

# GUIDE FOR INCOMING ERASMUS+ STUDENTS

erasmus.vizja.pl



VIZJA UNIVERSITY

We are **glad** to  
welcome **you**  
to our University!

# VIZJAPARK



We wish you success in your studies and all your endeavours. To help you feel at home and make your first days of studies easier, we prepared some important tips, including useful information about our university, how it functions, our education process and essential advice on life outside the university walls.

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# 1. General information about the university

Name of institution:

VIZJA UNIVERSITY

Erasmus Code:

PL WARSZAW63

PIC Code:

999438628

Address:

📍 OKOPOWA 59, 01-043 WARSZAW, POLAND

Website:

🌐 [www.vizja.pl](http://www.vizja.pl)

Contact:

✉ [erasmus@vizja.pl](mailto:erasmus@vizja.pl)

✉ [incoming@vizja.pl](mailto:incoming@vizja.pl)

☎ +48225365414

🏢 Room 612 (floor 6)



**Vizja Park - the main campus of VIZJA University**

📍 59 Okopowa st., 01-043 Warsaw  
Poland



**Babka Tower  
campus**

📍 80 Jana Pawła II st.  
2nd and 3rd floor  
01-043 Warsaw  
Poland



**Wiśniowy  
Business  
Park campus**

📍 1 Sierpnia st.  
Warszawa 02-134  
Poland



VIZJA University  
was established on May 8, 2001.

## The main compus boats:



**118**  
classrooms



a main auditorium with  
a foyer which can hold up to  
**463** people



**4** auditoriums  
with **223** and  
**296** seats



**8** computer  
rooms,

equipped with modern devices and different types of software, which enable us to teach classes in such areas as statistical calculation, computer graphics, databases, programming of mobile devices, and creating applications in all languages currently in use,



various **special  
purpose** rooms:

a mock courtroom, a public speaking and press conference room, a mock stock exchange room, a Natural Sciences lab, a science lab with a fume hood, an EEG room, a physical therapy room, and a sensory integration lab.



You can take a virtual walk  
around the campus here:

<https://vizja.pl/en/campus-and-location/>





## 2. Weather and clothing

Warsaw's climate is humid, continental with cold, snowy, cloudy winters and warm, sunny, stormy summers. Spring and autumn can be unpredictable with sudden weather changes; temperatures are usually mild with low humidity, especially from around May to September.

The average temperature ranges between  $-1.8^{\circ}\text{C}$  ( $29^{\circ}\text{F}$ ) in January to  $19.2^{\circ}\text{C}$  ( $66.6^{\circ}\text{F}$ ) in July.

When packing up, remember to take both warm and light clothes, as the temperature may greatly vary (in winter between  $-15^{\circ}\text{C}$  and  $10^{\circ}\text{C}$ , in summer between  $15^{\circ}\text{C}$  and  $30^{\circ}\text{C}$ ). Don't forget to take a warm coat or a jacket and winter shoes or you might end up with an unpleasant surprise in January.

## 3. Before arrival

If you are interested in spending a semester within the walls of our university, we invite you to visit the following link to get yourself acquainted with the application procedure for INCOMING Erasmus+ students:

<https://erasmus.vizja.pl/incoming-students/>

All exchange students must be nominated by their home universities by email to [erasmus@vizja.pl](mailto:erasmus@vizja.pl)

### Application deadlines:

Winter Semester: June 30

Summer Semester: November 30

## How to apply?

All students are required to apply online using our online application system. Follow the link above, choose a field of study, click it and proceed accordingly.



### Documents:

Students are required to upload the following documents:

- A recent photo (35×45 mm)
- ID card (for the EU citizens) and passport for non-EU citizens
- Proof of language proficiency (English B2 or higher)
- Health insurance
- Transcript of Records from Home University
- Secondary School Certificate for Bachelor degree or Bachelor Diploma for Master degree

### Health Insurance

Medical insurance is obligatory for all foreign (non-Polish) students.

### European Students

To be eligible for public medical services during your stay in Poland, it is necessary to bring your **European Health Insurance Card**.

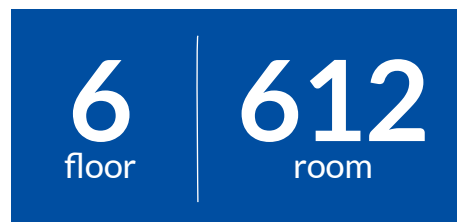
### Non-European Students

You should enquire in your country what type of insurance will be the best one during your stay in Poland. The most convenient option will be the kind of insurance which will allow you to get a refund for medical treatment. **Please, make sure to settle the insurance matters prior to your trip to Poland. It will protect you from incurring additional costs.**



## 4. After arrival

Within a few days after your arrival to Warsaw you are required to visit Erasmus+ office (**room 612, floor 6**) in order to sign the hard copy of the agreement with our University. You need to schedule your visit in advance due to a high demand. During the same visit you will be instructed as to your further steps to be taken: student ID, classes schedule etc.



## 5. Obtaining a student ID card

In order to receive a student card, every student needs to complete several important steps. Your student ID will be printed within **2-3 weeks** after all of the following steps have been completed:

- Upload your photo into the enrollment Extranet system
- Pay the card fee
- the student ID is usually issued within 2-3 weeks, make sure to check its status in your Extranet profile
- when the ID is ready, come to pick it up

## 6. Access to Student Extranet System and e-learning

Some time after your visit to Erasmus+ office, you will be granted an access to the Extranet, our computer system for students and lecturers.

Access for all fields, besides IT : [www.extranet.vizja.pl](http://www.extranet.vizja.pl)

Access for IT: [www.extranet.vizja.net](http://www.extranet.vizja.net)

The system will also grant you access to our new SIS page. You can enter the page by clicking a link on the left side of your Extranet. On the SIS System's Teaching panel, you will find your schedule for the current semester.

Also, in the Extranet system, you have access to the MS TEAMS online teaching platform. On the left side, immediately after the information about accessing the SIS System, you will find the login and password for your personal-student MS Teams link. Please follow the instructions provided on the Student Extranet. We ask all students to check their access to class groups as soon as they have received full student access. The "Student manual for online study for Microsoft Teams" can be found on your Student Extranet.

### Orientation Day

Please, contact [welcomеоffice@vizja.pl](mailto:welcomеоffice@vizja.pl) to learn the date of the next Orientation Day



## 7. Contact data

### In case of questions, doubt, issues

Should any questions arise, we kindly ask you to contact Erasmus+ Office using the following e-mail addresses:



✉ [erasmus@vizja.pl](mailto:erasmus@vizja.pl)

☎ Phone: +48225365414

📄 Room 612 (floor 6)

## 8. What do studies look like?

At our university, Erasmus+ students join either a winter semester (in October) or a spring semester (in March).

At the beginning of October VIZJA University holds its academic year inauguration. Our students can find information about it on our social media and the university website. During the winter semester, students will have additional two days-off due to public holidays:

- November 1 (All Saints Day)
- November 11 (Independence Day)



At the end of December there is a long break and winter holidays: most often, students have a rest until the first week of January. However, for those who stayed in Poland for the holidays, it is worth remembering that right after the end of winter holidays students usually complete their semester (end of January/beginning of February). Then the exam session begins and continues until the end of February.

## National Holidays

At the end of February, the new summer semester starts with a new class schedule. We all celebrate some national Polish holidays during this time. These holidays are usually days, free from studies. The summer semester usually lasts until the end of May or the beginning of June. Next comes the summer semester exam session that continues until the end of June. Afterward, a long summer vacation break begins and the new academic year starts in the first half of October. Those who didn't pass all exams get another chance in September. All schedules are available on the SIS System, including news about exam sessions and holidays, so don't forget to check it regularly.

**November 1:**  
All Saints Day

**November 11:**  
Independence Day

**December 24:**  
Christmas Eve

**December 25-26:**  
Christmas day and St Stephen's Day  
(first and second days of celebration)

**January 6:**  
Epiphany

**Easter:**  
the date changes annually

**Corpus Christi:**  
the date changes annually, on Thursday  
after Pentecost (May or June)

**May 1:**  
Labour Day

**May 2:**  
The Day of the Polish Flag and the Day of  
Polonia

**May 3:**  
The Constitution Day



## Grading System

LOCAL- GRADE	ECTS- GRADE	EXPLANATION
6/5	A	EXCELLENT – outstanding performance with only minor errors
4+	B	VERY GOOD – above the average standard but with some errors
4	C	GOOD – generally sound work with a number of notable errors
3+	D	SATISFACTORY – fair but with significant shortcomings
3	E	SUFFICIENT – performance meets the minimum criteria
2	FX/F	FAIL – some more work required before the credit can be awarded

## 9. Canteen



Our university has a fully equipped canteen on the 1st floor that offers vegetarian and non-vegetarian options. The canteen is available during the working hours of the university. **Breakfasts are served from 8:30 - 10:00, options change every day. Lunches are served from 12:00.** In case you crave something smaller, there are vending machines on the **ground** and **3rd floor**.

## 10. Recycling



We did our best to make recycling at the university easier. You will find colour coded bins on campus for various types of waste.

**PLASTIC  
YELLOW**



**GLASS  
GREEN**



**PAPER  
BLUE**



**MIXED  
BLACK**



## 11. Being a student in Poland

### 11.1 Etiquette: contacting the staff

In any circumstances stay calm, respectful and use polite language while communicating with the staff. When facing an issue, first write an email explaining your problem briefly and specify your name, home university name and study programme.

Avoid copying several persons in your email: it will only delay the answer. If your email does not concern the person you have contacted, this person will transfer it to the right person/department.

Allow a few days for the answer and do not resend your email every day. If after 3 working days you have not received an answer, resend an email or contact the person by phone.

For urgent matters that need to be solved on the same day, it is best to contact the person by phone directly.

Emails and phone calls are treated during office hours, Monday-Friday. No calls or emails will be answered outside of office hours/days.

PLEASE, USE MAIN  
ERASMUS CONTACT:

erasmus@vizja.pl

### 11.2 Accommodation

There are many websites on which you can find private housing such as:

<https://pokoje.waw.pl/>

<https://studentdepot.pl/en/our-dormitories/dormitory-warsaw/>

<https://www.nestpick.com/>

<https://erasmusu.com/en/erasmus-warsaw>

Academic Housing Network offers the possibility of accommodation while studying for Polish and foreign students. The flats include a kitchen for common use by roommates, bathroom and toilet. The rooms come furnished with essential furniture, kitchenware, and other necessities.

Detailed information can be obtained by writing at [incoming@vizja.pl](mailto:incoming@vizja.pl).

**IMPORTANT! The UV accommodation office does not guarantee accommodation for nominated students.**



Please, remember to always sign an official lease/housing contract to your name when renting apartments from private landlords.

### 11.3 Money

The currency in Poland is Polish złoty (PLN)

You can pay by card/phone app almost everywhere in Warsaw. In case you need to change EUR to PLN, look for Exchange offices. They are called KANTORS.

#### Coins

5zł 2zł 1zł 50gr 20gr 10gr 5gr 2gr 1gr



#### Banknotes

200zł 100zł 50zł 20zł 10zł



## 11.4 Transportation

### IN THE CITY:

The public transport system in Warsaw is very well developed. You have a wide choice of means to arrive to the point of your destination depending on your budget and/or preferences:

- **buses** (including afterdark bus runs) – make sure you get a bus pass (best options are 1 month and 3 months bus passes, to get one you need to go to Punkt Obsługi Pasażerów ZTM (passenger service point), and don't forget your student ID to get a discount.

Same pass grants you the right to use trams, underground and commuter trains within a certain zone.

- **underground** (2 lines)
- **trams** (no traffic jams)
- city bikes service **VETURILO** <https://veturilo.waw.pl/en/> (download an app first, available 24/7, If you change your bike every 20 minutes, it is for FREE).
- most popular **TAXI apps**: bolt, freenow, uber.
- **commuter trains**: lines S1, S2 (both lines are also the quickest way to get to Chopin airport)

discounts for tickets up to

**50%**

### INTER-CITY TRAVELLING:

To travel between cities you can use bus or train services. Don't forget your student ID as it grants you discounts for tickets up to 50% off depending on the service you use to get from A to B.

Bus services between cities:	Train services between cities:	Nearby airports:
<a href="https://www.flixbus.com/">https://www.flixbus.com/</a> <a href="https://www.checkmybus.pl/">https://www.checkmybus.pl/</a>	<a href="https://www.intercity.pl/en/">https://www.intercity.pl/en/</a> <a href="https://en.e-podroznik.pl/">https://en.e-podroznik.pl/</a>	<a href="https://www.lotnisko-chopina.pl/en/index.html">https://www.lotnisko-chopina.pl/en/index.html</a> <a href="https://en.modlinairport.pl/">https://en.modlinairport.pl/</a>



**IMPORTANT:** all shopping centres, offices, drug stores and the majority of small shops are closed on Sundays and public holidays.

## 11.5 Emergency

In case of ANY emergency: **call 112** and explain your situation.

In order to purchase most medication you must present a medical prescription to the pharmacist. For emergencies at night, weekends and holidays, there are doctors on duty. Call the number above and they will redirect you where needed.



Here you will find the list of pharmacies, open 24/7:  
<https://www.inyourpocket.com/warsaw/directory/24hourpharmacies>



**Mental health and psychological support**  
In case you feel you need support, please, contact [bon@vizja.pl](mailto:bon@vizja.pl)

**997**

**Police**

**998**

**Fire Brigade**

**999**

**Emergency  
ambulance service**



## 11.6 Language

Warsaw is a multicultural city and almost everyone here speaks English to some extent. But just in case, here is some survival Polish:

- **Dobry wieczór**- good evening (DOH-brih VYEH-choor)
- **Dzień dobry**- good day (jane DOH-brih)
- **Cześć**- hi (cheshch)
- **Do widzenia**- good bye (doh vee-DZEN-ya)
- **Proszę**- please / here you are (PROH-sheh)
- **Dziękuję**- thank you (jen-KOO-yeh)
- **Dzięki**- thanks (informal) (JEN-kee)
- **Przepraszam**- I'm sorry / excuse me (psheh-PRAH-shahm)
- **Tak**- yes (tahk)
- **Nie**- no / not (nyeh)
- **Nie wiem**- I don't know (nyeh vyem)
- **Jak się masz?**- How are you? (informal) (yahk shay mahsh)
- **Nie mówię po polsku**- I don't speak Polish (nyeh MOO-vyeh poh pohl-skoo)
- **Nie rozumiem**- I don't understand (nyeh roh-ZOO-myem)
- **Na zdrowie!**- Cheers! / Bless you! (nah ZDROH-vyeh)



## 11.7 Stores and shopping

Price wise it is better to shop for **food** at big grocery stores and check in advance if they have current discounts.



## 12. Discovering Warsaw

### MUSEUMS FOR FREE:

MONDAY:

<https://www.pgi.gov.pl/en/muzeum.html> Geological Museum

<https://legia.com/muzeum-legii> LEGIA Warszawa Museum

<https://www.1944.pl/en> Warsaw Uprising Museum

<https://stacjamuzeum.pl/en/> Station Museum

<https://www.jhi.pl/en> Historical Museum of Jews

TUESDAY:

<https://www.cpnbp.pl/> Money Centre NBP

<https://dsh.waw.pl/en> The Meeting House with History

<https://muzeumkarykatury.pl/index.php/en/> Caricature Museum

<http://www.mmsc.waw.pl/en/> Maria Skłodowska-Curie Museum

<https://www.mnw.art.pl/> National Museum

<https://mz.pan.pl/en/home-page/> Earth Museum

<https://nmt.waw.pl/> National Museum of Technology







## WEDNESDAY

<https://muzeum.nifc.pl/pl Chopin Museum>

<http://www.muzeumkatynskie.pl/ Katyn Museum>

<https://www.zamek-krolewski.pl/ The Royal Castle>

<https://muzeumliteratury.pl/ Literature Museum>

## THURSDAY

<https://www.muzeumazji.pl/ Asia and Pacific Museum>

<https://muzeumdrukartwa.muzeumwarszawy.pl/ Printing Museum>

<https://ethnomuseum.pl/ Ethnographic Museum>

<https://muzeumfarmacji.muzeumwarszawy.pl/ Pharmacy Museum>

<https://www.wilanow-palac.pl/ Museum of King Jan III's Palace at Wilanow>

<https://www.polin.pl/en Polish Jews Museum>

<https://muzeumpragi.pl/ Warsaw Praga Museum>

<https://zacheta.art.pl/pl Zacheta Gallery>

<https://muzeumwarszawy.pl/ Warsaw Museum>

## FRIDAY

<https://www.lazienki-krolewskie.pl/en Lazienki Krolewskie Museum>

<https://www.cpnbp.pl/ Money Centre NBP>

<https://legia.com/muzeum-legii LEGIA Warszawa Museum>

## SATURDAY

<https://www.muzeumsportu.waw.pl/ Sport and Tourism Museum>

<http://www.muzeumkatynskie.pl/ Katyn Museum>

## SUNDAY

<https://dsh.waw.pl/en The Meeting House with History>

<https://www.pgi.gov.pl/en/muzeum.html Geological Museum>

## PARKS

- Lazienki Park (Łazienki Królewskie)
- Garden on the roof of the University of Warsaw Library
- Saski Garden (Ogród Saski)
- The Botanical Garden in Powsin
- Skaryszewski Park
- Park Pole Mokotowskie
- Praski Park
- Park Królikarnia







## CINEMAS

Most of the movies are screened without dubbing, in the original language, with Polish subtitles at the bottom of the screen. Below you will find the data regarding the 'cheap ticket' days in most popular cinemas in Warsaw:

- Kino Muranow (Muranow Cinema) - MONDAY - <https://kinomuranow.pl/>
- Kino Luna (Luna Cinema) - MONDAY and THURSDAY - <https://www.kinoluna.pl/>
- Kino Atlantic (Atlantic Cinema) - MONDAY and WEDNESDAY - <https://www.novekino.pl/kina/atlantic/>
- Kinoteka - MONDAY and WEDNESDAY - <https://www.kinoteka.pl/>

## RECOMMENDED SIGHTSEEING

1. Kopernik Science Center <https://www.kopernik.org.pl/>
2. Viewing Terrace at the top of the Cultural Palace <https://pkin.pl/en/viewing-terrace/>
3. Chopin Airport Observation Deck <https://www.lotnisko-chopina.pl/en/observation-deck.html> FOR FREE
4. Viewing Terrace in the Old Town <http://taraswidokowy.pl/>
5. Invisible Exhibition
6. The Old Town
7. Cinema District <https://dzielnicafilmowa.pl/>
8. Ship Cruises on the Vistula River <https://warsawtour.pl/en/cruises-on-the-vistula/>
9. Vistula Boulevards
10. Warsaw Zoo <https://zoo.waw.pl/en>
11. Walkative FREE walking tours in Warsaw in foreign languages  
[freewalkingtour.com/find-a-tour/warsaw-poland/](http://freewalkingtour.com/find-a-tour/warsaw-poland/)
12. Warsaw Planetarium

For more attraction we invite you to check the following website:  
<https://warsawtour.pl/en/main-page/>

## SPORTS:

In order to stay fit, have fun and simply meet new people you can choose one of the following options:

- city runs [https://run-log.com/events/kalendarz\\_biegow\\_warszawa.html](https://run-log.com/events/kalendarz_biegow_warszawa.html)
- veturilo bikes
- public swimming pools
- kayaking tours along Vistula <https://kajakwstolicy.pl/en/kayaking-tours-warsaw/>
- survival races <https://survivalrace.pl/?lang=en>
- trampoline parks <https://www.hangar646.pl/>
- Ice rinks <https://warsawtour.pl/en/ice-rinks-in-warsaw/>
- Night skating in Warsaw
- Rope park <http://park-linowy-bielany.pl/home/>

Current FREE sport events  
(updated non-stop):

<https://waw4free.pl/warszawa-darmowe-sport>