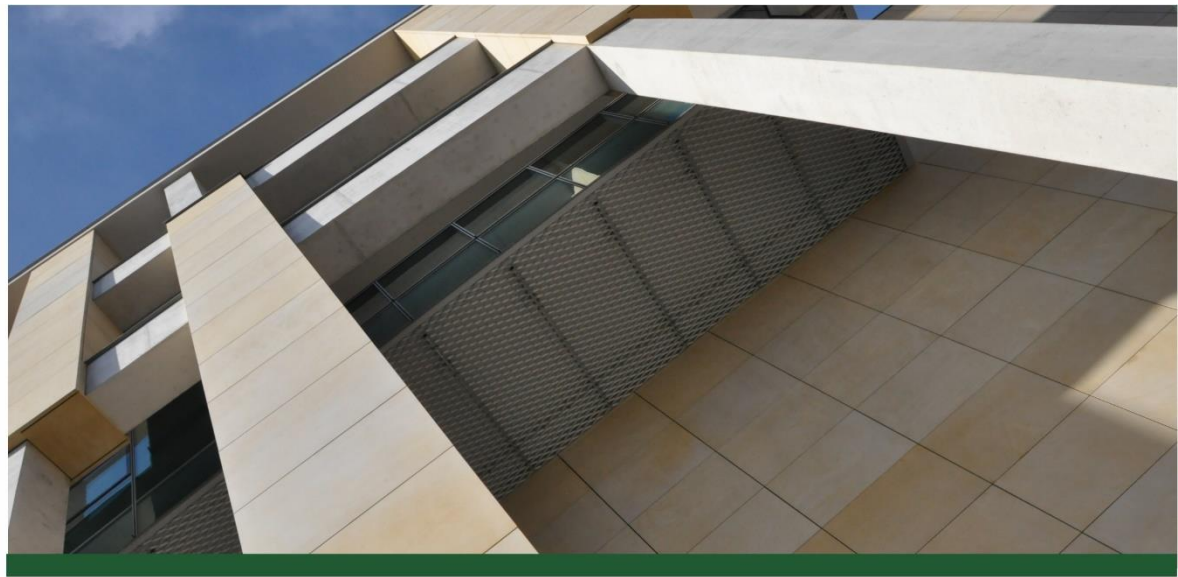




POZNAŃ UNIVERSITY
OF ECONOMICS
AND BUSINESS



STUDENT'S MANUAL

ACADEMIC YEAR 2022/23 SEMESTER DATES

Orientation (for 1st year students) – 29.09.2022

WINTER SEMESTER:

01.10.2022 – 19.02.2023

Classes*: 03.10.2022 – 05.02.2023

Christmas break: 22.12.2022 – 08.01.2023

Winter semester exam session: 06.02.2023 – 19.02.2023

Winter break: 20.02.2023 – 26.02.2023

Winter semester re-take exam session: 20.02.2023 – 05.03.2023

*21.12.2022 (Wednesday) - following Friday class schedule



SUMMER SEMESTER:

27.02.2023 – 30.09.2023

Classes: 27.02.2023 – 25.06.2023

Easter break: 05.04.2023 – 11.04.2023

Summer semester exam session: 26.06.2023 – 09.07.2023

Summer semester re-take exam session (6th semester of Bachelor's only): 10.07.2023 – 23.07.2023

Summer semester re-take exam session (semesters 1-5) :
11.09.2023 – 24.09.2023

Days off:

31.10.2022, 02.05.2023, 09.06.2023

Holidays :

All Saints' Day	01.11.2022
National Independence Day	11.11.2022
International Labour Day	01.05.2023
3 May Constitution Day	03.05.2023
Corpus Christi	08.06.2023

Remember:

Winter time change - 30 October (set clocks one hour back)

Summer time change - 26 March (set clocks one hour forward)

More details: [Academic Year 2022/23 Semester Dates](#)

Class schedules:

Classes timetables are available here:

[Summer semester class schedules](#)

[Winter Semester Class Schedules](#)

All the classes are held on the Campus

PROGRAMME DIRECTORS:

Finance

dr hab. Paweł Marszałek, prof. UEP

e-mail: dyrektor.finance@ue.poznan.pl

tel : 61-856-92-32

Building A, I floor, room 146

Bachelor in Business Administration & International Business

dr hab. Ida Musiałkowska, prof. UEP

e-mail: dyrektor.gospodarka@ue.poznan.pl

tel: 61-856-92-57

Building A, I floor, room 14

Quantitative Finance

dr hab. Elżbieta Rychłowska-Musiał, prof. UEP

e-mail: dyrektor.informatyka@ue.poznan.pl

tel: 61-856-93-86

Building A, I floor, room 14

Innovation Management

dr hab. inż. Piotr Bartkowiak, prof. UEP

e-mail: dyrektor.zarzadzanie@ue.poznan.pl

tel: 61-856-92-38

Building A, I floor, room 144

STUDENT SERVICE OFFICE room 120

for Finance, Bachelor in Business Administration, Quantitative Finance, Innovation Management, International Business ,Transition, Innovation and Sustainability Environments

Monday – Thursday : 9.30 am – 1.30 pm

Friday : 9.30 am -11.30 am

USOS web SYSTEM

[Poznań University of Economics and Business \(ue.poznan.pl\)](http://ue.poznan.pl)

All information needed f.e.: students group and classes numbers, subject info, grades, individual bank account number, study fees terms and other useful information.

STUDENT'S E-MAIL

- obligatory
- automatically generated e-mail address
- students can log in from the University website or directly from [Logowanie na koncie \(microsoftonline.com\)](#)
- main source of information from USOS web and from the University

MOODLE

- didactic platform providing essential study materials for students.
- all the students and staff members have their own Moodle account.

Logging instructions :

[Portal dydaktyczny Uniwersytetu Ekonomicznego w Poznaniu | Education portal, Poznań University of Economics: Log in to the site](#)

HEALTH AND SAFETY COURSE

- obligatory for all the students
- online course on the Moodle
- students must pass this course in the 1st semester
- more information in Student Services Office room 120, building A

How to log in for the HSC:

- enter the website :

[Health and Safety Course | Poznań University of Economics and Business \(ue.poznan.pl\)](https://ue.poznan.pl)

- choose the course required for your studies (from the list)
- write NIU number (5-digits number sent on your e-mail address)
- password- the same as for USOS web
- enrolment key: BHP
- you can get back your lost NIU or password by USOS web

LANGUAGE DEPARTMENT- SPNJO

9 Taczaka Street, secretary's office III floor, room 302

e-mail : spnjo@ue.poznan.pl

- foreign language classes for the first degree studies last 4 semesters
(from II to V semesters)- 120 hours.
- English is obligatory for all the students and finishes with an exam after V semester.

P.E CLASS

- obligatory
- a student can sign in by the USOS web from 16.10.2023 , 12.00 pm
- a student can change the group once during two weeks from the beginning of registration.

PUEB LIBRARY

Collegium Altum , 2nd and 3rd floor, 16 Powstancow Wielkopolskich Street

Reading Room:

Monday-Friday 8.00am- 8.00pm; Saturday 9.00am- 5.00pm; Sunday – closed

Library:

Monday-Friday 8.00am- 7.00pm; Saturday 8.00am-4.00pm; Sunday – closed

To sign to the library use link : [Main Library, Poznan University of Economics \(ue.poznan.pl\)](http://ue.poznan.pl)

STUDY RULES AND REGULATIONS

[Study rules and regulations | Poznań University of Economics and Business \(ue.poznan.pl\)](https://ue.poznan.pl)

In case of any problems please write to :

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