

INTERNATIONAL STUDENTS' ACTION FOR ADAPTING CROSS-CULTURAL ACTIVITIES

WELCOME TO POLAND WELCOME TO WSEI UNIVERSITY - GET TO KNOW THE UNIVERSITY



Erasmus+



WELCOME TO WSEI UNIVERSITY - GET TO KNOW THE UNIVERSITY

DEAN'S OFFICE

The Dean's Office (in Polish: dziekanat) is the unit that manages student affairs at a given faculty. Check out its main tasks and responsibilities.

At the Dean's Office you can receive: student's ID, access to the Virtual Dean's office, the certificate confirming your student's status.

Dean's Office issues all students documents (confirmation of student status, documents regarding the course of study, TRC required documents, referral letters for the medical exams, etc.).



They coordinate all activities related to the defence of diploma thesis and graduation ceremonies.

Dean's Office extends the validity of a student ID card each year.

The staff provides information about educational programme, examinations, terms and conditions of studies.

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- ★ There are different types of certificates our students can request from the Dean's office in case they require it for any city hall, work, or other cases.
- ★ Once you complete your registration at the Admission office, you can request the student confirmation letter from the Dean's office. This confirmation letter can be issued either in Polish or English, depending on your needs.
- ★ To apply for the Temporary Residence Card you can request the documents from the University confirming your student status. In this case, you will receive the Ministerial certificate in Polish confirming that you are still a student at our University and your transcript of records statement (either in Polish or English). You can also request this particular set of documents for your visa application to other EU state countries.
- ★ The certificate of study completion in Polish language is issued to those graduates who remain in Poland and need it for further career purposes. The said certificate in English language accompanied with a reference letter

WELCOME TO WSEI UNIVERSITY - GET TO KNOW THE UNIVERSITY

UNIVERSITY MAP - ADDRESSES

WSEI University is the largest non-public university in eastern Poland, known for its practical preparation for the profession and extensive cooperation with businesses: it enjoys considerable prestige, it is a leader in terms of preparing graduates and it receives the highest awards for education for the needs of the labor market.

>> WSEI University is located in Lublin at Projektowa 4 street.



>> Warsaw branch of WSEI University is situated in the capital of Poland at Twarda 14/16 street, close to the city center.

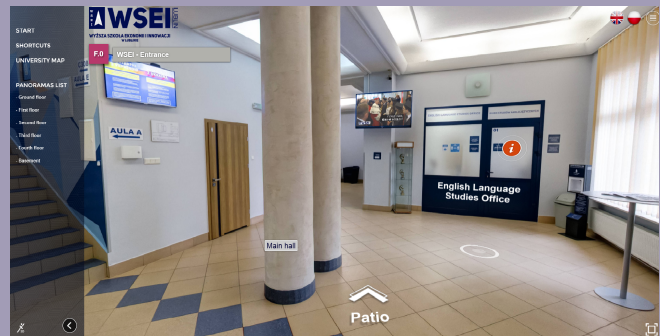
>> You can go on a virtual tour of our University following this link <https://rekrutacja.wsei.lublin.pl/wirtualny-spacer/index.htm>



WELCOME TO WSEI UNIVERSITY - GET TO KNOW THE UNIVERSITY

WIRTUAL TOUR

Through our virtual visit, you can not only see the different parts of campus and its academic and recreational facilities, you can also learn from a virtual tour guide about what makes each of the resources unique, and why our school might be **THE ONE** for you.



If you enjoy wandering the virtual halls and corridors, exploring the building on your own would be the best option for you. All you need to do is click 'start' and use the arrows on the ground to guide you through our University.



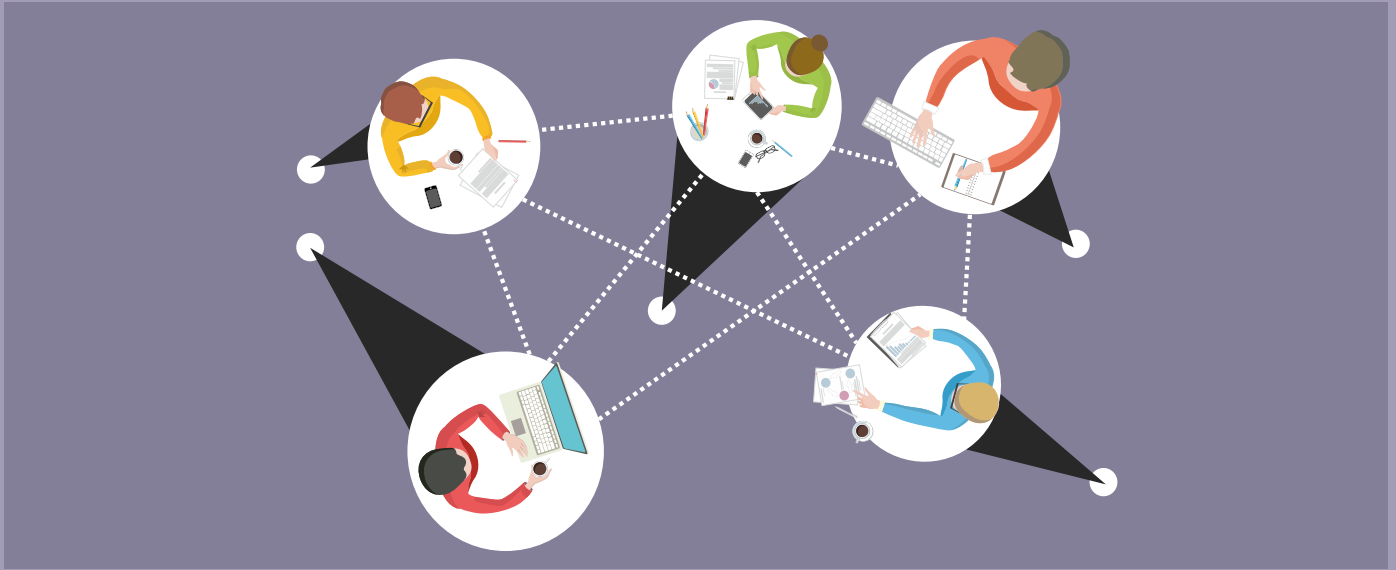
In case you are looking for a specific office, there is the shortcuts menu, where you can choose which office you'd like to find.

Additionally, there is an option of opening the University map which you can see at the bottom right corner which also enables you to navigate the University's premises with ease.

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UNIVERSITY MAP - MAIN OFFICES FOR FOREIGNERS

The University offers several offices for international students where they can sort out any issues



- ☐ Admissions office - room 02, ground floor
- ☐ Dean's office - room 01, ground floor
- ☐ Career Office (scholarships) - room 207, 2nd floor
- ☐ The Cash Desk - room 110, 1st floor
- ☐ Child and Adolescent Mental Health Support and Therapy Center - room 06, ground floor
- ☐ Erasmus program - room 103, 1st floor
- ☐ IT Support - room 109, 1st floor

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ABOUT THE DORMITORY

It is a residential building with modern design located in the center of Lublin at Unicka 3 street. It is a perfect place for those who want to develop both intellectually and socially.

- ✓ WSEI University owns Student House with 300 places. The rooms are grouped into segments (apartments), where there are 1,2,3 or 4 premises, one or two bathrooms and a kitchen. Each of the rooms has full equipment.
- ✓ Self-service laundry, restaurant (breakfast can be ordered), grocery store, and a hairdresser are available on the area of the student's house.
- ✓ The building is supervised, monitored and secured round the clock.
- ✓ In the building, a smart key system is used – one key opens either cage door, the door to the apartment, and the door to the room.
- ✓ The property has its own underground parking for guest with cars or bikes.

✓ **CONTACT DETAILS:**
email: biuro.unicka@wsei.lublin.pl
mobile: 0048 508 245 780



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ACADEMIC YEAR TIMETABLE

The academic year calendar slightly differs from year to year. However, the main academic events always fall on the same months.

The academic year starts with the fall semester usually on October 1st. Students have online and on campus classes till Christmas break.

In December, all students have a Christmas break which lasts around 2 weeks starting from December 23rd.

In January, students attend all planned classes.

In February, all students have final semester examinations. During this period they do not attend any classes.

Depending on which month the Easter celebration falls, usually students have a week break during that time.

The summer semester ends in June and the final annual examinations take time in the first two weeks of July.

In September, students have a chance to retake any examinations they failed during the summer examinations.

Summer semester starts at the beginning of March.



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EXTRACURRICULAR ACTIVITIES

Apart from studying, WSEI University offers a wide range of extracurricular activities for our students.



The Student Council welcomes everyone who is interested in promoting and organising the student culture in our University.

Projektow4 is a students' magazine published every 3 months.

If you like team sports, you can join WSEI international basketball team and compete against other universities.

Volunteering of Psychology Students of the WSEI University

The Academic Choir is a great choice for students who enjoy singing.

Students who want to keep fit can join WSEI gym with a professional trainer who can prepare the personalized exercise program for them.

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EXTRACURRICULAR ACTIVITIES

Apart from studying, WSEI University offers a wide range of extracurricular activities for our students. There are a number of student organisations within the WSEI structure. Check it at yours Dean's Office!

- >> Science club of administration students called: Koło Naukowe Administratywistów
- >> Science Club of Young Economists
- >> Science Club "Safe State - Safe Citizen"
- >> Science Club „LogTrans"
- >> Science Club INNOVATIO - innovative applications of IT
- >> FLEX Student Science Club
- >> Science club PEDAGOGIUS
- >> Student Science Club for nursing at the MONOPROFILE MEDICAL SIMULATION CENTER
- >> Academic Peer Support Center (ACWR)
- >> Science Club of Psychology students "INNOVATION"



- >> In order to sign up for any of the clubs you need to find out from your Dean's office who is the supervisor of a particular club and contact them for more details.

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ABOUT THE ONLINE SYSTEMS

Our University strives to be up to date with the technological progress and offers out students online resources for more comfortable studies.



The online library facilitate students in searching the required literature for their lectures and homework.

In order to have access to that library, you need to take your Student ID with you and go to the RESEARCH INFORMATION CENTER and register. There, our staff will instruct you on how you can use the library and all available online resources.

The Virtual Dean's office is the online platform for students to be in the loop with all current affairs that concern them. They can check their classes timetable, grades from different subjects, their scholarship application progress, and various announcements from the staff and lecturers.

The e-learning platform enables students to attend online lectures in the comfort of their homes.

After the successful registration at the Admission office and gaining the student status, the Dean's office will send you an email welcoming you at the University.

WELCOME TO WSEI UNIVERSITY - GET TO KNOW THE UNIVERSITY

USEFUL LINKS FOR WSEI STUDENTS

Following these links will ease the experience our students have while studying:

1 E-library



2 Virtual Dean's office



3 E-learning platform



4 Admission process



5 Contact WSEI staff



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ADDITIONAL SERVICES

The area of the University is constantly adjusting to the needs of the disabled, introducing numerous solutions to facilitate their functioning at the university – we eliminate transport and architectural barriers, as well as the emotional disturbances in student's life.

The University building is fully equipped with the facilities for the disabled to eliminate architectural barriers.

To get more information about the special needs services at WSEI university you can write an e-mail: bon@wsei.lublin.pl or reach WSEI staff by phone +48 81 749 32 20.

We provide our students with: specialized equipment, interpreter assistance, specialized software, digital library, psychologist assistance, scholarships, training and career development.

If you are interested in any of those services, you should contact Career and Students' Affairs Office of WSEI University.
Direct telephone: 0048 81 749 32 19



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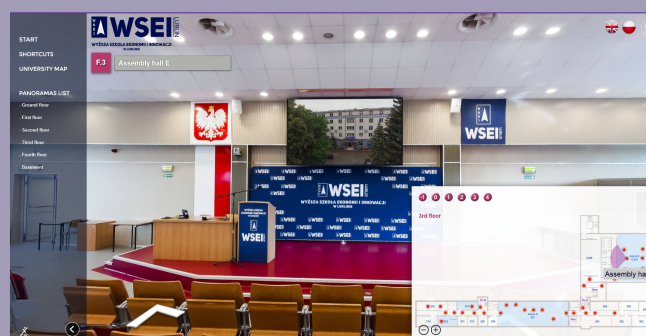
VIRTUAL TOUR AT THE UNIVERSITY

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The virtual walk is available in Polish and English languages.



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