

# Frequently Asked Questions

## IRO and Section for International Cooperation

A lot of students get confused when it comes to difference between IRO and Section for International Cooperation.

IRO, or International Relations Office, is a unit responsible for international cooperation on university level.

If you need any help regarding issuing documents, such as Confirmation of Arrival, Confirmation of Stay, Transcript of Records - please, contact IRO:

[iro.incoming@adm.uw.edu.pl](mailto:iro.incoming@adm.uw.edu.pl)

You can book an appointment in person here: <http://terminarz.bwz.uw.edu.pl/>

All the information about IRO and its duties can be found here: <http://en.bwz.uw.edu.pl/incoming/>

Section for International Cooperation and Research Programmes is a unit which helps incoming students at the Faculty of Political Science and International Studies.

You can contact us if you need any help in the following areas:

- registration to classes at the Faculty of Political Science and International Studies
- general questions about courses at the Faculty,
- modifying and signing your Learning Agreement,
- issues in which you do not know who to contact.

## Courses

Which courses are dedicated to Erasmus students?

We have a separate list of courses dedicated to Erasmus students.

This means, as our incoming student, you have priority during registration to these courses.

This semester we have prepared 45 courses dedicated to exchange students. All the courses are taught in English. They are seminars, lectures and workshops, all in the field of political science and international relations. We are strongly encouraging you to join them!

## How can I find ERASMUS courses?

Erasmus courses at the Faculty of Political Science and International Studies at University of Warsaw start with the following codes:

2100-ERASMUS  
2101-ERASMUS  
2102-ERASMUS  
2103-ERASMUS  
2104-ERASMUS  
2105-ERASMUS

## How many courses from the Faculty of Political Science and International Studies do I need to take?

If your hosting faculty at University of Warsaw is the Faculty of Political Science and International Studies, at least 75% of the courses taken must be from our Faculty.

This should be counted by ECTS, e.g.: if in your Learning Agreement you have courses worth 30 ECTS, at least 22 ECTS should be from the Faculty of Political Science and International Studies.

25% of the courses in your Learning Agreement can be from other faculties and departments.

## What is the maximum number of ECTS points per semester?

The maximum number of ECTS points per semester at University of Warsaw is **33 ECTS**. In justified cases it is possible to apply for additional ECTS points. If you need to exceed the 33 ECTS limit, please contact the International Relations Office.

## What are UPIR-, GPIR- and ANG- courses?

Courses with codes UPIR-, GPIR- and ANG- are dedicated to our full-time BA/ MA students, which means they have priority during registration.

You are very welcome to join these courses, as they are taught in English. However, please remember that you will not be able to register via USOSweb. This must be done by the Section for Cooperation and Research Programmes at the Faculty of Political Science and International Studies.

Here are the the requirements you need to meet to be registered:

1. wait until the end of registration for full-time BA/ MA students (we are not able to register you when the registration is ongoing)
2. contact professors expressing your interest in joining the course and asking for their approval to join
3. contact Section for International Cooperation and Research Programmes: [swzmpb@uw.edu.pl](mailto:swzmpb@uw.edu.pl) and forward the email with professor's approval
4. in the email to [swzmpb@uw.edu.pl](mailto:swzmpb@uw.edu.pl) provide your name, surname, student ID, name of the course, and, preferably, the code of the course
5. you will be informed via email if we registered you successfully to the course (late applications may be subject to rejection as we provide only several places for Erasmus students on these courses).

## Tokens

### What are tokens and what can I use them for?

Tokens are contractual means of payments for selected groups of courses at University of Warsaw.

You can use tokens to register for Polish language courses, PE lessons, foreign language courses and general university subjects.

During your stay at University of Warsaw, you will be automatically granted tokens with which you will be able to register for:

- one Polish Language Course,
- Polonicum lectures about Polish culture,
- one Foreign Language Course (other than Polish)
- one sports class
- general university courses (code: .....-OG)

Please note that using tokens is not mandatory - they give you additional possibilities to fulfill your time at University of Warsaw.

### Where can I find information about my tokens?

To find out more about your tokens, you should visit <https://rejestracja.usos.uw.edu.pl/> and log in using your USOSweb logging details.

# Polish language courses

## Can I register for Polish language courses?

Yes! We strongly encourage you to learn Polish during your stay at University of Warsaw. As our incoming student you will have a set of 60 tokens which you can use to register for Polish language courses.

Polish language courses are organized by Polonicum (<https://polonicum.uw.edu.pl/en/>), a university unit which is the center of research and didactics at the Faculty of Polish Studies of University of Warsaw.

To register for the Polish language course you should visit: <https://rejestracja.usos.uw.edu.pl/>

## Intensive Polish language courses

Every year in September, the Polonicum Centre, together with the University of Warsaw International Relations Office, organizes the Two-Week Intensive Polish Language Course for Erasmus students. Classes take place from Monday to Friday, from 9.00 am to 12.30 pm on the main University campus. The course focuses on useful vocabulary and the most commonly used Polish expressions and phrases to enable foreign students communication in everyday life contexts.

Enrollment for the Two-Week Intensive Polish Language Course for Erasmus Students in September is handled by the Warsaw University of Warsaw International Relations Office: <http://bwz.uw.edu.pl/>.

Please note that this two-week intensive Polish course is worth 4 ECTS. They will be included in your Transcript of Records and they count to your 33 ECTS you can take at University of Warsaw.

# PE lessons

## Can I register for PE lessons?

Yes, incoming students are entitled to PE classes.

You need to register via the website: <https://rejestracja.usos.uw.edu.pl/>

PE lessons are coordinated by Studium Wychowania Fizycznego i Sportu (Centre of Physical Education and Sports): <https://wfisport.uw.edu.pl/en/home/>

## Courses outside the Faculty

Can I register for courses outside the Faculty of Political Science?

As mentioned above, 25% of your courses can be dedicated to courses offered by other Faculties.

If you find a course of your interest, you can register by contacting a particular Faculty coordinator.

Here is the list of mobility coordinators at University of Warsaw:

<http://en.bwz.uw.edu.pl/mobility-coordinators/>

Please note that we are only responsible for the registration at the Faculty of Political Science and International Studies.

## Add/Drop period

What is the 'add/drop' period?

Add/ drop period is the time during which you can change your courses.

It usually takes place during the first two weeks of each semester.

You will be informed about the exact dates in a separate email.

Please note that after 'add/drop period' you will not be able to register to or unregister from courses.

How can I register/ unregister during the 'add/drop' period?

During the add/drop period you will not be able to register/ unregister in USOSweb, as the registration in the system is officially over.

This must be done by the Section of International Cooperation and Research Programmes.

The procedure regarding 'add/drop' period is as follows:

1. contact [swzmpb@uw.edu.pl](mailto:swzmpb@uw.edu.pl),
2. in the email provide your student ID, the name of the course and, preferably, the code of the course,
3. you will be informed via email if we registered you successfully to the course.

# Registration

How can I register via USOSweb?

The guide to registration via USOSweb will be sent to you in a separate email, before the registration begins.

# Contact

In all questions related to Erasmus and bilateral exchanges at the Faculty of Political Science and International Studies you can contact our Section for International Cooperation and Research Programmes:

[swzmpb@uw.edu.pl](mailto:swzmpb@uw.edu.pl)

# Incoming Students Contact

## **Agnieszka Matuszewska**

Incoming students mobility coordinator

[swzmpb@uw.edu.pl](mailto:swzmpb@uw.edu.pl)

T: + 48 22 55 22 971

Krakowskie Przedmieście 26/28, 00-927 Warsaw

Gmach Audytoryjny (Auditorium Building), Room 309, 3rd floor

## **Aleksandra Borycka- Dziekańska**

Head of the Section for International Cooperation and Research Programmes

## **Prof. Jakub Zajączkowski**

Dean's Representative for International Cooperation and International Research Programs

If you wish to visit us in person, we will be happy to help. You do not need to book an appointment.

Our Section is located on the Main University Campus - Krakowskie Przedmieście 26/28, in Gmach Audytoryjny (Auditorium Building), room 309, 3rd floor.

The Section's opening hours for students are:

Monday: 10am-2pm

Tuesday: 12pm-3pm

Wednesday: 10am-2pm

Thursday: 10am-2pm

To improve email contact with the Section for International Cooperation and Research Programmes at the Faculty of Political Science and International Studies, please follow basic rules:

1. emails titles should never be empty

Examples of email titles:

**Learning Agreement** - modification of your LA, signing LA by mobility coordinator

**Courses** - if you have questions about courses, changing them

**Erasmus Exchange** - general questions regarding Erasmus at the Faculty of Political Science and International Studies.

**Add/drop period** - enrollment to a specific course or dropping a course during a previously agreed date

**Registration** - questions about the registration process, enrollment to the courses, courses offered, ecc.

**Token registration** - questions about registration to Polish language course, PE classes or foreign language courses

2. in the emails always provide your name and surname, as well as your student ID card number