



## Information Sheet for Erasmus Students and Coordinators

Legal Name of Institution (in Polish and English)	<b>Uniwersytet Przyrodniczy we Wrocławiu</b> Wrocław University of Environmental and Life Sciences
ERASMUS CODE	<b>PL WROCLAW04</b>
Postal Address	Norwida St. 25 50-375 Wrocław, Poland
Internet Address	<a href="https://upwr.edu.pl/en/">https://upwr.edu.pl/en/</a>
Head of institution	<b>Prof. dr hab. inż. Jarosław Bosy</b>
Title	Rector

<b>Institutional Coordinator (outgoing students for studies)</b>	<b>Anna Posadowska-Malarz</b> <a href="mailto:anna.posadowska-malarz@upwr.edu.pl">anna.posadowska-malarz@upwr.edu.pl</a>
Address	International Relations Office Norwida St. 25, 50-375 Wrocław, Poland
Telephone	+48 71 320 5287

<b>Erasmus+ Officer (incoming students for studies)</b>	<b>Jowita Pyszczyk</b> <a href="mailto:jowita.pyszczyk@upwr.edu.pl">jowita.pyszczyk@upwr.edu.pl</a>
Address	International Relations Office Norwida St. 25, 50-375 Wrocław, Poland
Telephone	+48 71 320 5478

<b>Erasmus+ Officer (incoming students for internships and staff mobility)</b>	<b>Kamila Majchrzak</b> <a href="mailto:kamila.majchrzak@upwr.edu.pl">kamila.majchrzak@upwr.edu.pl</a>
Address	International Relations Office Norwida St. 25, 50-375 Wrocław, Poland
Telephone	+48 71 320 5288



## ERASMUS+ Information Sheet for Erasmus Students and Coordinators

<p><b><u>DEPARTMENTAL COORDINATORS:</u></b></p> <p>The departmental coordinators are responsible for the courses before and during the mobility of the incoming students, including:</p> <ol style="list-style-type: none"><li>1. Signing the Learning Agreements and Changes to the Learning Agreements of incoming students.</li><li>2. Providing the incoming students with timetables of the courses for each semester.</li></ol>	<p><b>Faculty of Biology and Animal Science:</b> Dr. Maja Stupczyńska <a href="mailto:maja.slupczynska@upwr.edu.pl">maja.slupczynska@upwr.edu.pl</a></p> <p><b>Faculty of Biotechnology and Food Science:</b> Dr. Anna Żołnierczyk <a href="mailto:anna.zolnierczyk@upwr.edu.pl">anna.zolnierczyk@upwr.edu.pl</a></p> <p><b>Faculty of Environmental Engineering and Geodesy; Faculty of Spatial Management and Landscape Architecture:</b> Dr. Hanna Houszka <a href="mailto:hanna.houszka@upwr.edu.pl">hanna.houszka@upwr.edu.pl</a></p> <p><b>Faculty of Life Sciences and Technology:</b> Dr. Marta Paślawska <a href="mailto:marta.paslawska@upwr.edu.pl">marta.paslawska@upwr.edu.pl</a></p> <p><b>Faculty of Veterinary Medicine:</b> Dr. Małgorzata Kandefer-Gola <a href="mailto:malgorzata.kandefer-gola@upwr.edu.pl">malgorzata.kandefer-gola@upwr.edu.pl</a></p>
<b>Information about admission</b>	<a href="https://upwr.edu.pl/en/students/erasmus-ects">https://upwr.edu.pl/en/students/erasmus-ects</a>
<b>Nomination deadlines</b>	<u>1<sup>st</sup> semester and whole academic year:</u> <b>1<sup>st</sup> June</b> <u>2<sup>nd</sup> semester:</u> <b>1<sup>st</sup> November</b>
<b>Application deadlines</b>	<u>1<sup>st</sup> semester and whole academic year:</u> <b>1<sup>st</sup> July</b> <u>2<sup>nd</sup> semester:</u> <b>15<sup>th</sup> December</b>
<b>Application Procedure Online registration</b>	Online procedure: <a href="https://upwr.edu.pl/en/students/erasmus-ects/admission-requirements">https://upwr.edu.pl/en/students/erasmus-ects/admission-requirements</a> Application Form – to be completed online in the system; Online Learning Agreement (OLA) <ol style="list-style-type: none"><li>1. Learning Agreement (to be uploaded)</li><li>2. Photo (to be uploaded)</li><li>3. Proof of English certificate (to be uploaded)</li></ol>



## ERASMUS+ Information Sheet for Erasmus Students and Coordinators

<b>Academic calendar 2023/2024</b> <a href="https://upwr.edu.pl/en/students/academic-calendar-for-students">https://upwr.edu.pl/en/students/academic-calendar-for-students</a>	Generally, <b>the academic year starts on 1<sup>st</sup> October</b> and finishes in the mid-June. The first semester finishes around <b>20<sup>th</sup> January</b> . The exam session is held until the mid-February. <b>The second semester usually starts around 1<sup>st</sup> March and finishes in the mid-June</b> . The exam period is held until the end of June. Re-sitting is possible in September, the date depends on the agreement between the lecturer and the student.
<b>Registration</b> <a href="https://student.up.wroc.pl/erasmus_eng/">https://student.up.wroc.pl/erasmus_eng/</a>  <b>Acceptance</b>	The <u>scanned document of the Learning Agreement</u> duly signed and stamped by the home institution <b>must be uploaded by the student in our on-line registration system</b> . After the acceptance by the departmental coordinator, the LA duly signed + the Letter of Acceptance are sent by email as scanned copies to the student and his/her home institution. The originals can be collected by the students upon departure at the same time when they receive the Transcript of Records. The two documents + the Certificate of Attendance are collected by the student from the institutional coordinator in her office upon the student's departure. <b>No documents are sent by post to the home institution.</b>
<b>Changes to the "Learning Agreement"</b>	The form " <b>Changes to Learning Agreement</b> " has to be completed by the student <b>not later than 30 days after arrival</b> . It has to be signed by the student and the departmental coordinator at the host institution. The departmental or the institutional coordinator sends a <u>scanned document</u> for approval to the sending institution, which after approval (scanned copy via e-mail) of the respective coordinator(s) returns to the sending institution and the original can be collected by the student upon departure.
<b>ECTS</b>	<b>60 ECTS for full academic year</b> <b>30 ECTS for one semester</b> <b>Limitation!</b> The maximum acceptable by the on-line system is 32 ECTS per semester.
<b>Study Programs/Courses</b>	<a href="https://student.up.wroc.pl/lista/">https://student.up.wroc.pl/lista/</a>
<b>Language of Instruction</b>	Erasmus students are offered courses in English. A course taught in English will be available if at least 6 international students are enrolled. If the number of the students is lower than 6, the course will be available in Polish, but the students will be provided with individual support of the teachers (tutorials) in English. The exams are held in English language.



## ERASMUS+ Information Sheet for Erasmus Students and Coordinators

<b>Proof of English certificate</b>	<b>The command of English at level B2 (CEFR) is required.</b> The student should submit an adequate certificate issued by the home institution certifying that the student is able to communicate, read literature and follow lectures taught in the English language.
<b>Polish language course</b>  <b>The time-table is sent to the students by email at the beginning of the semester</b>	Lessons of Polish language are offered to interested students at the beginning of each semester. They are taught once a week throughout the semester. The lessons are at beginners level, so that the students pick up some Polish necessary for survival. Generally, no ECTS credits are allocated for Polish lessons. Registration is possible at the beginning of each semester.
<b>Accommodation</b>	Our university offers accommodation to all Erasmus students in our dormitories. More info and the Application Forms are available in the electronic registration system. <a href="https://upwr.edu.pl/en/students/accommodation">https://upwr.edu.pl/en/students/accommodation</a> You can as well rent a room in a private dorm/apartment.
<b>Arrival</b>	The students are requested to check-in at the dormitories <b>not earlier than one week before the beginning of the semester/academic year.</b> <b>No picking up</b> from the airport or train stations is offered by the International Relations Office due to a large number of incoming students and different dates and time of arrivals.
<b>ERASMUS STUDENT NETWORK ESN</b>	Our students, associated in the ESN offer help to all incoming students, both before arrival and afterwards. A Polish buddy/mentor is offered by the ESN President. Contact: <b>Ms. Wiktoria Szewior</b> <a href="mailto:step.upwr@gmail.com">step.upwr@gmail.com</a>
<b>Beginning of the academic year\semester</b>	Before arrival, all the Erasmus students are informed by the Erasmus+ Officer about the first meeting with their departmental coordinators, responsible for the courses and timetables.
<b>Medical and Accident Insurance</b>	It is necessary for all the Erasmus students to have a valid Health Insurance Card issued in their home country. Non-EU students have to purchase the Health Insurance (valid for EU countries for the entire period of study in Poland) in their home country. The insurance must cover medical assistance and hospitalisation, including repatriation that will cover the expenses incurred abroad. <b>The students should have the Insurance Policy accessible at any time during the entire exchange period.</b>