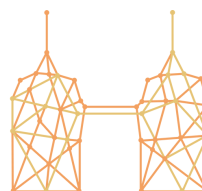




UNIVERSITY
OF WARSAW



CENTRE FOR
TEACHING
& LEARNING

OFFICE OF ACADEMIC AND STUDENT AFFAIRS

WELCOME
POINT

RULES & REGULATIONS OF STUDY



**OFFICE OF ACADEMIC AND STUDENT AFFAIRS
(BIURO ds. OBSŁUGI KSZTAŁCENIA)**



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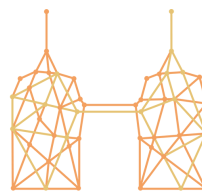
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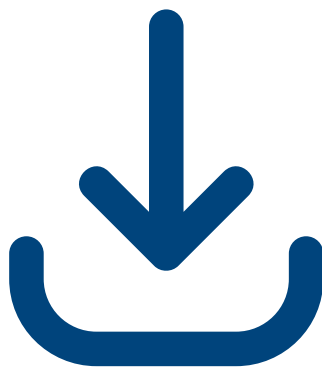
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RULES AND
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THE UNIVERSITY
OF WARSAW





CONTENT:



JOINING THE UNIVERSITY

1



2

WHO IS WHO AT UW



ENROLLING IN COURSES

3



4

OBTAINING CREDITS



CONDITIONAL
ENROLMENT/REPEATING
STUDIES

5



6

BREAKS IN STUDY AND
MODIFICATIONS IN STUDY
ORGANISATION



REMOVING A STUDENT
FROM THE REGISTER OF
STUDENTS

7

8

KEY DEFINITIONS

JOINING THE UNIVERSITY: **STUDENT RIGHTS AND** **OBLIGATIONS**



A person admitted to the University acquires student rights upon the taking of the oath, which is performed through the USOSweb system after the first login.

The rights and obligations cease upon graduation or removal from the register of students. In the case of persons who have completed first-cycle studies, they retain student rights until the 31st of October of the graduation year.

See § 10 and § 20 of the RRS

STUDENT ID

See § 10 of the RRS



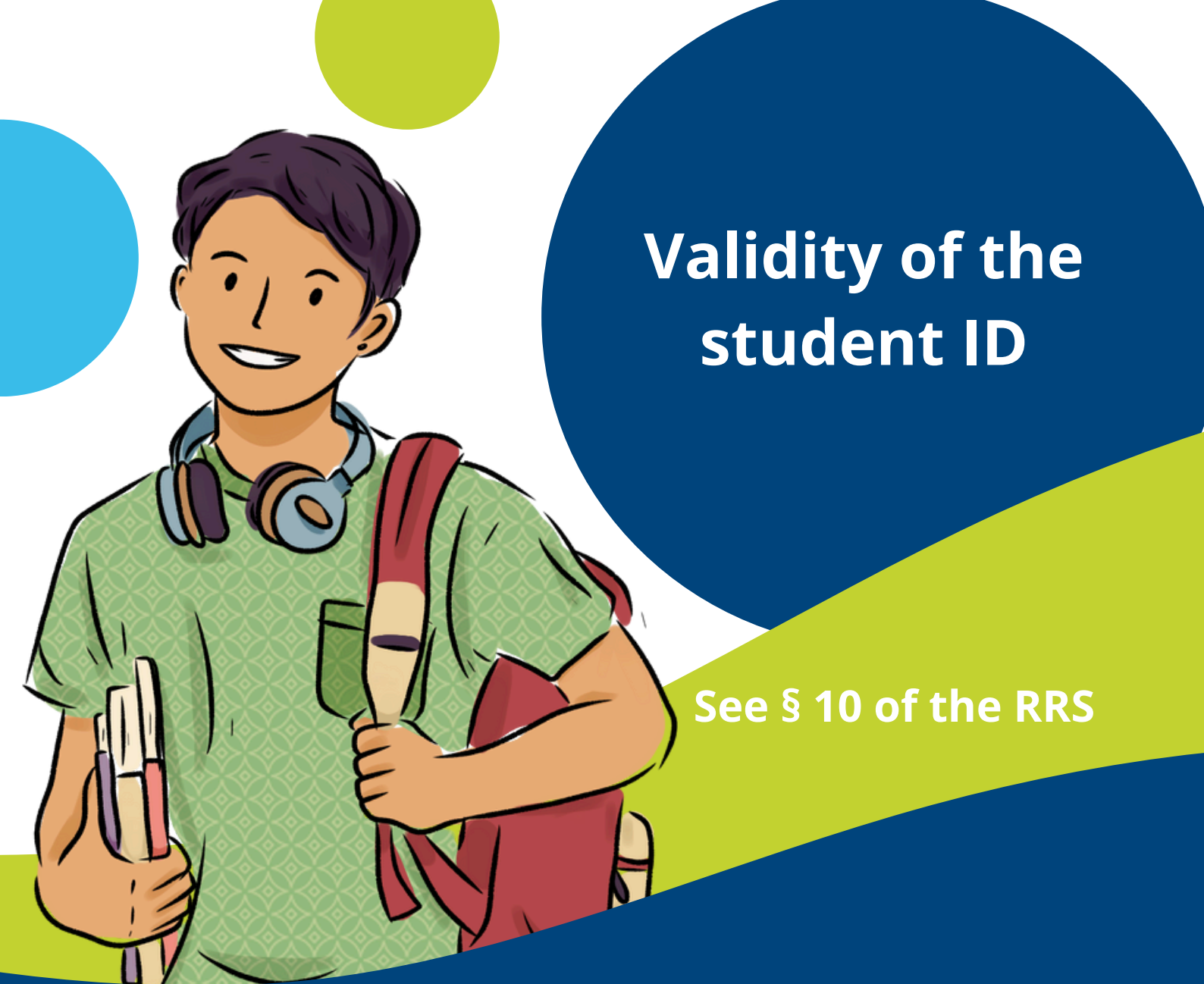
- **Obtaining a student ID:**

Upon their admission to the University of Warsaw, new students should print out an application for the issuance of an **Electronic Student ID (ELS)**.

- **The application can be downloaded from their account in IRK (Internet Recruitment of Candidates) after uploading a profile photo to the account).**
- **The student ID fee is 22 PLN.***

- The application should be submitted together with proof of payment (and all other required documents).
- **More information regarding the fees is available on website of Admission Office under section 'Student's ID payment'.**
- The ID card can be collected at the Student Office of the faculty, within the time period specified by the faculty administration.

***Fee for academic year 2024/2025**



Validity of the student ID

See § 10 of the RRS

The student ID requires re-validation each study semester. Students will receive information from the **Student Office** of their faculty regarding the specific dates when ID cards can be submitted for renewal. If re-validated each semester, the ID remains valid until the day of completing the studies, suspension, or removal from the register of students.

In the case of persons who have completed first-cycle studies, their student IDs remain valid until the 31st of October of the graduation year

Transferring from another university

It is possible to be admitted by transferring after completing **at least one year of study at another university.**

The terms for transfers from other universities are available on IRK page.

For more information regarding the transfer procedures, contact the Admissions Office:

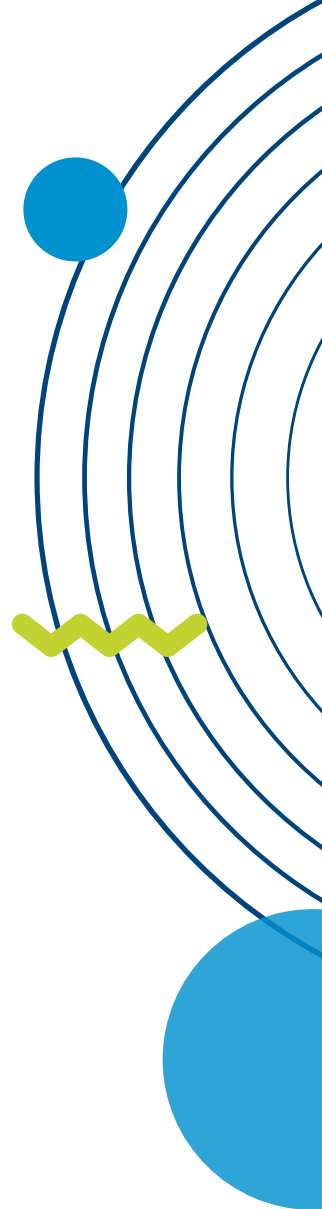
UW Admissions Office
rekrutacja.uw.edu.pl

Address: Krakowskie Przedmieście
26/28, 00-927 Warsaw

Kazimierzowski Palace, Room No. 4

Phone: +48 22 55 24 -043, -075, -002.

Email: admission@uw.edu.pl



WHO IS WHO?

There are many offices and individuals who make it possible for the University of Warsaw to function the way it does. Here are some of the most important ones:

Admissions Office

- ✓ Assists candidates and UW organisational units in matters related to the recruitment process. **In Polish: Biuro ds. Rekrutacji.**

Head of Teaching Unit (HTU)

- ✓ The person responsible for the organisation of education in the fields of study in a given teaching unit. **In Polish: Kierownik Jednostki Dydaktycznej (KJD).**

Office for Persons with Disabilities (OPD)

- ✓ Assists persons with disabilities and long-term illnesses. **In Polish: Biuro ds. Osób z Niepełnosprawnościami (BON).**



Student Office, occasionally referred to as the Dean's Office

- ✓ An office of a faculty which takes care of administrative matters. **In Polish: Sekretariat, Dziekanat.**

WHO IS WHO?

**Student Welfare
and Support
Office (PL: Biuro
Pomocy
Materialnej)**

bpm@uw.edu.pl

www.bpm.uw.edu.pl

An office which assists students and doctoral students in matters related to scholarships and dormitories.

Please note: UW offers more than 2710 places in seven dormitories around the city. If you are a non-Polish national enrolled in long-term studies, you are eligible to apply for a place in one of these residence halls.

You can find more information on the website of the Student Welfare and Support Office: bpm.uw.edu.pl.

ENROLLING IN COURSES



Periods of class enrolment

Each semester, there are at least two rounds of registration for every type of class. It is important to note that class enrolment periods may be different for OGUNs, P.E. courses, language courses, and courses that form part of the main study curriculum. Detailed information regarding the specific dates of the registration periods is available on the registration systems' websites such as [USOSweb \(University Study-Oriented System\)](#) or [USOS UL \(Token Registration Service\)](#).

Once you have access to the systems, you are able to check the following registration links:

[Token registration schedule \(for OGUNs, language courses, P.E courses\)](#)

[USOSweb registration schedule \(for courses specified in the study curriculum\)](#).

Please note that some faculties have their own, separate USOSweb system:

[USOSweb of the Faculty of Economic Sciences](#)

[USOSweb of the Faculty of Mathematics, Informatics and Mechanics](#)

[USOSweb of the Faculty of Chemistry](#)

[USOSweb of the Faculty of Physics](#)

CHANGING CLASS ENROLMENT CHOICES

You may register and unregister from classes freely while the registration period is active. Afterwards, students have three weeks from the commencement of classes to change their enrolment choices. This does not apply to laboratory-based classes. If justified, the HTU (Head of Teaching Unit) may consent to later registration changes.

See § 22 of the RRS



FAILURE TO ENROL



Failure to enrol in a course will result in failure to obtain credit for the course. In some cases, if a student fails to register for a class that is part of their study curriculum, they may receive a notification via the USOSweb system.

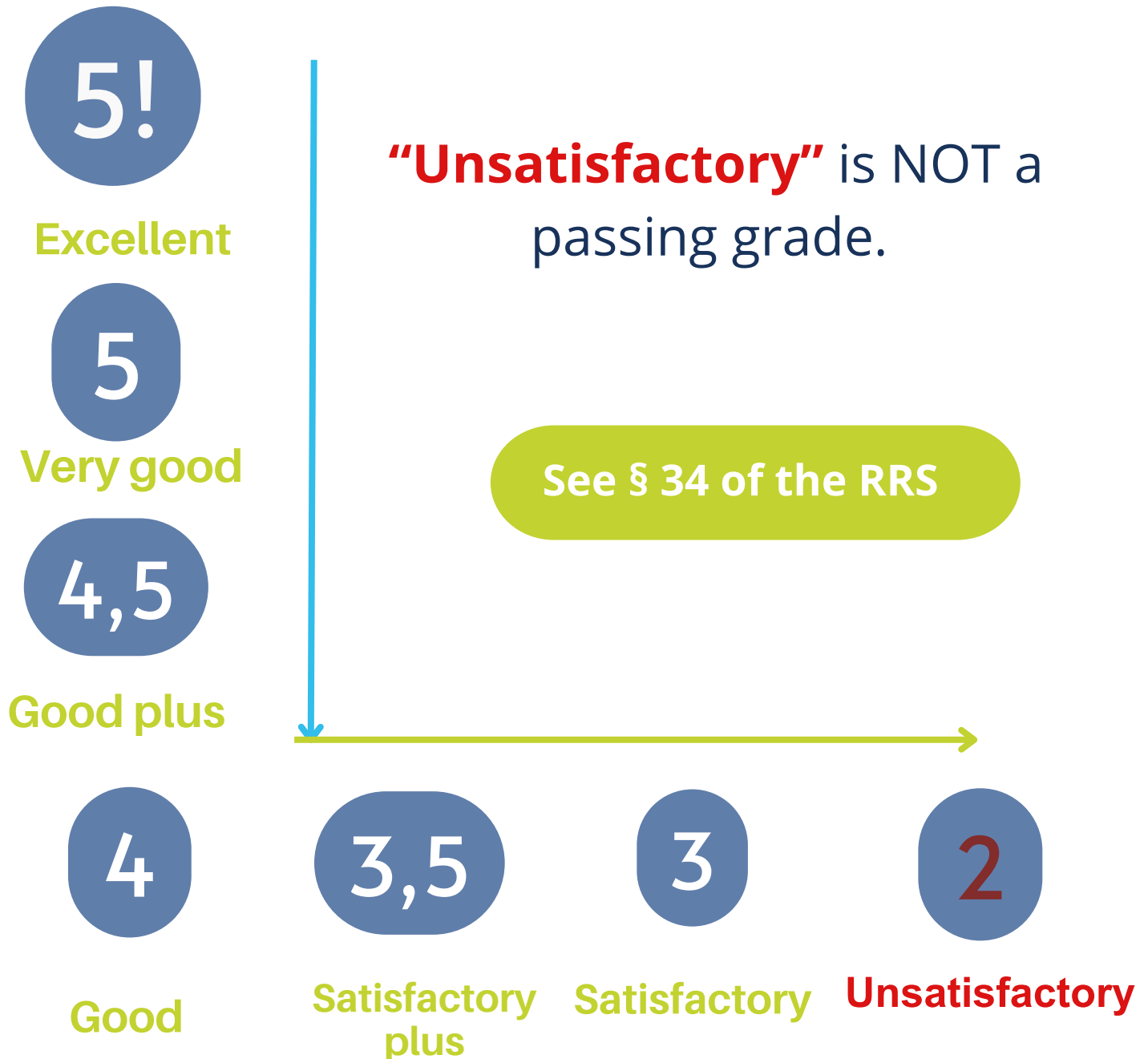
See § 31 of the RRS



OBTAINING CREDITS

Grading scale

The grading scale used at the University of Warsaw is as follows:



ABSENCES

Most classes allow for **two absences per semester**, but the number may differ depending on the class. The syllabus should contain information regarding the permissible number of absences, as well as the consequences of exceeding that limit. If the number of absences hinders the fulfilment of duties specified in the study curriculum for a given study cycle, the student may be removed from the register of students.



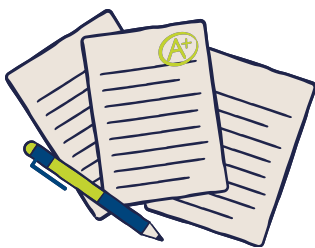
If an absence can be reasonably justified and evidenced by, e.g. a doctor's note, the student should present it to the person running the classes as soon as possible.

See § 33 and § 41 of
the RRS

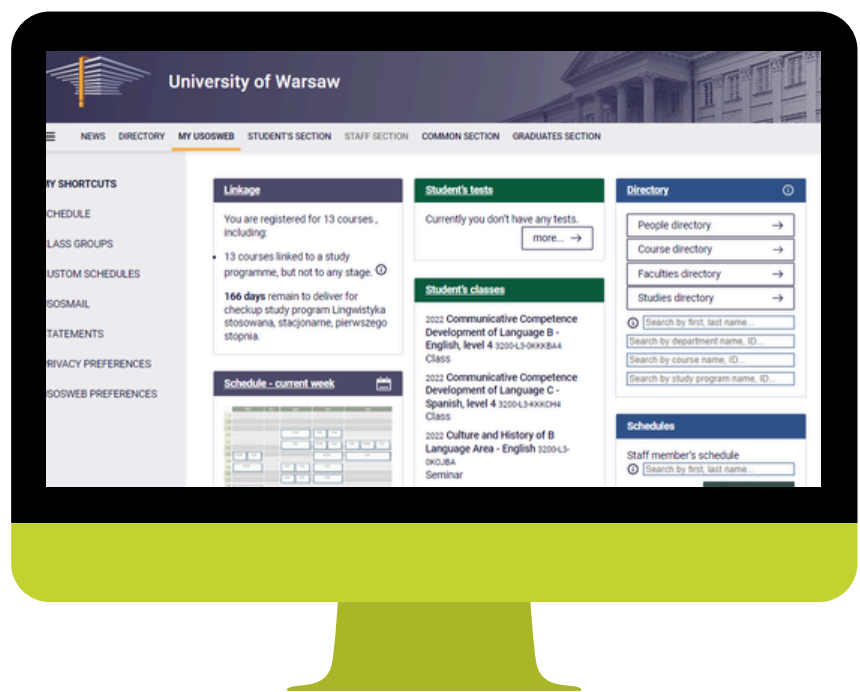
HOW ARE STUDENTS INFORMED ABOUT COURSE CREDITS AND EXAM RESULTS?

Students have access to their final grades and/or information on whether they have obtained credit for a class in the USOSweb system: Final Grades Section.

In some cases, specific information regarding exam results will be sent to students by the instructor **via email, the Kampus platform, etc.**



See § 34 of the RRS





Linkage is the process of connecting specific courses to a given study curriculum/term. It is done by the student – within a time period specified by the Rector, in the USOSweb system or another IT study support system used by a faculty.

The linking of a course to a study curriculum can be removed/changed at a student's request by the Student Office of the faculty within the time period set by the Rector.

If a student mistakenly links a course to a study term which, according to the study plan, does not cover that course, the HTU may correct the links. If this happens, a notification will be sent to the student.

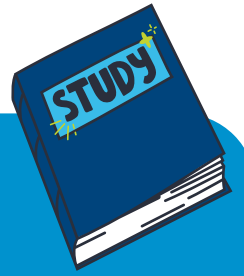
On the USOSweb platform, courses can be linked in Linkage Section.

See § 31 of the RRS



CONDITIONAL ENROLMENT/REPEATING THE YEAR

See § 38-40 of the RRS



What is conditional enrolment?

If a student is not able to meet all requirements stipulated in the curriculum for a given study term within a set time limit, they may apply for conditional enrolment. This allows them to enter the next study term under the condition that they repeat and complete the failed course(s).

When can conditional enrolment be granted?

Conditional enrolment can be granted if the total number of ECTS credits for the unfinished courses does not exceed $\frac{1}{3}$ of the total ECTS credits required to complete a given study term.

When can conditional enrolment be refused?

Conditional enrolment can be refused if the number of ECTS credits for the unfinished courses exceeds $\frac{1}{3}$ of the total credits needed to complete a given study term. A student cannot be conditionally enrolled for the next study term if he/she failed to get credits for the courses, to complete which he/she was obliged when issuing consent to enrolment to the next study term or referral to repeat a term of study, in the case referred to in paragraph 39 section 1 point 3.

CONDITIONAL ENROLMENT/REPEATING THE YEAR

When can a request to repeat a study term be accepted?

If the student does not meet the requirements to be able to apply for conditional enrolment, they may request to repeat the study term.

When can a request to repeat a study term be rejected?

Students are allowed to repeat a study term only once – a request to repeat the same study term a second time will be rejected.

Can a student assigned to repeat a study term participate in the courses provided in the study plan for the following study terms?

It is possible when the HTU approves the student's participation in the courses specified in the study plan for the following study terms before they can repeat the study term.

BREAKS IN STUDIES – TYPES OF LEAVE

1. Sick leave – for persons with a long-term illness or disability.

Sick leave is granted by the HTU based on the opinion of **the Office for Persons with Disabilities**. It is granted if, during a period of sickness, treatment or rehabilitation, the student is not able to continue their studies.

A request for sick leave should be submitted through the **OPD at the earliest convenience**

Office for Persons with Disabilities
(OPD or in Polish: BON - Biuro ds.
Osób z Niepełnosprawnościami)

bon.uw.edu.pl

Address: Dobra 55, 00-312,
Warsaw,

Room No. 0.070 (ground floor)

Phone: +48 22 55 24 222

Email: bon@uw.edu.pl

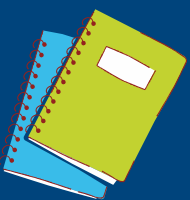


BREAKS IN STUDIES - TYPES OF LEAVE

2. Research leave – for the pursuit of other studies, studies at another university, or research.



3. Special leave – granted in other justified cases.



- Students may be granted research or special leaves for a period not exceeding **one year and, in the case of first-cycle students or long second-cycle studies**, after obtaining credit for at least the first study term.
- The next leave may be granted after completing another study term.

See § 43 of the RRS

PARENTS AND PREGNANT STUDENTS



The HTU is obliged to grant leave to:

- **pregnant students – for a period lasting until the child’s birth,**
- **students who are parents – for a period of one year from the date of submitting the request for leave.**

Students who are parents may submit the request for leave within one year of the child’s birth. If the leave ends mid-semester, the leave may be extended until the end of the semester.

See § 44 of the RRS



THE PSYCHOLOGICAL AND COUNSELLING SERVICES CENTRE (CPP UW)

Free Psychological service for
undergraduate and **postgraduate**
students of the University of Warsaw.



e-mail: cpp@adm.uw.edu.pl

phone **+48 694 711 731**

website: cpp.uw.edu.pl

MODIFICATIONS IN STUDY ORGANISATION

Individual study organisation

is granted by the HTU
(Head of Teaching Unit)

Depending on the specific needs of the student, it could mean implementing:

1. an individual study curriculum,
2. an individual study plan,
3. an individualised time frame/manner of obtaining credits for courses,
4. or other modifications to the study process for students with disabilities and long-term illnesses.



See § 26 of the RRS



These modifications to study plans are meant to facilitate the pursuit of studies for students who need such modifications, but they **do not change the academic requirements** – the student is not exempt from having to achieve specific learning outcomes.

MODIFICATIONS IN STUDY ORGANISATION



Changing to a different field of studies

In order to change from one field of study to another, the following conditions must all be met:

- completion of the first study term by the student
- consent from the competent HTU's
- occurrence of circumstances which may be recognized as a "justified case"

The HTU is the person responsible for determining curricular differences between the two fields of study and deciding whether there is a need for the student to complete extra courses, and if so, what should be the deadline for obtaining the credits.

See § 14 of the RRS

MODIFICATIONS IN STUDY ORGANISATION

Changing the form of studies

from full-time study

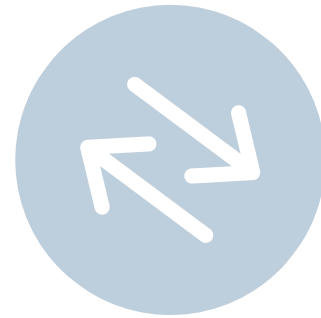


part-time study

y

See § 15 of the RRS

- completed the first year of study
- meets criteria determined by the relevant teaching council

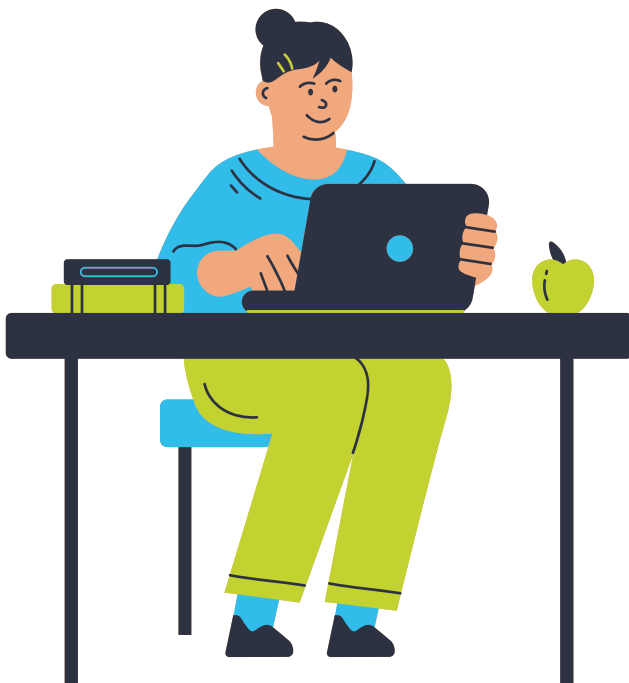


from part-time study



full-time study

- completed the first year of study
- meets criteria determined by the relevant teaching council
- obtained significant learning achievements



Similarly to changing the field of study, the HTU will determine if there are any curricular differences that need to be considered, as well as any additional courses the student must take and the deadline for obtaining the credits.

REMOVING A STUDENT FROM THE REGISTER OF STUDENTS



When can a student be removed from the register of students?

See § 41 of the RRS

As stated in the Rules and Regulations of Study, the **HTU will remove** a student from the register of students if:

- **the student failed to undertake studies (e.g. did not take the oath, failed to enrol in obligatory courses),**
- **voluntarily resigned from studies,**
- **failed to submit a degree thesis before the deadline,**
- **failed to pass their diploma examination,**
- **received the disciplinary penalty of expulsion from the university.**

Additionally, the **HTU may remove** a student from the register of students if the student:

- **failed to obtain credit for a given study term more than once (thus showing lack of progress in learning),**
- **failed to obtain credit for a given study term before the deadline,**
- **failed to pay applicable fees (despite a written reminder), or**
- **failed to participate in obligatory**



RESUMPTION OF STUDIES

It is possible to resume studies after being removed from the register of students, except for those removed due to a disciplinary penalty.

Normally, a student resumes studies no earlier than the beginning of the following semester. Early resumption of studies is possible if:



- the removal was caused by the failure to pay applicable fees,
- the removal was caused by the failure to submit a thesis (and the student submitted an application for study resumption within 2 years of the removal),
- and in other justified cases.

If deemed necessary, the HTU may allow the resumption of studies to make up for any curricular differences resulting from the student's removal from the register of students.

Resumption is not granted after 10 years from the moment the student was removed from the register of students.

See § 13 of the RRS

Key Definitions

English	Polish	Definition
Internet Recruitment of Candidates	Internetowa Rekrutacja Kandydatów (IRK)	An online recruitment system used at the University of Warsaw. This is where you can find details on the offer for a given academic year and join the recruitment process.
Learning outcomes	Efekty uczenia się	Knowledge, skills and social competencies acquired in the learning process.
Linking, linkage	Podpięcia	The process of allocating a course to a specific study curriculum/study term. It is done in the relevant IT study support system (e.g. USOSweb).

Key Definitions

English	Polish	Definition
Oath	Ślubowanie	An oath taken by newly admitted students. This is done in the relevant IT study support system. The oath should appear automatically after first log-in.
Student ID	Legitymacja studencka	An ID card (also available in electronic form) proving one's student status. Can be used as a library card, a public transport card, and as an entrance card for UW's sports facilities.
Study plan	Plan studiów	A document defining the courses, the numbers of hours, and the requirements for awarding study term credits that the student needs to fulfil in order to be granted credits for a given term.

Key Definitions

English	Polish	Definition
Study term	Etap studiów	A part of the study curriculum identified in the study plan (e.g. a semester or an academic year).
Syllabus	Sylabus	A document defining the courses, the numbers of hours, and the requirements for awarding study term credits that the student needs to fulfil in order to be granted credits for a given term.

Key definitions

English	Polish
Admissions Office	Biuro ds. Rekrutacji
Head of the Teaching Unit (HTU)	Kierownik Jednostki Dydaktycznej (KJD)
Student Welfare and Support Office	Biuro ds. Pomocy Materialnej
Office for Persons with Disabilities (OPD)	Biuro ds. Osób z Niepełnosprawnościami
Student Office	Dziekanat



**Good Luck,
UW birds!**

We also recommend that you visit and contact the **Welcome Point** not only for issues related to your studies but also for everyday matters such as legalising your stay, health insurance, etc.

welcome.uw.edu.pl
welcome@uw.edu.pl

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