

formerly
WSB University

WSB MERITO
UNIVERSITY
WROCLAW



Welcome **to the student community**

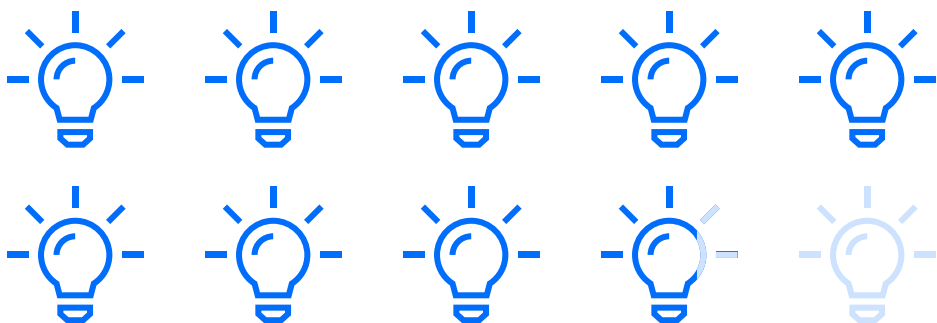
A comprehensive overview of the most important organisational details for the Bachelor's and five-year integrated Master's degree programmes.

merito.pl/english/wroclaw

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88% of students would recommend studying at WSB Merito Universities to their friends



Source: Opinion survey among students of WSB Merito Universities, conducted in April-March 2025 by the Centre for Higher Education Development Merito Ltd. Sample n=25 213 students of Bachelor and Master programmes.

Access to the MeritoGO

In the first part of September, each new student will be granted an access to the MeritoGO.

Link to the MeritoGO in English: www.meritogo.pl.



If you are a graduate of the Bachelor's degree at the WSB Merito University in Wrocław and continue your studies at Master Programme, your album number and the way of logging into the MeritoGO will remain unchanged.

The album number

The album number is a unique, identification number of each student, which you enter on all kinds of applications and forms submitted at WSB Merito University. You may find it in the MeritoGO and on your Student Card.



Student grants and discounts

Information on grants, e.g. social welfare, allowances, can be obtained at the Student Financial Service Department, and persons with disabilities will be offered assistance at the Service for Persons with Disabilities Office. The full information on available grants will be in the MeritoGO in the „Payments and benefits“ → „Benefits“ tab.

You can download the forms about the scholarship in the tabs: „Studies“ → „Applications and Requests“.

If you have questions, or would like to apply for grants and discounts, please contact the Department of Student Financial Services: phone: +48 71 376 23 26 or +48 71 376 23 38, e-mail: dofs@wroclaw.merito.pl.

The Student Financial Services Department is located in the G building, 14 G Fabryczna Street, 1st floor, room 132.



Payment

Each WSB Merito University student receives a personal bank account number to which tuition fees should be paid. You can find the account number, subsequent payment deadlines and the amount of the tuition fees in the MeritoGO.

The first instalment of the tuition fee must be paid by 30 September 2026, regardless of the selected payment system.

Payments can be made electronically via the MeritoGO portal or by bank transfer.

- First tuition instalment – to the account named “tuition fees”

You will find the amount of the tuition fees in the signed education agreement, as well as in the MeritoGO once you receive access

VAT invoices

The forms of invoice applications are available the English version MeritoGO.

The completed order for an invoice may be sent in the form of a scan to the e-mail address:

kwestura@wroclaw.merito.pl, by letter, submitted in person.

Dean's Office

From October 1, 2026, you can submit an application for a certificate confirming student status in paper form to the Dean's Office.

Student card

From this academic year, instead of the traditional plastic ID card, students have access to the mLegitymacja – a free online document available in the mObywatel smartphone app.

If students still wish to obtain a traditional (plastic) ID card, they can order one after beginning their studies. Information on how to do this and how to pay the fee for the plastic ID card (PLN 22) will be provided by the Dean's Office after the start of their studies.

Detailed instructions on how to obtain the mLegitymacja can be found on the MeritoGO portal.

Enrollment for groups

There can be several hundred students in the first year of a given program. Conducting lectures or tutorials in such a large group would be inefficient, or even impossible. Therefore, we divide students into smaller administrative groups.

Each student will be assigned to a group automatically by the Dean's Office. Information about your group can be found on the MeritoGO portal.

Schedule of class sessions

On the MeritoGO portal, in the "Studies" tab, you will find the meeting dates for the entire academic year.

IMPORTANT

You must be assigned to a group to see your schedule. **Details are available on the MeritoGO platform.**

The schedule will be available two days before the scheduled class. Each class' schedule will include information about where and how the classes are conducted (e.g., Moodle-R, Moodle-N, Microsoft Office 365, Microsoft Teams, VDI).



Hybrid formula

Classes are carried out in a hybrid formula by means of:

1. Microsoft Teams with the Microsoft 365 package
2. Moodle e-learning platform
3. VDI – Virtual Desktop Infrastructure

Free Microsoft 365 package for our Students

All WSB University students are offered an opportunity to download the latest version of Microsoft 365 for free as part of the Microsoft 365 A3 subscription for students. This package can be used for the entire duration of your study period. You get an access to the latest versions of the application: Word, Excel, PowerPoint, Outlook, and mainly MS Teams, widely used during hybrid classes.

To install it:

- go to the Microsoft 365 portal: portal.office.com
- Click the „Log in”
- Enter the username in the format *loginemeritogo@student.wroclaw.merito.pl* and press „Next” (the login can be found in the **MeritoGO** in the „tab”, My profile → About me → **E-mail address (academic)**)
- Wait for the WSB Merito **MeritoGO** login window and Log in using your account details.

If you have any problems or questions regarding installation, please contact: admin365@wroclaw.merito.pl.

For further details, see:



Moodle learning platform

Studying at our university is supported by the Moodle platform - a remote learning environment using ICT networks, accessible via a web browser in any place with the Internet access. You enter Moodle after logging in to the **MeritoGO** by clicking the Moodle button in the top menu.

The platform includes:

- **E-learning content** for specific courses carried out in a given semester i.e. Health & Safety or foreign language courses.
- **Repository**, i.e. a collection of e-learning courses that you can subscribe to yourself. It offers course manuals and complementary materials related to particular fields of study. You will find the link in the top menu.

In case of any queries, please contact: e-learning@wroclaw.merito.pl.

Detailed information:



Digital library resources

In the WSB Merito University Library in Wrocław you will find over 2,000 titles! Our digital resources comprise:

- 2 online book platforms (Ibuk Libra and Nasbi),
- databases, i.a. legal (LEX and Legalis) as well as financial and accounting (Inforlex).

More information can be found on the WSB Library's website and on its Facebook profile: [@bibliotekaMeritoWroclaw](https://www.facebook.com/bibliotekaMeritoWroclaw).





Our campus

The WSB Merito University campus in Wrocław includes 4 buildings (A, B, C and the new building G), all of which are located at Fabryczna street. The Campus at the recently renovated Fabryczna street is very well connected with different parts of the city – an easy and convenient access by public transport or by car. There is a bus stop next to the building A, from where it takes only 10 minutes to walk to the new campus.

More at:



Public transport and railway access

Plan your journey to the university by public transport from any place by entering “Uniwersytet WSB Merito we Wrocławiu” at jakdojade.pl/wroclaw/trasa.

- Instead of using single-use tickets, use URBANCARD, detailed information at www.urbancard.pl.
- If you plan to travel by train (PKP) - the closest railway stations to our university are Wrocław Mikołajów (approx. 20 minute walk) and Wrocław Muchobór (approx. 10 minute walk).

Health and accident insurance (NNW)

Detailed information on health insurance can be found in the **MeritoGO**.

All information on an insurance options for international students can be found at:



If you are interested in getting health insurance through the university, please contact the Department of Human Resources and Payment Department, which is open from Monday to Friday from 7:00 a.m. to 3:00 p.m., phone: +48 71 356 16 29, e-mail: kadry@wroclaw.merito.pl.

Where to get insurance?

Center for the Insured DOW NFZ in Wrocław, Dawida 2 street, room 121, phone: +48 71 7979 133 and +48 71 7979 131

Remember! Lack of insurance may result in the withdrawal of a temporary residence permit, which means you have to finish your stay in Poland. The refusal to leave the country, despite the lack of a residence permit leads to leads to the obligation of the visitor to return to the home country, combined with a re-entry ban for at least 6 months.



Important information about insurance for international students!

Health insurance or a confirmation of coverage of treatment costs by the insurer is required not only when entering and applying for a temporary residence permit, but also during the entire stay in Poland.

If you do not have the citizenship of an EU/ EFTA Member State, or the right to legally reside in the territory of an EU / EFTA country other than the Republic of Poland, or are not subject to compulsory health insurance in the territory of the Republic of Poland or in another EU / EFTA Member State (e.g. compulsory insurance for an employed person, the right to register as a family member of the insured person, etc.) then you apply for the insurance on your own, eg in the National Health Fund (NFZ). To apply for the NFZ insurance you need to download a certificate of a student status from the Student Service (Dziekanat)



Traineeship

During the first and long-cycle studies, each student is required to complete a traineeship of 6 months. In the second cycle of studies, the compulsory internship period is 3 months.

The Career Office is in charge of the traineeship organization process - phone: +48 71 376 23 28, biuro.karier@wroclaw.merito.pl.

Detailed information on internships and the necessary documentation is available in the MeritoGO.



Career office

Career Office was set up to support students and graduates in finding or changing jobs and internships by collecting offers on the JobTeaser platform, organising internships and consulting career advisors in planning their careers.

Additionally, in cooperation with employers, it organizes workshops, recruitment as well as mentoring and coaching programmes for students.

For more information visit the MeritoGO, the Career Office tab.

Career Office can be found in the building G, room 315)

Phone: +48 71 376 23 28,

e-mail: biuro.karier@wroclaw.merito.pl



Center for international cooperation (CWM)

WSB Merito University students have the opportunity to join many international projects and programmes. In addition to the Erasmus + Program, you can also take part in the Business Week held in different parts of Europe, CWM internships or Adaptation Days.

Find out about all the international opportunities offered by the Centre for International Cooperation on the MeritoGO.

Centre for International Cooperation (CWM), Building A, Rooms 225, 226, 228

Tel.: +48 71 376 23 16

E-mail: international@wroclaw.merito.pl



Accessibility and Support Center for People with Special Needs

Accessibility and Support Center for People with Special Needs was set up to support people with special needs. The office ensures that a suitable learning and working environment is created for them at the university.

Further information can be found on the MeritoGO.

CDW is located in Building G, Room 316.

10 If you have any questions, please contact: Tel: 71 376 23 77, e-mail: cdw@wroclaw.merito.pl



Contact

Contact and working hours of the respective departments of the university can be found at: www.merito.pl/english/wroclaw/contact, on the MeritoGO under 'Academic knowledge base' → Campus → Addresses/Contacts' tab.

Learn more about Wrocław

Some interesting websites about our city:

- www.wroclaw.pl/en
- www.visitwroclaw.eu/en

Admission Office

29-31 Fabryczna St.
53-609 Wrocław, bud. A, room 102
tel.: +48 660 506 805,
+48 666 345 187 (in English)
e-mail: studyinenglish@wroclaw.merito.pl

The Dean's Office (dziekanat)

14G Fabryczna St.
53-609 Wrocław, bud. G, room 229 tel.
+48 71 356 16 13 or +48 356 16 14 e-
mail: dziekanat.lic@wroclaw.merito.pl

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**We are trusted
by more than 600 000 students**