it includes 60,000 volumes, both in Polish and foreign languages, as well as 144 Polish and foreign magazines.

At the moment the library has 2,500 special tape recordings (CDs, video recordings, etc.).

The school library has a computerized catalog and it is equipped with up-to-date software as well as electronic appliances.

Opening hours:
Monday – Tuesday: 8:00 – 18:00
Wednesday: 11:00 – 18:00
Thursday – Friday: 8:00 – 18:00
Saturday: 9:00 – 16:00

Student societies

„Consumer protection” – Faculty of Administration
„Young political scientists” – Faculty of Political Science
„Young Administrators” – Faculty of Administration
„Negotiator” – Faculty of Political Science
„Contemporary Computer Science” – Faculty of Management and Information Technology
„Earth Lovers” – Faculty of Administration
„Entrepreneur” – Faculty of Management and Information Technology
„Quality Management” – Faculty of Management and Information Technology
„Constitutional Law” – Faculty of Administration
Academic Sports Association

Academic Sports Association (AZS) was established in 2001, granting students an opportunity to develop their skills in a number of sports, including: football, basketball, volleyball, swimming, table tennis, cross-country running, cheerleading and break-dancing. Our students participate in taekwondo, karate, chess, sports climbing, tennis, triathlon and men’s handball competitions and tournaments. Students of the Witelon University of Applied Sciences in Legnica organize inside-school championships in many sports disciplines. They also take part in a variety of events within Lower Silesia Inter-School League.

Academic Club of Tourism

The Academic Club of Tourism (AKT), established in November 2002, embraces students interested in broadening their knowledge of tourism and recreation, both through organizing and participating in various events, such as white-water canoeing, trekking expeditions, extreme rallies or sightseeing tours.
Address: Dom Studenta (Hall of Residence)
ul. A. Mickiewicza 10, 59-220 Legnica, Poland
Accommodation

The accommodation deadline for the winter semester is **May 31st**, and for the summer semester – **November 30th**.

The Witelon University of Applied Sciences in Legnica provides accommodation for all exchange students in the University’s dormitories.

All rooms have free Internet access. They are equipped with new furniture, beds, desks, chairs, pillows and quilts; there is no bed linen.

Accommodation costs vary according to the type of accommodation provided (single, double, triple or quatro room with shared bathroom and a kitchen on the floor or with a bathroom and a kitchen on the floor or, alternatively, with an en-suite bath and kitchen. The minimum rent is 275 PLN per person per month, with the maximum of 450 PLN.

Payment should be made in cash at the Dormitory Office before 10th day of each month. At check-in every student is obliged to pay a returnable security deposit of 200 PLN. The deposit is to be returned at final check-out provided that the accommodation is vacated without any damage.
Health insurance

Medical insurance is obligatory for all foreign students.

European Students
The European Health Insurance Card makes it easier for citizens of the 27 EU Member States (plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during their temporary stays abroad.

The Card grants them the same access to public sector health care (e.g. a doctor, a pharmacy, a hospital or a health care centre) as the one enjoyed by the nationals of the country they are visiting. Those receiving medical attention in a country that charges fees for health care, will be reimbursed either immediately, or after they return to their home countries.

Non-European Students
Prior to their departure, non-European students should purchase relevant health insurance in their home country, covering the duration of their stay in Poland. It is also possible to purchase such insurance on the spot from National Health Fund (NFZ), which amounts to approx. 49 PLN per month.

Residence Permit

Please be prepared to obtain a Residence Permit at the beginning of your stay in Poland. Such a Permit is issued for one year. Your student guide will offer you assistance in the procedure. Required documents:

- proof of insurance (European Health Insurance Card)
- Identity Card or International passport (EU citizens)
- passport valid for minimum 1 year + Visa (non-EU citizens)
Living costs

Minimal living costs in Poland amount to 300–500 PLN per month, accommodation excluded. For your information, below we provide average prices of major products, which however, may vary depending on location.

- Bread – 3,00 zł/loaf
- Butter – 3,50 zł/packet
- Eggs – 0,30 zł/each
- Yoghurt – 1,50 zł
- Milk – 2,00 zł/litre
- Juice – 3,50 zł/litre
- Coke – 2,50 zł/0,5 l bottle
- Rice – 1,50 zł/kg
- Sugar – 3,00 zł/kg
- Chocolate – 2,00 zł/bar
- Apples – 3,50 zł/kg
- Bananas – 3,00 zł/kg
- Potatoes – 1,00–1,50 zł/kg
- Chicken – 6,00 zł/kg
- Cigarettes – 9,00 zł/packet
- Beer – 4,00–5,00 zł/0,5 l bottle
- Cinema/theatre ticket – 15 zł
Money facts
The currency of Poland is the Polish new złoty (PLN or zł); 1 Euro = 4.0 PLN (July 2010). Money can be exchanged at airports, railway stations, banks, hotels or exchange offices.
Public transportation

Bus
The best way to move around the city is by bus (MPK). The fares are the following:
– single ticket – 2,00 PLN,
– day pass – 7,00 PLN,
– monthly pass (one line) – 66,00 PLN,
– monthly pass (all lines) – 90,00 PLN.
Students under 26 are entitled to a 37% discount, provided that they hold a valid Polish student card.

Train
Outside destinations can easily be reached by train – National Rail (PKP). The schedule can be checked on:
http://rozkład-pkp.pl/?q=en/node/143
Students under 26 are entitled to a 37% discount for 2nd class tickets in all types of trains except InterCity and EuroCity. Please remember about your ID: a valid Polish student card.

Taxi
Taxi ranks are marked with the TAXI sign. Higher rates are charged for travel out of city limits, on Sundays and holidays, a special night fare is also applied between 10 pm to 6 am.

76 196 22 – Super Radio-Taxi
76 199 23 – Radio-Tele-Taxi
76 196 28 – Radio Taxi
Communication

Telephone
Country Calling Code for Poland: +48
Area Code for Legnica: 76

Mobile
The five major operators in Poland are:
- Era – http://www.era.pl
- Heya – http://www.heyah.pl
- Orange – http://www.orange.pl
- Play – http://www.playmobile.pl
- Plus – http://www.plus.pl

Postal service
Poczta Polska:
http://www.poczta-polska.pl/
Postal service:
http://www.cennik.poczta.lublin.pl/engindex.php
Post offices:
Plac Słowiański 1, Dworcowa 4,
Piastowska 72, Złotoryjska 1

Useful phone numbers:
- 999 ambulance
- 998 fire brigade
- 997 police
- 981 road assistance

While calling from a mobile phone, dial 112 or one of the above numbers preceded by the area code (e.g. to call the Police in Legnica, dial 76 997).
Legend:
1. Railway station in Legnica, 2 Kolejowa Str.
2. The Witelon University of Applied Sciences in Legnica, 5 A Sejmowa Str.
3. Hall of Residence, 10 Mickiewicza Str.
## V. CONTACTS

**International Relations Office**
Małgorzata Witkowska, MA  
Institutional Erasmus Co-ordinator  
e-mail: witkowskam@pwsz.legnica.edu.pl  
Phone: +48 76 723 23 47  
Fax: +48 76 723 29 05

**Address:**  
Państwowa Wyższa Szkoła Zawodowa  
im. Witelona w Legnicy  
Biuro Współpracy z Zagranicą  
ul. Sejmowa 5 C, pok. 117  
59–220 Legnica Polska / Poland  
www.bw.pwsz.legnica.edu.pl

### Departmental Co-ordinators

<table>
<thead>
<tr>
<th>Department</th>
<th>Co-ordinator</th>
<th>E-mail</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Administration</td>
<td>mgr Agnieszka Łakomska</td>
<td><a href="mailto:LakomskaA@pwsz.legnica.edu.pl">LakomskaA@pwsz.legnica.edu.pl</a></td>
<td>+4876 723 22 02</td>
</tr>
<tr>
<td>Faculty of Humanities</td>
<td>dr Piotr Niemiec</td>
<td><a href="mailto:piotriemiec@interia.eu">piotriemiec@interia.eu</a></td>
<td>+4876 723 22 15</td>
</tr>
<tr>
<td>Faculty of Political Science</td>
<td>dr hab. Robert Wisznioński</td>
<td><a href="mailto:wisznioskir@wp.pl">wisznioskir@wp.pl</a></td>
<td>+4876 723 22 05</td>
</tr>
<tr>
<td>Faculty of Pedagogy, Tourism and Recreation</td>
<td>dr Regina Kumala</td>
<td><a href="mailto:kumalar@pwsz-legnica.eu">kumalar@pwsz-legnica.eu</a></td>
<td>+4876 723 23 60</td>
</tr>
<tr>
<td>Faculty of Pedagogy, Tourism and Recreation</td>
<td>dr Wiesława Troszczyńska-Nakonieczna</td>
<td><a href="mailto:wiesia.troszczynska@gmail.com">wiesia.troszczynska@gmail.com</a></td>
<td>+4876 723 23 50</td>
</tr>
<tr>
<td>Faculty of Medicine</td>
<td>dr n. med. Marek Syrycki</td>
<td><a href="mailto:syryckim@pwsz-legnica.eu">syryckim@pwsz-legnica.eu</a></td>
<td>+4876 723 21 54</td>
</tr>
<tr>
<td>Faculty of Management and Computer Science</td>
<td>dr Oleksandr Klosov</td>
<td><a href="mailto:klosovo@pwsz-legnica.eu">klosovo@pwsz-legnica.eu</a></td>
<td>+4876 723 23 24</td>
</tr>
</tbody>
</table>
Cześć! Hello / Hi
Dzień dobry Good morning
Dobry wieczór Good evening
Dobranoc Good night
Do widzenia Good bye
Do zobaczenia See you
Do jutra See sou tomorrow
Proszę Please
Przepraszam I’m sorry
Dziękuję Thank you
Tak Yes
Nie No
Jak się masz? How are you?
Co słychać? How is it going?
Która godzina? What time is it?
Jak dojechać do... How can I get to...
Czy to daleko stąd? Is it far from here?
Poproszę to May I have this
Ile to kosztuje? How much does it cost?
Ile płacę? How much will it be?
Nazywam się .. My name is……
Nie mówię po polsku I don’t speak Polish
Nie rozumiem I don’t understand
Proszę powtórzyć Please repeat.
Repeat please
Przyjechałem/przyjechałam z... I have come from......
Semestr Semester, term
Egzamin semestralny End -of -term examination
Egzamin ustny Oral examination
Egzamin pisemny Written examination
Praca semestralna End -of -term paper
Sesja egaminacyjna Examination period