

wcześniej
Wyższa Szkoła Bankowa

WSB MERITO
UNIVERSITY
WROCLAW



Welcome **to the student community**

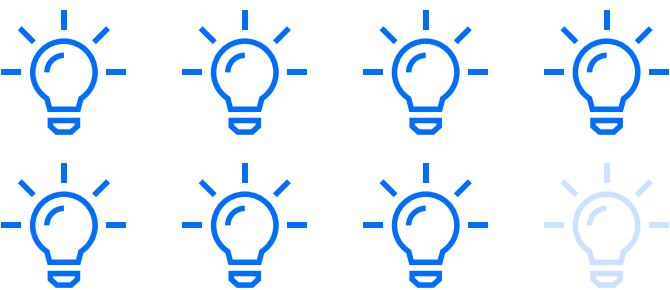
A comprehensive overview of the most important organisational details
for the Bachelor's and five-year integrated Master's degree programmes.

merito.pl/english/wroclaw

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83% of students would recommend studying at WSB Merito Universities to their friends



Source: Opinion survey among students of WSB Merito Universities, conducted in March-May 2023 by the Centre for Higher Education Development Merito Ltd. Sample n=19261 students of Bachelor and Master programmes.

Access to the Extranet

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

Link to the Extranet in Polish: portal.wsb.pl, and in English: portal.wsb.pl/group/wroclaw-eng.

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 Extranet 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 Extranet and on your Student Card.



Student grants and discounts

To start with the first semester of the Bachelor's and Master's studies, you may obtain a **25% discount** of a tuition fee on the basis of the secondary school diploma with honours (the so-called „red stripe”) or a **100% discount** in tuition fees for top results on the secondary school-leaving certificate. Besides, there is a special scheme to support children from children homes and foster families by granting discounts from the university budget.

Please check the discount regulations, which were provided to you during the recruitment. They are also available on the candidate's account and on the website at www.merito.pl/wroclaw in the „Studies and training/Studia i szkolenia” tab.

In order to obtain a discount, submit an appropriate application by the end of the recruitment process and present the document entitling you to a discount at the Admissions Office.

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 Extranet in the „Stypendia i zniżki → Przewodnik po stypendiach” tab, and in the English version Extranet in the „Student's financial services department → Scholarship” tab. You can download the forms about the scholarship in the tabs: „Student's financial services department → General information → Useful documents”.

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 student receives a personal bank account number where tuition fees should be paid to. You can find the account number, subsequent payment dates and the amount of the tuition fee in the Extranet in the „Mój profil → Płatności i wpłaty” tab, and in the English version Extranet: My profile → Fees and payments

The deadline for the first installment of the tuition fee and payment for a Student Card is September 30, 2024 - regardless of the selected payment system.

Please, make two separate bank transfers:

- the first installment of a tuition fee - an account called „Czesne/Tuition fee”
- Student Card fee of 22 PLN – an account called „Inne/Others”

The amount of a tuition fee may be found in the signed education contract as well as in the Extranet after receiving access to it.

VAT invoices

The forms of invoice applications are available at www.merito.pl/wroclaw in the „Studies and training/ „Studia i szkolenia” tab. Go to the appropriate type of studies, e.g. (first-cycle studies), select the „Admission rules/Zasady rekrutacji” tab and find the „Invoice/Faktura” section on the website. In the English version Extranet check „Student’s financial services department → General information → Useful documents”.

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 or by fax to: +48 71 356 16 58.

Student service office (dziekanat)

From 1 October 2024, you can request a paper certificate of your student status from the Student Service Office (Dziekanat) or use the option to download an e-certificate from the extranet under ‘My profile’ → ‘E-certificates’. This will ensure that you receive the certificate immediately.

Student card

A Student Cards will be issued by the Student Service Office no earlier than October 1. To collect your Student Card, bring a photo along with your ID.

Enrollment for groups

Registration for administration groups will take place via the Extranet, and the guidelines will be announced in mid-September at



Each student has to enroll for a group. Those who do not register on their own, will be assigned to groups on the basis of the Dean's decision.

Students with English-speaking specializations (Business Administration, Software Development, International Logistics, International Management) will be automatically assigned to groups - the information will be available in the Extranet (in the English version Extranet in the „My profile → About me” tab).

Schedule of class sessions

The year-round schedule of class sessions will be available in the Extranet from September. „Plan zajęć /Class schedule → Plany na semestr /Term schedule” – here you will find schedules in an Excel file for the whole semester for your entire year, they are visible one week ahead of the first classes.

Also check the files before the start of classes:

‘Student Service Office (Dziekanat)’ - important information for students

Mój profil: „Informacje dla I roku – pierwszy zjazd”.

„Plan zajęć → Harmonogram zjazdów” – you will find there the dates of class sessions for the entire academic year.

„Plan zajęć /Class schedule → Mój plan /My class schedule” – here you will find your individualized class schedule.

IMPORTANT

You must be assigned to a group to see your schedule. Details in the “Group registration” section.

Your schedule will be available two days before the start of the planned classes. In the schedule next to each class, in the field „Uwagi”, there will be special markings (eg Moodle-R, Moodle-N, Microsoft Office 365, Microsoft Teams, VDI) informing students about the method of conducting a class.



Mój profil	>	
Plan zajęć	>	Mój plan
Moje oceny	>	Terminarz zjazdów
Materiały dydaktyczne	>	Plan wykładowy
Kontakty / godziny dyżurów	>	Plan zajęć dla grupy
		Plany na semestr / sesja
		Obsada
		Znajdź przedmiot
		Zajęcia dodatkowe

Online and hybrid formulas

Classes are carried out online and 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 online and hybrid classes.

To install it:

- go to the Microsoft 365 portal: portal.office.com
- Click the „Log in”
- Enter the username in the format `loginextranetowy@student.wroclaw.merito.pl` and press „Dalej/Next” (the login can be found in the Extranet in the „tab”, „Mój profil → Moje dane → Login do usług MS365”)
- Wait for the WSB Merito Extranet 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 Extranet 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.
- **Guidelines dedicated to the first year students:**



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 Extranet in the tab „Dziekanat → Ubezpieczenie zdrowotne”/”Student Service Office → Health Insurance”.

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



There is the possibility of accident insurance.

Information on this can be found on the Extranet under ‘Dziekanat’ → „Ubezpieczenie NNW”.

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.

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)

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 the obligation of the visitor to return to the home country, combined with a re-entry ban for at least 6 months.



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 Extranet in the "Student internships/Praktyki studenckie" tab.



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 Extranet, 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 extranet in the tab: „Inne działy obsługi studenta → Współpraca z zagranicą → O Centrum Współpracy Międzynarodowej”, and in the English version of the extranet in „Centre for International Cooperation”.

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

Tel.: +48 71 376 23 16

E-mail: international@wroclaw.merito.pl



Support service for the disabled

The Disability Support Office 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 extranet under 'Disability Support Office'.

The Disability Support Office is located in Building G, Room 316.

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



Contact

Contact and working hours of the respective departments of the university can be found at: www.merito.pl/wroclaw/kontakt, on the Extranet under 'Kontakt z działami' and on the English-language Extranet under 'Contacts' tab.

Learn more about Wrocław

Some interesting websites about our city:

- www.wroclaw.pl
- www.visitwroclaw.eu

Admission Office

29-31 Fabryczna St.
53-609 Wrocław, bud. A, room 102
tel.: +48 71 376 23 68, +48 660 506 805,
+48 666 345 187 (in English)
e-mail: study@wroclaw.merito.pl

Student service office (dziekanat)

14G Fabryczna St.
53-609 Wrocław, bud. G, room 128
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 550 000 students**