



Information Sheet for Erasmus Students and Coordinators

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

Institutional Coordinator (outgoing students for studies)	Anna Posadowska-Malarz anna.posadowska-malarz@upwr.edu.pl
Address	International Relations Office Norwida St. 25, 50-375 Wrocław, Poland
Telephone	+48 71 320 5287

Erasmus+ Officer (incoming students for studies)	Jowita Pyszczek jowita.pyszczek@upwr.edu.pl
Address	International Relations Office Norwida St. 25, 50-375 Wrocław, Poland
Telephone	+48 71 320 5478

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



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Academic calendar 2023/2024 https://upwr.edu.pl/en/students/academic-calendar-for-students	Generally, the academic year starts on 1st October and finishes in the mid-June. The first semester finishes around 20th January . The exam session is held until the mid-February. The second semester usually starts around 1st March and finishes in the mid-June . 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.
Registration https://student.up.wroc.pl/erasmus_eng/ Acceptance	The <u>scanned document of the Learning Agreement</u> duly signed and stamped by the home institution must be uploaded by the student in our on-line registration system . 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. No documents are sent by post to the home institution.
Changes to the "Learning Agreement"	The form " Changes to Learning Agreement " has to be completed by the student not later than 30 days after arrival . 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.
ECTS	60 ECTS for full academic year 30 ECTS for one semester Limitation! The maximum acceptable by the on-line system is 32 ECTS per semester.
Study Programs/Courses	https://student.up.wroc.pl/lista/
Language of Instruction	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.



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Proof of English certificate	The command of English at level B2 (CEFR) is required. 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.
Polish language course The time-table is sent to the students by email at the beginning of the semester	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.
Accommodation	Our university offers accommodation to all Erasmus students in our dormitories. More info and the Application Forms are available in the electronic registration system. https://upwr.edu.pl/en/students/accommodation You can as well rent a room in a private dorm/apartment.
Arrival	The students are requested to check-in at the dormitories not earlier than one week before the beginning of the semester/academic year. No picking up 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.
ERASMUS STUDENT NETWORK ESN	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: Ms. Wiktoria Szewior step.upwr@gmail.com
Beginning of the academic year\semester	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.
Medical and Accident Insurance	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. The students should have the Insurance Policy accessible at any time during the entire exchange period.