



Faculty of Management
University of Warsaw

Guidebook for academic year 2023/2024

University of Warsaw



Warsaw University

- over 200 years of tradition, 40.5 thousand students, 2.5 thousand postgraduates and 7.5 thousand employees,
- is the largest university and the best research centre in the country. According to THE, QS and ARWU rankings, it is among the 3% of the best universities in the world. It offers an education that gives its graduates an advantage in the labour market,
- research shows that 94% of graduates from the University of Warsaw find a job within a year of graduation.

The Faculty of Management is highly ranked every year. In the "Perspektywy" 2023 ranking of fields of study, studies at the Faculty of Management at Warsaw University were ranked second in Poland in the group of economic fields in the "Management" and "Finance and Accounting" categories.



Faculty of Management



Faculty of Management, Warsaw University

- is the oldest Faculty of Management in Poland and the oldest centre of management education in Central and Eastern Europe,
- 1977 - the year of its foundation,
- since 1991 it has been running the prestigious EMBA programme,
- since 2007 it has been continuously awarded the prestigious AMBA accreditation,
- 2017 - the Faculty of Management of Warsaw University receives the EQUIS accreditation - one of the 3 largest accreditations for business schools in the world,
- in 2019 - Warsaw University Faculty of Management receives another EQUIS accreditation,
- w in 2022 - the Warsaw School of Management will receive AACSB accreditation, thus obtaining the so-called "three crowns" - the three most important international accreditations,
- The Faculty of Management has 5 out of 5 Palms of Excellence, awarded to the best universities and business schools in the world.





Dean College



**Dean of the Faculty
of Management**

Prof. Grzegorz Karasiewicz, MA, PhD



**Vice-Dean for Student Affairs
and Quality of Teaching**

Prof. UW Monika Skorek, MA, PhD



Vice-Dean for Science

Prof. UW Marcin Żemigala, MA, PhD



Vice-Dean for Development

Prof. UW Igor Postuła, MA, PhD



Director of International Affairs

Prof. UW Katarzyna Dziewanowska, MA, PhD



**Director for MBA Programme
and Postgraduate Studies**

Tomasz Ludwicki, MA, PhD



Programme Directors



Head of Studies
and Teaching
Jacek Kiryło, MA



Head of Studies
“Financial Management
and Accounting”

Prof. UW Małgorzata Olszak, MA, PhD



Head of Studies
„Management”
and “Master in Food Systems”
Agnieszka Wiśniewska, MA, PhD



Head of Studies
“International Business Program”
and “Global MBA”

Prof. UW Katarzyna Dziewanowska, MA, PhD



Student Government Faculty of Management UW



President of the Student
Government Council
Mikołaj Drobek

We are the supreme student body, constantly communicating with students, organisations, departments and the administration of the Faculty in order to create comfort and the best possible student experience. We have a large group of Councillors, Committee Chairs and students who help us represent the body and the rights and responsibilities of students.

We listen to students and reassure them of their concerns. We minimise the distance between students and the administration. We organise events and improve student life. We are for students. We are here for you. We are the student government of the Faculty of Management.

Get in touch with us! Together, acting on the mandate we have been given, we can do more.

Social Media

 [Student Government WZ](#)

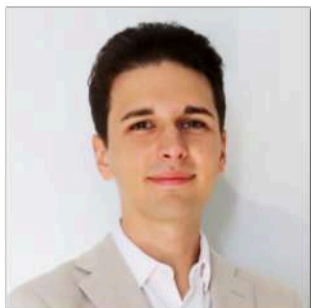
 [StudentGovernment](#)

 [sgwzuw](#)

 [user/sgwzuw](#)



Student Government Council



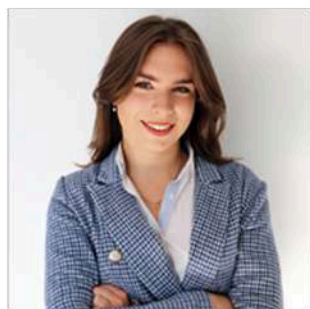
Vice – Chairman of the Council
Chairman of the Organization
and Events Committee
Jakub Walczak



Finance Representative
Chairwoman
of the Financial Committee
Julia Podpora



Chairwoman of the Travel
and Volunteering Committee
Urszula Ceranka



Chairwoman of the PR
and Promotion Committee
Iga Niebutkowska



Chairwoman of the International
Cooperation Committee
Aleksandra Łukasik



Chairwoman of the Business
Cooperation Committee
Karolina Milewska



The Faculty of Management of the Warsaw University advises:

After submitting the complete set of documents and receiving the admission decision in the IRK system, you will be matriculated, i.e. you will become a student at the University of Warsaw. First of all, the data of new students will be transferred from the IRK system to the USOS system, and then the opening of the new academic year and the student's oath will take place.

What is worth doing in advance?

1. Check [the Faculty of Management website](#) for the latest news.
2. Read the **study regulations** and the student rights and obligations document. For your convenience, you will find **the most important documents** in one place.
3. Find out about the particularities of [USOS](#).
4. If you need to make a request to the Head of the Department or the Director of Studies, you can do it easily, without leaving home, through the [USOS](#) platform.
5. Remember to indicate: **student number, field, mode and degree!**
6. The student can submit **a paper application**. Paper applications are submitted only **through the application box** located on the ground floor of building C. The application box is emptied daily, the applications are registered and immediately forwarded to the appropriate organisational unit of the FoM for consideration. Students will be able to obtain **a reply directly from the Dean's Office**. Only applications submitted on the above forms guarantee that they will be considered and that the decision will be communicated to the student.





Some important things about the Faculty of Management

Dean's Office

You can find the working hours and contact details of the Dean's Office for your field of study on the website of [the Faculty of Management](#) at Warsaw University.

E-mail account

You must have a university email account in the [@student.uw.edu.pl](#) domain.

The account is created automatically when you enrol. To activate the account, go to <https://it.uw.edu.pl/pl/uslugi/UslugiMojaPocztaGmailStudent/>. If you do not activate it, you will not receive official updates and e-mail information from the University administration and researchers.

The student account allows you, among other things, to attend online classes and to communicate with professors and students in your groups (via the U-MAIL service in the USOSweb system). The address in the [@student.uw.edu.pl](#) domain is used for official contacts with the University. Important messages from Dean's Offices and University Offices are also sent by e-mail.

More information can be found at: <http://google.uw.edu.pl>

Application forms

All formalities, such as registering for groups and courses or submitting applications, can be completed via [USOS](#) (the most frequently used forms can be found in the **FOR STUDENTS - APPLICATIONS** tab).

To apply

1. Read **the rules for submitting applications!**
2. If you do not find the appropriate form in USOS, create the application yourself. Do not forget to include the album number, field of study, degree, mode and year of study in your application.
3. Send the application via the [USOS](#) - **STUDENTS - APPLICATIONS** tab.

Do not send your application by e-mail! - Such applications will not be considered.

Head of the teaching unit

Studies are directly supervised by the Head of the Teaching Unit (Vice-Dean for Student Affairs or Head of Teaching Affairs). The Head of the Teaching Unit not only examines the applications submitted by the USOS in individual cases, but also deals with the organisation of education in the given fields of study – approving curricula, teaching staff, timetables, determining enrolment in classes, recognising learning outcomes obtained outside the parent unit, passing stages of studies, setting examination timetables, granting individual organisation of studies.

Decisions on student matters provided for by the Higher Education Act are taken by the head of the teaching unit. These matters are decided by the director of studies for didactic matters.

Applications to the Head of the Teaching Unit must be submitted via USOS, sent by post or dropped in a letter box – otherwise they will not be considered!

Student card and ticket

You will receive your student card **in October and it will be issued to students from the start of classes**. The card is renewed every six months, in October and March, by affixing a new hologram at the Dean's Office, depending on the course of study. The electronic student card is also a library card and an encoding medium for public transport tickets (50% discount) and national railway tickets (2nd class; 51% discount).

UW students can use **the mobile ID card**. To obtain it, you need to install the Mobile USOS and mObywatel applications. In the **mLegitymacja** tab, select the option – my mLegitymacja – order mLegitymacja, wait a few minutes for the order to be completed, then enter the codes from the Mobile USOS application into the mObywatel application and receive our mLegitymacja. The mobile card will be **automatically renewed** when we renew its plastic counterpart at the Dean's Office.

Wi-Fi

Eduroam is an international system of free access to a wireless network for the academic community.

NETWORK NAME: eduroam
LOGIN: PESEL@uw.edu.pl
PASSWORD: how to USOSweb

The faculty hotspot also allows students of FoM UW to use the wireless network.

NETWORK NAME: WZ-hotspot
LOGIN: nr_student number@wz.uw.edu.pl
PASSWORD: as for the computer at the FoM.

Faculty Computer Center

The Computer Centre is responsible for the entire IT infrastructure of the Faculty of Management. At the beginning of their studies, each student is given an individual account on the Faculty network, which allows them to log on to the local computer network. Students are also given access to an individual email account in the faculty domain.



Examinations and resits

At the end of each semester there is an examination session. The exam dates are announced by the lecturers and then posted on USOS. You can usually pass the exam on the first and second dates (the dates are given at the teacher's discretion). If you do not pass the exam, you will have to retake it after the end of the semester (see the academic calendar for the exact dates). The results are available in USOS.

Dormitories

The University of Warsaw has six dormitories. The best way to find out about places is to contact the Social Services Department at the Student Affairs Office. The application for a place in a student hall of residence is available in the USOSweb system (as well as a declaration of income from the previous year). If you have any technical problems with the student accommodation application form, please contact: akademiki@uw.edu.pl

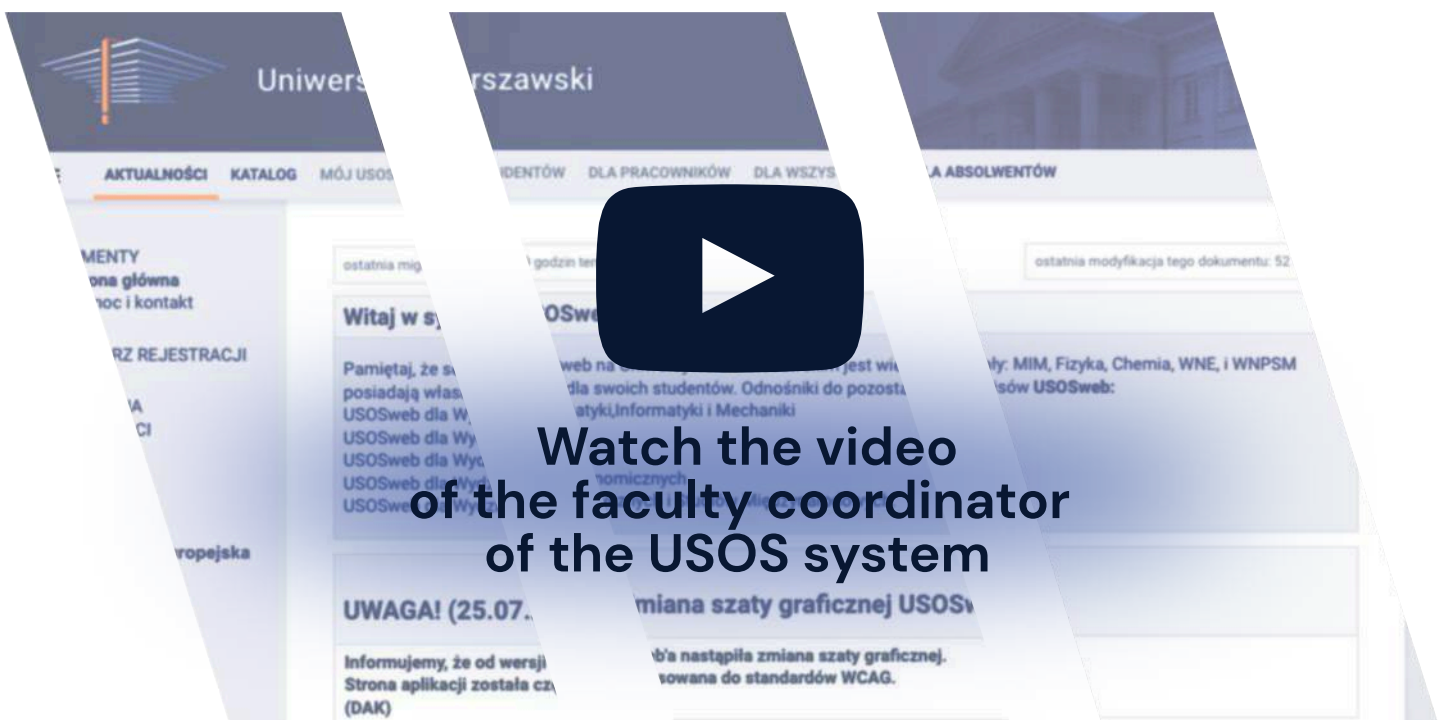
The most common questions and answers concerning halls of residence, prepared by the Office for Material Assistance at the University of Warsaw: www.bss.uw.edu.pl



University Student Service System [USOS]

What can you do at USOS?

1. Find out more about your study plan (the location of buildings, the number of classrooms and the contact details of lecturers).
2. You will find **a timetable and a syllabus**.
3. Check your **student (index) number** – it is worth remembering it as you will need it when communicating with the Dean.
4. Go through **the token registration** (which allows you to register for courses)
 - a) **twice a year**, according to the dates announced by the Dean's Office, you will register for major subjects – for class groups.
 - b) you can register for subjects (language courses, OGUNs, physical education, etc.) on the website: rejestracja.usos.uw.edu.pl.
5. Submit your **application and registration**.
6. Twice during the academic year, remember **to make links**, i.e. assign the subjects you have enrolled for to the appropriate programme (field of study) and stage (year of study). This is not a difficult activity but necessary, it can also be done via USOS – FOR STUDENT – LINKING.
7. Find the contacts you need (DIRECTORY)
8. You will be able to check your **grades, stage completions**, application status and answers.
9. Get acquainted with the organisational structure of the University of Warsaw.
10. You will check **payments, exchanges, stage completions**, rankings, connections, diplomas and circulation tests.



Before Reporting Problem

Remember!

Before reporting a problem, please check:

1. your USUS account,
2. your university e-mail,
3. this **guidebook**,
4. the **Faculty's website**,
5. the Faculty of Management's official profile on **Facebook** or **Instagram**,
6. study programme,
7. you can also use the information published by the student council and **the group representative** on your group's profile.





Token Registration

Each student has a certain number of free virtual hours (tokens) that can be spent on selected classes (Ogun, Language Courses, Physical Education). Token registration for classes is done through UL (part of the USOS system) at: <https://rejestracja.usos.uw.edu.pl>.

When registering for ogun, PE and language classes, it is important to note the dates and locations of the classes – the University of Warsaw buildings are scattered around Warsaw, so it is worth considering travel time and checking whether the dates do not conflict with classes. In addition, classes may be held at irregular intervals, i.e. they may last 3 hours but take place every two weeks – all this information can be found when registering for a particular course.

How many tokens do I have?

2

examination tokens (entitle you to take the compulsory foreign language exam at a minimum level of B2)

90


tokens for 3 semesters of physical education (you must spend 30 tokens for each semester)*

240

foreign language tokens for 4 semesters of foreign language courses (60 tokens for one semester)*

300


tokens for OGUN (you receive these tokens once – they are valid for the entire period of your studies (both 1st and 2nd cycle)).



IF YOU ENROL IN A COURSE WITH A TOKEN, BUT DO NOT PASS IT OR STOP ATTENDING IT, YOU WILL LOSE YOUR TOKEN AND WILL HAVE TO BUY ANOTHER ONE (THIS APPLIES TO TOKENS FOR PE AND LANGUAGE COURSES).

* THE REQUIREMENTS FOR THE NUMBER OF SEMESTERS OF PE, OGUN AND LANGUAGE CLASSES MAY BE DIFFERENT FOR CERTAIN DEGREE PROGRAMMES – CHECK YOUR DEGREE PROGRAMME FOR THE REQUIREMENTS THAT APPLY TO YOU.

Token registration step by step

1. Go to rejestracja.usos.uw.edu.pl
2. Log in with the same data as USOS (Personal Identification Number (PESEL) and IRK password).
3. In the menu on the left (in the grey bar), select the **REGISTRATIONS** (REJESTRACJE) tab and the registration you are interested in from the list (the list is long, so using Ctrl+F will help).
4. Select an active registration (highlighted in green at the top of the page).
5. Once you have selected a particular registration, sub-categories will appear, in the case of language courses these will be particular languages. Select a specific sub-category, e.g. French language course.
6. Select a language level that matches your skills.
7. A list of classes in the selected language at the selected level will appear – the name of the teacher, the location where the classes are held, the dates of the classes and the current number of places available. At the top of the page, you will also see the result of the placement test and a suggested score that a person who wants to attend classes with a given group should have.
8. Select the group you are interested in – there you will find detailed information, including class description, requirements and literature.
9. Register by clicking on the open basket with the green arrow 
10. In the menu on the left there is a **CART** tab where you can see the list of classes and the current token balance – you can also unsubscribe from classes there (unsubscribing is only possible during the registration period).

Witaj w systemie UL Uniwersytetu Warszawskiego

Serwis rejestracji żetonowych umożliwia rejestrowanie się na przedmioty. Przedmioty te na ogół dostępne są dla wszystkich studentów Uniwersytetu Warszawskiego, niezależnie od kierunku studiów.

01.04.2022 r. "UWAGA !!!"

Powtarzanie zajęć z języka obcego z powodu niezadowolających wyników w nauce

Informujemy, że na podstawie Zarządzenia nr 64 Rektora Uniwersytetu Warszawskiego z dnia 31 marca 2020 r. w sprawie wysokości opłat za usługi edukacyjne dla studentów kształcących się na studiach niestacjonarnych lub studiach w języku obcym oraz za powtarzanie zajęć i zajęcia nieobjęte programem studiów, studenci, którzy wykorzystali już dwa żetony egzaminacyjne i zamierzają po raz kolejny podejść do egzaminu certyfikacyjnego, będą zobowiązani do zarejestrowania się na 10 godzinny kurs on-line w ramach powtarzania zajęć z języka obcego z powodu niezadowolających wyników w nauce. Koszt kursu wraz z weryfikacją efektów 150 PLN.

Abv zarejestrować się na egzamin certyfikacyjny należy:



Classes – Language courses

Full-time and part-time first cycle students have **240 hours** of language tuition. Within 4 semesters they must complete selected courses at a level appropriate to their ability and use the tokens allocated for this purpose.

If the course is **not passed** and the pool of tokens has been used up, students must **pay for additional tokens**. When choosing a course, students should be guided by the content and objectives of the course as clearly stated in the course description. The letter designation in the course code indicates the expected target language level in a given academic year, i.e. the level that students should achieve after completing a given course.

Language courses (except e-language courses) are held annually. Students who have enrolled for the winter semester are **automatically enrolled** for the summer semester (even if they have no tokens – in this case a payment of PLN 20 is required). Students who do not intend to continue their studies should withdraw from the language course during the first round of enrolment. We would like to remind you that if you are a native speaker of a foreign language, you should prove your knowledge of another language.

Before enrolling for the first time in a language course in English, German, Spanish, Russian, French or Italian, you must take a **placement test** in the chosen foreign language – the tests are available at campus.come.uw.edu.pl (it is recommended that you take the test about 2 days before enrolling, as the results need to be migrated between systems) – the result is intended to facilitate the decision regarding the selection of the appropriate level of language course, the test is valid for courses at level B1 and above.

When registering for a language course, please remember that the group level is the target level – i.e. in the course "English – Intermediate (B1)", the participants will reach this level after the course, so if you are, for example, at level B2 in a given language, you should register for a language course at level C1.

Before completing the Bachelor's programme, you **must pass a certification exam** in the chosen language (at least B2 level) or present a certificate from an external institution recognised by the University of Warsaw. In the first semester of 2023/2024, language classes will be held both on campus and online.

Please note that certification exams are not held every year for all languages. The latest information can be found at certyfikacja.uw.edu.pl



Classes – OGUNY and Physical Education (PE)

OGUNY

During your studies, you can take **300 hours of general university courses**, known as Oguny. Students are encouraged to enrol in subjects outside their field of study (an average one-year academic course lasts 60 hours) in order to broaden their horizons. Some courses run on a semester basis, while others run throughout the year. Details of specific courses can be found in USOS. In the 2023/2024 winter term, courses will be offered both on campus and online.

Physical Education (PE)

Physical education is compulsory for full-time first cycle students. You can sign up for classes such as healthy spine, aqua fitness or fencing. You can find out how PE classes will be run in the 2023/2024 academic year at: wfiSPORT.uw.edu.pl.



ECTS points

The value of each subject is expressed in ECTS (European Credit Transfer System) points. In order to complete the next stage of studies, each student is obliged to obtain a certain number of ECTS points, depending on his or her study programme. In order to complete the whole year, 60 ECTS points must be earned.

Health and safety and intellectual property protection

During your studies, you are required to take a course in Occupational Health and Safety and an Introduction to Intellectual Property. You can register for and complete these online. Training dates will be visible in USOS. You cannot defend your dissertation without completing the OSH training.



Financial Matters

Scholarships

As a student, you can apply for a [Ministerial](#) or [Rectorial Scholarship](#), a [Social Scholarship](#), a Special Scholarship or a [Social Scholarship for People with Disabilities](#), as well as a [Scholarship for National and International Olympiad Winners](#).

If you have any social, organisational or other problems, please contact [Student Affairs office at the University of Warsaw](#).

Student Loan

This is a low-interest loan available throughout the year for students (up to 30 years of age) and doctoral students (up to 35 years of age). You can apply for it independently of any other grants you may be receiving. The application procedure is one-off and the student receives the loan for the entire period of study. A person who is applying for admission to study can also apply for it – in which case the payment will be made after the student status has been obtained.

More information:

<http://bss.uw.edu.pl/sekcja-dokumentacji/pozyczki-i-kredyty-studenckie/>

Grant

[The grant](#) is a one-off cash payment of up to PLN 5,500, which can be awarded to a student or postgraduate student who, for reasons beyond their control, temporarily finds themselves in a difficult life situation which causes costly and short-term difficulties in their studies.



Tuition fees for the academic year 2023/2024

- **Amount of tuition fees for foreign students** starting **full-time studies in Polish** in the academic year 2023/2024 [[link to Monitor UW](#)].
- **Amount of tuition fees for students** starting part-time or foreign language studies in the academic year 2023/2024, as well as for repeating classes and classes not included in the study programme [[link to Monitor UW](#)].
- **REGULATION No. 17 OF THE RECTOR OF THE UNIVERSITY OF WARSAW** of 18 August 2021 announcing the uniform text of Regulation No. 130 of the Rector of the University of Warsaw of 30 September 2019 on **the principles of charging and the conditions and procedure for exemption from paying fees for educational services** at the University of Warsaw [[link to Monitor UW](#)].



CenterMed

Until the student reaches the age of 26, the obligation to register for health insurance lies with the parents. If a student cannot be registered by his or her parents, the University will do so at the student's request (if he or she has not started working on commission or under an employment contract). EU citizens are entitled to free health care if they present their European Health Insurance Card (EHIC) together with their student card and identity card. We also recommend that you take out personal accident insurance. In order to use the services of the CenterMed Group Clinic, you must sign a declaration of choice of general practitioner. This means that you will automatically be leaving your current family doctor. Such a declaration can be made at **any of the CenterMed facilities** in Warsaw:



Krakowskie Przedmieście street 24/26, tel. (22) 552-03-65, 826-75-07,
Waryńskiego street 10, tel. (22) 592-48-00
Mochnickiego street 10, tel. (22) 592-48-05
Żwirki i Wigury street 95/97, tel. (22) 554-80-40
Narbutta street 85, tel. (22) 849-96-180



Library of the Faculty of Management

Library of the Faculty of Management in the University of Warsaw Library and Information System – what are the benefits for students?

- **Registration** in all UW libraries is possible by activating a UW student account.
- After activation, the student can use all [the University's collections](#) – traditional and electronic. Before going to another library, check: location, opening hours and collection sharing policies.
- You can also use the collections of other universities through [the Warsaw Reciprocal Borrowing Programme BiblioWawa](#).

The library of the Faculty of Management offers:

- a spacious, air-conditioned reading room with space for quiet study and group work,
- access to computers, printers and scanners,
- e-lending in the form of the [SDE.WZ.UW](#) knowledge base,
- specialised book collection and the latest textbooks,
- special collections: dissertations, educational games, etc,
- access to the collections of other libraries in Poland and abroad through inter-library rental.

Additional, optional library training in Polish is available on the CKC platform. To pass the training, you must answer at least 6 questions correctly in the final test.

You can then download the certificate yourself.

Detailed information on available resources and the functioning of the information system of the UW Library can also be obtained from the Faculty Library.

The UW Library is located at Szturmowa street 1/3, on the 5th floor.






The Career and Alumni Office of the Faculty of Management at Warsaw University is a faculty office that works exclusively for students and alumni of the Faculty of Management at Warsaw University, helping them plan their careers and effectively enter the job market.

We help students and graduates to **find practical training, internships and jobs**, and we also offer career counselling and the possibility of taking aptitude tests. **Career counsellors** review and discuss application materials and answer career-related questions one-on-one or during workshops on the recruitment process that are regularly organised by the FoM UW Career and Alumni Office.

We also organise **job fairs** and, together with business experts/practitioners, webinars, lectures, workshops, online or on-site training at the Faculty of Management at Warsaw University.

We invite you to register on [the Synergy Portal](#).

- to take full advantage of the services offered by the Career and Alumni Office (news, internship and job offers, events, newsletter with job offers and news, competency tests, etc.) and
- **Follow our Facebook page:**
 [bkwzuw](#)
- If you have any questions, please contact us by email:
biurokarier@wz.uw.edu.pl

**We encourage you to
start thinking about
your career in your
first year.**





Create an account on Synergy Portal and enter the world of business!

Synergy Portal – an online platform for the community of the Faculty of Management at Warsaw University and companies and institutions cooperating with it.

The portal consists of **4 zones**, including one created especially for you. It will make it easier for you to start your professional adventure, as well as for those who already have some professional experience to develop their careers.

In the **Student zone**, you will find offers of internships, traineeships and jobs (sent to your inbox every Wednesday via newsletter). You will have access to tools to help you apply for specific jobs: **a CV generator** and **professional skills tests**. You will make an appointment with a career counsellor who will review your CV, help you plan a career interview and then prepare you for an interview with a potential employer.

You will be able **to sign up** for interesting events, courses and training, and you will find lots of information about current competitions and recruitment projects aimed at students. You will **read** many interesting articles on recruitment and the job market, personal development, upskilling and further education. **Today, we encourage you to create an account on the portal and use all the functionalities available after logging in!**

Don't forget about the **Alumni Zone**, which allows you to stay in touch after your studies and promote your own business, among other things.

Ombudsman for Student Rights at FoM UW

■ Assoc. Prof. Maciej Gajewski, MA, PhD

E-mail: rzecznikstudenta@wz.uw.edu.pl

Office: room B410 – see information on the lecturer's website.

Ombudsman

Assists students, postgraduate students and staff in resolving conflicts and ensures that all members of the academic community are treated fairly and equitably.

<https://ombudsman.uw.edu.pl>



The UW Incubator supports the development of business and social projects at various stages of market maturity. It organises workshops, trainings, meetings with experts and provides modern infrastructure and workspace.

IUW brings together students and employees from various faculties of Warsaw University and Warsaw Medical University, people with different ways of thinking and interests. Incubator participants want to act, are motivated to do so and want to acquire skills to change their environment. Openness to new challenges and responsibility for creating change is what entrepreneurship is all about. The Incubator team strives to ensure that the issues and challenges addressed by the participants respond to real economic and social challenges.

At the UW Incubator, entrepreneurship is understood as the ability to see spaces that can be filled with new initiatives. The mission of the incubator is **to develop entrepreneurial thinking skills** that are expressed in the desire to create reality. This is what the UW Incubator wants to teach students and support the entire academic community.

Incubator participants will have the opportunity to work with trainers, business practitioners and academic staff to develop their ideas and use the infrastructure offered by the University.

The UW Incubator also includes **the Makerspace@UW** – a 3D design and printing centre, an electronics workshop and a modern workshop, as well as co-working spaces and conference rooms.

For the UW and WUM communities, the entire incubator offering is free of charge.

For more information, visit the UW Incubator website: www.iuw.edu.pl





Student support at the University of Warsaw

The Centre for Psychological and Counselling Services (CPP)

There is [a Psychological and Counselling Service Centre](#) at the University of Warsaw, which helps people with various problems, such as learning difficulties, life crises, anxiety, low mood or concerns about the pandemic. CPP offers free psychological counselling, short-term psychotherapy and psychoeducation. Online support is also available for people going abroad.

Office for People with Disabilities (BON)

The office supports students with disabilities, chronically ill people and those whose health condition makes it difficult to study in a standard mode. Students can receive services such as a room in a residence adapted to their needs, or the help of assistants, transport, sign language interpreters and the resources of the Academic Digital Library. They can also borrow specialised computer equipment, Braille notebooks, sound and magnification programmes or hearing aids. [The BON](#) gives opinions on, among other things, changes in the organisation of studies, sick leave and changes in the form of examinations.



Academic Calendar of the Faculty of Management, University of Warsaw

WINTER SEMESTER 2023/2024

01.10.2023 – 18.02.2024

- registration for training groups for the first year for the winter semester 2023/2024:
29.09.2023 18.00 p.m. – 01.10.2023 23.25 p.m.
- **classes: 02.10.2023 – 28.01.2024.**
- Career Day FoM UW: 17–18.10.2023, 9:30 a.m. – 3:00 p.m.
- period for connecting subjects taken in the summer semester of the academic year 2023/2024: 01.10.2023 – 18.02.2024
- deadline for submitting an application to remove the subject from the study program: 20.10.2023.
- **winter break: 22.12.2023 – 07.01.2024**
- final deadline for withdrawing from completing a course in the winter semester: 19.01.2024.
- winter examination session: 29.01.2024 – 11.02.2024.
- written certification examinations in foreign languages: 29.01.2024 – 30.01.2024.
- **break between semesters: 12.02.2024 – 18.02.2024.**

Academic Calendar of the Faculty of Management, University of Warsaw

SUMMER SEMESTER 2023/2024

19.02.2024 – 30.09.2024

- **classes: 19.02.2024 – 16.06.2024**
- re-take examination session of the winter semester: 23.02.2024 – 03.03.2024
- written English language certification exams at level B2: 24.02.2024
- the period in which all individual decisions regarding passing the winter semester 2023/2024 must be made (applies to fields of study for which the planned completion date falls at the end of the winter semester):
04.03.2024 – 31.03.2024
- deadline for submitting an application to remove the subject from the study program: 15.03.2024
- **spring break: 28.03.2024 – 02.04.2024**
- deadline for resignation from crediting the course in the summer semester:
01.06.2024
- period for linking courses taught in the winter semester and the entire academic year 2024/2025: 01.06.2024 – 30.09.2024
- summer examination session: 17.06.2024 – 07.07.2024
- written certification examinations in foreign languages: 17.06.2024 – 18.06.2024
- **summer holidays: 08.07.2024 – 30.09.2024**
- re-take examination session of the summer semester:
02.09.2024 – 15.09.2024
- written certification exams in foreign languages: 02.09.2024 – 03.09.2024
- period in which all individual decisions regarding crediting the academic year 2023/2024 should be made: 16.09.2024 – 30.09.2024

DAY OFF:

02.05.2024

10–11.05.2024 (Juwenalia)

31.05.2024–02.06.2024



If you have any questions after reading this guide, please contact the appropriate section of the Faculty of Management,

An unforgettable time of study awaits you – we wish you good luck!

