QUICK GUIDE TO YOUR FIRST DAYS AT SWPS UNIVERSITY
Our motto – *We, the University* – expresses pride in our achievements. It is also a reminder of our responsibility to uphold shared values and an invitation to anyone who wants to join us in creating a community of individuals seeking knowledge and development. We want to change the world in the same way that knowledge changes us.

Professor Roman Cieński
Rector, SWPS University of Social Sciences and Humanities
WELCOME TO SWPS UNIVERSITY!

You are about to start your studies at SWPS University of Social Sciences and Humanities. At first, things might seem a bit confusing - new campus, new friends, and new lecturers. You may feel lost, but there is no reason to worry. This guide contains all the information you will need to start your academic year successfully.

SWPS UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES

SWPS University of Social Sciences and Humanities was established in 1996. It is Poland’s first private university. It has been ranked by the Ministry of Science and Higher Education as the leading higher education institution that offers social sciences programs in Poland.

Since its inception, SWPS University has been dedicated to teaching and research. We help our students realize their full potential and prepare them to meet the demands of the contemporary world. Our researchers conduct projects that have actual impact on the lives of individuals and communities.

CAMPUS LAYOUT

The building of SWPS University in Warsaw consists of 3 parts: two wings, North and South, and a connecting main building. The classrooms situated in the two wings are numbered according to their North or South location, for example:

- N211 – N stands for the North wing and the first digit stands for the floor number (2nd floor)
- S314 – S stands for the South wing and the first digit stands for the floor number (3rd floor)

Various offices (such as the Admissions Office situated on the ground floor, in the main hall) are located in the connecting building. The room numbers in the main building are not preceded by a letter, for example:

- 102 – the first digit indicates the floor number (room 102 on the 1st floor).
FIRST STEPS

I arrived at SWPS University. Where should I go first?
If you have not completed your admission process yet, please go to the Admissions Office located in the main hall, on the ground floor. Once you submit all required documents and receive a confirmation of your student status, you can visit the Center for Student Affairs.

Where is the Center for Student Affairs located?
The Center is located in the main hall, on the ground floor. It keeps records of your study program requirements and your results. It also issues and extends Student ID Cards, provides certificates and various documents, such as a confirmation of your student status for a Residence Card or an exemption from the military service.

You can visit the Center for Student Affairs in person or submit a request via the online communication and course management portal, called Virtual University.

MY STUDENT ID CARD

You will receive your Student ID Card after submitting all required documents and information to the Center for Student Affairs.

Student ID Cards are issued only to students enrolled in degree programs. Students attending language courses and preparatory schools will not be issued Student ID Cards.

Can I get my Student ID Card immediately after being accepted to SWPS University?
It takes approximately two weeks for the cards to be issued. Once your card is ready, you will receive an e-mail notification and then you can collect the Card at the Center for Student Affairs.

Student ID Cards need to be validated every semester. The deadlines are: the 30th of October for the fall/winter semester and the 30th of March for the spring/summer semester. It is important to keep your Student ID Card valid in order to maintain the right to student discounts, such as student rates on public transport, movie tickets, etc.

What should I do if I lose my Student ID Card?
If you lose your Student ID Card, you should apply for a new ID Card via the Virtual University. To do so, go to the "Center for Student Affairs" tile > "Apply for a duplicate".

Will I have to pay for a replacement Student ID Card?
A replacement Student ID Card costs EUR 7.50. Once you select "Apply for a duplicate", follow the instructions to make the payment to the bank account indicated there. Once your card is ready, you will receive an e-mail notification.
The Center for Student Affairs provides comprehensive support in all aspects of studying and living in Poland. Our officers assist students in the following matters:

- Managing the day-to-day student experience, including: issuing documents, scheduling classes, and providing information about the education process
- Legalization of stay in Poland
- Finding accommodation
- Assistance with obtaining medical insurance and services
- Scholarship applications
- Erasmus+ and other international exchange programs
- Support for students with disabilities
- Help in organizing student events

We also understand that big changes, such as beginning university studies in a new country and meeting people from other cultures may be challenging. Therefore, we have appointed an International Student Counselor, who is responsible for:

- Introducing students to SWPS University’s rules and regulations
- Providing general information about living in Poland
- Counselling students in difficult or crisis situations

Center for Student Affairs
ground floor, main hallway, room 005

tel: +48 22 517 99 46 and +48 22 517 99 47

e-mail: contact via Virtual University Platform

website: www.english.swps.pl/center-for-student-affairs

International Student Counselor
e-mail: akozlowska2@swps.edu.pl
ERASMUS+

- Are you looking for new challenges?
- Are you interested in other cultures?
- Would you like to gain international experience by studying abroad?

The Erasmus+ program allows you to study abroad as part of your degree. It is an extraordinary opportunity to improve language skills, to broaden horizons, to get acquainted with other cultures, and to gain new experiences. Additionally, you may complete a professional internship in the form of a student placement and further develop your competencies.

More information about the Erasmus+ program is available on the Virtual University Platform > "Student's ABC” > "Erasmus+" or on the website of the Center of Student Affairs at www.english.swps.pl/center-for-student-affairs

You may apply for the Erasmus+ internship after completing your first year of studies.

Center for Student Affairs:
ground floor, main hallway; room 005
tel: +48 22 517 99 46 and +48 22 517 99 47
e-mail: contact via Virtual University Platform

STUDENT CONDUCT - DOS AND DON´TS

Dos
• Register for courses only during registration sessions.
• Choose your courses, their time and location carefully – changes may not be allowed after the registration period.
• Refer often to the academic calendar to check the dates of your exam sessions and the dates of Polish official holidays.
• Prepare for classes and study systematically to pass your tests and exams without stress.
• Obtain your teacher’s permission to miss classes due to your religious or cultural holidays that fall on days other than the Polish holidays. You must also agree the terms of your leave with your teacher.
• Make appointments to see your teachers during their office hours. They have busy schedules and will not be able to see you at other times.

Don’ts
• Don’t be late for class. Classes start promptly at the time indicated in the schedule and all students are expected to be in the room by the start of the class. Students, who are late more than 15 minutes, will be marked as absent.
• Don’t miss classes. Absence from class may be justified only for medical reasons (a valid sick leave certificate from a doctor is required) or other unexpected circumstances beyond your control.
• Don’t cheat on tests, exams and home assignments. If you attempt to copy your own notes, to obtain information from the Internet or to get help from your colleagues in or outside the classroom during an exam, you may face disciplinary or legal consequences.
SWPS UNIVERSITY WI-FI & LOGIN INFORMATION

Once you are accepted to SWPS University, you will receive your unique SWPS e-mail address and temporary password.

The e-mail address and password will allow you to access free SWPS University Wi-Fi available on campus. You will also be able to access the following resources:

- SWPS University e-mail service
- SWPS Virtual University
- EBSCO library database
- E-learning

Please note:
You are solely responsible for the use and/or security of your login details and your account as well as for all activities that occur under your account. Therefore, please keep your user ID and password secure and confidential.

VIRTUAL UNIVERSITY LOGIN INSTRUCTIONS

To log in to the Virtual University, you will need your SWPS e-mail account information - your username and password.

You should receive your username and temporary password upon acceptance to SWPS University.

If you forget your username or password, follow instructions on the login page, or visit the Center for Students Affairs.

Please note:
The Virtual University is the primary communication channel at SWPS University. Make sure you access it daily to keep in touch with your fellow students and to stay current with all the news and events at SWPS University.

SWPS UNIVERSITY WEBSITE

The information on SWPS University website is available in Polish (www.swps.pl) and English (www.english.swps.pl). The website provides access to all necessary information, including an overview of the University and its campuses, the programs of study, news, student life, and useful links.
SYLLABUS

A syllabus is a document that outlines what will be covered during classes. Syllabuses for each course are posted on the e-learning and the Virtual University platforms.

Typically, the course syllabus contains the following information:

- Name, contact information, and office hours of the course instructor
- Curriculum and course passing requirements
- List of all topics that will be covered during each class
- Deadlines for submitting your work: essays, presentations, and projects
- Any other information related to your grade or the course requirements.

LECTURERS’ OFFICE HOURS

The lecturers’ office hours are listed on the Virtual University platform > Information Base > Lecturers’ Office Hours as well as on the syllabus for each course and in the Center for Student Affairs.

Where and when can I find my teachers?
Each faculty has its own teacher room(s). Usually, you can find your teachers there during their office hours. If you wish to talk to your teacher, please be sure to make an appointment earlier, within their office hours. The office hours are also listed on the door of the teacher’s room.

What should I do if I have problems with my course work or problems of any other nature related to my studies at SWPS University?
During the course of your studies you may need advice or assistance. If you have any questions, you should contact:

- Your teacher(s) or the Center for Student Affairs
Although I have paid the tuition fee in full, my account on the Virtual University platform indicates that I owe money to SWPS University. What should I do? Please provide a confirmation of your payment to your Student Affairs Office.

Please note:
- It can take up to several days for bank transfers to be processed, so make sure you pay your fees well in advance of the deadline.
- If your transfer involves foreign currency exchange, you may want to check the current exchange rates.
- Please note, that banks may charge additional fees for international bank transfers. Check with your bank and ensure that you transfer the appropriate amount that also covers the bank transfer fee.

TUITION FEES

What are my financial obligations towards SWPS University?
All information pertaining to your financial obligations towards SWPS University are available on the Virtual University platform in the “Payments” section.

The information includes:
• Your personal account number
• Your payment history
• Amount of the total tuition fee per academic year
• Terms of payment

How can I pay the tuition fee?
You should make a payment to your personal account number provided in the “Payments” section on the Virtual University platform.

In the “payment title” line of the money transfer, please provide your Student ID Card number and the information specifying what the payment is for (e.g. tuition fee, examination fee, etc.). If the transfer is not carried out from your own account, please also provide your first and last name.
LIBRARY

Students beginning their studies at SWPS University must complete the library training. Once you complete the training, you will be granted access to hard copy and online materials available at the library. You may access the library catalogue via SWPS University website > Campuses > Library section.

You may also access the library catalogue via your Virtual University platform by scrolling down to the bottom of the page for quick links. You may borrow books from the library for the period of two weeks. If you do not return the books on time, you will be charged a fee for each day the book is late. Some books may be extended for another week via the online library system or by request at the library.

No meals of any kind are permitted in the library. All bags and backpacks larger than 40x30x15 cm must be placed in lockers available by the entrance to the library. Locker keys can be obtained at the library.

Contact:
e-mail: biblioteka@swps.edu.pl
tel: +48 22 517 96 20

FOREIGN LANGUAGE LEARNING AT SWPS UNIVERSITY

SWPS University offers a variety of foreign language courses, including English, French, German, Italian, Polish and Spanish. You can choose language classes as a part of your study program.

Language Center
e-mail: centrum.jezykowe@swps.edu.pl
room 101

Additionally, SWPS University offers full time (two-semester) non-degree Polish and English courses open to all students at an additional fee. More information at www.english.swps.pl/offer/preparatory-schools

STATE CERTIFICATE EXAMINATIONS IN POLISH AS A FOREIGN LANGUAGE

SWPS University of Social Sciences and Humanities is accredited as a Center for State Certificate Examinations in Polish as a Foreign Language. The University is authorized to hold Polish language examinations at the CEFR B1, B2, and C1 levels and to issue Polish language proficiency certificates.

Contact: prep@swps.edu.pl
PUBLIC TRANSPORTATION

The easiest and cheapest way of getting around Warsaw is public transport. Warsaw offers a good network of public transportation, including the subway (called Metro), buses and trams. There are a variety of tickets available, including short-term, long-term, and one ride options. The Public Transport Authority offers a reloadable travel card, Karta Miejska (City Card), which is the cheapest way to travel around the city.

For current information on public transportation, including all ticket prices, timetables, and transportation routes, please go to the official website of the Public Transport Authority of Warsaw (ZTM) at www.ztm.waw.pl

For current information on how to get to the Warsaw Campus of SWPS University from various locations and how to travel around Warsaw, please use online and smartphone applications, such as:
www.warszawa.jakdojade.pl
www.wyszukiwarka.ztm.waw.pl

HOW TO GET TO THE WARSAW CAMPUS OF SWPS UNIVERSITY

The tram and bus stops located closest to SWPS University in Warsaw are called Gocławńska.
POLISH PREPAID SIM CARD

While staying in Poland, it is practical to buy a local prepaid or pay-as-you-go SIM card for your mobile phone. This will save you the roaming fees and will eliminate the need to dial area codes for every number contacted in Poland.

While purchasing a prepaid or pay-as-you-go SIM card, you will be required to provide your name, surname, passport number (or personal ID number), and your signature.

If you opt to use your own SIM card, you must remember to dial (+48) area code for every telephone number, mobile and landline, which you wish to contact in Poland.

Additionally, if you call a landline, you will also have to dial the relevant area code for the city you are calling. For example, the area code for Warsaw is (22), so when calling a landline in Warsaw you will need to dial +48 22 before the number you want to reach. SIM cards are available in every news agent kiosk (e.g. Inmedio and Ruch) or at any store operated by a mobile service provider.

USEFUL CONTACTS

Please dial +48 before the numbers listed below, if you do not have a Polish prepaid or pay-as-you-go SIM card.

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>ROOM</th>
<th>E-MAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office</td>
<td>room 001</td>
<td><a href="mailto:rekrutacja@swps.edu.pl">rekrutacja@swps.edu.pl</a></td>
<td>22 517 99 61</td>
</tr>
<tr>
<td></td>
<td>ground floor</td>
<td><a href="mailto:admissions@swps.edu.pl">admissions@swps.edu.pl</a></td>
<td>22 517 96 35</td>
</tr>
<tr>
<td>Center for Student Affairs</td>
<td>room 005</td>
<td>via Center for Student Affairs on the Virtual University platform</td>
<td>22 517 99 46</td>
</tr>
<tr>
<td></td>
<td>ground floor</td>
<td></td>
<td>22 517 99 47</td>
</tr>
<tr>
<td>Library</td>
<td>room 006</td>
<td><a href="mailto:biblioteka@swps.edu.pl">biblioteka@swps.edu.pl</a></td>
<td>22 517 96 20</td>
</tr>
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<td>ground floor</td>
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TOLL FREE EMERGENCY NUMBERS

- 112 – European Emergency Number
- 999 – Ambulance
- 998 – Fire Department
- 997 – Police

As a student of SWPS University, you are required to have a current health insurance policy, valid for the duration of your studies in Poland.