



## Wyzsza Szkoła Bankowa we Wrocławiu

# Welcome to the student community of WSB University in Wrocław!

**Thank you for the trust you have placed in WSB University in Wrocław by submitting your admissions documents. We will make every effort to meet your expectations. Read a summary of the most important organizational information.**

### **ACCESS TO THE EXTRANET AND A STUDENT'S FILE NUMBER**

Since mid-September each new student will be provided with their individual file number sent to their e-mail address including information about access to the Extranet.

A link to the Extranet in Polish [portal.wsb.pl](http://portal.wsb.pl), in English [portal.wsb.pl/group/wroclaw-eng](http://portal.wsb.pl/group/wroclaw-eng)

**A student's file number** denotes an individual number for each student used for identification at university to be provided on all sorts of applications submitted at university which you will find on the student's ID card.

### **NOTE!**

After receiving an e-mail with your login details, wait 24 hours and try to log in to the Extranet.

If you are a graduate of WSB University in Wrocław and you continue your graduate studies at the WSB in Wrocław, your student's file number and the way to login to the Extranet does not change.

### **CONTACT**

You can find the contact to individual departments of the university at [www.wsb.pl/wroclaw/kontakt](http://www.wsb.pl/wroclaw/kontakt), on the Extranet under the Contacts tab, and on the English language extranet under the Contacts tab.

## COMMENCEMENT

Detailed information about the first classes will be placed on our website: in Student's zone, tab: [www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow](http://www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow), and for Students of English-speaking specialties (Business Administration, Software Development, International Management) on [www.wsb.pl/english/wroclaw/student-zone](http://www.wsb.pl/english/wroclaw/student-zone) tab: "Information for new students".

## SCHEDULE OF CLASS SESSIONS

The schedule for the entire year will be available as of September on the Extranet.

**"Class schedule → Term schedule"** – the Excel sheet plans for the entire year can be accessed a week before the first classes.

There you can also check the details of the first class session in an Excel file: „Information for the first year – first class session”

**"Schedule of classes → Schedule of class sessions"** – you will find there dates of class sessions for the entire academic year.

**"Class schedule → My class schedule"** – there you will find a customized schedule for the student.

## NOTE!

To see the plan you must be assigned to a group by the Dean's Office.

The plan will always be visible two days before the scheduled activity.

On the timetable, in the "Notes" field at each class you will find special markings (e.g. Moodle-R, Moodle-N, Microsoft Office 365, Microsoft Teams, VDI), which will inform you about running these classes in the event of remote learning.

## REMOTE TEACHING

If necessary, we are ready for it! Remember that you will find all the details on the Extranet and additionally on [www.wsb.pl/wroclaw/strefa-studenta](http://www.wsb.pl/wroclaw/strefa-studenta) and [www.wsb.pl/english/wroclaw/student-zone](http://www.wsb.pl/english/wroclaw/student-zone).

We conduct remote classes making use of the three solutions:

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

## Free Microsoft 365 for our students

All students at our university have the opportunity to download the latest version of Microsoft 365 free of charge as part of the Microsoft 365 A3 subscription for students. This package can be used for the entire period of study. You get access to the latest version of the application: Word, Excel, PowerPoint, Outlook and, above all, **MS Teams**, used on a large scale in remote teaching at the university.

### To install it:

- go to Microsoft 365: [portal.office.com](http://portal.office.com)
- Please log in in the following way:  
**Login:** [loginextarnet@student.wsb.wroclaw.pl](mailto:loginextarnet@student.wsb.wroclaw.pl)  
(login to the Extranet will be sent in the e-mail beginning with the prefix wrxyyyy)
- **A password:** it will be sent to a private e-mail address

If you have any questions or problems concerning the installation or Student Auditors/Free Listeners, please contact: [admin365@wsb.wroclaw.pl](mailto:admin365@wsb.wroclaw.pl).

Detailed information on: [www.wsb.pl/english/wroclaw/free-microsoft-365-for-our-students](http://www.wsb.pl/english/wroclaw/free-microsoft-365-for-our-students).

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Wszystkie wiadomości

Hour	Lecture type
08 LIP	Asystent Specjalny Z uczelnii
07 LIP	Praktykant w Z uczelnii

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## The Educational Platform Moodle

Some of the remote classes in WSB in Wrocław are carried out through the Moodle platform. Moodle is a remote learning environment using ICT networks, available through a web browser in any place with Internet access. You enter Moodle after logging in to the Extranet by clicking on the Moodle button in the upper menu.



The platform provides access to:

- **E-learning courses** for specific subjects in a given semester, including health and safety and foreign language courses.
- **A repository** – a collection of e-learning courses that you can subscribe by yourself. There are course manuals and additional materials related to the course. You will find a link in the top menu.
- **A special course with instruction for first year students:** [moodle2.e-wsb.pl/course/view.php?id=50275](http://moodle2.e-wsb.pl/course/view.php?id=50275).

If you have any question please contact:  
[e-learning@wsb.wroclaw.pl](mailto:e-learning@wsb.wroclaw.pl).

Detailed information on: [www.wsb.pl/wroclaw/moodle-plataforma-do-e-learningu](http://www.wsb.pl/wroclaw/moodle-plataforma-do-e-learningu).

## VDI – Virtual Desktop Infrastructure

VDI (Virtual Desktop Infrastructure) is a solution that enables remote use of the full resources of our computer laboratories. This means that students can take part in online lab classes and pursue a curriculum where they can remotely learn to work in advanced ICT environments and specialized software – according to their chosen field of study. We provide virtual laboratories based on VMware VDI technology to conduct online classes. For use

by students and teachers there are 1000 virtual computer workstations divided into appropriate groups enabling them to conduct classes in different specialties. Virtual machines are grouped into pools and have appropriate performance parameters depending on the needs of individual applications.

Access to virtual laboratories is possible from the browser level.

- Go to: [vlabs.wsb.wroclaw.pl](http://vlabs.wsb.wroclaw.pl)
- Log into a student's account using details as follows:  
User's name: vdi-student  
Password: Pa\$\$w0rd
- Select an appropriate profile – environment which you are going to use in classes.

If you have any questions or problems, please contact: [vdilabs@wsb.wroclaw.pl](mailto:vdilabs@wsb.wroclaw.pl).

Detailed information on: [www.wsb.pl/english/wroclaw/vdi-virtual-desktop-infrastructure](http://www.wsb.pl/english/wroclaw/vdi-virtual-desktop-infrastructure).

## Library's electronic resources

In the WSB library in Wrocław you will find over 2000 titles! Our electronic resources give access to:

- 2 online book platforms (Ibuk Libra and Nasbi),
- databases such as: legal (LEX and Legalis), financial and accounting (Inforlex) and others.

More information can be found on the [library's website](#) and on its Facebook profile: [@bibliotekawsbwro](#).

## REMOTE WORK OF THE WSB DEPARTMENTS

If it is necessary to teach remotely and in accordance with the applicable law regarding limitation of university activities do not worry as the university departments are available for students and work remotely. Contacts and working hours of the **Dean's Office**, the library and other departments are always available on the Extranet.

## FIRST PAYMENT

Each WSB student receives a personal bank account number to pay tuition fees. The account number, subsequent payment dates and the amount of tuition fees can be found on the Extranet under "**My profile → Payments and Deposits**" and on the Extranet in English: "**My profiles → Fees and payments**".

**The deadline for the first instalment of the tuition fee and for the student's ID card is 30 September 2021 – regardless of the fee system chosen.**

Make two separate transfers:

- the first tuition fee payment – “Tuition fee” account
- fee for a student’s ID card PLN 22 – account named “Other”.

Persons without access to the Extranet make payments to the **account number:**

**22 1020 5242 0000 2402 0118 1429.** In the title of the transfer, please provide your first and last name and address of the person enrolled for the studies with the following note: undergraduate/ graduate/one-tier MA studies (depending on the type of studies).

You will find the amount of tuition fees in the educational agreement signed, as well as on the Extranet after receiving access.

### **PICKING UP AN AGREEMENT**

If you have not picked up your agreement, you are welcome to come over the Admissions Office to do so by the end of the admissions period.

### **VAT INVOICES**

Invoice application forms are available at [www.wsb.pl/wroclaw](http://www.wsb.pl/wroclaw), tab „**Studia i szkolenia**”. Select your studies and then the Admissions Rules tab in the “Order an invoice” section and in the English language Extranet in the “**Student’s financial services department → General information → Useful documents tab**”.

The completed order for an invoice can be sent in the form of a scan to the following e-mail address: [kwestura@wsb.wroclaw.pl](mailto:kwestura@wsb.wroclaw.pl), by letter, in person or by fax: to the number 71 356 16 32. Information on how to issue an invoice can be obtained by calling 71 356 16 58.

### **HEALTH INSURANCE AND PERSONAL ACCIDENT INSURANCE**

Detailed information on health insurance can be found on the Extranet in the tab

“**Dean’s Office → Health Insurance**” and at <https://www.wsb.pl/english/wroclaw/student-zone>, tab: “**Information for new students**” and on the English language extranet, tab “**Dean’s Office → Bulletin Board**”. There is a possibility of taking out a personal accident insurance. Relevant Information is on the Extranet under the tab “**Dean’s Office → Personal accident insurance**”.

If you are interested in health insurance provided through the university, please contact the Human Resources and Payroll Department, which works from Monday to Friday between 8:00 and 15:00, phone 71 356 16 29, e-mail: [insurance@wsb.wroclaw.pl](mailto:insurance@wsb.wroclaw.pl).

### **Important information about insurance for foreign nationals!**

Health insurance or a confirmation of the insurer’s coverage of medical expenses is required not only during the entry and application for a temporary residence permit, but also during the whole stay of the foreigner in Poland.

If you do not have the citizenship of a Member State of the EU/EFTA countries, nor the right to legally reside on the territory of an EU/EFTA country other than the Republic of Poland, nor are you subject to compulsory health insurance on the territory of the Republic of Poland or in another EU/EFTA country (e.g. compulsory insurance for an employed person, the right to report as a family member of the insured person, etc.), then you voluntarily insure yourself, e.g. in the National Health Fund (NFZ), before that you should download from the **Dean’s Office** a certificate of student status.

Where to take out insurance: DOW NFZ Insured Service Centre in Wrocław, ul. Dawida 2, room 121, phone. 71 7979 133 i 71 7979 131, [www.nfz.gov.pl/dla-pacjenta/zalatw-sprawę-krok-po-kroku/jak-ubezpieczyć-się-dobrowolnie/](http://www.nfz.gov.pl/dla-pacjenta/zalatw-sprawę-krok-po-kroku/jak-ubezpieczyć-się-dobrowolnie/)

Remember! If you are not insured, your temporary residence permit may be withdrawn, which means that you have to leave. Failure to leave Poland despite the withdrawal of the temporary residence permit results in the foreigner’s obligation to return, combined with a ban on re-entry for at least 6 months.

When taking out insurance with other insurance institutions, one should pay attention whether the insurance conditions also cover hospitalization. With such insurance you should also remember that it is you, as a student, who must cover the costs of treatment, and then the insurer will reimburse you for the expenses incurred, as opposed to an agreement directly with the NFZ, where the form of settlement is non-cash.

## FOREIGNERS ARE OBLIGED TO PROVIDE THEIR MAILING ADDRESS IN POLAND

We would like to remind you about the obligatory indication of your place of residence in Poland. The appropriate form should be submitted to the **Admission Office for Foreigners and the English Language Studies**, building A, room 102, e-mail: [studyinenglish@wsb.wroclaw.pl](mailto:studyinenglish@wsb.wroclaw.pl)

## UNDERGRADUATE STUDIES

### DEAN'S OFFICE

As of 1 October 2021, you may request certificates confirming a student's status from the Dean's Office. The Dean's Office for Bachelor and engineering studies is located at the building - G, Fabryczna street 14 G, 1st floor, room 128.

**Contact:** e-mail: [dziekanat.lic@wsb.wroclaw.pl](mailto:dziekanat.lic@wsb.wroclaw.pl),  
phone 71 356 16 13 or 71 356 16 14

### GROUP ENROLMENT

Enrolment in administrative groups will take place via Extranet. Details will be given in mid-September at [www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow](http://www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow).

Every student must enrol in the group. Individuals who do not sign up on their own will be assigned to the groups based on the Dean's decision.

Students in English-speaking specialties (Business Administration, Software Development) will be automatically assigned to the groups, and information will be found on the Extranet (in the English-speaking Extranet under **"My profile → About me"**).

### STUDENT ID CARDS

Students cards will be issued at the Dean's Office not earlier than October 1. Take your photo ID with you to pick up your card.



### SCHOLARSHIPS AND DISCOUNTS

In the first term of your studies you can get from 50 to 100% promotion in tuition. Our university appreciates people with high scores on the secondary school certificate, professional exams, and also supports orphanges and foster families by granting discounts from the university's own funds. Detailed information can be found in the promotion's regulations and downloadable forms can be found on [www.wsb.pl/wroclaw/studia-i-szkolenia/studia-i-stopnia/stypendia-i-znizki](http://www.wsb.pl/wroclaw/studia-i-szkolenia/studia-i-stopnia/stypendia-i-znizki). In order to obtain the discount, a relevant application must be submitted by the end of the enrolment process and a document entitling to the discount must be presented to the Admissions Office for inspection.

Information on scholarships, e.g. maintenance grants, can be obtained from the Student Financial Service Department for Persons with Disabilities in the Office for Persons with Disabilities. Following September 20<sup>th</sup> you will find the necessary information in the Extranet in the section **"Scholarships and discounts" → Scholarship Guide**, and in the English version Extranet in the tabs **"Student's financial services department" → "Scholarship"**, and the scholarship forms are available for download in **"Student's financial services department" → "General information" → "Useful documents"**.

**Contact:** phone 71 376 23 26 or 71 376 23 38,  
e-mail: [dofs@wsb.wroclaw.pl](mailto:dofs@wsb.wroclaw.pl).

Student Financial Service Department for Persons with Disabilities is located at the building - G, Fabryczna street 14 G, 1st floor, room 132.



If you want to apply for scholarships or discounts, submit your application together with the required documents to the Student Financial Services Department by 7<sup>th</sup> November 2021.

### STUDENT TRAINEESHIP

In the course of studies each student is required to complete 6 months of student traineeship.

The Career Office is responsible for the internship organization process. Contact: phone: 71 376 23 28, [biuro.karier@wsb.wroclaw.pl](mailto:biuro.karier@wsb.wroclaw.pl).

Detailed information on the rules of recognizing traineeships and the necessary documentation are available in the Extranet in the **“Student internship”** tab.

## GRADUATE STUDIES AND ONE-TIER MA STUDIES

### DEAN’S OFFICE

Dean’s Office for Master Studies for the students of the 2nd and long cycles are located at the building - G, Fabryczna street 14 G, 2nd floor, room 229.

**Contact:** e-mail: [dziekanat.mgr@wsb.wroclaw.pl](mailto:dziekanat.mgr@wsb.wroclaw.pl), phone 71 356 16 17 or 71 376 23 93.

### ENROLMENT IN GROUPS

Enrolment in groups will take place via Extranet. Details will be given in mid-September at [www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow](http://www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow).

Every student must enrol in the group. Individuals who do not sign up on their own will be assigned to the groups based on the Dean’s decision.

Students in English-speaking specialty International Management will be automatically assigned to the groups, and information will be

found on the Extranet (in the English-speaking Extranet under **“My profile → About me”**).

### STUDENT ID CARDS

The cards will be issued at the Dean’s Office not earlier than October 1<sup>st</sup>. Take your photo ID with you to pick up your card. Student’s cards held by WSB graduates remain valid until the end of November; information about their extension will be available under the Dean’s office tab on the Extranet.

### SCHOLARSHIPS AND DISCOUNTS

If you are among the Graduates with the best results you can apply for the Rector’s scholarship for learning outcomes awarded to the best Students. When applying for the scholarship, you should submit your application to the Admissions Office by October 15th, 2021. You can download the forms at [www.wsb.pl/wroclaw/studia-i-szkolenia/studia-ii-stopnia/stypendia-i-znizki](http://www.wsb.pl/wroclaw/studia-i-szkolenia/studia-ii-stopnia/stypendia-i-znizki) and at the Admissions Office.

In case you are interested in applying for other grants i.e. maintenance grants, allowances or discounts, please contact the Student Financial Service Department for persons with disabilities in the Office for Persons with Disabilities. Following September 20<sup>th</sup> you will find the information in the Extranet: **“Scholarships and discounts” → Scholarship Guide**, and in the English version Extranet in the tabs **“Student’s financial services department” → “Scholarship”**, and the scholarship forms are available for download in **“Student’s financial services department” → “General information” → “Useful documents”**.

Applications and the required documents have to be submitted at the Student Financial Service Department by the 7<sup>th</sup> of November, 2021, phone: 71 376 23 26 or 71 376 23 38, [dofs@wsb.wroclaw.pl](mailto:dofs@wsb.wroclaw.pl).

Student Financial Service Department is located in the building G, Fabryczna Street 14 G, 1<sup>st</sup> floor, room 132.

If you are studying law – one-tier MA studies in WSB in Wrocław, in the first semester of your studies you can get from 50 to 100% promotion in tuition fees. Detailed information and downloadable forms can be found on:

[www.wsb.pl/wroclaw/studia-i-szkolenia/studia-jednolite-magisterskie/stypendia-i-znizki](http://www.wsb.pl/wroclaw/studia-i-szkolenia/studia-jednolite-magisterskie/stypendia-i-znizki). In order to obtain the discount, a relevant application must be submitted by the end of the enrolment and a document entitling to the discount must be presented to the Admissions Office for inspection.

## STUDENT AUDITORS

Auditors are requested to complete a set of documents and sign a contract for the provision of educational services by the deadline of October 30, 2021. This period will not be extended.

If you have submitted a **viva voce certificate** upon enrolment, remember to deliver your diploma to the Admissions Office as soon as possible in the form of 2 photocopies. The absolute deadline for delivery is 16<sup>th</sup> October 2021.

## STARTER KITS

Starter kits – materials constituting a collection of basic knowledge in a given field extremely needed and useful for people who have completed another field of study of at undergraduate studies. Thanks to these materials you can start your graduate studies in a different field.

The starter kits have been prepared in the form of multimedia courses in cooperation with course managers:

Details at [www.wsb.pl/wroclaw/studia-i-szkolenia/studia-ii-stopnia/pakietы-startowe](http://www.wsb.pl/wroclaw/studia-i-szkolenia/studia-ii-stopnia/pakietы-startowe)

and on Moodle:

Finance and Accounting: [moodle2.e-wsb.pl/course/view.php?id=4874](http://moodle2.e-wsb.pl/course/view.php?id=4874)

Logistics: [moodle2.e-wsb.pl/course/view.php?id=4979](http://moodle2.e-wsb.pl/course/view.php?id=4979)

Tourism and Leisure: [moodle2.e-wsb.pl/course/view.php?id=5063](http://moodle2.e-wsb.pl/course/view.php?id=5063)

Management: [moodle2.e-wsb.pl/course/view.php?id=5136](http://moodle2.e-wsb.pl/course/view.php?id=5136)

## GRADUATES OF WSB UNIVERSITY IN WROCŁAW AND WSB UNIVERSITY IN OPOLE

If you graduated from the WSB University of Wrocław in June 2021 and have a student ID card, you can extend it at the Dean's Office of Master's Studies in order not to incur the costs of issuing a new ID card (applies to the Faculty of Finance and Management in Wrocław).

Graduates of WSB University in Wrocław keep their student's file numbers and the same individual bank account number and make a payment there.

Graduates of the Faculty of Economics in Opole (also Student Auditors) keep their album number, however, their individual accounts will change, account numbers will be available for checking on the Extranet.

Graduates of the Faculty of Economics of the WSB in Opole will be prepared new student ID cards.

Please make payment for the student ID card.

## CENTRE FOR INTERNATIONAL COOPERATION (CIC)

Every WSB student at the Centre for International Cooperation:

- will find out about the cooperation between our University and foreign institutions
- will be supported in intercultural communication
- will familiarise with possibilities of participating in:
  - internships or studies in Erasmus+ Programme
  - international Business Week Programme in one of eleven partner countries
  - inspiring voluntary activities within various international projects
  - Adaptation Days, Buddy program, International Days, internships at CIC

Detailed information can be found in the Extranet under the tab: "Other student service departments → Cooperation with foreign countries → About the Centre for International Cooperation", and in the Extranet in the Centre for International Cooperation section.

Centre For International Cooperation is located at the building - A, Fabryczna street 29-31, rooms 225, 226 & 228.

phone: 71 376 23 16

e-mail: [international@wsb.wroclaw.pl](mailto:international@wsb.wroclaw.pl)

## CAREER OFFICE

Career Office was established to support students and graduates in:

- looking for or changing a job or internships by collecting offers on the JobTeaser platform;
- organizing traineeships;
- planning a career path as part of consultations with career counselors.

Additionally, in cooperation with employers, Career Office organizes training schemes and recruitment, mentoring and coaching programs for students.

Detailed information can be found in the Extranet in the Career Office tab.

Career Office is located at the building - G, Fabryczna street 14 G, room 315.

phone: 71 376 23 28

e-mail: [biuro.karier@wsb.wroclaw.pl](mailto:biuro.karier@wsb.wroclaw.pl)

## WSB CAMPUS

The WSB campus in Wrocław comprises 5 buildings (A, B, C, H and a new building), all located at Fabryczna Street. In the vicinity of the campus there are numerous office buildings, industrial buildings and factories covering the area of Wrocław Industrial Park, Wrocław Business Park and Wrocław Technology Park.

In October 2020, our students for the first time had an opportunity to visit a new WSB building, where there are nearly 60 classrooms and lecture halls, a conference room and 11 computer labs. It also comprises numerous facilities for students, such as a canteen, a coffee shop, a copying centre, relaxation zones and drinking water springs. The surrounding area is arranged with greenery and benches as well as a large parking space. All administrative departments of the university, which offer direct student service, were transferred to the new building - G, including i.e. Dean's offices for students of both cycles, Student Financial Service Department, Career Office, Internship Department, Dean's and Vice-Deans' offices, FORWARD Language Center as well as the Office for Persons with Disabilities.



The new building is located at 14G Fabryczna Street. It is situated about 650 m south of building A, which is located at 29-31 Fabryczna Street and about 300 m away of building H at 14 Fabryczna Street. You can get there by following the renovated Fabryczna Street, which facilitates access by car and public transport. In the immediate vicinity of building A, a bus stop has been created from where the walk to the new building takes about 10 minutes.

More information at: [www.wsb.pl/english/wroclaw/get-to-know-wsb](http://www.wsb.pl/english/wroclaw/get-to-know-wsb).

## GETTING TO WSB BY PUBLIC TRANSPORT (MPK AND PKP)

- use a comprehensive tool to plan your public transport travel by entering Wyższa Szkoła Bankowa Aleja Absolwentów in [jakdojade.pl/wroclaw/trasa/](http://jakdojade.pl/wroclaw/trasa/)
- Instead of using one-time tickets, use URBANCARD for details go to [www.urbancard.pl](http://www.urbancard.pl)
- If you are planning to travel by train - there are two railway stations closest to our university - Wrocław Mikołajów (about 20 minutes on foot) and Wrocław Muchobór (about 10 minutes on foot).



## Admission Office for Foreigners and the English Language Studies

Fabryczna Street 29-31 53-609 Wrocław,  
building A, room 102

phone: 71 376 23 68, +48 660 506 805,  
+48 666 345 187 (in English)

e-mail: [study@wsb.wroclaw.pl](mailto:study@wsb.wroclaw.pl)  
[studyinenglish@wsb.wroclaw.pl](mailto:studyinenglish@wsb.wroclaw.pl)