



Uniwersytet  
Wrocławski

# ROOKIEBOOK

*First year student guide*



Hi, first-year students at the University of Wrocław!

We are grateful to you that you have chosen our beautiful Wrocław, and in this Wrocław you have set your sights on the only university in the city with the status of a research university, the University of Wrocław. We will do our best to rise to the occasion and meet all your expectations with which you have come to us. We will do our best to make you feel comfortable with us, almost like at home, to fulfil your dreams, gain knowledge, improve your competences and skills. We hope that during these three or two or even five years of study you will meet friends for life, that you will meet scientists who will become authorities for you, that you will find your way.

We know that beginnings can be difficult and that what is simple seems very complicated. And how do we know? We also used to be in our first year at university, we were looking for the right room at the institute, we didn't know who to contact about scholarships or Erasmus. We didn't understand what it was like to register for P.E. and what it was like to register for language tests. Ba, we didn't even know where the dean's office was or what a dean's office actually was, or what a colossus or USOS was! And because we want you to find your way here as quickly as possible, we're putting our First Year Student Guide in your hands, with practical advice and the most important information. Just the essentials, without the nitty-gritty.

# **UWr structure and contact**

# Departments and institutes

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The University of Wrocław is one of the largest universities in the country and sometimes... it is easy to get lost here – due to both the location of the buildings and the variety of functions that the various units perform. You do not need to know everything – you will most likely not need it. Most often you will be in your institute or your department, sometimes you will look in the dean's office. However, it is worth briefly finding out what you can do and where you can get new knowledge to complement that offered in your home faculty.

Departments group together researchers working in similar areas of research. Research work involving students, volunteers and trainees is carried out in the establishments, and theses are also conducted here. The lecturers and examiners for specific subjects usually come from the same departments, so you can, based on the research of a particular lecturer, choose the lecturer that interests you more – although this is not always possible. If you want to prepare a thesis in a specific department of your discipline – check who does what in the different departments (it is worth reviewing the staff bibliography). Students, especially in the upper years, can establish collaborations with researchers and carry out their research together with them.

# Dean's Office contact

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The Dean's Office is the office where you handle your student affairs. This is where you will receive your certificate, collect your ID card, obtain registration for the next semester of study, apply for a scholarship or request an extension of your examination session. It is a good idea to always have the telephone number of the dean's office at hand, for example in the address book on your mobile phone.

<https://international.uni.wroc.pl/en/admission-full-degree-studies/contact/deans-office-contact>

# Programme coordinator

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Your direct supervisor within the unit is the year supervisor or programme coordinator. He or she is the one who will help you in the first instance to solve any puzzles or problems in your relationship with the staff or management system of the unit. You should also receive support from the student council, which is worth contacting.

<https://international.uni.wroc.pl/en/admission-full-degree-studies/full-degree-coordinators>

# UWr authorities

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## RECTOR OF THE UNIVERSITY OF WROCLAW

prof. dr hab. Robert Olkiewicz

Pl. Uniwersytecki 1, room 124

50-137 Wrocław

phone: +48 71 343 68 47, +48 71 375 22 12

e-mail: rektor@uwr.edu.pl

## **VICE-RECTOR FOR TEACHING**

dr hab. Łukasz Machaj, prof. UWr

Uniwersytecki 1, room 238

50-137 Wrocław

phone: +48 71 375 22 55

e-mail: prorektor.nauczanie@uwr.edu.pl

## **VICE-RECTOR FOR STUDENT AFFAIRS**

dr Łukasz Prus

pl. Uniwersytecki 1, room 128

50-137 Wrocław

phone: +48 71 375 22 63

e-mail: prorstud@uwr.edu.pl

## VICE-RECTOR FOR RESEARCH

prof. dr hab. Artur Błazejewski

Uniwersytecki 1, room 119

50-137 Wrocław

phone: +48 71 375 29 90

e-mail: prorektor.nauka@uwr.edu.pl

VICE-RECTOR FOR FINANCE AND DEVELOPMENT

prof. dr hab. Arkadiusz Lewicki

Uniwersytecki 1, room 117

50-137 Wrocław

phone: +48 71 375 22 64

e-mail: [prorektor.finance@uwr.edu.pl](mailto:prorektor.finance@uwr.edu.pl)

VICE-RECTOR FOR INTERNATIONALISATION

dr hab. Patrycja Matusz, prof. UWr

Uniwersytecki 1, room 118

50-137 Wrocław

phone: +48 71 375 22 70

e-mail: [prorektor.projekty@uwr.edu.pl](mailto:prorektor.projekty@uwr.edu.pl)

# UWr interactive map





**Additional  
courses  
and other**

# Language classes

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During your studies, you must attend language classes, i.e. classes in a foreign language. These classes will conclude with an examination that certifies your language proficiency according to the Common European Framework of Reference for Languages. This means that once you have passed the exam, you can present a certificate of your language level within the European Union. In the offer of the Study of Practical Foreign Language, you can choose from the following languages: English, German, French, Italian, Russian, Spanish, Portuguese. Sometimes the choice of language is imposed in advance – it depends on the field of study. During the adaptation days you have to write a placement test in your chosen language at least at B1 level. If you qualify below this level, you have to complete the knowledge on your own. If you qualify for a level higher than B1 (B2I or B2II), you start at the level for which you qualified. If you qualify for level C1I, you may be exempted from taking the course, but you are required to take the final examination at the required level (B2II). The result of the placement test is valid for three semesters.

Not all courses start lectures from the first semester of study. You can find out whether you will have to pass the test during the adaptation days and whether you will study a foreign language from the first semester onwards at [www.spnjo.uni.wroc.pl](http://www.spnjo.uni.wroc.pl). During your studies, you have to reach the B2II level of language proficiency. Depending on the mode and level of study, you have a different number of teaching hours in the foreign language concerned. You can find more details on the Study page.

# PE

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During your studies you will take part in physical education classes. You will find the dimension of the hours and the deadline for completing PE classes in the study programme. Recruitment takes place exclusively at [zapisy.uni.wroc.pl](http://zapisy.uni.wroc.pl) before the start of the semester. You will find out the exact deadline for recruitment from the university's homepage and in USOS. You can choose from a wide variety of disciplines: aerobics, aqua aerobics, badminton, body styling, body stretching, circuit training, pilates, step, aikido, field athletics, strength training, general development exercises with elements of hatha yoga, relaxation exercises, aesthetic gymnastics, basic gymnastics, equestrianism, hatha yoga, karate, canoeing, korfbal, Nordic walking, cross-country skiing, basketball, football, handball, volleyball, swimming, self-defence, squash, chess, tennis, table tennis, floorball, rowing, sport climbing, healthy back.

You can also take classes as an athlete in UWr's sports sections, aimed at students with outstanding sporting skills. Section participants are selected by their instructors. Further information, visit UWr sports sections. The sports sections are: badminton, cross-country running, bridge, rowing ergometer, futsal, equestrian, korfbal, athletics, skiing, swimming, volleyball, basketball, handball, football chess, snowboarding, tennis, table tennis, rowing, sport climbing. All full-time and part-time students of all years and fields of study, as well as doctoral students, can participate in the activities of the sports sections.

The responsibility for registration and organisation of PE classes belongs to the **University Centre for Physical Education and Sport**,

ul. Z. Przesmyckiego 10, room B,

tel: +48 71 375 62 62,

email address: [ucwfis@uwr.edu.pl](mailto:ucwfis@uwr.edu.pl).

In addition to the free classes, you can also sign up for paid classes. Some of these are subsidised by the university.

# Library

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Libraries are a very important place at the university. Students are entitled to register in any library at the University. However, you can borrow books from the University Library and the library of the home unit in which you are studying (institute or department). In the other libraries, you can freely use all books on site in the reading rooms. Most of the University Library's collections can be borrowed online.

In the unit libraries, only the most recent part of their collections is available in the University Library's online catalogue. In the catalogue, each card displayed contains information about where the book is stored. In the remaining collections of books and periodicals you have to search in card catalogues. The University Library of Wrocław (BUWr) is located in a modern building at ul. F. Joliot-Curie. Its book collection comprises more than 4 million volumes. BUWr has the largest collection of old prints in Poland and the third largest in Europe, and the largest collection of medieval manuscripts in Poland – even some from the 5th century.

At the beginning of your studies, you will be required to attend a library course, during which you will learn all about the rules governing the use of university libraries. You will find information about library registration at [www.bu.uni.wroc.pl](http://www.bu.uni.wroc.pl).

You are also welcome to use the resources of the Digital Library of the University of Wrocław. It provides access to digital copies of the most valuable monuments of written culture, art collections and regional materials. It is located at [www.bibliotekacyfrowa.pl](http://www.bibliotekacyfrowa.pl).

We also encourage you to get acquainted with the Virtual Transcription Laboratory [www.translab.uni.wroc.pl](http://www.translab.uni.wroc.pl). This is a tool that allows you to create digital text from scans. You can use the results to prepare a digital object in standards such as hOCR, TEI, PDF, eBook.

# Academic calendar

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<https://international.uni.wroc.pl/en/current-students/academic-calendar>

**UWr student  
online**

You have been assigned an individual email address, which is used for official communication between students, academic staff, and university administration. For convenience, your email account is also used to log in to various IT services provided by the University of Wrocław – such as websites, web applications, and system tools – with the exception of the USOSweb system. Login information for USOSweb will be sent to your private email address provided during the admissions process.

To log in, use your credentials:

Login: [studentnumber]@uwr.edu.pl

Password: [first time: use reset password]

Note: Your account will be activated approximately 2 hours after receiving message about it.

**Important:** Changing your Office 365 password does not affect your USOS password and vice versa – these are separate systems.

## First login

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<https://it.uwr.edu.pl/wp-content/uploads/sites/23/2025/07/First-year-students-login.pdf>

# Maibox

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- each student has a named mailbox at student\_number@uwr.edu.pl
- open the website [www.portal.uwr.edu.pl](http://www.portal.uwr.edu.pl) and use the command “Reset password” and set your mailbox password – we will send the verification code to your private email address or by SMS to your phone
- your email box will be activated 2 hours after its creation – you can change your password at any time on the website [www.portal.uwr.edu.pl](http://www.portal.uwr.edu.pl) and using the “Change your password” command

# MS Teams and Outlook

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- any student or employee of the university can freely use the applications provided in Office 365 and benefit from the shared resources. They can be accessed via a web browser at [www.office.com](http://www.office.com)
- log in using your UWr e-mail address and password

# Eduroam

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- Free internet within the university search for eduroam wi-fi network and set up the connection – any student or employee of the university can freely use the applications provided in Office 365 and benefit from the shared resources. They can be accessed via a web browser at [www.office.com](http://www.office.com)
- log in using your UWr e-mail address and password



# Application tutorials and remote learning

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- our IT has created a comprehensive knowledge base collecting information on the applications used by the University to facilitate communication and remote learning – any student or employee of the university can freely use the applications provided in Office 365 and benefit from the shared resources. They can be accessed via a web browser at [www.office.com](http://www.office.com)
- log in using your UWr e-mail address and password
- basics of the use of tools facilitating remote learning, i.e. You can find out about MS Teams, Forms, OneDrive on the Distance Learning Centre website – any student or employee of the university can freely use the applications provided in Office 365 and benefit from the shared resources. They can be accessed via a web browser at [www.office.com](http://www.office.com)
- log in using your UWr e-mail address and password

## Safety rules

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- use “strong passwords” for your application accounts in accordance with general IT security principles – any student or employee of the university can freely use the applications provided in Office 365 and benefit from the shared resources. They can be accessed via a web browser at [www.office.com](http://www.office.com)
  - log in using your UWr e-mail address and password
  - enable dual authentication options in Office
- [www.pomoc.uwr.edu.pl/KnowledgeBase/48](http://www.pomoc.uwr.edu.pl/KnowledgeBase/48)

# Technical assistance

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- you can solve the most common errors yourself using the list of frequently asked questions on <https://it.uwr.edu.pl/faq/>.
- if you do not find the answer to the question you are looking for, contact the Helpdesk by sending a request to **pomoc@uwr.edu.pl**.

# Training on health and safety and fire protection

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It is the responsibility of each student commencing studies at the University of Wrocław to participate in training on health and safety and fire protection. The course is mandatory and ends with a test. Training is considered to be completed on the basis of minutes of the training.

The training in the field of occupational health and safety and fire protection lasts **from 1 October to 30 November 2025**.

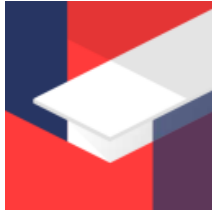
The training material and the test, the passing of which is a condition for completing the training, will be on the University E-EDU distance learning platform, run by the Distance Learning Center at the University of Wrocław. The training will be available at **<https://e-edu.cko.uni.wroc.pl>**

# Useful links

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- Login and instructions USOS – <https://usosweb.uwr.edu.pl>
- mLegitymacja: an electronic form of student card entitling students to various discounts, including public transport and railways. You use the mLegitymacja via the mObywatel (mCitizen) app, and you can order it in the app Mobile USOS
- USOSweb: often referred to as the “virtual dean’s office”, it allows students, among other things, to check their study plan, grades obtained in individual courses, scholarships awarded and fees charged for educational services, complete evaluation questionnaires or contact the course tutor or other students in a class group. You will receive your application login at the private email address you provided during your enrolment, and you will establish your password using the procedure described on the website – <https://usosweb.uni.wroc.pl>
- registration for lecture courses and physical education classes – <https://zapisy.uni.wroc.pl/>
- academic calendar – <https://international.uni.wroc.pl/en/current-students/academic-calendar>
- current students info – <https://international.uni.wroc.pl/en/current-students>

# Best apps for students



# USOSweb app

- The USOS Mobile app is the official University of Wrocław app for students to manage their academic life easily.
- Check your class schedule and exam dates
- View and download your grades and transcripts
- Register for courses and exams
- Get important university announcements and updates
- Available in English



# MS Teams

- Microsoft Teams is the main app used at UWr for online classes, group projects, and university meetings.
- Join virtual lectures and webinars
- Chat and collaborate with classmates and professors
- Share files and work on documents together in real time
- Available on mobile and desktop, with full English support
- A must-have tool for remote learning and teamwork at UWr.



# Jakdojade

Jakdojade is a must-have app for getting around Polish cities. Whether you're taking a tram, bus, metro or train, Jakdojade helps you:

- Plan your route easily
- Find nearby stops
- Check real-time timetables
- Buy public transport tickets (in many cities)

It's available in English, works in most major cities (including Wrocław) and is free to use for route planning. Some features like mobile ticket purchases may require in-app payments or an account.



# Ride-hailing apps

In Poland we mostly use one of these ride apps: Bolt, FreeNow or Uber

- Book a car in minutes
- Track your driver in real time
- Pay by card or phone (no cash needed)
- Scooters and car-sharing also available in some apps

Tip: Compare prices before you book – one app might be cheaper at the moment.



# Urban Card

If you'll be using trams and buses regularly in Wrocław, the UrbanCard is a must-have. It's a personal travel card you can load with short- or long-term tickets (like monthly or semester passes).

- You can manage your UrbanCard through the UrbanCard app or website – available in English
- Discounts are available for students with valid Polish student status.
- You can load your card online, in machines or in selected shops/kiosks.



# Supermarket apps

Most popular supermarkets in Poland are:

- Biedronka
- Lidl
- Carefour
- Aldi

All of them have their own mobile apps where you can check discounts, coupons and current offers.



## Żabka

Żabka is one of the most popular convenience store chains in Poland – and they have their own app. The Żabka app (available in English) gives you:

- Loyalty points (żapps) for every purchase
- Special offers & personal coupons
- Mobile payments & receipts



## Allegro

Shortly: polish Amazon. You can find basically anything there. App has an English language option however the products may be named only in Polish. Fast delivery (mostly within 1-2 working days). They offer desktop website and mobile app.



# InPost

InPost is a popular Polish parcel locker system that makes sending and receiving packages easy and flexible. You order online and choose an InPost locker (Paczkomat) as your delivery point. When your package arrives, you get a code by text or app. Pick it up anytime (24/7, within 72h) from the nearest locker – no waiting at home or in lines. You can also send packages from lockers by scanning a QR code in the app.

Why use InPost?

- Lockers everywhere in the city
- Usually cheaper than home delivery
- Available day and night for pickup or sending



# Vinted

Vinted is one of the most popular apps in Poland for buying and selling second-hand clothes, shoes, accessories, and even small home items.

- Perfect for students on a budget
- Sustainable alternative to fast fashion
- Shipping is easy and safe through the app
- App available in English





# Too Good To Go

Too Good To Go is a global app that helps you buy unsold food from restaurants, bakeries and cafes at a big discount. Browse nearby places offering “magic bags” of food – buy a surprise package of fresh, leftover food at low prices – you have to pick it up at a set time.

- Saves money on meals
- Reduces food waste – eco-friendly choice
- Easy to use, with English language available



# UberEats

- International food delivery app available in many Polish cities
- Choose from a wide range of restaurants, order meals and track delivery in real-time
- Easy payment options, including card and mobile wallets
- English app available



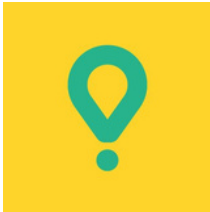
# Wolt

- Similar to Uber Eats
- Popular food delivery service in Poland and Europe
- Known for fast deliveries and a great selection of local restaurants
- User-friendly app with English language support
- Offers special deals and discounts frequently



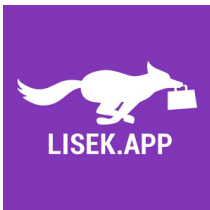
# Pyszne.pl

- Poland's biggest local food delivery platform (owned by Just Eat)
- Offers a huge variety of restaurants and cuisines across Polish cities
- Convenient payment options including BLIK, card and cash on delivery
- App available in English



# Glovo

- Glovo is a popular delivery app in Poland that lets you order not only food but also groceries, pharmacy items, and other essentials — all delivered fast to your door.
- Wide selection of local restaurants and stores
- Track your order live in the app
- Available in English
- Great when you need more than just food!



# Lisek app

- Lisek is a handy Polish app designed to help you find the best prices on groceries across various supermarkets + delivery to home.
- Compare prices and offers from multiple stores like Biedronka, Lidl and Carrefour
- Easy to use with some English support



## ZnanyLekarz

- ZnanyLekarz is a popular Polish app and website that helps you find and book doctor appointments online — quickly and easily.
- Lets you search for doctors and medical specialists near you
- Allows you to filter for English-speaking doctors
- You can book, cancel, or reschedule appointments directly in the app
- Works for both private and some public healthcare providers
- App available in English



## Alarm112

- Alarm112 is the official emergency app in Poland designed to quickly connect you with police, fire or medical services
- Send your exact location automatically when you call emergency services
- Choose emergency type: police, fire or ambulance
- Send texts or photos if you can't speak
- Multilingual support, including English



## Booksy

- Booksy is a popular app in Poland for booking appointments at beauty salons, hairdressers, barbers, and wellness centers.
- Find nearby salons and services
- Check availability and book your spot instantly
- Read reviews and see prices before you book
- Available in English for easy use