

# WSB MERITO CHORZÓW KATOWICE UNIVERSITY

formerly Higher School of Banking

## Student ABC

[merito.pl/chorzow](http://merito.pl/chorzow)

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### Student ID Cards

**You will receive your ID card at the Dean's Office no earlier than October 1st. Bring a photo identification document with you to collect it.**

You can also use the mobile ID card (mLegitymacja). You activate it in the Extranet under the ► "My Profile" ► "mLegitymacja" tab, and then add it to mObywatel.

### Student Status Certificate

Do you need a certificate? Download it anytime from the Extranet! Go to the ► "My Profile" ► "E-Certificates" tab and download the document with one click. You can also obtain a certificate at the Dean's Office.

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### Changing Class Groups

Studying with friends? Traveling together and want to be in the same group? Write to the Dean's Office: [dziekanat@chorzow.merito.pl](mailto:dziekanat@chorzow.merito.pl), and we will assign you together if there are available spots.

## Dean's Office

**ul. Sportowa 29, Chorzów**  
1st Floor, Room 122

### Hours of Operation:

- Tuesday, Wednesday: 9:00–15:00
- Thursday: 10:00–19:00
- Saturday: 9:00–15:00
- Sunday: 10:00–14:00

**Telephone:** +48 32 34 98 460/461/462/422

**Email:** [dziekanat@chorzow.merito.pl](mailto:dziekanat@chorzow.merito.pl)

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## Choosing Your Specialization

Specialization selection takes place:

- For Bachelor's studies – at the end of the third semester
- For Engineering studies – at the end of the fourth semester
- For three-semester Master's studies – at the end of the first semester
- For four-semester Master's studies – at the end of the second semester
- For unified Master's studies – at the end of the sixth semester

During online registration on the website, **you provisionally declare** your choice of specialization.

## Class Schedule

Your class schedule will appear in the Extranet no later than one week before your first classes. Dates for all intensive sessions throughout the academic year can be found in the Extranet under the ► "Organization of Studies" ► "Academic Year Schedule" tabs or on the [www.merito.pl/chorzow](http://www.merito.pl/chorzow) website under the ► "Admission Rules" tab.

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## Scholarships, Discounts and Payments

Already in the first semester of Bachelor's studies and unified Master's studies, you can receive a **100% tuition discount** based on your secondary school diploma with honors (the so-called "red stripe").

Detailed information is contained in the Promotion Regulations provided during recruitment. You will find it on the Candidate Account and on the website under "Admission Rules". If you want to receive a discount, you must present your secondary school diploma for review by the end of the recruitment period at the Recruitment Office.

Information about scholarships such as social aid, scholarships for people with disabilities, scholarships for top students for excellent academic achievements and others can be obtained from the Payments and Scholarships Department. Information is also available in the Extranet under the "Scholarships and Discounts" tab.

## If you have questions, contact the Payments and Scholarships Department

**ul. Sportowa 29, Chorzów**

1st Floor, Room 123

**Telephone:** +48 32 3498-503

**Email:** [platnosci@chorzow.merito.pl](mailto:platnosci@chorzow.merito.pl) or [stypendia@chorzow.merito.pl](mailto:stypendia@chorzow.merito.pl)

### Hours of Operation:

- Tuesday–Thursday: 9:00–15:00
- Sunday: 9:00–14:00

Current working hours of the department can be found in the Extranet.

### Payments

Transfer payment to the individual bank account number you will find in the Extranet. Remember that these are different accounts:

- Student ID card (account named "Other")
- Tuition installments (account named "Tuition")

Check the account number, tuition amount and payment deadline in the Extranet under the "My Profile" ► "Payments and Transfers" tab. The account numbers provided in the Extranet are assigned only to you, which means each payment made will reduce your obligations. Payment deadlines are also listed in the fee regulations, which you received via email when registering for studies.

### Invoices

Invoice request forms are available on [merito.pl/chorzow](http://merito.pl/chorzow) under the "Admission Rules" tab. There you can download an invoice order form for a private individual (for student) or an invoice order form for a company (for employer).

Forms can also be found in the Extranet under the "Downloads" ► "Applications and Requests" tabs.

Send the completed invoice order to: [ewa.fredrich@poznan.merito.pl](mailto:ewa.fredrich@poznan.merito.pl).

A proforma invoice (for employer) for the first tuition installment can be issued no earlier than 14 days before the payment deadline. We issue invoices within 15 days of receiving the request.

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## Health Insurance and Accident Insurance

Do you need insurance? Information, applications and contact details can be found in the Extranet under "Organization of Studies" ► "Student Insurance".

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## Moodle Platform

Moodle is a platform that contains online courses accessible from anywhere in the world. Some remote e-learning classes are conducted through Moodle. You can access the platform after logging into the Extranet by clicking the Moodle button in the top menu.

The platform features e-learning courses for specific subjects taught in a given semester, including occupational safety courses and foreign language courses.

A tutorial teaching you how to navigate the Moodle platform is also available. You can find it here.

### Participating in Online Classes

To participate in classes, log into Moodle according to your class schedule, then find the appropriate course. The instructor will be available on the discussion forum and will provide participants with materials to work with or information about how the classes will be conducted.

Make sure the email address you provided in Moodle is the same one you provided in the Extranet. You can verify this by checking your profile settings in Moodle (after logging in, the profile icon is visible in the top right corner of the screen). The instructor can send you organizational information about classes or assignments through the Moodle forum – you will then receive an email notification.

During the semester, 3 intensive sessions will be held at the university. You can find the schedule of these sessions in your class schedule in the Extranet.

### Hardware Requirements

The Moodle platform works on mobile devices, but we recommend using it on laptops/computers, which will make it easier to participate in online classes. No additional programs or plugins are required to use Moodle. The platform works on all browsers.

### Login

Log into the Extranet and click "Moodle" in the top menu.

If you have questions, contact us: [e-learning@chorzow.merito.pl](mailto:e-learning@chorzow.merito.pl).

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## Electronic Library Resources and Services

At the Library of WSB Merito Chorzów University, as electronic resources we provide:

- 2 online book platforms in Polish (Ibuk Libra and Ebookpoint Biblio)
- Legal information databases (LEX and Legalis)
- Knowledge bases from the Virtual Science Library in foreign languages (e-books, e-journals, bibliographic and full-text databases) from all fields of study
- Dygitek – Digital Teaching Materials

More information can be found on the website and on the library's Facebook profile.

## Students and instructors can also use electronic services:

- 2 book dispensers, electronic book return slot, electronic self-checkout station
  - Self-ordering of books, reserving currently checked-out titles and extending the return period of borrowed books through your library account
  - Multi-search engine that facilitates searching through databases
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## Career and Internship Office

**The Career Office primarily connects students and university graduates with the job market.**

If you are interested in support regarding job placement, internships or broader skills development, you will find the necessary assistance here.

The Career and Internship Office will help you:

- Choose your career path. A career advisor will help you create a professional CV and prepare for job interviews
- Complete internships at companies cooperating with our university
- Find a job. You will gain access to the JobTeaser platform, where job, internship and apprenticeship offers are published
- Improve your competencies. You will participate in free training courses that will help you enter the job market. These are courses in areas such as goal setting, effective communication, sales techniques and conflict resolution

Detailed information is available in the Extranet under the "Career Office" tab.

### Career and Internship Office

**ul. Sportowa 29, Chorzów**

Ground Floor; Rooms 20 and 21

**Telephone:** +48 32 349 84 76, +48 32 349 84 63

**Email:** [biuro.karier@chorzow.merito.pl](mailto:biuro.karier@chorzow.merito.pl)

### Internships During Studies

Internships are an integral part of your studies. They can be partially or fully completed on the basis of professional activity. The scope of internships is determined by the Law on Higher Education and Science (Journal of Laws 2018, item 1668):

- For Bachelor's studies: 960 hours
- For Master's studies: 480 hours
- For unified Master's studies: 960 hours

Information regarding the scope, completion rules, implementation, internship completion deadlines and downloadable forms are available in the Extranet under the "Student Internships" tab.

If you have questions, contact the Career and Internship Office.

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# International Programs and Projects

**Students of WSB Merito Chorzów University have the opportunity to take advantage of international projects and programs.**

In addition to the Erasmus+ program, which enables study exchanges to over 50 partner universities in Europe, students can also complete internships in European Union countries. We also cooperate with organizations and companies organizing Work & Travel programs in North American countries. As part of Adaptation Day, students have the opportunity to meet with representatives of universities and learn about student life and the region.

Discover all the opportunities offered by the International Cooperation Department. Detailed information is available in the Extranet under the "Other Student Services" ► "International Cooperation Department" tabs.

## International Cooperation Department

**Room 18 (Ground Floor)**

**Telephone:** +48 32 34 98 421

**Email:** [dwz@chorzow.merito.pl](mailto:dwz@chorzow.merito.pl)

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