



**GUIDEBOOK FOR FOREIGN STUDENTS
AT LODZ UNIVERSITY OF TECHNOLOGY**



Guidebook for foreign students at Lodz University of Technology

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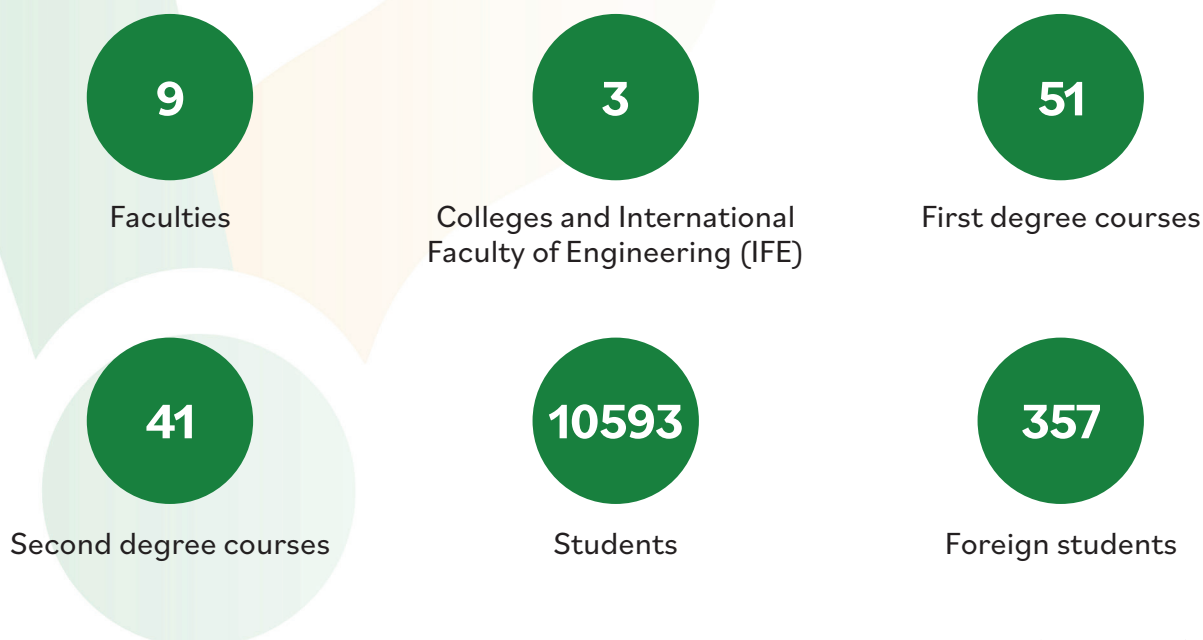
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Section 1

Lodz University of Technology - facts and figures

Lodz University of Technology



(Data as of 31.12.2022)

The Lodz University of Technology was set up in 1945 and now is one of the best technical universities in Poland. The University has a rich tradition of education in foreign languages, which is coordinated by the International Faculty of Engineering known by this name for 30 years. It is a worldwide recognized innovative centre, teaching 17 technical courses in English and selected courses in French. Students also have an opportunity to get a double degree within the framework of partnership agreements with universities in Europe and more. Lodz University of Technology is one of the top universities in the student exchange Erasmus+ program and is entitled A mobility- friendly university. It is also a leader when it comes to the number of students going on long-term, abroad summer internships under IAESTE program. Doctoral students from Lodz University of Technology also take part in two-way international exchanges.

University's website: www.p.lodz.plStudy program: www.programy.p.lodz.pl

TUL Campus

Lodz University of Technology is distinguished from other Polish universities by its 37-hectare campus in the city centre, modern edifices and revitalized, post-factory buildings surrounded by greenery. The area of TUL is divided into 6 campuses overall labelled with letters from A to F. All departmental buildings and rec-torate are in two main campuses A and B. Campuses C, D, E and F are dedicated for students' residences, cafeteria, students' clubs, and entertainment centres. Lodz University of Technology is the only university in Lodz and not many in Poland that have buildings clustered in one place of the city.

Maps of campuses:

Kampus Politechniki Łódzkiej – część północna

Wydział Mechaniczny W1	Dzielnik	Wydział Budownictwa, Architektury i Inżynierii Środowiska W6	Dzielnik
Inżynierii Materiałowej	A18, A20, A21, A22	Wydział Inżynierii Procesowej i Ochrony Środowiska W9	
Katedra Automatyki, Biomechaniki i Mechatroniki	A18, A20, A22	Katedra Inżynierii Bezpieczeństwa Pracy	A1, A6, A7
Katedra Wytrzymałości Materiałów i Konstrukcji	A22	Katedra Inżynierii Chemicznej	A1, A6, A7
Katedra Dynamiki Maszyn	A22	Katedra Inżynierii Molekularnej	A1, A6
Katedra Technologii Materiałowych i Systemów Produkcji	A18, A22, A31	Katedra Inżynierii Środowiska	A1, A6
Katedra Pojazdów i Podstaw Budowy Maszyn	A18, A22, A31	LabFactor	A1
Fabryka Inżynierów XXI wieku	A18	Kolegia	
Biblioteka Mechaniki	A20	Kolegium Towarzystwa	A33
Wydział Elektrotechniki, Elektroniki, Informatyki i Automatyki W2		Administracja	
Dzielnik	A10	Dział Rekrutacji	A13
Inżynierii Automatyki	A10, A12	Kwestaria	A17
Inżynierii Elektroenergetyki	A11	Kancelaria	A28
Inżynierii Informatyki, Stosowanej Inżynierii Mechatroniki i Systemów Informatycznych	A10, A12	Zwzaski Zawodowe	A28
Inżynierii Systemów Inżynierskich	A10, A12	Centrum Obsługi Projektów	A27
Wydział Elektrotechniki, Elektroniki, Informatyki i Automatyki W3		Jednostki pozamiejscowe	
Dzielnik	A11, A12	Interdyscyplinarna Szkoła Doktorska	A33
Inżynierii Automatyki	A11, A12	Centrum Wsparcia Międzynarodowej	A16
Inżynierii Elektroenergetyki i Energetycznej	A8, A9, A26, A27, A33	Centrum Rozwojowego IFE	A16
Inżynierii Chemii Organicznej i Biotechnologii	A27	Biurowca, Dział Naprzeciwopracujących	A30
Inżynierii Technologii Polimerów i Barwników	A8, A9, A24	Akademia Centrum Zdalnego	A29
Medyzynosłowny Instytut Techniki Radiacyjnej	A27	Uniwersytet Trzeciego Wieku	A29
Wydział Chemiczny W5		Osiedle Akademickie	
Dzielnik	A24, A27	I Dom Studencki	C14
Katedra Fizyki Molekularnej i Biologii	A24, A27	II Dom Studencki	C13
Katedra Chemii Organicznej im. O. Achmatowicza	A28	III Dom Studencki	C12
Alchemicum - mała chemia jutra	A34	IV Dom Studencki	C11
Wydział Technologii Materiałowych i Wzornictwa Tekstylno W4		V Dom Studencki	C15
Dzielnik	A13	VI Dom Studencki	C18
Inżynierii Architektury Tekstylnej	A13	Dzielnik Osiedla Akademickiego	C19
Inżynierii Materiałoznawstwa Tekstylno i Korpuszów Fibromatowych	A13	Biuro Kancelarii	C19
Katedra Inżynierii Mechanicznej i Polimerów	A33	Salas warsztatowa-konferencyjna	C15
Katedra Technologii Ściśniętych i Maszyn Włóknarstwa	A33	Słownia studencka	C12, C19
Wydział Biotechnologii i Nauk o Żywności W5		Poradnia lekarska	C12, C19
Dzielnik	A4	Studenckie Radio „ZAK”	C10, C11, C12
Inżynierii Biotechnologii Molekularnej i Przemysłowej	A4	Kluby studenckie	
Inżynierii Surowatki Naturalnych i Kosmetyków	A4		
Inżynierii Technologii Fermentacji i Mikrobiologii	A4		
Inżynierii Technologii i Analizy Żywności	A2, A4		
Katedra Biotechnologii Środowiskowej	A2, A3, A4		

Kampus Politechniki Łódzkiej – część południowa

Wydział Mechaniczny W1	B13, B14
Wydział Elektrotechniki, Elektroniki, Informatyki i Automatyki W2	
Inżynierii Automatyki	C3
Inżynierii Elektroenergetyki	C3
Inżynierii Elektroniki	B9
Inżynierii Informatyki, Stosowanej Inżynierii Mechatroniki i Systemów Informatycznych	C3, C6, C7
Katedra Fizyki Materiałów Budowlanych i Budownictwa Żelazno-Betowego	B13, C6
Katedra Mechaniki Konstrukcyjnej	B9
Katedra Priorytetów Poliprowadnikowych i Optoelektronicznych	B9
Wydział Chemiczny W5	
Medyzynosłowny Instytut Techniki Radiacyjnej	C1, C2, C17, C18
Wydział Budownictwa, Architektury i Inżynierii Środowiska W6	
Dzielnik	B7
Inżynierii Architektury i Urbanistyki	B6, B16
Inżynierii Inżynierii Środowiska i Instalacji Budowlanych	B7
Katedra Budownictwa Betonowego i Budownictwa Żelazno-Betowego	B7
Katedra Fizyki Materiałów Budowlanych i Budownictwa Żelazno-Betowego	B7
Katedra Geotechniki i Budownictwa Inżynierskich	B7
Katedra Mechaniki Konstrukcyjnej	B7
Katedra Mechaniki Materiałów	B6
Biblioteka Budownictwa i Architektury im. Józefa Sienkiewicza	B6
Wydział Fizyki Technicznej, Informatyki i Matematyki Stosowanej W7	
Dzielnik	B11
Inżynierii Fizyki	B14, B15
Inżynierii Matematyki	B9
Inżynierii Matematyki	B9
Wydział Zarządzania i Inżynierii Produkcji W8	
Dzielnik	D3, D4
Inżynierii Nauk Społecznych i Zarządzania Technologicznego	B9, D1
Katedra Inżynierii Europejskiej i Marketingu Międzynarodowego	B9
Katedra Systemów Zarządzania i Innowacji	B9, D1
Katedra Zarządzania Produkcją i Logistyką	B9
Wydział Inżynierii Procesowej i Ochrony Środowiska W9	
Dzielnik	B4
Katedra Inżynierii Bezpieczeństwa Pracy	B4
Katedra Inżynierii Środowiskowej	B5, B10
Katedra Inżynierii Środowiska	B4
Kolegia	
Kolegium Gospodarki Przemysłowej	B7
Kolegium Logistyki	B2
Administracja	
Kancelaria Rektora	B9
Kancelaria Przewodniczącego	B2
Dział Promocji	B2
Jednostki pozamiejscowe	
Uczelniana Centrala Informatyczna	B22
Centrum Inżynierii i Poligrafii	B17, B18
Centrum Językowe	B24
Centrum Sportu	B28
Akademiackie Centrum Sportowo-Dydaktyczne PL „Zatoka Sportu”	B28
Klub Uczelniany AZS Politechniki Łódzkiej	B22
Biblioteka i Wydawnictwa Uczelniane	B22
Łódzki Uniwersytet Dziecięcy	C5
Samorząd Studencki	B25
Uniwersytet Trzeciego Wieku	B12
Pulchniacz Centrum Medyczne Fundacji Politechniki Łódzkiej	B12
Poradnia lekarska PL	B12
Osiedle Akademickie	
I Dom Studencki	C11
II Dom Studencki	C5
III Dom Studencki	C9
IV Dom Studencki	E1
Kluby studenckie	C5, C10, C11

Łódź

- 1 - Dworzec Łódź Fabryczna
- 2 - Dworzec Łódź Główny
- 3 - Park im. Piusa X Pawła

Politechnika Łódźka

Mapa

Lodz University of Technology Academic Estate offers 9 dormitories in which there are more than 2500 places in single rooms and mostly double rooms. Some of the rooms are adapted to needs of people with disabilities. Information about Lodz University of Technology Academic Estate and each Student Residence can be found on Student Union’s website: <http://samorzad.p.lodz.pl>; e-mail: osiedle@samorzad.p.lodz.pl

Sports Bay (ACSD)

ACSD is an organizational unit of the Technical University of Lodz and a sports complex divided into two parts - the swimming pool and the dry zone. It offers a 50 - meter 2,5 meters deep swimming pool and 25 - meter swimming pool with regulated bottom. Inside is a multi-purpose sports hall with an auditorium for 600 people, a large 500-square-meter gym and two squash cages. Between these zones are climbing walls

for time climbing, bouldering and guiding can be trained here.

www.zatokasportu.pl/pl

PoliClinic

PoliClinic Medical Centre of the Lodz University of Technology Foundation is a specialized medical facility located in Lodz, Poland, whose activities are mainly based on the use of laser therapy for diagnostic and therapeutic purposes in various fields of medicine, i.e., general surgery, plastic and aesthetic medicine, dermatology and venereology, gynecology, dentistry and ENT, oncology, and rehabilitation. The clinic is in the campus B of the Lodz University of Technology in building B12.

www.policlinic.lodz.pl

Rights and responsibilities of a student

The general rules for studying at all universities in Poland, including the types of material help offered, can be found in the Act of 20 July 2018 - Law on higher education and science.

On the other hand, the detailed conditions for their implementation are determined by the rectors, together with the senate, of the respective universities. The provisions of these arrangements can be found in the study regulations and the regulations on benefits for students and doctoral students. In addition, non-standard university-specific decisions (such as mandatory deadlines) occur, which are communicated via email in the form of rector's announcements.

www.p.lodz.pl/en/students/documents/study-regulations

www.p.lodz.pl/en/students/support-students/scholarships

www.p.lodz.pl/en/students/academic-year-calendar

If you need any help, you can always turn to the IFE Office.

International Faculty of Engineering of Lodz University of Technology

Student Mobility Division

International Cooperation Centre Student Mobility Division

36 Zwirki Street, A16 building, 90-539 Lodz

e-mail: foreignstudents@info.p.lodz.pl

Section 2

Administration

DOCUMENTS

Residence permit

Temporary residence permit is issued to foreigners who plan to stay in Poland more than 3 months and has a specific purpose of stay. Some foreigners can apply for a contemporary residence permit. Those are people of Polish descent, holders of a valid Pole's Card, spouses of Polish citizens (they have been married for at least 3 years and prior to submitting the application they had resided continuously in

Poland for 2 years based on a temporary residence permit). Moreover, the law provides for a long-term resident permit, which may be applied for by foreigners who have been living in Poland for 5 years without longer breaks, have a regular and stable source of income, health insurance and have a confirmed knowledge of Polish language.

Application for contemporary residence permit is issued to the regional office. It is necessary to appear in person at the regional office, submit the relevant documents and pay stamp duty. The rules above concern foreigners who are non-European citizens and non-European family members. European citizens and their family members can stay in Poland based on other, less formalised rules.

Student ID

The next important document that you should take care of is your student ID. It is a green plastic card with a chip that will be ready to pick up at your dean's office in the first weeks of a new academic semester. Beforehand you will be asked to deliver your 3,5 x 4,5 cm photography portrait. On this card you can find the university's name that you are attending, your academic index and personal number. It is very often requested before entering exams.

Student ID allows you to benefit from many discounts. With this card a student can purchase tickets with a 50% reduction price. It applies to polish railways, theatres, cinemas, museums, entertainment places and even some restaurants. In some cities (Krakow, Lodz, Warsaw, Wroclaw) it can be used as a city travel card. However, this is true only for students under the age of 26 years.

Academic index number

It is a sequence of numbers that identify you as a student at a certain university. It will be used to sign your paper during exams, to log into the student's platform and Eduroam, to borrow a book from a library and other amenities.

Validity of Student ID

On the other side of the card (back) there is a place for 12 holograms. Each one is acquired at the dean's office and represents every semester that student takes part in. Without this element student ID is invalid and can't be used with its advantages. After finishing the course of studies, the card is taken from the owner. It doesn't apply for students after 1st degree ending with winter semester (February-March) as it is valid until the summer semester of 2nd degree (October).

Mobile Student ID

Some of the universities offer a virtual version of the student ID via university's mobile application (ex. USOS). It is handy for young people as they don't have to remember additional things besides their smartphone. Polish citizens can get an online card with a government application called mObywatel. In this case, a student must go to their dean's office or student's platform, from which they will get a personal code.

PEOPLE OF A UNIVERSITY

Rector

The rector is responsible for directing the university's activities and representing it externally, while upholding the dignity of every individual. They oversee academic staff and students, and their term lasts for 4 years.

Dean

The head of a university department who heads a faculty. His or her support apparatus is the dean's office.

Dean's Office

The faculty office is a place student regularly visit in university. Students can complete tasks related to the course of studies, e.g., clearing the student book at the end of the semester or academic year, stamping student cards, collecting, and submitting various documents and applications.

Guardian of the year

An academic teacher assigned to a field of study, responsible for communication between students from a certain year and dean.

Student governor

A student representative chosen amongst each year's field of study. They are responsible for maintaining a contact with a guardian of the year in pressing matters. They are the ones to talk with a teacher for example about postponing a date of an exam.

University Student Union

Student union is a body which, according to law, gathers all students of a given university.

The most important task of the student union is representing students before authorities and reporting projects important for students. An equivalent of this student group in the faculty's environment is the Department Student Union.

ACADEMIC YEAR

The academic year in Poland runs from October to September. It consists of two semesters: winter and summer, which both end with examination sessions. The classes and most teachers change each semester. Each year rectors of all universities present a list of dates that are free from studying activities. Sometimes because of national holidays, it is decided to change class schedules from one day to another (ex. Friday timetable on Monday) to have an equal number of lessons from each subject that another way would be lost. Deans of all faculties create a schedule for each year of fields of study and publish it a few days before 1st October, which is usually a starting day of a new academic year.

In exceptional circumstances, the Rector may set Rector's hours or days, meaning time off from classes.

Inauguration

Each student of every 1st semester (1st and 2nd degree) is obliged to attend an inauguration, during which they pledge to be a respectful student. Students who couldn't appear on this day usually have around one month to sign an oath.

Examination session

It is a specified period in a semester when there are no teaching classes. It is a time dedicated to exams and passes. In the Polish academic year there are four exam sessions: winter (January – February), make-up winter (usually till half of March), summer (June – July) and make-up summer (September). Each university establishes the duration of the exam session and that's why they happen in different time frames.

Work/study days off

A list of public holidays that are free from work and study by law in Poland:

1st January – New Year's Eve

6th January – Festival of Three Kings

Easter Sunday and Monday

1st May – Labour Day

3rd May – Constitution Day of 3rd May

Corpus Christi Day (movable feast day, falls on Thursday in June)

15th August – Assumption of the Blessed Virgin Mary

1st November – All Saints' Day

11th November – National Independence Day

25th December – first day of Christmas

26th December – second day of Christmas

ECTS

To complete a term successfully, a student typically needs to earn 30 ECTS credits across different subjects and modules. In Europe, students usually work for about 1,500 - 1,800 hours, which means that 1 ECTS credit equals 25-30 hours of work for an average student to acquire learning outcomes. In a very simplified way, the number of ECTS determines a level of difficulty of a subject – the higher the number the more time a student must spend learning to fully learn it.

When a student gathers all ECTS for a semester they receive a full registration status.

A conditional registration is granted in case of any missing points in a list of grades. The rules of proceedings in that case shall be laid down in the rules of procedure. However, there might be a situation where a student must pay for those missing points if they want to continue studying in a certain university.

A student can pass any subject that has the same amount of ECTS and has the same programme plan.

ACADEMIC FEES

Public higher education in Poland is free. However part-time studies are paid and are regulated by a price list for academic services published each year by a Rector. It contains a price for a recruitment fee, student ID, part-time studies, and additional confirmation documents. You can find out how much is repeating a semester, extending the deadline for submitting the diploma thesis and how much 1 ECTS costs.

GAINING CREDITS

Grading system

A six-point digital grading scale is used for annual, final and term assessments. Interim and mid-term assessments are set out in the school's constitution.

In higher education the grading system is modified (from 1-6) and includes only grades between 2 and 5:

- very good - 5
- good - 4
- pass - 3
- insufficient - 2

A student always has the right to see their exam paper after it has been marked and express their disagreement if their correct answer was marked wrong. Try being very polite while doing this. Most teachers have many papers to grade and can make a human error.

A 6 can be received only at the end of studies when you achieve grade 5 for each: average grade during the whole course of studies, master thesis and diploma exam. Then it is said that a student graduated with a distinction.

WAYS OF VERIFYING THE EDUCATIONAL RESULTS

Exam

This is one form of testing a student's knowledge. Exams take place at the end of each semester and passing them successfully allows students to continue studying or graduation. An exam can take two forms of exams: oral or written.

Colloquium

A skill test, which takes place in practical classes or lectures during the academic year.

A skill test can take two forms: oral or written. Completing a colloquium successfully is a basis to pass a given course or admission to an exam.

Test

It is a short test of knowledge covering a small range of material. Sometimes it can be unannounced. In technical universities they often happen right before or after a laboratory class.

To pass a subject, students must pass all its forms at the same time (lecture, exercises and laboratory). Exams happen during a 2-week long examination session twice a year (once a semester).

Sometimes, the lecturer permits a conditional exam if a student does not manage to pass the exercises. They can pass the entire course by passing the exam, but they get no credit for either the exercises or the lecture if they fail the exam.

In addition to the two usual exam dates, some teachers organise extra exams. A “zero” term is an extra exam date that happens before the session and can generally only be taken by those who have passed the exercises successfully in a specific subject. This bonus is a reward for good students and lets them pass an exam faster in a subject they’re already good at. This gives the student more time to prepare for other exams in the session.

Exams for full-time students can happen only during the week and for part-time students only during the weekend. A teacher doing otherwise is unlawful and you shouldn’t agree to that.

TYPE OF CLASSES

Lecture

In it, the lecturer presents theoretical knowledge in each field, which usually takes the form of an extended monologue. Attendance at lectures is not compulsory (except for first-year students). In these classes you mainly listen and take notes.

Exercises

They expand knowledge through hands-on activities, often reinforcing the lecture. They are mandatory. By participating in exercises, either individually or in teams, you analyse and solve problems, enhance skills, and gain practical experience. They usually are about the subjects known for calculations such as mathematics, physics, and mechanics.

Laboratory

Those are practical classes where you carry out investigations and experiments using laboratory equipment or test apparatus. Most chemistry classes are conducted in the form of laboratories. Those are also mandatory.

Lectorate

They are usually designed for language classes during which a teacher presents a theoretical part and then interacts with students and students with each other. It’s somewhere between a lecture and exercises. Lodz University of Technology conducts all language lectures in Language Centre (Building B24, 12 Politechniki Avenue)

Seminar

Teaching classes, which help prepare bachelor’s, engineering, master’ theses. They usually take place in the last year of study. During the classes, students prepare and develop the issues which then present in a form of presentation, paper, or other form.

Competency exam

A very specific type of exam for Lodz University of Technology is a competency exam which happens during the last semester of 1st and 2nd degree cycle. It is a combination of an oral and written test. It is conducted to verify qualification from Qualification Framework which student is supposed to gain over the course of a study cycle. Students are evaluated based on four types of questions: basic, checking, analytical and evaluative.

During the first class of each subject, a teacher must present ways of passing exams, ways to justify their absence, give their contact hours and email.

Most of the classes are obligatory except lectures for students of a 2 year and above.

However, if a student is absent during those, they have the right to excuse their absence.

A teacher should present you a way of making up for those missed classes. Try doing this during the whole semester, not at the end of it.

Online Student Service Systems

The most important information for a student can be found in online student service systems. With their help, a student can find out when, where and what classes he has, as well as which teacher is teaching them. He can also see his grades for individual subjects and contact his instructors. Professors insert materials from given classes and even conduct credits on educational platforms. Student's platforms are also used to submit application concerning scholarships and other pressing issues that are addressed to the dean.

The most popular system in Poland is USOS, for which an application has also been created. The email that most Polish universities use is Microsoft Outlook and the program for team collaboration is Microsoft Teams. Every student can also use a free licence of Microsoft Office. Some universities use Google package and Gmail instead.

Lodz University of Technology uses its own original student platform – WIKAMP and WebDziekanat. WebDziekanat is an online dean's office where students can check their study schedule and grades for each subject, generate an application with unique bar code, check obligatory deadlines and amount of any fees or payments that student is obliged to pay. From WebDziekanat you can navigate to email and WIKAMP portals. WIKAMP is a platform designed mainly for sharing lesson materials, uploading essays and assessments, and conducting exams.

Eduroam

Is a network enabling secure roaming for users of research and higher education institutions. A free wi-fi is available on the premises of partnering universities for students and teachers who must log in with their index card number and personal password. The user is authenticated with the same credentials (username and password) as at their home university.

SCHOLARSHIPS

Universities offer different types of help or support for international students. Form of support depends on the student's individual situation.

The most common forms of support granted by universities are:

- a living grant;
- scholarship for people with disabilities;
- a subsidy;
- rector's scholarship.

Living grant

A living grant is dedicated to students who are in a financially difficult situation.

Rector in consultation with the student union, decides who will be awarded a scholarship.

Subsidy

A subsidy can get every student, who found himself temporarily in a difficult life situation.

A difficult life situation, which allows granting one-time financial support, is understood as the totality of conditions (material, family, social, health) in which the student's family finds itself, causing temporary problems in meeting the family's material needs.

Rector's scholarship

Rector's scholarships can be granted to students, who achieved high educational results, have academic or artistic achievement, or sporting achievement, at least at a national level. You can find more information about Rector's scholarship at your university.

Scholarship for people with disabilities

If student has one of following decision:

- decision about a disability;
- decision about a level of disability;
- decision about qualifying in a disability group;
- decision from a Social Insurance Institution's medical practitioner about full incapacity
- to work or about incapacity to live independently or to be partially incapacitated,
- they can apply for such scholarships.

Other financial support benefits:

- scholarship funded by a local authority;
- scholarship for learning or sporting achievements by person or legal entity other than public or local legal authority;
- ministerial grants;
- scholarships from various foundations and programs.

To receive a scholarship, students must file specific documents in their dean's office.

In case of any problems, staff members and fellow students from student unions are open for help. Types of documents and way of proceeding can vary in every university, so it is better to ask. When your request for a scholarship is declined, you can issue an appeal to the rector, and it should be taken up for a reconsideration.

The amount and requirements for each scholarship is different in each university.

Everything is published in a document Regulations on benefits for students and doctoral students.

STUDENTS WITH DISABILITIES

Scholarships are not the only solutions to support students with disabilities. Most universities have disability services offices. They support students and doctoral students with special educational needs in the learning and development process. The staff in these offices help students and doctoral students at our university to find and apply educational solutions that meet their individual needs.

The Disability Services offices also have mental health support psychologists to whom any student can go in the context of life difficulties.

Some of the solutions offered by the university: continuous access to an online sign language interpreter, increasing architectural accessibility of buildings, development of an interactive navigation system on campus, accessible electronic teaching, and information materials.

The faculties have Student Affairs Coordinators Students with Disabilities, who support students with special needs in organising their studies. In individual cases, they also act as an intermediary between students and lecturers or faculty authorities.

DORMITORIES

A type of support for students in need is accommodation in student residences.

Dormitory is a residential facility designed for students' use during their higher education period. Universities, public dormitories are located on premises of academic campuses and are managed by each university. In some universities, Student's Union is responsible for holding a recruitment to dormitories.

A place in a student residence shall be granted for the time of full-time and part-time studies of first, second, third cycle or unified master's degree program respectively. A person who has secured a place in a dormitory has a right to live in it starting from 1st October until the last day of the summer exam session of the current academic year.

Most of the dormitories offer non-co-educational rooms with more than two people living in them. However, if you present a statement from a specialist or a proof of a degree of disability you can apply for single bedroom. The bathroom and kitchen are outside the rooms and are shared with few other rooms. There is one laundry and common space for each building.

Beyond the dormitories run by universities, there are also private student residences and hostels led by entities independent of the university. The price is usually higher than university dormitories, but it is connected to higher comfort and size of rooms.

HEALTH INSURANCE

Poland has public and paid health care. To benefit from free health care services, you have to be insured in the National Health Fund. Foreigners (refugees, students) can use public health care for free.

Universities require additional OC and NNW insurance which is purchased by a student for each academic year. It protects a student from unfortunate events that can happen during classes, especially places fraught from high risk of accidents such as chemistry laboratories or working with heavy machines. You should save a confirmation of the insurance contract as a proof in case of any misfortune.

To report a loss covered by insurance, you should contact the insurance company representatives directly via the website at the office.

In the case of third-party liability damage to the property of the university, you should complete the *Statement for Damage from Liability in Private Life* available at the dean's offices of your faculties.

What is worth knowing, is that this insurance secures you also while getting to and from classes. Information about academic insurance can be found on universities' websites.

However, when an accident happens after hours or during weekends, you will be obliged to use your own insurance. You can voluntarily insure yourself in the National Health Service. You should apply in the National Health Service's branch corresponding to your residence. The family doctor is called a general practitioner, the person often referred to as a first contact doctor who examines the case. If necessary, it will make a referral to a specialist clinic or a hospital. To sign up to your family doctor choose a clinic closest to your accommodation and bring an insurance confirmation document.

Section 3

Academic savoir-vivre

There are some unspoken rules that can help every student have a very pleasant academic experience.

Before classes

Always say greet teachers when you meet them around the campus and always use their proper academic titles. Don't chat too much, they are probably in a hurry. Say Good Morning and that will be enough.

In Poland there is something called student quarter which means that a student can be late 15 minutes for a class, but polish people are very strict about being on time, so try respecting this. If you happen to come late, go by the back door, try to be as silent and possible.

Don't start explaining and apologizing why you are late.

Take off and leave your big coats and jackets in a cloak room. It will make a classroom less busy and cleaner. It is especially important in laboratories where they can be a danger.

Always wear your lab coat. Also, always take off your hat, even if it is a bad hair day.

During classes

Always turn down the sound and try not using it during this time. When in need of a calculator, use a separate device. Some teachers think that smartphones are too distracting.

Don't eat during the class. Drinking water is fine but try not treating a teaching space as a cafeteria.

Wear clean, ironed formal clothing while taking an exam. It shows respect for professors.

After classes

If a problem occurs with some of the classes or teachers, try firstly speaking to your guardian of the year and student governor. If the issue is serious, then you can set up a meeting with your dean or even Rector. Just try remembering that they are just only two people and can find it hard to have enough time for every student's problem.

Dean's office works in specified hours. Respect it and don't try coming there other times.

Come in one at a time and have documents prepared before entering.

Writing an email

Communicating with teachers and other staff members of the university usually happens via emails. It is important to learn how to explain the matter politely but briefly. Write to professors only in pressing matters that cannot be solve easily. In other cases, try contacting your student governor or guardian of the year for help.

Start your email with appropriately addressing a receiver: *Dear Mr. Doctor (Surname)*, *Dear Mr. Professor (Surname)*. Avoid greetings such as *Hello* or *Good day*. Then in few words write the essence of your situation without personal issues. End your mail with *Yours sincerely* or *With best regards*. If you are sending an attachment, name it with your name, surname, index number and short information what it contains. Always sign the email with your name, surname, fields, and year of studies, preferably an index number. This will help the teacher identify a group or a particular case. Read your email once again before sending, check for any errors. If you are writing this email in the middle of the night, set the date for it to be sent between 8 am to 8 pm.

Section 4

Student organisations at universities

Students have the right to associate in university student organizations.

Scientific clubs

A scientific club is an organisation gathering students, operating within higher education institutions, whose purpose is scientific, social, and self – educational activities of its members. Scientific clubs function as non-formal groups and as registered structures - foundations, associations. They help you shape your personality, develop yourself but also make many contacts and gain experience. Your involvement in the scientific club is a huge advantage, which employers are looking for.

Student union

A student union is an organisation acting in Poland based on the Act of 20 July 2018. Law on Higher Education and Science. At each University in Poland the student union's structure looks slightly different – different structure, different election dates, different naming of bodies. Because of the division of competences and responsibilities, there are different bodies of the student union. Through elections, students choose representatives from their community.

From main activities of student union, we can distinguish:

- representing all students at a given university;
- adopting the rules of procedure of the student self-organisation, in which it should;
- present the principles and way of being of student union, including the types;
- of collegiate and single-member bodies, the manner of their operation and their powers;
- welfare and cultural activity of students;
- deciding on distribution of funds allocated by the bodies of the university for student;
- purposes;
- consulting changes in study regulations with senate;
- giving opinions on study plans and programs;
- agreeing on appointment of a person to a managerial role whose responsibilities;
- include student affairs, together with doctorates union representatives.

Some universities have unique clubs, specific for its culture and environment such as choir, dance groups, hiking and sailing clubs, sailing teams and other ones oriented around courses of studies (ex. accounting or programming clubs). If you have an idea for a new club, you have the right to ask your rector for consideration.

The Students' Parliament of the Republic of Poland (PSRP)

It is an independent nationwide organization that is the statutory representative of all students in Poland with government, especially at the highest level and in the international arena.

It is engaged in giving opinions on draft legislation affecting students and submits students' proposals to public authorities. PSRP brings together student unions from all public and private universities in the country.

Student Rights Spokesperson at the PSRP intervenes in cases of violations of students' rights at universities and takes preventive measures to raise awareness of students' rights and responsibilities. If you are seeking any advice concerning academic issues, you can contact the Spokesperson via helpdesk.psrp.org.pl.

Erasmus Student Network

A European network of student organizations dedicated to the support and development of international student exchange programs, especially the Erasmus program, among students at their own university (or in each city) and to the care of foreign students coming as part of these exchanges. Erasmus Student Network Poland is part of one of the largest student associations in Europe, responsible for supporting and developing student exchanges. ESN is present in more than 500 higher education institutions in 44 countries, and the network is constantly being developed and expanded.

Board of European Students of Technology

BEST is an international student organization of 96 technical universities in 33 European countries.

The association's primary goal is to educate a new generation of Euro-engineers. Therefore, it helps students in their search for internships and jobs. Projects such as Job Fairs, Meetings with Employers, and the free job portal www.bestoferta.pl inform students about the requirements of companies and current recruitment methods. Students can also take part in workshops held during these events.

The University Sports Association

The AZS is the largest sports association in Poland, operating continuously for more than a century. AZS was founded in Krakow in 1909 and from there spread to all academic centres in the country. Thanks to its rich history, it has become the most numerous student organization operating at Polish universities.

Section 5

Student organisations at universities

Course details – a summary of what you will learn and how you will achieve the learning outcomes, along with the ECTS credits assigned to each module. **Course schedule** - a table showing the modules and the number of study hours per semester/year for the entire program. **Course schedule** - a table showing the modules and the number of study hours per semester/year for the entire program. This will provide you with a course timetable.

Course schedule – a table showing the modules and the number of study hours per semester/year for the entire program.

Dean's leave – (in Polish called *dziekanka*) Is a break in studying caused by important events in a student's

life for example illness, birth of a child. It can last for one semester or a whole academic year. A dean of a faculty decides on granting of the dean's leave.

Dean's office – A place in which a student can take care of the most important matters related to their studies, as well as scholarships, subsidies, and student residence.

Defense – involves presenting your own thesis (master's / bachelor's) to a committee. The committee includes a thesis supervisor, a reviewer, sometimes another academician. They have the right to ask questions that the student should answer (or, colloquially speaking, defend himself).

Dormitory – Student's residence, in which you can rent a room. Each university runs their dormitories.

ECTS – credits defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the expected learning outcomes.

1 ECTS = 25-30 hours of work

Gaudeamus Igitur – a student solemn song, sung during important academic ceremonies such as inaugurations.

Inauguration – formal start of an academic year

Individual Organization of Studies (IOS) – is decided based on a dean's opinion, in consultation with the instructors of individual courses. It's the individual manner of implementation and settlement of the study plan in a given semester/academic year. IOS cannot mean exempting a student from the obligation to achieve the same learning outcomes and obtain credits and take examinations, but it can mean allowing for annual settlement.

Individualized Plan and Program of Study (IPS) – makes it possible to enrich a student's knowledge within the field of study or related fields, change some subjects for others, possibly shorten the period of study.

Juvenalia – a yearly student festival, several-day cultural and sports event of the student fraternity, celebrated usually in May or June.

Postdoctoral – is the title of an independent researcher, obtained after writing a habilitation thesis (published as a book publication) and after defending it at a so-called habilitation colloquium. We refer to them as Mr. and Mrs. Professor.

Rector's/Dean's hours – Rector or a dean can announce hours or days free from teaching classes. Rector declares them for the whole university, deans only for their faculty.

Specialization, specialty - It is a kind of profile for field of study personalized in terms of subjects. If a particular study has a specialization, it is mostly chosen in the later years of study.

Student ID – personal document of a student. It confirms that this person studies in a certain university and has the right to discounts.

Section 6

Academic phrases in Polish

Good morning, professor - Dzień dory, profesorze.

(When referring to a female Pani Profesor and when to a male Panie Profesorze)

Good afternoon, teacher - Dzień dobry, nauczycielu.

(When referring to a female nauczycielko and when to a male nauczycielu)

Goodbye - Do widzenia.

I don't understand. - Nie rozumiem

I have a question. - Mam pytanie.

Sorry I'm late - Przepraszam za spóźnienie.

Where is the dean's office? - Gdzie jest dziekanat?

Student ID - legitymacja studencka

Dean's office - dziekanat

Laboratory classes - laborki

Free time between classes - okienko

A student studying a lot - kujon.

A set of notes from a particular subject, collected for quick study and repetition before a colloquium or exam - giełda.

A student repeating a year, appearing new to the student group - spadochroniarz

Section 7

Useful websites for foreign students

Law on higher education and science

www.isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20180001668/U/D20181668Lj.pdf

Insurance

www.nfz.gov.pl

www.fundacja.p.lodz.pl/start/ubezpieczenia

Scholarships

www.mojestypendium.pl

Student's clubs

www.psrp.org.pl

www.best-lodz.pl

www.esn.pl/pl

www.kolanaukowe.psrp.org.pl/baza-kol-naukowych

Legalization of your stay

www.gov.pl/web/uw-lodzki/cudzoziemcy



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