

OUR CAMPUS

The WSB campus in Wrocław includes 5 buildings (A, B, C, H and the new building G), all of which are located at Fabryczna street.

The Campus at the recently renovated Fabryczna street is very well connected with different parts of the city – an easy and convenient access by public transport or by car. There is a bus stop next to the building A, from where it takes only 10 minutes to walk to the new campus - building G.



Find out more at:



ACCESS TO WSB MPK AND PKP

Plan your journey to the university by public transport from any place by entering “Wyższa Szkoła Bankowa Aleja Absolwentów” at jakdojade.pl/wroclaw/trasa/.

- Instead of using single-use tickets, use URBANCARD, detailed information at www.urbancard.pl.
- If you plan to travel by train (PKP) - the closest railway stations to our university are Wrocław Mikołajów (approx. 20 minute walk) and Wrocław Muchobór (approx. 10 minute walk).



In October 2020, for the first time, the students of our university began classes in the new building comprising nearly 60 classrooms and lecture rooms, a conference room and 11 computer labs. It offers numerous facilities such as a student canteen, coffee shops, a photocopying centre, relaxation zones and drinking water springs. All administrative departments of the university dealing with direct student services, have been transferred to this modern part of the university: Student Service Office of the first and the second cycles of studies, Student Financial Service Department, Career Office, Internship Department, Dean's and Vice-Deans' offices, FORWARD Language Center as well as the Centre for Persons with Disabilities.

Admission Office

ul. Fabryczna 29-31 53-609
Wrocław, bud. A, pok. 102
phone: +48 71 376 23 68, +48 660 506 805,
+48 666 345 187 (in English)
e-mail: study@wsb.wroclaw.pl

STAY IN TOUCH WITH US:



[fb.com/WSBwroclaw/](https://www.facebook.com/WSBwroclaw/)



[@wyzsze_szkoly_bankowe](https://www.instagram.com/wyzsze_szkoly_bankowe)



[@Eksperci_WSB](https://twitter.com/Eksperci_WSB)



[youtube.com/GrupaWSB](https://www.youtube.com/GrupaWSB)



Wyższa Szkoła Bankowa
we Wrocławiu

welcome to the student community

Thank you for giving us credit recruiting for studies at the WSB University in Wrocław. We will do our best to meet your expectations! To start with, please get familiar with an overview of the most important organizational issues.

ACCESS TO THE EXTRANET

In the first part of September, each new student will be granted an access to the Extranet.

Link to the Extranet in Polish: portal.wsb.pl,
and in English: portal.wsb.pl/group/wroclaw-eng.

Upon receiving an email with your login details, please wait 24 hours and then try to log into the Extranet. If you are a graduate of the 1st cycle of studies at the WSB in Wrocław and continue your studies at Master Programme, your album number and the way of logging into the Extranet will remain unchanged.

CONTACT

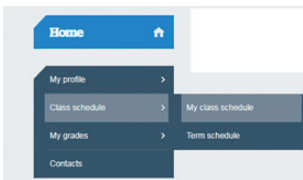
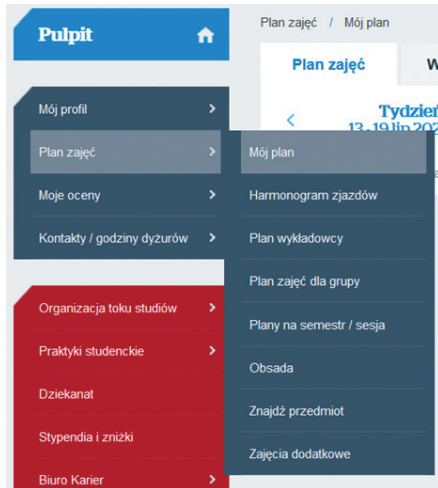
You can find contact details and working hours of each university departments at: www.wsb.pl/wroclaw/kontakt, in the Extranet in the „Kontakt z działami” tab, and in the English version Extranet in the „Contacts” tab.

THE ALBUM NUMBER

The album number is a unique, identification number of each student, which you enter on all kinds of applications and forms submitted at WSB University. You may find it in the Extranet and on your Student Card.

FIRST CLASSES

Detailed information on the first classes will be posted on our website in “strefa studenta/ the student zone” tab: www.wsb.pl/wroclaw/strefa-studenta/dla-nowych-studentow, and for students of English-speaking specialties (Business Administration, Software Development, International Logistics, International Management) at www.wsb.pl/english/wroclaw/student-zone „Information for new students”.



SCHEDULE OF CLASS SESSIONS

The year-round schedule of class sessions will be available in the Extranet from September.

„Plan zajęć /Class schedule → Plany na semestr /Term schedule” – here you will find schedules in an Excel file for the whole semester for your entire year, they are visible one week ahead of the first classes.

You can also check the details of the first class session in an Excel file: „Informacje dla I roku – pierwszy zjazd”.

„Plan zajęć → Harmonogram zjazdów” – you will find there the dates of class sessions for the entire academic year.

„Plan zajęć /Class schedule → Mój plan /My class schedule” – here you will find your individualized class schedule.

IMPORTANT

You must be assigned to a group to see your schedule. Details in the “Group registration” section.

Your schedule will be available two days before the start of the planned classes. In the schedule next to each class, in the field „Uwagi”, there will be special markings (eg Moodle-R, Moodle-N, Microsoft Office 365, Microsoft Teams, VDI) informing students about the method of conducting a class.

ONLINE AND HYBRID FORMULAS

Classes are carried out online and in a hybrid formula by means of:

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

Free Microsoft 365 package for our Students

All WSB University students are offered an opportunity to download the latest version of Microsoft 365 for free as part of the Microsoft 365 A3 subscription for students. This package can be used for the entire duration of your study period. You get an access to the latest versions of the application: Word, Excel, PowerPoint, Outlook, and mainly **MS Teams**, widely used during online and hybrid classes.

To install it:

- go to the Microsoft 365 portal: portal.office.com
- Click the „Log in”

- Enter the username in the format loginextranetowy@student.wsb.wroclaw.pl and press „Dalej/Next” (the login can be found in the Extranet in the „tab” „Mój profil → Moje dane → Login do usług MS365”)

- Wait for the WSB Extranet login window and Log in using your account details

- Click the „Install/ Zainstaluj” button

In case of any queries regarding the installation or Auditors, please contact: admin365@wsb.wroclaw.pl.

Detailed information: www.wsb.pl/wroclaw/aktualnosci/office-365-dla-studentow-wsb.




Moodle learning platform

Studying at WSB is supported by the Moodle platform - a remote learning environment using ICT networks, accessible via a web browser in any place with the Internet access. You enter Moodle after logging in to the Extranet by clicking the Moodle button in the top menu.

The platform includes:

- **E-learning content** for specific courses carried out in a given semester i.e. Health & Safety or foreign language courses.
- **Repository**, i.e. a collection of e-learning courses that you can subscribe to yourself. It offers course manuals and complementary materials related to particular fields of study. You will find the link in the top menu.

- **Guidelines dedicated to the first year students:** 

In case of any queries, please contact: e-learning@wsb.wroclaw.pl.

Detailed information:



VDI – Virtual Desktop Infrastructure – Virtual laboratories

VDI (Virtual Desktop Infrastructure) is a solution that enables a remote use of various resources at our computer laboratories. This means that students may pursue an education programme and participate in online laboratory classes where they are remotely taught how to work in advanced ICT environments using specialized software referring to the selected field of study.

For online classes, we provide virtual laboratories based on the VMware VDI technology. There are 1000 virtual computer workstations to be used by students and lecturers, divided into appropriate pools, enabling conducting classes in various specializations. Virtual machines are grouped into pools and have appropriate performance parameters depending on the specific needs of applications.

Access to virtual laboratories is possible from the browser level.

- Go to the website: vlabs.wsb.wroclaw.pl
- Log in to your student account with the following login details:
Username: vdi-student
Password: Pa \$\$ w0rd
- Choose the appropriate profile – the environment you will use during the classes.

If you face any problems, please contact: vdilabs@wsb.wroclaw.pl.

Detailed information:



Digital library resources

In the WSB Library in Wrocław you will find over 2,000 titles! Our digital resources comprise:

- 2 online book platforms (Ibuk Libra and Nasbj),
- databases, i.a. legal (LEX and Legalis) as well as financial and accounting (Inforlex).

More information can be found on the WSB Library's website (<https://www.wsb.pl/wroclaw/strefa-studenta/biblioteka>) and on its Facebook profile: [@bibliotekawsbwro](https://www.facebook.com/bibliotekawsbwro).

FIRST PAYMENT

Each student receives a personal bank account number where tuition fees should be paid to. You can find the account number, subsequent payment dates and the amount of the tuition fee in the Extranet in the „Mój profil → Platności i wpłaty” tab, and in the English version Extranet: **My profile → Fees and payments**

The deadline for the first installment of the tuition fee and payment for a Student Card is September 30, 2022 - regardless of the selected payment system.

Please, make two separate bank transfers:

- the first installment of a tuition fee - an account called „Czesne/Tuition fee”
- Student Card fee of 22 PLN - an account called „Inne/Others”

Those who do not have access to the Extranet, make payments to the account number: **22 1020 5242 0000 2402 0118 1429**. In the title of the transfer, please put in the name, surname and an address of the person enrolled in the studies with the note: first-cycle studies / second-cycle studies / long cycle-Master studies.

The amount of a tuition fee may be found in the signed education contract as well as in the Extranet after receiving access to it.

VAT INVOICES

The forms of invoice applications are available at www.wsb.pl/wroclaw in the „Studies and training/„Studia i szkolenia” tab. Go to the appropriate type of studies, e.g. (first-cycle studies), select the „Admission rules/Zasady rekrutacji” tab and find the „Invoice/Faktura” section on the website. In the English version Extranet check „Student’s financial services department → General information → Useful documents” tab

The completed order for an invoice may be sent in the form of a scan to the e-mail address: Sprawura@wsb.wroclaw.pl, by letter, submitted in person or by fax to: +48 71 356 16 32.



HEALTH AND ACCIDENT INSURANCE (NNW)

Detailed information on health insurance can be found in the Extranet in the tab „Dziekanat → Ubezpieczenie zdrowotne”/“Student Service Office → Health Insurance”

All information on an insurance options for international students can be found at



and in the English version Extranet in the “Dean’s Office → Bulletin Board” tab.

You may also obtain an accident insurance (NNW). To find out more about it please go to the Extranet – “Dziekanat → Ubezpieczenie NNM”/ “Student Service Office → Accident Insurance”.

Important information about insurance for international students!

Health insurance or a confirmation of coverage of treatment costs by the insurer is required not only when entering and applying for a temporary residence permit, but also during the entire stay in Poland.

If you do not have the citizenship of an EU / EFTA Member State, or the right to legally reside in the territory of an EU / EFTA country other than the Republic of Poland, or are not subject to compulsory health insurance in the territory of the Republic of Poland or in another EU / EFTA Member State (e.g. compulsory insurance for an employed person, the right to register as a family member of the insured person, etc.) then you apply for the insurance on your own, eg in the National Health Fund (NFZ). To apply for the NFZ insurance you need to download a certificate of a student status from the Student Service (Dziekanat)

Where to get insurance?

Center for the Insured DOW NFZ in Wrocław, Dawida 2 street, room 121, phone: +48 71 7979 133 and +48 71 7979 131



Remember! Lack of insurance may result in the withdrawal of a temporary residence permit, which means you have to finish your stay in Poland. The refusal to leave the country, despite the lack of a residence permit leads to the obligation of the visitor to return to the home country, combined with a re-entry ban for at least 6 months.

If you are interested in obtaining health insurance through the university, please contact the Human Resources and Payroll Department: Monday to Friday, 7:00 AM - 3:00 PM, phone: +48 71 356 16 29, e-mail: kadry@wsb.wroclaw.pl.

OBLIGATION TO PROVIDE A CORRESPONDENCE ADDRESS IN POLAND

Jeżeli jesteś studentem z zagranicy, przypominamy o obowiązkowym podaniu miejsca zamieszkania w Polsce. Odpowiedni formularz należy złożyć do końca rekrutacji w **Admission Office for Foreigners and the English Language Studies** budynek A pok. 102, e-mail: study@wsb.wroclaw.pl

STUDENT SERVICE OFFICE (DZIEKANAT)

You may submit a request for a certificate confirming the student’s status at the Student Service Office (Dziekanat) from October 1, 2022.

The Student Service Office is located in the building G, at Fabryczna street 14 G:

- for the first-cycle students (Bachelor and engineering studies) - 1st floor, room no. 128
- for students of the second-cycle and long-cycle (Master studies) - 2nd floor, room no. 229.

Contact to the Student Service Office of the first-cycle studies:

e-mail dziekanat.lic@wsb.wroclaw.pl
phone: +48 71 356 16 13 lub +48 356 16 14

Contact to the Student Service Office of the second-cycle studies and long-cycle studies:

dziekanat.mgr@wsb.wroclaw.pl
phone: +48 71 356 16 17 lub +48 71 376 23 93

ENROLLMENT FOR GROUPS

Registration for administration groups will take place via the Extranet and the guidelines will be announced in mid-September at



Each student has to enroll for a group. Those who do not register on their own, will be assigned to groups on the basis of the Dean’s decision.

Students with English-speaking specializations (Business Administration, Software Development, International Logistics, International Management) will be automatically assigned to groups - the information will be available in the Extranet (in the English version Extranet in the „My profile → About me” tab).



STUDENT CARD

A Student Cards will be issued by the Student Service Office no earlier than October 1. To collect your Student Card, bring a photo along with your ID.

GRADUATES OF THE FACULTY OF FINANCE AND MANAGEMENT IN WROCLAW

If you graduated from the first-cycle studies in June 2022 at WSB in Wrocław and you possess a Student Card, it may be extended at the Student Service Office of MA studies at no cost issuing a new card.

Remember that you keep your album number and number of individual bank accounts from the first-cycle studies and continue making payments there.

GRADUATES OF THE FACULTY OF ECONOMICS IN OPOLE


You keep the album number, however, their individual bank account numbers will be changed - to be found in the Extranet. You will get completely a new student card, so don’t forget to make one payments.

STUDENT GRANTS AND DISCOUNTS

To start with the first semester of the Bachelor and long-cycle Master studies, you may obtain a 25% discount of a tuition fee on the basis of the secondary school diploma with honours (the so-called „red stripe”) or a 100% discount in tuition fees for top results on the secondary school-leaving certificate. Besides, there is a special scheme to support children from children homes and foster families by granting discounts from the university budget.

Please check the discount regulations, which were provided to you during the recruitment. They are also available on the candidate's account and on the website at www.wsb.pl/wroclaw in the „**Studies and training/Studia i szkolenia**” tab, select the „**Recruitment rules/Zasady rekrutacji**” tab and find the „download” section on the website), the forms to download can be found at 

In order to obtain a discount, submit an appropriate application by the end of the recruitment process and present the document entitling you to a discount at the Recruitment Office.

Please check the discount regulations, which were provided to you during the recruitment. They are also available on the candidate's account and on the website at www.wsb.pl/wroclaw in the „**Studies and training/Studia i szkolenia**” tab. , select the „**Recruitment rules/Zasady rekrutacji**” tab and find the „download” section on the website), the forms to download can be found at 

Information on grants, e.g. social welfare, allowances, can be obtained at the Student Financial Service Department, and persons with disabilities will be offered assistance at the Service for Persons with Disabilities Office. After September 20, the full information on available grants will be in the Extranet in the „**Stypendia i zniżki → Przewodnik po stypendiach**” tab, and in the English version Extranet in the „**Student's financial services department → Scholarship**” tab. You can download the forms about the scholarship in the tabs: „**Student's financial services department → General information → Useful documents**”.

If you have any questions, please contact to the Student Financial Service Department: phone: +48 71 376 23 26 or +48 71 376 23 38, e-mail: dofs@wsb.wroclaw.pl.

The Student Financial Service Department is located in building G at Fabryczna street 14 G, 1st floor, room 132.



If you want to apply for scholarships, please submit your application with the required documents to the Student Financial Services Department by November 7, 2022

TRAINEESHIP

During the first and long-cycle studies, each student is required to complete a traineeship of 6 months. In the second cycle of studies, the compulsory internship period is 3 months.



www.wsb.pl/wroclaw

The Career Office is in charge of the traineeship organization process - phone: +48 71 376 23 28, biuro.karier@wsb.wroclaw.pl

Detailed information on internships and the necessary documentation is available in the Extranet in the “**Student internships/Praktyki studenckie**” tab.

AUDITORS

Auditors are requested to complete all required documents and sign a contract for the provision of educational services by October 31, 2022.

This deadline will not be postponed.

If you submitted a final diploma certificate when enrolling for studies, please, make sure to deliver 2 photocopies of your diploma to the Admissions Office until October 15, 2022. This deadline will not be postponed.

STARTER KITS / ADDITIONAL COURSES FOR SECOND-CYCLE STUDENTS

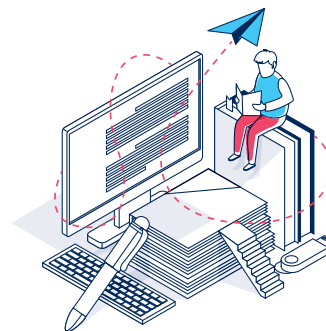
A starter kit contains a compendium of knowledge in a given field. It is particularly useful for those who have completed a different field of the first-cycle studies. Thanks to these materials, you can begin the second-cycle studies in a different field than the completed first-cycle studies.

Starter kit have been prepared in the form of multimedia courses in cooperation with the particular field managers:

Details at 

CENTER FOR INTERNATIONAL COOPERATION (CWM)

WSB students have the opportunity to join many international projects and programmes. In addition to the Erasmus + Program, you can also take part in the Business Week held in different parts of Europe, CWM internships or Adaptation Days.



Find out about all international opportunities offered by the Center for International Cooperation in the Extranet, the tab: „**Inne działy obsługi studenta → Współpraca z zagranicą → O Centrum Współpracy Międzynarodowej**”, and in the English version Extranet in „**Centre for International Cooperation**”.

Center for International Cooperation (CWM), building A, rooms 225, 226, 228

Tel .: +48 71 376 23 16

e-mail: international@wsb.wroclaw.pl

CAREER OFFICE

Career Office provides support to students and graduates in:

- searching for a job, issues related to internships i.e. collecting offers on the JobTeaser platform;
- organization of traineeships;
- planning a career path in consultation with career counselors.

Additionally, in cooperation with employers, it organizes workshops, recruitment as well as mentoring and coaching programmes for students.

For more information visit the Extranet, the Career Office tab.

Career Office (building G, room 315)

Phone: +48 71 376 23 28

e-mail: biuro.karier@wsb.wroclaw.pl

WROCLAW

Recommended sites:

- www.wroclaw.pl
- www.visitwroclaw.eu
- www.live-in-wroclaw.com

www.wsb.pl/wroclaw