

Studies at Poznań University of Economics and Business – FAQ

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GENERAL

1. When does the university academic year start/finish?

Autumn semester: October – February

Spring semester: February – June

Academic calendar: <https://ue.poznan.pl/en/students/academic-year-and-semester-dates/>

2. Do I need health insurance?

Students from EU-countries should bring the European Health Insurance Card (EHIC) from their home country, which entitles them to free medical services in public medical centers in Poland.

Non-EU citizens have to present in International Office a health insurance valid for the whole period of stay after their arrival to Poznan. Students have to cover the costs of private medical care and then apply for a refund of the payment from their insurance company.

All international students are advised to get an accident insurance, which should be arranged with their own insurance agencies before arrival to Poland.

3. How can I get a visa?

Students coming to Poland are required to obtain a visa in their home country from a Polish embassy or a consulate (it is also obligatory for students who have a Schengen visa issued by another EU country). For more information about obtaining the visa, contact the Polish diplomatic and consular establishment in your country. The visa should be issued for the whole period of your stay. It is not possible to extend the visa in Poland.

If your visa expires before the end of your stay in Poland, you will be required to apply for a temporary residence permit. When you obtain the visa, please send us by email a scanned copy.

You are also required to register preferably within 4 days from your arrival to Poznań at the Office for Registration of Foreigners. You will need a stamped form from a dormitory or a rental contract for a flat.

More info: <https://www.gov.pl/web/diplomacy/visas>

4. How can I get to Poznań?

The most common ways to get to Poznań include plane, train, bus and car.

More info: <https://ue.poznan.pl/en/students/incoming-exchange-students/>

5. Can I attend sport classes?

If you have experience and are currently training, just let us know at the beginning of the semester what you would like to participate in, and we will sort it out for you.

6. Where is the International Relations Office?

In the building A (Al. Niepodległości 10) on the second floor, room 218 (we are at the very end of the corridor)



7. What are the opening hours of the International Relations Office?

Monday to Friday 11:00 – 13:00

8. How can I contact the International Relations Office?

You can write us an email to:

Marta Pikies-Komorowska – responsible person for incoming students: Marta.Pikies-Komorowska@ue.poznan.pl

Part-time assistant: incoming.exchange@fnc.ue.poznan.pl

You can also call us from Monday to Friday, 8:00 – 15:00 Warsaw time: +48 61 856 93 66

9. How can I get the Student ID card?

Usually we give out the ID's during Orientation Day.

In order to collect your card you have to:

- Upload a correct photo in your application - we will check it with your application and ask for a correction if needed, see question 10 from the "APPLICATIONS" section for specific requirements
- Accept the student oath in USOS system – see question 2 "USOS" from the "PUEB ONLINE PLATFORMS" section of FAQ
- Sign a data protection policy declaration – provided during Orientation Day
- Sign the consent regarding use of the image declaration – provided during Orientation Day
- Pay a fee of 22 PLN at the local post office and bring back a proof of payment – the proof is provided during Orientation Day, there will be a designated time period during the Orientation Day to go to the post office with the assistance of a local student (you can pay in cash or card)

If you are unable to attend the Orientation Day – you can pick up your ID from the International Relations Office during our opening hours.

10. Where can I use the Student ID?

If you are a student, you can benefit from many discounts in public transportation (if you are below 26 years old), restaurants, bars etc.

The student ID is a proof of your status as a student of PUEB – no other document will be accepted for the student discounts.

11. When can I get a signature for my Certificate of Arrival/Stay/Departure?

We usually collect the Certificates during the Orientation Day and sign them on the next day – you can come pick them up during our opening hours.

If you can't attend the Orientation Day or forget your Certificate you can bring it to us anytime during the opening hours.

You can also send us the Certificate by mail – we will sign it and send it back.

We will sign the Certificates of Departure no earlier than 5 days before the student's departure.

Keep in mind that the earliest date of arrival that we can write on your certificate is the date of the Orientation Day (or the first day of the Intensive English Course) and the latest date of departure is the last day of the semester. If your stay is longer than that, we will have to use these dates anyway.

APPLICATIONS

1. What do I need in order to enrol?

Students who wish to apply for exchange programme should at first contact their home university exchange coordinator to check whether a bilateral agreement with PUEB has been concluded and if the proposed programme of studies will be approved.

Coordinator of home University should send a nomination to Poznań University of Economics and Business with the names of students selected for the exchange programme. After nomination student will receive a message with application procedure and additional information.

More information: <https://ue.poznan.pl/en/students/incoming-exchange-students/>

2. When is the deadline for application?

The closing dates for application:

15th June for autumn semester

15th November for spring semester

3. How should I apply?

After you've been nominated by your home university you will have to create an account on PUEB's admission website and sign up into the Student Exchange program.

All details regarding the application process will be sent to you via email after your nomination.

4. What documents do I need to include in my application?

- An ID photo
- Application form – you fill it out through the admission site, then you will have to download it, sign it, give it to your home university coordinator to sign and upload it in the “Documents required by the candidate” section
- Transcript of Records – list of courses with ECTS points from all years of your university studies completed before application, must be in English and signed by your home university (“Documents required by the candidate”)
- Learning Agreement – either in the Online or paper version, it needs to be signed by you and your home coordinator

5. Should I pick “S1” or “S2” in the application? What does it mean?

S1 – refers to the first cycle of studies (Bachelor's degree, years 1-3)

S2 – refers to the second cycle of studies (Master's degree, years 4 and above)

It comes from the Polish "Stopień studiów" and DOES NOT mean 1st and 2nd semester!

6. Can I choose courses outside the Erasmus exchange ones?

You can choose courses from the following programs:

- Erasmus – courses specifically for exchange students, marked as "EX"
- Bachelor in Business Administration, Finance (Bachelor), Innovation Management (Masters) – you will join the classes of full-time students from English programs
- Courses in English from Polish programs – you will join the classes of full-time students from Polish programs

You can mix and match courses from different programs and levels of study however you want.

Keep in mind that if you choose courses from different programs they might overlap – in that case you will have to replace one of them.

7. Who should I put on my LA as "Responsible person at the sending institution"?

If you can, leave it blank, we will fill it out, as responsible person depends on which department you will be assigned to. Please keep in mind, that Marta is not the responsible person.

8. When will I get my LA signed?

You will get it signed 2-3 weeks after the application date, as it depends on to which department you will be assigned to.

9. When will I know if my application is correct?

Applications will be checked after the deadline, in the next 2-3 weeks, during this time you should receive information about your status. If everything is fine with your application and documents, you will just get the information about being accepted for the exchange.

In case you should add or change something, you will be mailed personally and asked to complete the application.

10. What are the requirements for profile picture?

The picture from the admission site will be used for your Student ID, so it must follow certain specifications:

- The photo must show your entire face
- It needs to be of good quality

- The photo has to be in full color (no black and white)
- The background has to be plain and white

COURSES

1. How many ECTS do I need to have?

Recommended ECTS workload for selected courses is 30 ECTS (minimum 20 ECTS, maximum 40 ECTS) per semester.

2. Can I attend Bachelor or Master degree course, even if that is not my level of study?

Yes, you can choose courses from both of the degree levels.

3. Where can I find information about courses offered?

List of available courses: <https://ue.poznan.pl/en/students/incoming-exchange-students/>

Syllabuses: <https://esylabus.ue.poznan.pl/en/12/1/1/105>

When using the syllabus website make sure that you are looking at a subject from one of the programs offered to exchange students (Erasmus, Bachelor in Business Administration, Finance, Innovation Management, courses in English from Polish programs).

4. Can I attend courses that overlap?

No, it's not possible.

5. When and how will I receive my Transcript of Records?

You will receive it within a month after the exam period at the university is finished.

The Transcript will be uploaded to the admission system (IRK). In order to find it go into enrollment applications -> files.

Make sure you don't delay downloading the Transcript of Records because eventually your IRK account will be archived.

6. When do I have exams?

For Autumn semester it is beginning-mid of February.

For Spring semester it is end of June, beginning of July.

Exact dates of the examination periods: <https://ue.poznan.pl/en/students/academic-year-and-semester-dates/>

For the exact dates of specific exams you will have to contact the professors responsible for the subjects.

7. What is the structure of the studies?

Our academic year is divided into two semesters. Each semester consists of 15 weeks of studying. The examination period starts right after the lecture period and lasts two weeks.

Courses are offered as lectures, in some cases accompanied by separate practical classes or labs. Teachers use several forms of assessment – written tests, oral exams, essays, projects and presentations. In many courses the attendance and participation in class discussions will be considered in calculating of the final grade.

More information and grading system: <https://ue.poznan.pl/en/students/incoming-exchange-students/>

ACCOMMODATION

1. What are the accommodation options?

There are three dormitories available for PUEB students: Feniks, Dewizka and Atol. All are located near the university and/or have good connections to the city center. Dormitories offer different kind of rooms and the price varies from 575PLN to 650PLN.

You can of course look for a private room/flat - see question 3.

More information: <https://ue.poznan.pl/en/students/incoming-exchange-students/>

2. How much money do I need for accommodation and other living costs?

University's dormitories – 575 – 650 PLN (120 – 140 Euro)

Private room – 1000 – 1300 PLN (230 – 300 Euro)

Private studio/apartment – 1800 – 2500 PLN (380 – 530 Euro)

Average cost of living (without accommodation) – around 450 Euro

3. How can I find a private flat/apartment?

Here are some websites that you can look on:

Keep in mind that the University can't help you in dealing with private offers or guarantee their reliability!

Private halls of residence:

Polonez Student Depot: <https://studentdepot.pl/>

Sofa Room4You: <https://sofa.poznan.pl/>

Loft of space <http://loftof.space/>

Leo <https://www.leoakademik.pl/>

Mini house <https://minihouse-akademik.pl/>

Private accommodation catering to internationals:

Pepe housing: <https://pepehousing.com/poznan/search>

Erasmus play: <https://erasmusplay.com/en/poznan.html>

Private accommodation popular with polish students - some landlords might not speak English or be reluctant to rent for foreigners:

OLX: <https://www.olx.pl/nieruchomosci/stancje-pokoje/poznan/>

Otodom: <https://www.otodom.pl/>

4. How to apply for a place in PUEB dormitories?

When you make an application on our admission website there will be a section about accommodation - you need to pick the option that you wish to apply for a room at the dormitory.

5. Can I apply for a single room in PUEB dormitories?

No, for exchange students PUEB dormitories offer only double rooms.

6. When and how will I know if I was granted a room at a PUEB dormitory?

You will be notified by email. It will specify:

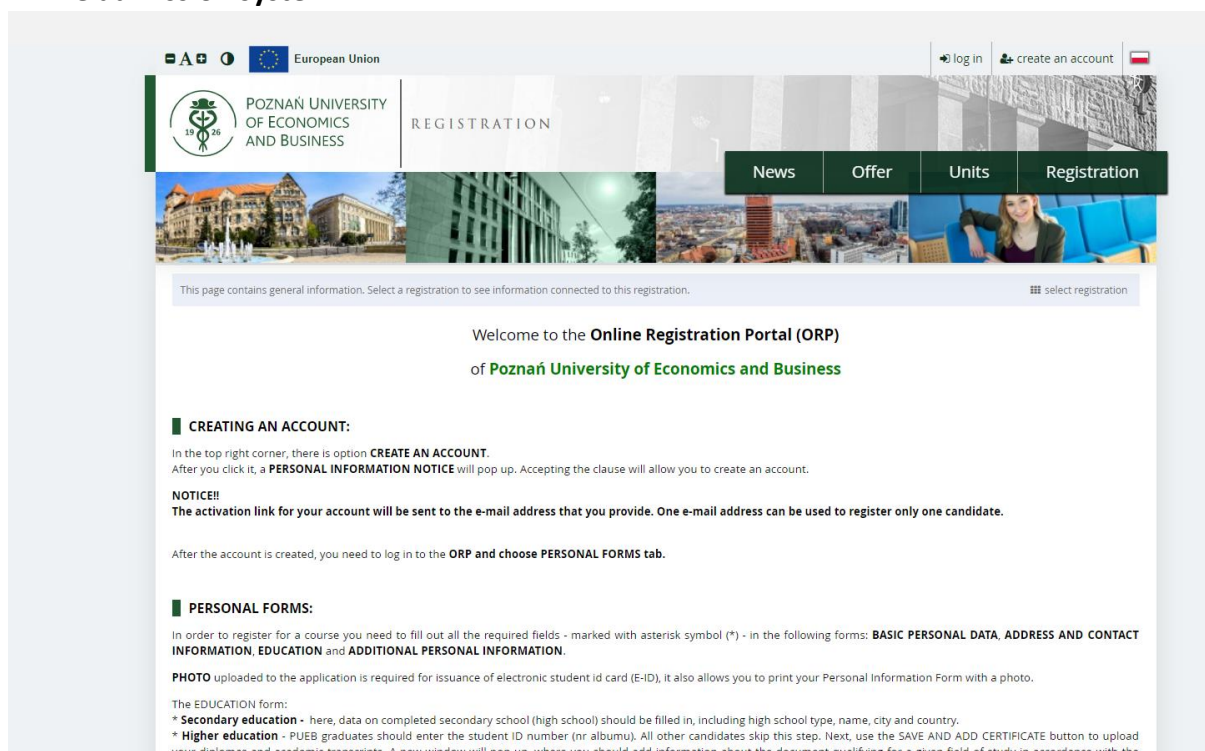
- which of the three dormitories you were assigned to
- arrival and check-in details
- payment details

When you will receive the information (approximately):

- Autumn semester – middle of August
- Spring semester – end of December

PUEB ONLINE PLATFORMS

1. The admission system – IRK



This is the website where you can apply for an exchange at PUEB.

You log in using the email and password you chose when you created an account.

This is the most important platform from the perspective of the International Relations Office - we will upload all of your documents here such as the signed Learning Agreement or Transcript of Records, it's also the place where you can make changes to your Learning Agreement.

Make sure you don't delay downloading the Transcript of Records because eventually your account will be archived.

Link: <https://e-rekrutacja.ue.poznan.pl/en-gb/home/>

2. USOS

Poznań University of Economics and Business - Central Authentication System

You are not logged in | | log in

Poznań University of Economics and Business

NEWS DIRECTORY MY USOSWEB STUDENT STAFF SECTION COMMON SECTION GRADUATES SECTION

DOCUMENTS
→ **main page**
→ instrukcje/objaśnienia

REGISTRATION CALENDAR

ACCESSIBILITY STATEMENT

CONTACT

European Union

last data migration: ~8 hours ago

last modification of this document: 86 days ago

POZNAŃ UNIVERSITY OF ECONOMICS AND BUSINESS

Welcome to the USOSweb website of the Poznań University of Economics and Business

Logging into the system - PUE employees

Using the system platform is on the login and password side (the "log in" option in the corner of the website). PUEB employees log in to the system using UID (NIU), i.e. the user number at IT universities and the password to the university / e-HR.

Logging into the system - PUEB students / PhD students

Using the system's functionality is possible after entering the login and password (the "log in" option in the upper right corner of the page). PUEB students / PhD students log in to the system using UID (NIU), i.e. the user number in university IT systems and the password to the university e-mail / e-BOS. Students / PhD students admitted to studies, in the academic year 2020/2021, during the first login to the USOSweb system, provide the UID (NIU) and password, which they received via e-mail to the address provided during the enrollment for studies. The new password set in USOSweb is valid in all university systems that can be logged in using the UID (NIU). **After receiving the e-mail, logging into the USOSweb will be possible the next day.**

PUEB graduates and students who have been admitted to the first year of second-cycle studies have the UID (NIU) and password the same as in first-cycle studies or other studies of which they are or were students at PUEB (these people do not receive an e-mail with UID and the starting password). In case of problems with logging in, please contact us at helpdesk@ue.poznan.pl

Database synchronization

Every day at 4.00 am there will be a synchronization with data on the university USOS - **during the synchronization the system will be unavailable!** It should be checked that the payment data in the USOS main bank are visible in the USOSweb *only after the data has been corrected at the same time the changes are corrected in the system by BOS*

USOS is the website where the professors will enter your final grades.

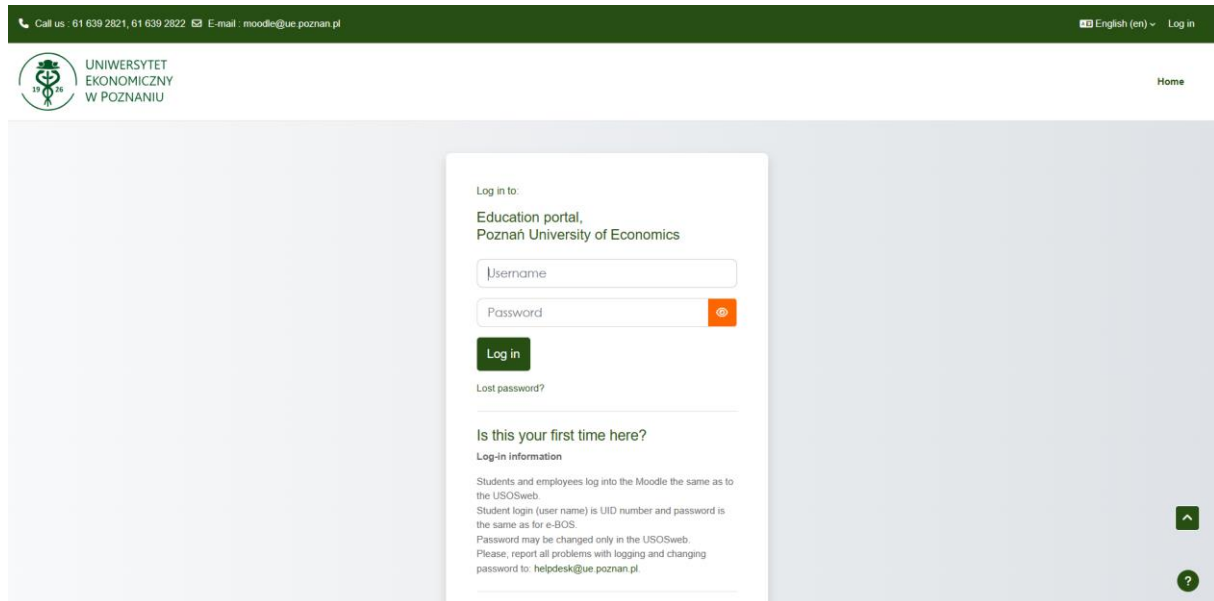
To log in you need to enter your NIU number – it will be provided by the university via email, together with your original password (we recommend to change it when you first log in).

When you log in for the first time you will have to accept the student oath – you have to complete this step before you can collect your Student ID.

Keep in mind that you will lose access to this platform after the end of the semester.

Link: https://usosweb.ue.poznan.pl/kontroler.php?_action=news%2Fdefault&lang=en

3. Moodle



Call us : 61 639 2821, 61 639 2822 E-mail : moodle@ue.poznan.pl English (en) Log in

UNIwersytet Ekonomiczny w Poznaniu

Home

Log in to:
Education portal,
Poznań University of Economics

Username

Password

Log in

Lost password?

Is this your first time here?

Log-in information

Students and employees log into the Moodle the same as to the USOSweb.
Student login (user name) is UID number and password is the same as for e-BOS.
Password may be changed only in the USOSweb.
Please, report all problems with logging and changing password to: helpdesk@ue.poznan.pl

This is the platform where teachers will add materials such as presentations or additional readings. It can also be used for tests or uploading assignments.

On this platform you will have to pass the Health and Safety course - see question 8.

You log in with the same username and password as to USOS.

Link: <https://moodle.ue.poznan.pl/login/index.php?lang=en>

4. Student mail

Before the start of the semester you will receive an email from the university IT department with all the details about your student mail.

The general formula for PUEB student mail is: NIUnumber@student.ue.poznan.pl

The starting password is the number of the identification document that you provided on the admission platform when applying to PUEB. It is highly recommended to change the password when you log in.

We recommend you check your student mail from time to time as teachers might send you some information about exams or cancelled classes.

You will lose access to this email after the end of the semester/academic year.

The International Relations Office will not send you emails to this email address – we will use the one you provide in your enrollment application.

5. I can't log into Moodle/USOS

Here are some things you can try in this situation:

- Make sure you use the correct NIU number
- Try to reset your password

Sometimes the system has problems when users try to log in from an Apple device – if you use one try to log in from a different device.

If the problems persist, please contact: helpdesk@ue.poznan.pl.

6. I can't see my courses in USOS

We will add your courses after the period of Learning Agreement changes is over.

7. I can't find the Student Oath in USOS

Normally the Student Oath should be the first thing you see when you log in, but if for some reason it doesn't show up – go into "my usosweb" -> statements.

8. Health and Safety course

The Health and Safety course is mandatory for all PUEB students to pass!

You will be added to the course on Moodle at the beginning of the semester. The International Relations Office will notify you by email about the deadline for completing the course.

All the informational materials needed to pass are included in the course.

9. How to find a professor's email address?

You can find them here on the university website: <https://ue.poznan.pl/en/staff-directory/>

CHANGING YOUR COURSES

1. When can I change my courses?

The time when you can change your courses is the first two weeks of the semester.

The exact deadline will be sent to you by mail, together with the instruction on how to change the courses.

2. When do I have to change my courses?

The only situations in which you HAVE TO change your courses are:

- If you wanted to attend a course that's unavailable (for example not enough students signed up)
- If you have courses which overlap in the study plan

You can also change the courses for other reasons (you don't like it, you want to go with friends etc.) – from PUEB's perspective there's no problem but remember to make sure your home university agrees to all of your changes.

3. What to do if I don't want to change any courses?

Please indicate this in the "additional information" part of your enrolment application in the admission system. This makes it easier for us because it lets us know that you didn't forget about the deadline.

4. What do I have to do to change my courses?

- Ask the teachers of the subjects you want to add if you can join their class (some classrooms have a limited number of seats)
- Make sure your home university agrees to all of your changes
- Indicate that you want to make changes in the admission system – in the "additional information" section of your enrolment application
- Send us an Online Learning Agreement with the changes section filled out OR upload a paper version of the changes document (signed by you and your home university coordinator!) in the "additional information"
- Modify your study plan to only contain the courses you will attend

5. Can I send you the Learning Agreement Changes by email?

No, please upload the document to the admission platform.

The correct place to upload the changes is: enrolment applications -> additional information -> Learning Agreement Changes.

6. How should the document look like?

The changes document should clearly indicate which courses you want to add and which courses you want to delete.

It SHOULD NOT be a new regular Learning Agreement!

Here's an example of how the changes should look like:

Learning agreement for long-term mobility

Exceptional changes to the learning agreement

Table A2	Exceptional changes to Table A					
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change [Add the applicable reason code or write other reason]	Number of ECTS credits (or equivalent) to be awarded
	EX	Corporate finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Timetable conflict	4
	EX	Innovation management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other	3
	BBA-1-I	Financial accounting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substituting deleted	5
	F-2-I	Econometrics	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substituting deleted	6
	EX	Project management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Substituting deleted	4

7. My home university has its own form for the changes, will PUEB accept it?

Yes, as long as it clearly states which courses are added and which are deleted. If it doesn't we can sign it but only if you also provide another document which does.

8. What is the "Study plan"?

It's the "Courses" part of your enrolment application. It should only contain the courses you are going to attend this semester (in the case of full-year students it should be both semesters).

It's very important to do this correctly because we will use the information from the study plan when we add your courses to USOS.

9. How long will it take to get a signature for the changes?

If you do the changes correctly you will probably get it signed 2-3 weeks after the end of the changes period, the exact time depends on to which department you will be assigned to.