

## **Information about coronavirus-related matters and restrictions at the Faculty of Management University of Warsaw**

In connection with the Order of the Rector of the University of Warsaw on prevention of the spread of COVID-19 virus among the community of the University of Warsaw the following procedures have been implemented at the Faculty of Management.

- **COVID-19 update for March 19, 2020**

In the event of a campus closure, classes at the Faculty of Management will be delivered remotely through, among others, ZOOM platform. The need for substantive and technical preparation of classes implemented using this platform may cause some delay in using the ZOOM platform. In such case there is a possibility to use other on-line communication methods. All ways to communicate online will be successively improved. We apologize for any inconvenience this may cause.

All remarks and comments on the mode of conducting classes, should be sent to:

[karas@wz.uw.edu.pl](mailto:karas@wz.uw.edu.pl)

*prof. dr hab. Grzegorz Karasiewicz*

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

- **COVID-19 update for March 18, 2020**

For the period until 14 April 2020, **faculty will not hold in-person office hours** on campus. Consultations with students will be taking place over the phone, online or via Skype. In case of consultations over the phone the students will be informed about the phone number, the date and time of such consultations via e-mail.

- **Examinations and assignments dates** which were set until 14 April 2020, will be shifted to a later date.

- **Students' academic progress** will be reviewed at the end of the academic year (not at the end of the winter semester).

- **Students' applications** are accepted only electronically via the USOS platform. Applications will be processed during a normal time and decisions will be placed in USOS.

- **COVID-19 update for March 16, 2020**

For the period from 17 March 2020 to 14 April 2020, all Faculty of Management administrative officers work remotely. All matters, including urgent and time-sensitive ones, are handled on-line.

- **COVID-19 update for March 12, 2020**

**Information for students on taking classes on-line**

The list of classes conducted on-line will be published as soon as possible. Information for students regarding remote classes will be sent via the USOS platform to e-mail address in the domain of the Faculty of Management, University of Warsaw.

**Update for April 3, 2020:** [The list of classes conducted on line - at this link](#)

- **Information for faculty on teaching classes on-line**  
All faculty members who wish to teach online courses need to fill out the *class declaration form* and send it to: [spikd@wz.uw.edu.pl](mailto:spikd@wz.uw.edu.pl)
- **Faculty of Management library** will be closed until April 14. The deadline for returning books is set for April 18. Library penalties and fees for delay in return of books won't be charged until April 17.
- **Online library resources.** Students, PhD students and Employees of the University of Warsaw have access to e-books and e-magazines that are subscribed to the University of Warsaw. The access is available under the following link  
<https://www.buw.uw.edu.pl/zasoby-online/>
- **Student ID cards:** In accordance with Decision of the Ministry of Science and Higher Education **Student ID cards** will be valid until 31<sup>st</sup> May.
- **Social scholarships:** applications for social scholarships along with a set of required documents should be submitted / delivered by March 20, 2020. Applications can be sent by post, courier service or put in the application box, which is located near the entrance C. Please write " Wniosek o stypendium - Scholarship Application" on the envelope.
- **Student internship** applications can be submitted by the end of the academic year. Applications can be sent by post, courier service or put in the application box, which is located near the entrance C. Please write " Praktyki studenckie - Student internship " on the envelope.

For the University of Warsaw **COVID-19** updates and information, please visit the <http://en.uw.edu.pl/information-on-preventing-covid-19-spread-among-the-uw-community/>