



Life&Study in Warsaw

Handbook for International Students at Lazarski University



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Part I LIVING IN WARSAW



Emergency numbers

- **General Emergency Assistance** – 112
- **Emergency Ambulance Service** – 999
- **National Fire Service** – 998
- **Police** – 997



Keep in mind that it is better to call the designated service directly than using the general number 112.

Other:

- Energy emergency service – 991
- Gas emergency service – 992
- District heating emergency service – 993
- Water supply emergency service – 994
- Road assistance – 981
- Municipal police – 986
- Helpline of the Ministry of Foreign Affairs – (+48) 22 523 88 80



National holidays

- **November 1** - All Saints' Day
- **November 11** - Polish Independence Day
- **December 25** – 1st Christmas Day



Remember that Dec 24 is not a holiday but that is when most Poles will start celebrating Christmas - nearly all stores close earlier.

- **December 26** – 2nd Christmas Day
- **January 1** - New Year's Day
- **January 6** - Epiphany
- **April 9** - Easter Sunday
- **April 10** - Easter Monday
- **May 1** - Labour Day
- **May 3** - Constitution Day



Keep in mind that Poles usually take May 2 off (it is also a holiday, but not a bank holiday - Day of Polish Flag) to have a longer weekend, we call it *Majówka* which could be translated into 'May-day picnic'.

- **June 6** - Corpus Christi
- **August 15** - Assumption of the Blessed Virgin Mary, Polish Armed Forces Day




Weather

what to expect during each season?


Autumn

In autumn, it is advisable to dress **warmly**, because it is usually **cold** and **wet**. Nevertheless, you can still come across sunny and warm days, especially in September and the beginning of October. Poland is known for having very **colorful** and beautiful autumn which we call '**Golden Polish Autumn**'. Just in case, have a foldable umbrella in your bag.

 For autumnal walks in Warsaw, we recommend Łazienki Park, Pole Mokotowskie Park, Skaryszewski Park, and for a longer trip, Kampinos National Park.


Winter

Polish winters are pretty **cold** and the temperature is **around freezing** or a **few degrees below**. **Snow**, however, is usually not there until January. **Rains** and **snowy rains** are more common. Days become visibly shorter - sun rises at around 7 am and sets around 4 pm. It can get very gray and **gloomy**.

 It is always best to have gloves with you every time you go out and practice layering up. In Poland, we call it *ubierać się na cebulkę*, which literally means 'to dress like an onion' (they have layers).


Spring

Spring in Poland usually starts on the **cooler** side (5°C) but it gets **warmer** with time. The days are getting longer. Keep in mind that the weather can change within an hour, varying from **sunny** to **rainy**. We recommend keeping an umbrella with you.

 Traditionally, Polish people used to distinguish a mid-season between Winter and Spring called *przedwiośnie* which means 'early spring'. As the seasons began to change, it is not that common anymore to use that term. Nevertheless, a snowdrop flower remains to be the symbol of the early spring.

Summer

Recently, summers in Warsaw have become **hotter** than before. Although the average temperature between June and August is around 23°C, it could get as hot as 35°C. Days tend to be very **sunny** but **storms** in the afternoon and during the night are common and could get violent.

 Remember to use sunscreen and drink lots of water, and close the window in your room before leaving.

Health

where to seek help when you feel unwell physically and mentally?

There are both **public** and **private** healthcare centres in Poland, and access to them will depend on the insurance you have obtained in your country.

In the case of **EU citizens** - to be able to access free health services in Poland, you should have valid health insurance in your country and request a European Health Insurance Card (EHIC).

In the case of **non-EU citizens** - it is recommended to purchase your own **international medical insurance** prior to your arrival in Poland. Otherwise, you will be required to sign a voluntary health insurance agreement with the **National Health Fund** ([Narodowy Fundusz Zdrowia](#), NFZ). It covers medical services, including treatment and hospitalization - you will be able to access healthcare on the same terms as Polish citizens. The approximate cost is 15EUR per month.

Remember that in addition to the above-discussed health insurance, you can also buy **private insurance**, which may comprise a broader range of services.

Regarding **mental health**, Lazarski University is offering students and employees psychological counselling services. Grupa Medyczna Veritmed+ provides psychological support in its headquarters in Warsaw at 55 Bronikowskiego Street or online. You can make an appointment at their reception desk, online: repcja@veritmed.pl, or on the phone +48 22 688 77 74.

The cost of the first three visits is cofinanced and is PLN 30 each. The fourth and each subsequent visit is fully paid. If you cannot come to the appointment, please cancel it. The cancellation should take place no later than 24 hours before the planned visit. Failure to cancel an appointment will be treated as a resignation from the possibility of benefiting from subsidized visits.



Public transport

how to navigate throughout the city?

Warsaw has a very complex system of public transport which includes **buses, trams, metro**, and **Szybka Kolej Miejska** (SKM, fast urban railway). The organiser of public transport within the territory of Warsaw is called The Public Transport Authority (**ZTM**).

The area of the agglomeration where ZTM lines operate is divided into two tariff zones marked with numbers 1 and 2. The **first zone (1)** covers the area of Warsaw and selected municipalities. It happens that the zone occasionally extends beyond the city limits (to the so-called border stop). The **second zone (2)** comprises towns and villages outside Warsaw.

Passengers may travel through zone 1 using tickets valid in zone 1. In zone 2 only tickets dedicated for zones, 2 are acceptable. The zone border is marked by border stops. At the latest when crossing the border of zones, the passenger should have a valid ticket to travel in a specific zone.

💡 **Since you are a student (i.e. holder of the Student Card) you are entitled to 50% discount on all tickets. in the ticket machine, choose the reduced fare (*ulgowy*). In case of ticket checks, you will be required to show your Student Card.**

You can buy paper **time-limit** and **short-term tickets** from the ticket machines at bus stops, tram stops and metro stops, and inside the bus and trams (only payments by cards).

In case you want to buy a **long-term ticket** (1-month, 3-months) you have to obtain the **Warszawska Karta Miejska** (Warsaw City Card) with your name, surname, and your photo. In order to make the WKM, you need to fill out an application form, attach a photo and submit them in one of the ZTM Passenger Service Centres. You can also fill in the online form. More information [here](#).

You can also buy the tickets via your phone - more information [here](#).

Keep in mind that for bus lines, there are also so-called **request stops**. When you want to get on a bus while on a request stop you need to wave your hand so the driver knows they need to stop. The same goes for when you want to leave the bus at the request stop - push the 'stop' button to let the driver know within a reasonable time.

You can access all **timetables** and find more information [here](#). Varsovians also use apps like *jakdojade* or *BusNavi* to check the lines and times.



Shopping

where to shop for food and other necessities?

!!! Remember that since 2018 government regulations have increasingly **restricted Sunday trading** in Poland. There are now only 7 Sundays in the entire year when shops are allowed to be open. There are, however, some exemptions from the ban - namely airports and railway stations, stores at gas stations, kiosks, restaurants, pharmacies, flower shops, bakeries, confectioners and post offices, and any establishment where the owners themselves are behind the counter on Sunday.

The most popular **supermarkets** in Poland include **Biedronka**, **Lidl**, **Auchan** and **Carrefour**. The first two are discount stores, so it would be a cheaper option, that is not to say worse since they sometimes have products you cannot find anywhere else (e.g. Kellogg's cereals) or theme days. The other two would be harder to find in the centre of Warsaw (except for the big Carrefour in the basement of the Złote Tarasy shopping mall) and have a bigger variety of products.

When you need to buy something **quickly**, nearly at every corner of Warsaw there are **Żabka** convenience stores, or other small convenience stores run privately. Prices there are higher than in supermarkets.

For shopping **cosmetics** and **domestic detergents**, you can visit **Rossmann**, **SuperPharm**, or **Hebe** drugstores, which are very common in Warsaw. Remember that basic medicines, not requiring a prescription, like ibuprofen or cold remedies, are available in nearly all stores, not only pharmacies.

When it comes to shopping for **clothes**, we recommend visiting a **shopping mall**. Warsaw is known for having lots of shopping malls, from small to very big. The most popular ones are *Złote Tarasy*, *Westfield Arkadia*, *Westfield Mokotów*, *Galeria Młociny*, *Galeria Północna*, and *Atrium Promenada*.

💡 If you want to shop for food from your own country, there is a chance there is a dedicated shop in Warsaw, or you can find it in international stores such as *Kuchnie Świata* ('Kitchens of the World').



fot. Adobestock



fot. taranich / Shutterstock

Finances

how to pay in Warsaw and if needed, where to open a bank account?

It is up to you whether you wish to open a bank account while you are here, but it is worth knowing that Poland is a **leading country in terms of the availability of banking services**. Contactless payments or payments carried out over the phone are very common.

💡 In Poland, **you can pay with a foreign card from your country or a card with the possibility of currency conversion**, such as Revolut. It is best to check earlier with your bank whether your card works in Poland. It'll be easier if you have a Chip & PIN card as they are the most common here. If your bank offers such an option, you can also open a multi-currency account with PLN.

If you do decide to open an account with a Polish bank, be prepared for an extensive range of offers related to this type of service. It's best to compare offers from several banks regarding card fees, account maintenance, etc. Remember that as a foreigner, you will have to provide certain documents and, in most cases, visit the bank in person. You will need your identity card and a certificate confirming your status as a student at a university in Poland. The bank may also ask you for additional documents, such as a rental agreement (if you are renting a flat or room) or a residence visa.

The most popular **banks** in Poland include:

- **MBank** – this is an internet and phone bank focused on desktop and mobile banking across its services. Thanks to its digital nature, even though it only has 47 offices across the country, you can easily do all of the banking transactions you want to, with the support of its online and telephone customer support. Account fees are low but remember to consult the fees on ATM cash withdrawals - depending on the type of card you get with your account and the institution behind the cash machine, you can get your money out for free, sometimes everywhere in the world, or for a relatively high fee.
- **Bank Pekao** – Bank Pekao has over 85 years of banking history, a large network of branches and ATMs, and it offers a full set of financial services. These include personal current and savings accounts, as well as credit and debit cards, and investment services. Banking can be done either by phone or on the internet, and it will be easy to access in English.
- **Bank Millennium** – with a free current account, Bank Millennium is a good offer with a cashback deal included. Millennium offers a set of banking services, starting with basic current individual accounts, to various credit and debit cards, as well as savings, insurance, loans, and investment options. Its partnerships with many ATM networks mean easier and cheaper withdrawal across Poland. And it is one of the foreigner-friendly banks out there.



Getting a job as an international student



ARE YOU ELIGIBLE?

All full-time students who possess a student visa or a temporary residence permit, EU/EEA citizens, and holders of the Card of the Pole do **not** need a work permit at all. For further details and specific conditions, visit this [website](#).

💡 There are many jobs that do not require the knowledge of Polish language, however, it is always better to have a basic understanding of this language.

WHERE TO START?

Use the online job boards to find the job that could suit you:

www.pracuj.pl

www.olx.pl

www.praca.pl

www.careersinpoland.com/

You can also try to find a job through **social media**, such as LinkedIn or Facebook. On Facebook, there are many groups where people offer jobs to international students. Sometimes you can simply bring your CV to a particular place and hand it in there. You can also contact the **Career and Internship Department** of Lazarski University.

Communicating

where to get a Polish phone number? which apps do Polish people use?

Poland has a well-developed mobile and Internet network, however, due to numerous service providers, choosing the best options can be quite time-consuming. Especially since each provider offers many promotions and discounts.

!!! Remember that according to Polish law, every phone number must be registered. You will need an ID to do this, so do not forget to take it with you when you go to sign your agreement and activate your new number.

To get connected on-the-go, you can choose between **prepaid** and **postpaid** options. Note that with the postpaid plan, you will have to sign a contract for a minimum of one year with the service provider. Prepaid cards do not require a minimum subscription but with that, phone calls with a prepaid SIM card will not be as cheap.

These are the main providers of mobile network in Poland. In general, rates vary from one service provider to another. To find more information, consult the websites of providers: [Orange](#), [Play](#), [Plus](#), [T-Mobile](#), [Heyah](#), [Lycamobile](#), [Mobile Vikings](#), [nju mobile](#), [Plush](#), [Red Bull Mobile](#), and [Virgin Mobile](#).

When it comes to the Internet, Poland has quite broad access to the **Wi-Fi network**. You can easily connect to it in most cafés, libraries, universities, and other public spaces. If you need fixed Internet access, you may have it at your dorm or flat. If you are renting and are obliged to sign an agreement in order to get fixed Internet access, talk to the owner of the flat to arrange the details (especially if you are coming to Poland only for one semester or year).

You might be surprised to find out that Poles usually do **not** use WhatsApp for messaging. Facebook is still very popular in Poland, hence most people use **Messenger** to communicate with each other.



Eating & Drinking

recommendations for nice (and cheap) places for students

Warsaw is known for having a very diverse culinary scene.

As an international student, you might want to try some of the typical Polish dishes. For traditional cuisine, e.g. *pierogi*, *bigos*, *schabowy*, it is best to visit dedicated restaurants like *Zapiecek* chain or the so-called ***bary mleczne*** that are cheap and student-friendly. *Bar Prasowy*, *Bar Polny*, *Bar Familijny*, and *Bar Bambino* are worth giving a try if you want to try some homemade food.

If traditional food is not to your liking, Warsaw hosts many **international** and **fusion restaurants**.

💡 Many of them offer multicourse **lunches** at a lower price, changing every day. Most information could be found online - on their websites or Facebook pages (sometimes also Instagram pages).

Warsaw is also at the forefront of the world when it comes to the number of **vegan** and **vegetarian eateries**. The most popular are *Krowarzywa* (burgers), *Vegan Ramen Shop*, and *Veganda* (bistro).

💡 Most restaurants also offer vegan and vegetarian options for their meals. In case you do not see them in the menu, it is always worth asking.

Furthermore, the Polish capital is famous for its **food halls**. If you are uncertain about what to eat or want to try different things, visit *Elektrownia Powiśle*, *Norblin Factory*, *Hala Koszyki*, *Hala Gwardii*, or *Browary Warszawskie*. Food halls often include bars.

Street food markets have recently become quite popular in Warsaw, especially in summer. If you are still in Warsaw around then, enjoy a morning at the 'Breakfast Market' (*Targ Śniadaniowy*) or an evening at the 'Night Market' (*Nocny Market*).

Most young Poles enjoy **drinking** in the centre of Warsaw since it offers many bars and clubs. One of the cheapest and most interesting options would be the *Pawilony* hosting many places offering a huge variety of drinks and shots. Other recommended places are *Świetlica*, *Worek Kości* or the earlier mentioned *Hala Koszyki*. For clubbing, try *Mazowiecka* street where the most famous clubs of Warsaw are located.



fot. Warszawska Organizacja Turystyczna



fot. Damian Kujawa

Culture & Entertainment

what to do and see in Warsaw?

Warsaw has a lot to offer when it comes to history and culture.

As you might know or will find out soon, its story is quite complex and complicated. We, therefore, recommend the following activities:

- A walk through the **Old Town** and a visit to the **Royal Castle**, you can either take a tram from Ratusz Arsenal to get there or simply walk from the centre following the *Nowy Świat* street and *Krakowskie Przedmieście* street.
- A walk in the **Łazienki Park** and visiting the classical building hidden in it - on Fridays the entry is free of charge, but tickets for people under 26 only cost 1zł anyway.
- A visit to the **Wilanów Palace** and a walk in its garden, especially during the festival called The Royal Garden of Light (usually lasting from October to February).
- Visiting Warsaw's **museums** and **galleries**, like the POLIN Museum of the History of Polish Jews, Warsaw Uprising Museum, Polish National Museum, Zachęta National Gallery of Art, and Copernicus Science Centre.
- Seeing the city's panorama from the **Palace of Culture and Science** which is also home to four theatres, a multi-screen cinema, two museums, the 3,000-seater Congress Hall, government offices, academic institutions, and private companies.
- A walk through Warsaw's most famous **graveyards** like the *Okopowa* Street Jewish Cemetery and *Powązki* Cemetery, especially around the time of All Saints' Day during which candles on graves are being lit up.
- Spending time at the **Vistula's left bank** - walking along the promenade, visiting food tracks, taking a photo with the statue of the Mermaid (the city's symbol), and watching the show of light, sound, and water at the Multimedia Fountain Park (May to September).
- Listening to Chopin's pieces during the **Chopin Concerts** in Łazienki Park (May to September).

If you find yourself tired of walking around parks and museums, you can enjoy the variety of **cultural programme** Warsaw offers - including music, theatre, and movie festivals. Find more information on this [website](#).



Useful phrases in Polish

Cześć, jak się masz?

Although Poland is now your new home, you may have a bit of a struggle understanding and speaking Polish. **Here are some useful phrases to get started and make your daily life a bit easier.**

Dzień dobry [dʑɛɲ dɔbrɨ] – Good morning

Cześć [tʃɛʂɕ] – Hello

Do widzenia [dɔ vidʑɛɲa] – Goodbye

Nie mówię po polsku [ɲɛ muvʲɛ̃w pɔ pɔlsku] – I don't speak Polish

Jak się masz? [jak ɕɛ̃w maʂ?] / *Jak tam?* [jak tam?] – How are you?

Miło cię poznać [mʲiɫɔ tɕɛ̃w pɔznatɕ] – Nice to meet you

Nazywam się... [nazɨvam ɕɛ̃w] – My name is...

Jestem z... [jɛstɛm z] – I am from...

Jestem studentem [jɛstɛm studentɛm] – I am a student (male/neutral)

Jestem studentką [jɛstɛm studentkɔ̃w] – I am a student (female)

Przepraszam [pʂɛpraʂam] – I'm sorry / Excuse me

Proszę [prɔʂɛ̃w] – Please

Dziękuję [dʑɛɲkujɛ̃w] – Thank you

Pomocy! [pɔmɔtɕɨ] – Help!

Możesz mi pomóc? [mɔʂɛʂ mʲi pɔmutɕ] – Can you help me?

Gdzie jest...? [gdʑɛ jɛst] – Where is...?

- *dworzec kolejowy* [dvɔʂɛtɕ kɔlɛjɔvʲɨ] – a railway station
- *dworzec autobusowy* [dvɔʂɛtɕ autɔbusɔvʲɨ] – a bus station
- *bankomat* [bankɔmat] – an ATM

Czy możesz powtórzyć? [tɕɨ mɔʂɛʂ pɔftuʒɨtɕ] – Can you repeat that please? (informal)

Czy może Pan powtórzyć? [tɕɨ mɔʂɛ pan pɔftuʒɨtɕ] – to a male (formal)

Czy może Pani powtórzyć? [tɕɨ mɔʂɛ paɲi pɔftuʒɨtɕ?] – to a female (formal)

Przepraszam, nie rozumiem [pʂɛpraʂam, ɲɛ rɔzumʲɛm] – Sorry, I don't understand

Poproszę bilet ulgowy [pɔprɔʂɛ̃w bʲilet ulgɔvʲɨ] – One reduced ticket please

Poproszę piwo [pɔprɔʂɛ̃w pʲivɔ] – One beer please

Poproszę kawę [pɔprɔʂɛ̃w kavɛ̃w] – A coffee please

Poproszę herbatę [pɔprɔʂɛ̃w herbacɛ̃w] – A tea please

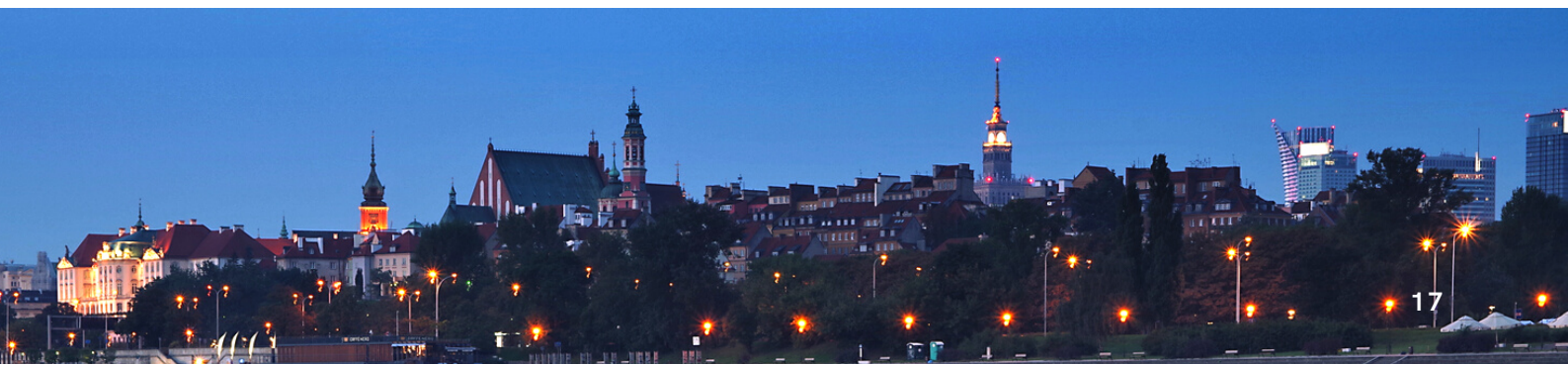
Na zdrowie! [na zdʒɔvʲɛ] – Bless you! / Cheers!

!!! Keep in mind that in English, regardless of whom you address – a friend or a professor at the university – you always use the pronoun *you*. However, in Polish, we clearly distinguish between the **informal** and **formal** 'you'. When speaking to a friend, you would use the informal *ty*, yet when addressing a teacher, a shop assistant, or the receptionist at your dorm, you would use the formal *Pan* (masculine) or *Pani* (feminine).

Miscellaneous

other things you should know about life in the Polish capital

- Polish **currency** is called *złoty* (PLN), 1 złoty (zł) is 100 groszy (gr).
- Polish cinemas, including the ones in Warsaw, do not offer a break during the screening. It is also very common to watch movies with subtitles, although most movies for kids are dubbed.
- Polish **area code** is +48, and landlines from Warsaw start with 22.
- Power **plugs** and **sockets** are 230 V / 50 Hz, and type E or E/F.
- If you wish to see other Polish cities, it is best to travel there by **train** - as a student you are entitled to **51% discount** on all train tickets with [Polish State Railways](#) (PKP).
- It takes around 3 hours by train to get from Warsaw to Kraków, the second biggest city in Poland, and around the same time to Gdańsk at the Polish seaside.
- The morning-after pill is only available on prescription, you cannot buy it directly at the pharmacy.
- Every May, some of Warsaw's universities host so-called *Juwenalia*, the biggest student event - you do not have to study at the specific university to be able to attend it.
- You can rent a **bike** through the public bicycle sharing system called 'Veturilo'. One of the stations is not far away from Lazarski University - find more information [here](#).
- Warsaw has two **airports** - Warsaw Chopin Airport (WAW) and Warsaw Modlin (WMI). WAW is within the border of the city and you can get there easily using public transport, WMI, however, is further away and you will need a coach to reach it.
- Using Bolt, Uber, Free Now, etc. is not forbidden in Poland - it might be cheaper than using a normal taxi.
- Warsaw is divided into 18 districts, Lazarski University is located in **Mokotów** district.
- Lazarski University has a great library on campus and a system to access books online. If you will need to borrow more books or you are interested in non-academic books, see the [list of public libraries in Warsaw](#).
- Payments by so-called BLIK are very popular - find out more about it [here](#).
- You are not allowed to drink **alcohol** in **public places** in Poland (e.g. parks, streets, etc).
- **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.
- Poland has a zero tolerance for **drinking and driving** (i.e. you must not drink at all if you plan to drive).



Part II

STUDYING AT LAZARSKI UNIVERSITY



About Our University

Lazarski University was created in **1993** by Ryszard Łazarski, PhD. According to his assumptions, our mission is to create a place that stands out through the **practical aspect** of educational services offered, an **international nature**, and **work ethos**.

Currently, Lazarski University has around **4000 students studying in English or Polish**. More than 80% of students in our English-language programmes come from **outside of Poland**, from 51 countries as diverse as Ukraine, Belarus, Russia, Turkey, Uzbekistan, Tajikistan, Azerbaijan, Kazakhstan, Georgia, Ghana, Zimbabwe, Nigeria, India, China, Japan, Vietnam, Germany and many more.

The university offers **degrees** in Law, Administration, Medicine, Management, Accounting and Finance, Economics, and International Relations. Within each programme, students may also choose from a variety of specializations, such as Criminal Law or Civil Law, European Administration, Travel and Tourism Management, E-Business and Innovation, Business Economics, Nursing, and others. The degrees are administered through three faculties: the Faculty of Law and Administration, the Faculty of Medicine and the Faculty of Economics and Management. The university also has a Center for Postgraduate Education which offers specialized training courses for professionals in various areas, ranging from environmental protection to film and television production, to human resource management. The **faculty members** comprise over 250 outstanding experts in economy, politics, medicine and law.

Lazarski University is the best Polish university in the **international U-Multirank ranking** prepared at the request of the European Commission. Additionally, it is included in the prestigious group of 8% highest-graded universities from around the world.



About Our Founder

Ryszard Łazarski, PhD

Next to the entrance to sector D of our University, there is a **statue** of **Ryszard Łazarski** ("Ryś" / "Lynx"), the founder of Lazarski University.

He was born into a family cultivating the traditions of the struggle for independence and felt a duty to join the resistance during the Nazi occupation and to take part in the **Warsaw Uprising** on August 1944.

After the Second World War, he worked as a senior assistant at the Military University of Technology, lecturer at the Main School of Foreign Service, and also at the Postgraduate College of Journalism at the University of Warsaw. Ryszard Łazarski was also a director of the State-owned College of Shorthand and Foreign Languages in Warsaw for many years. In **1993** he established Lazarski University (at first under the name Higher School of Commerce and Law). Ryszard Łazarski has authored or co-authored numerous school textbooks and publications on secondary and post-secondary education.

This "inveterate optimist," as he was known, was always fully committed to everything he did and was always full of new ideas. Everything had to be worked out to the last detail, he was very demanding but at the same time full of understanding toward young people and colleagues. He always found the time to talk, give advice, and help. His co-workers and students remember him as someone who was characterised by inexhaustible energy and kindness, was able to enjoy other people's successes, and was simply a good person.

There are **memorial rooms** devoted to Ryszard Łazarski on the first floor and the lower ground floor of Lazarski University. You are welcome to take a look at them.



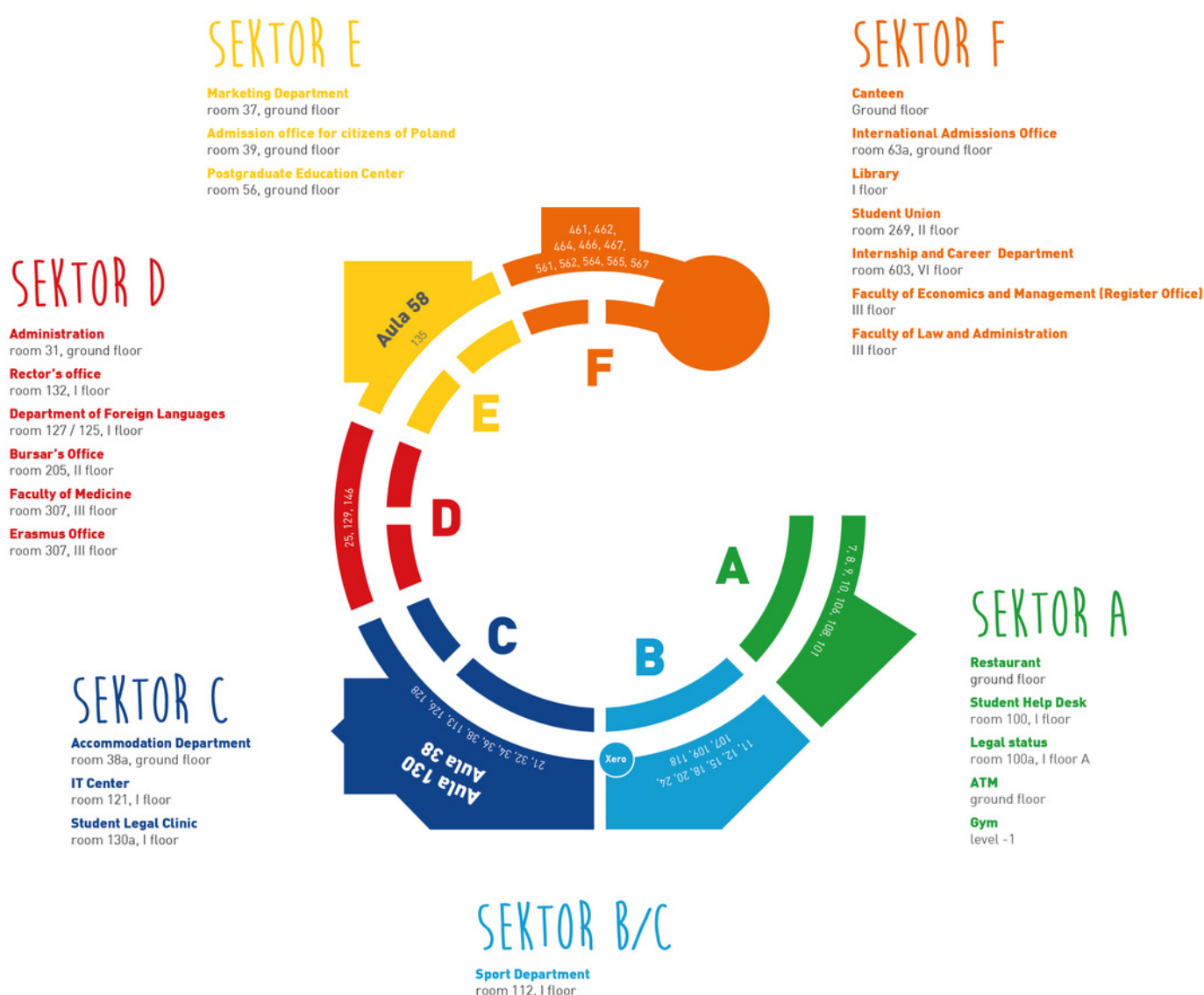
Campus

how not to get lost?

The total area of the campus is almost 20,000 m². Students and faculty members have the use of five teaching buildings with an area of 8,000 m², all adapted to the needs of people with disabilities. There are 6 air-conditioned lecture halls and 48 classrooms. As a result, **all the classes are held conveniently at the same location.**

On the campus, you can also find a library, publishing house, courtroom, sports hall, relaxation areas, a canteen, a café point, and vending machines with drinks and snacks.

Wi-Fi access is free across the campus.



University on-line systems

where to check grades, schedules and resources?

Lazarski University uses two **on-line system**, [e-uczelnia](#) and [Wirtualna Uczelnia](#) (WU), both available in English. Through WU you can find information about your course of study, finances, and overview of grades. E-uczelnia is suited for daily use, where you can quickly access:

- Schedules – for classes and exam session,
- Grades – assessments and final grades,
- Resources – course materials (the code to the resource will be given by the teacher).



The simplified version of e-uczelnia is also available as an app (Lazarski app) for [Android](#).

For both systems and the app, use the following information for logging in:

Login: student number

Password: your birth date, where RRRR - year, MM - month, DD - day (RRRRMMDD)



In case you want to change your password, you can only do it through WU.

Furthermore, every student also has a **university personal email account**. To access it, follow this procedure:

1. Go to the mail.lazarski.pl website,
2. Log in using your album number as the login: studentnumber@lazarski.pl,
3. Enter the password: Laz#RRRRMMDD (like explained above),
4. After the first successful login, the system will force a password change.

With the university personal email account, you also gain access to the *Office 365* service on devices and can use the Lazarski University *MS Teams*.



Courses

what to expect from classes and how will you be evaluated?

Keep in mind that at Lazarski University, **courses (modules) could consist of different components**, i.e. different types of classes, such as lectures, seminars, workshops, discussion classes, and labs.

The grading system is based on **continuous assessment** of the students' knowledge and skills throughout the year. Modules use different assessment methods and a final mark is weighted average of the grades of all assessment methods assigned to the module. During the semester you will come across i.a.:

- in-class exams,
- midterms,
- papers and essays,
- group projects,
- presentations.

During the exam session (the academic calendar is available on [e-uczelnia](#)), you will also write a final exam. Some lecturers allow the possibility to take the exam before that, if your grades and attendance are above average - we call it *zerówka* (zero term exam).

You will be informed about what to be expected from each subject and how you will be graded during **the first class** - be sure to attend it and listen carefully. Furthermore, every lecturer will provide you with their:

- e-mail contact,
- office hours and the designated room,



During office hours, you will be able to get additional reading, extra information about the course or get personal advice regarding your work, etc.

- password to the Resources for his/her module,
- other ways of contact.



Remember that cheating and plagiarism are **NOT** allowed at Lazarski University and will be severely penalised. Students found cheating or committing plagiarism will face the Committee of Inquiry and severe punishment, including deletion from the programme. **ALWAYS** acknowledge your sources when quoting, paraphrasing, summarising, or even using others' ideas.

At Lazarski University, like at other Polish universities, a **scale from 3.0 (a passing grade) to 5.5** is used.



Student's rights and obligations

Every student has a **right**:

- to be well informed about study programme details and the LU rules,
- to be well informed about exam schedule and grades obtained,
- to be given individual feedback on own performance to date,
- to meet professors during their office hours,
- to appeal against the examination results,
- to re-sit a course,
- to complain in respect to educational experience (other than disputes relating to assessment and examination), academic and/or administrative support or other services provided by Lazarski University, alleged harassment by the staff of Lazarski University, alleged discrimination by the staff of Lazarski University in relation to gender, race, disability, sexual orientation or otherwise.

Every student has an **obligation**:

- to attend all classes,

!!! Students' presence in all classes is obligatory. Absence in 3 classes without serious reasons may lead to failing the course.

- to respect classes' timing,

!!! Classes start at given hours sharp. Students cannot be late.

- to respect the examination rules

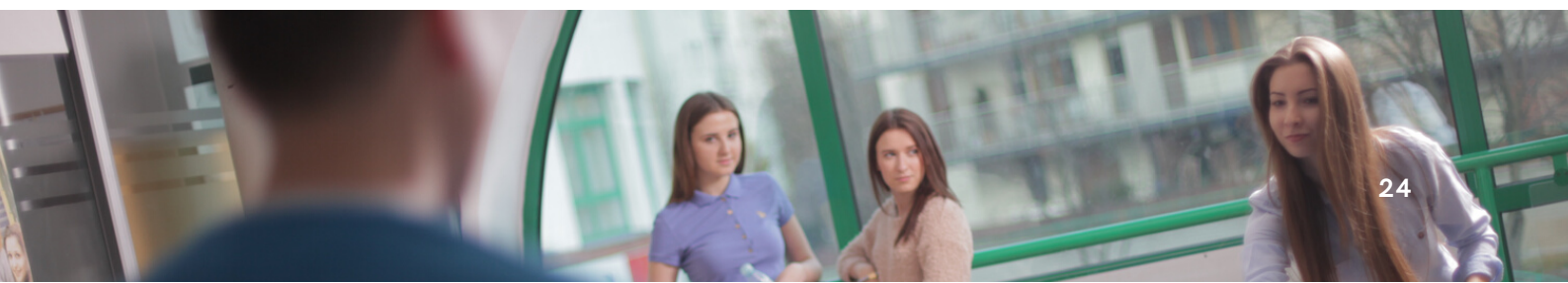
!!! All types of cheating attempts, own materials, and/or equipment are forbidden in examination rooms.

- to avoid unfair practices,

💡 Lazarski University defines **unfair practice** as *any act whereby a student obtains for himself/herself or for another, an unpermitted advantage which may or may not lead to a higher mark than his/her abilities would otherwise secure*. Unfair practice displays:

- using cheat sheets,
- copying from another student,
- using help from another person(s) outside the examination room,
- using any online, digital, and/or electronic materials,
- asking a friend to write an essay for you,
- buying a paper from an essay bank,
- copying materials from the internet,
- translating materials in your native language and posing them as your own,
- quoting, summarizing, and/or paraphrasing without acknowledging your source.

- to behave politely and properly towards all members of the University society.



Beyond studying

how can you engage in the life of Lazarski University or where to ask questions?

- **Student Government** – the sole representative of all of the University's students. Participating in the works of the Lazarski University Student Government is a unique opportunity to pursue your passions and interests as well as to acquire experience and practical skills that are so highly valued by employers today.
- **Sports Centre** – Lazarski University has a rich sports offer. Find out more about the Sports Centre on its [website](#).
- **Library** – Lazarski University's collections contain over 80,000 books, most of which circulate, with 25,000 located in the open stacks of the Reading Room. We also offer printed and electronic journals. The Reading Room offers 37 seats, computers with Internet access and basic software (including programmes to support people with disabilities in their work), wi-fi, a copier, and a printer. We also lend books of fiction from the collections of the local public library.
- **Research clubs** – if you are interested in a particular field of your studies, there is a chance that a research club focusing on that at Lazarski University. Find out more about the existing research clubs [here](#) or try asking the lecturer of the subject that interests you.
- **Students in action** – a group of active students of Lazarski University, who share the enthusiasm and energy to act in various areas of academic life, as well as care for the personal and social development of students. Find more information about the group's initiatives [here](#).
- **Internships and Career** – if building a future career is important to you, then you will be happy to know that over 76% of our students find jobs during their studies. Our university has a career and internship department that helps our students to find a job or/and an internship. Visit the Department's [website](#) for details.
- **Legal Assistance** – If you wish to apply for Karta Pobytu (Temporary Residence Permit) or a visa during your studies or you have any other immigration questions, our lawyer will assist you. He is available in room 100, 1st floor, sector A and under the email: l.wieczorek@lazarski.edu.pl Also our university has **Student Legal Clinic** that can advise you on other legal issues, such as house contracts, work contracts, taxation, your rights as a foreign, etc. If you need any type of law advice, please contact Student Legal Clinic in room 130a.
- **Erasmus+** – Lazarski University participates in the Erasmus+ Programme which offers Lazarski students the chance to spend one or two semesters at another university. It is the best opportunity to travel, meet new people and make your student years unforgettable! Find the details [here](#), including the [contact data of the Institutional Erasmus+ Coordinator](#).
- **Dean's office** – this is the office responsible for your studies and is the official contact point between students and faculty members. There you can solve questions regarding your studies. If you need student confirmation, and documents for your resident card, you have changed your passport and need to change it in Dean's system or you did not receive your student card during Orientation Day, visit the Dean's Office.



Keep in mind that different faculties have different Dean's Offices – you can find more information about faculties [here](#).

- **Bursar's office** – If you need an invoice or confirmation of payment, please contact our Bursar's (Accounting) Office. They also can help you with taking installments and changing the date of payment.
- **Student Help Desk** – 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 at Lazarski University.



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