



LAZARSKI UNIVERSITY

# STUDENT HANDBOOK

## **1. Log into your student's account on the Virtual University platform.**

The Virtual University (WU) is our online student support platform where you will find all the necessary data about class schedules, changes, personal and financial data; and also to enrol for your classes before the start of every semester.

**Follow our Student Helpdesk LAZARSKI.HELP and lazarskiuni Instagram accounts.**

This will help you to stay up to date, and you will be able to ask questions, get your answers, advice and assistance during your studies.

## **2. Attend an obligatory organizational meeting**

The orientation meeting is organized for the first year students to provide informational support on their first day at the University, share valuable and useful information about the studies and life in Poland. On this meeting students do usually receive their student ID cards.

## **3. Participate in the University's life**

Students who are actively participating in University's life, operate in student research clubs, participate in promotional activities for Admissions and Marketing Department, Practice and Career Department, Department of Student Initiatives, Student Union, Academic Business Incubator, Institute of Citizenship and Social Policy can be eligible for different benefits.



# LIFE AT ŁAZARSKI

## VIRTUAL UNIVERSITY

The Virtual University (WU) is our online student support system: [www.wu.lazarski.pl](http://www.wu.lazarski.pl), and you can also download the Łazarski app on your smartphone.

To log into your WU account, you need your student number (which doubles as your username) and string of characters given in the account activation email. After the first login you will be prompted to change your password. If you ever forget your password, you can contact the IT department

Please check your WU regularly, as this is where you will find all the necessary data about class schedules, changes, personal and financial data; and is also where you will be able to enrol for your classes. The 'documents' tab in the desktop version of WU contains details on how to enrol for classes, and various documents that will help you throughout your time at Łazarski.

## WIFI & E-MAIL ACCOUNT

You have free access WiFi at the University campus, and you can also create an email with the lazarski.pl domain. You will automatically receive an email with more instructions once you have been successfully registered as a student.

### IT Center

Room 121, Sector C, First Floor  
E-mail: [it@lazarski.edu.pl](mailto:it@lazarski.edu.pl)  
Phone: 22 54 35 492

## DEAN'S OFFICE

The English-language Studies Registrar (informally referred to as the Dean's Office) is your first point of contact for all questions regarding your studies. This is the office responsible for your studies and is the official contact point between students and faculty members.

### English-language Studies Registrar

Room 362, Sector F, Third Floor  
E-mail: [validated.studies@lazarski.edu.pl](mailto:validated.studies@lazarski.edu.pl)  
Phone: 22 54 35 369

## ON-SITE OPENING HOURS FOR STUDENTS (room 362, sector F, 3rd floor):

Monday 10.00 - 14.00  
Thursday 10.00 - 14.00

## E-MAIL/TELEPHONE CONTACT FOR STUDENTS:

from Monday to Friday between 9.00 and 16.00  
e-mail: [validated.studies@lazarski.edu.pl](mailto:validated.studies@lazarski.edu.pl)  
tel. (+48) 22 54 35 369 / (+48) 513 037 958

**Note:** If you wish to make any type of application regarding your studies (e.g. a change of schedule, program, etc) you should contact the Registrar. You will also be able to obtain your confirmation of student status, among other related documents, at this office.

## ACCOMMODATION

The Accommodation Department can help you with your accommodation needs - you can stay in one of the dormitories or can get help to rent your own apartment.

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### Accommodation Department

Room 38a, sector C, ground floor  
Phone: +48 22 54 35 515 / 404  
E-mail: [accommodation@lazarski.edu.pl](mailto:accommodation@lazarski.edu.pl)

Monday - Friday 08:00 - 16:00

**Note:** Space in the dormitories is limited, and is offered on a first-come-first-serve basis. There are, however, many housing options in Warsaw, and our Accommodation Department will help you find the perfect place.

## BURSAR'S OFFICE

If you need an invoice or confirmation of payment, please contact our Bursar's (Accounting) Office.

### Bursar's Office

Room 205, Sector D, Second Floor  
E-mail: [kwestura@lazarski.edu.pl](mailto:kwestura@lazarski.edu.pl)  
Phone: 22 54 35 463

Monday 10:00 - 18:00  
Tuesday, Thursday 08:00 - 16:00

**Note:** Please contact this office to get information on how to pay for studies after your first semester. You can also find your financial information in your Virtual University (WU).

## SPORTS

Łazarski University offers a variety of sports to its students, and encourages participation at all levels

### Sports Department

Room 112, Sector B/C, First Floor  
E-mail: [sport@lazarski.pl](mailto:sport@lazarski.pl)  
Phone: 22 54 35 482

Monday 09:00 - 11:00  
Tuesday 12:00 - 14:00  
Thursday 13:00 - 15:00

**Note:** BA students must participate in one semester of physical education (typically during their second semester of studies). You can choose from a variety of activities through the [www.wf.lazarski.pl](http://www.wf.lazarski.pl) platform in the second semester.

## STUDENT HELP DESK

The Student Help Desk was developed with an aim to assist ŁU students in the widest range of matters and help them have a smoother adaptation period in Warsaw, Poland and specifically in Łazarski University.

### Contact info:

[studenthelp@lazarski.pl](mailto:studenthelp@lazarski.pl)  
Instagram: @lazarski.help  
Facebook: @studenthelpdesk lazarski

## Question regarding the legalization issues

Lukasz Wieczorek  
Coordinator of Student Help Desk  
Room 100, Sector A, First Floor  
E-mail: [l.wieczorek@lazarski.edu.pl](mailto:l.wieczorek@lazarski.edu.pl)  
Phone: 22 54 35 516

Tuesday 09:00 - 16:00  
Friday 09:00 - 16:00

**Note:** If you wish to apply for Karta Pobytu (Temporary Residence Permit) or a visa during your studies, the SHD will assist you. The SHD will also be able to assist you with the Nostrification/Recognition of your High School Diploma, and many other processes which you may be required to complete during your studies.



FLOOR PLAN  
OF ŁAZARSKI UNIVERSITY

SECTOR E

- Marketing Department  
Room 37, ground floor
- Admissions Office  
Room 39, ground floor
- Postgraduate Education Center  
Room 56, ground floor

SECTOR F

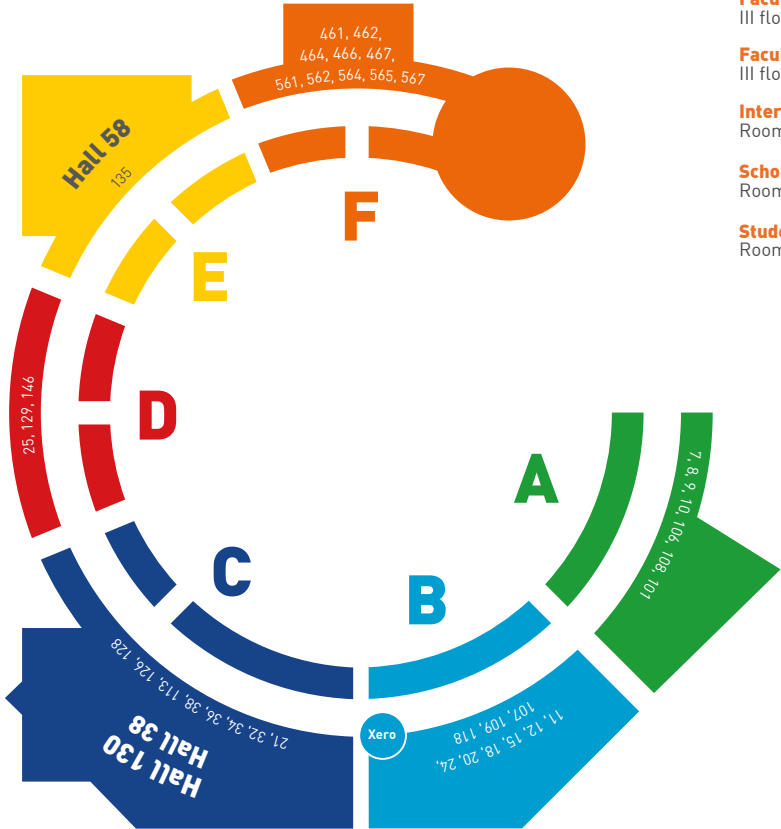
- Canteen  
Ground floor
- International Admissions Office  
Room 63a, ground floor
- Library  
I floor
- Faculty of Economics and Management (Register Office)  
III floor
- Faculty of Law and Administration  
III floor
- Internship and Career Department  
Room 261, II floor
- Scholarship Committee  
Room 268, II floor
- Student Union  
Room 269, II floor

SECTOR D

- Administration  
Room 31, ground floor
- Rector's office  
Room 132, I floor
- Department of Foreign Languages  
Room 127 / 125, I floor
- Accommodation Department  
Room 208, II floor
- Bursar's Office  
Room 205, II floor
- Faculty of Medicine  
Room 307, III floor

SECTOR A

- Restaurant  
Ground floor
- Cashier  
Room 5, ground floor
- Student Help Desk  
Room 100, I floor
- ATM  
Ground floor
- Gym  
Level -1



SECTOR C

- Accommodation Department  
Room 38a, ground floor
- IT Center  
Room 121, I floor
- Student Legal Clinic  
Room 130a, I floor

SECTOR B/C

- Sport Department  
Room 112, I floor
- Copy machine  
Ground floor

**Classrooms**  
The first digit of the room means which floor it is located on. Rooms are numbered in an ascending order starting from sector A.

**Parking lots**  
On the university premises, there are two car garages: one in the University courtyard and the other underground.



# LIFE AS A STUDENT

## SCHOLARSHIPS

If you study well during your time at Łazarski and obtain an average of 4.40 – 4.79 you will get a 20% scholarship for the following academic year. If your average is 4.80 or above, you will receive a 30% scholarship!

## INTERNSHIPS AND PART-TIME JOBS

The Career and Internship Department at the university can assist you in finding the perfect job during your studies, and regularly organises job fairs.

### Career and Internship Department

Room 261, Sector F, Second Floor  
E-mail: [kariera@lazarski.edu.pl](mailto:kariera@lazarski.edu.pl)  
Phone: 22 54 35 382

Wednesday, Friday 11:00-14:00

Remember that BA students are required to complete compulsory internship as part of their study programme. We can assist you in finding the most suitable internship.

### Contact email regarding to the internships:

[praktyki\\_eiz@lazarski.edu.pl](mailto:praktyki_eiz@lazarski.edu.pl)  
[praktyki\\_pia@lazarski.edu.pl](mailto:praktyki_pia@lazarski.edu.pl)

**Note:** If you are a student of the Faculty of Law and Administration, you can get information about internships in your Dean's Office. If you are a student of the Faculty of Economics and Management, contact the Career and Internship Department.

Classes and the university life is your major priority and you may only work part-time. The Career and Internship Department can help you to find the most suitable part-time job.

## EXCHANGE PROGRAMS

Łazarski University participates in the Erasmus+ Program which offers Łazarski students (on the single degree programmes) the chance to spend one or two semesters at another university participating in Erasmus+. Please contact this department directly for more information.

### International Exchange Department

Room 38a, Sector C, Ground Floor  
E-mail: [erasmus@lazarski.edu.pl](mailto:erasmus@lazarski.edu.pl)  
Phone: 22 54 35 365

Monday - Friday 09:00 - 17:00

**Note:** Students on the Double Degree Programmes are not eligible to participate in Erasmus+ as part of their degree, but can defer their studies for one year to participate. The best and brightest Double Degree students may, however, have the opportunity to spend one semester at Coventry University as part of their degree.



# LIFE IN POLAND

## SAVOIRE VIVRE

There are some important laws to know about for your life in Poland, as breaking them will result in large fines or troublesome situations (and as international students this may affect your right to live in Poland). These are some of the most important ones to remember: You are always required to have an identity document with you in case you are stopped by the Police or Immigration Officers. Be sure to also have documentation that proves your right to be in Poland (e.g. your visa or Karta Pobytu) and your student card. Failure to comply will result in substantial fines.

You are not allowed to drink in public places in Poland (e.g. parks, streets, etc), and you can get a large fine (as a minimum) if you are caught drinking in such places. Additionally, Poland has a zero tolerance and limit to drinking and driving (i.e. you may not drink at all if you plan to drive, as the legal limit is 0.00) – failure to comply will result in very serious consequences.

Smoking is forbidden at public transport stops, as well as in public buildings (e.g. restaurants, airports, offices, bars, etc) or 100 metres from their entrances. Some bars and institutions have designated smoking areas. Breaking this law may result in fines of 500PLN or more.

Pedestrians have right of way in most situations, but you may not cross the street illegally – always use designated crossing areas. Failure to do so is not only dangerous but can also result in fines.

When using public transport, you are always required to have a valid ticket for the duration of your journey. You will be fined 266 PLN for not having a ticket, and 196 PLN for not having your document that confirms your right to a discounted ticket (i.e. student card).

## PUBLIC TRANSPORT

Public Transport (ZTM) in Warsaw is very efficient and affordable. As students you will be able to use your student card as your transport card, benefitting from a student discount at the same time. You can find more information from the public transport authority: [www.ztm.waw.pl](http://www.ztm.waw.pl)

We recommend you purchase a 90 day ticket for 140PLN, which is the cheapest option. You can load your ticket using the red ZTM machine on the campus (at the entrance to Sector A).

You can easily calculate your routes to and from the University (and many other destinations around Poland) using [www.warszawa.jakdojade.pl](http://www.warszawa.jakdojade.pl)

## BANK ACCOUNT

International students are able to open a bank account at any bank they wish and typically only need their passport. There are many banks to choose from, and you can simply go to any branch of any bank and open a suitable account.

Students who wish to work part-time in Poland can do so on the basis of their student visa. It is important to remember that your visa is only valid to study, work and live in Poland (not any other European country); and that your primary purpose of staying in Poland is to study, therefore active participation in your.





**Łazarski University**  
43 Swieradowska Street  
02-662, Warsaw, Poland

**[www.lazarski.pl](http://www.lazarski.pl)**