

# Start

book

# SGGW



SZKOŁA GŁÓWNA  
GOSPODARSTWA  
WIEJSKIEGO

WARSAW  
UNIVERSITY  
OF LIFE SCIENCES

# Find your faculty

## **Faculty of Biology and Biotechnology**

- Biotechnology

## **Faculty of Agriculture and Ecology**

- Organic Agriculture and Food Production

## **Faculty of Veterinary Medicine**

- Veterinary Medicine

## **Faculty of Forestry**

- Forest Information Technology

## **Faculty of Horticulture**

- Sustainable Horticulture

## **Faculty of Civil and Environmental Engineering**

- Environmental Protection

## **Faculty of Wood Technology**

## **Faculty of Animal Breeding, Bioengineering and Conservation**

## **Faculty of Food Technology**

- Food Science – Technology and Nutrition

## **Faculty of Human Nutrition**

## **Faculty of Production Engineering**

## **Faculty of Economics**

- Management
- Finance and Accounting

## **Faculty of Sociology and Pedagogy**

## **Faculty of Applied Informatics and Mathematics**

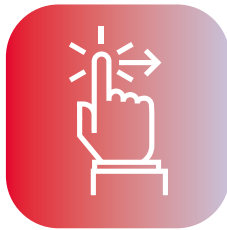
- Informatics and Econometrics

# Certificate from an Occupational Medicine Doctor

Persons admitted to fields of studies requiring a certificate from an occupational medicine doctor will receive referrals in the IRK system, which must be printed and submitted to the facility performing the examination. The referral is available from the moment of qualifying for admission to studies. If you have not provided the test results when submitting the set of documents, submit them to the dean's office on the first day of classes. Sign up for tests today, as the dates in selected clinics may be distant.

If possible, ask a Polish-speaking person to accompany you during your visit in case the medical staff does not speak English.

A list of facilities performing tests in the Masovian Voivodeship can be found below, in the tab "Medical Examination of Pupils".



LIST OF FACILITIES

You can also undergo examinations with an Occupational Medicine Doctor in other voivodeships.

# Insurance

You know that life can be unpredictable sometimes? Accidents can happen to anyone, so it is better to be prepared. As a student of SGGW, you are entitled to the insurance on preferential terms. Your student package will provide you with accident protection 24 hours a day, worldwide.

At the beginning of the academic year, complete the form and pay the fee.

Ask at the dean's office for more information.



# WePoint

WePoint - Welcome to SGGW is a place where international students, staff and visitors starting their journey at SGGW can get information and support. Main activities of WePoint are:

- \* Informing about SGGW, Warsaw and Poland
- \* Providing support with residence legalization and health insurance
- \* Helping to overcome language and cultural barriers
- \* Assisting with everyday life issues in a new place
- \* Fostering integration between students by organizing international events
- \* Promoting the attitude of openness & inclusiveness in the academic environment.

WePoint staff will be glad to answer your questions.

## Contact:

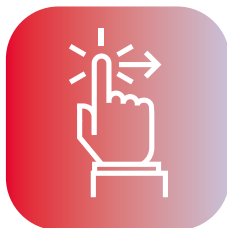
WePoint

SGGW Main Library (bldg. 48, entrance C)

Monday - Friday, 9:00 – 15:00

Tel. (+48) 22 593 18 46;

wepoint@sggw.edu.pl



WEPOINT

**WePoint**  
Welcome to SGGW



METRO URSYNÓW  
850 M

**H** Al. Jana Rodowicza „Anody”

# Legalize your stay in Poland

On grounds of Poland being a Schengen Zone state, you have the right to stay within borders for a period not exceeding 90 days within a 180-day period, given you possess a valid residence card issued by another Schengen state or a valid long-term visa.

Therefore, you are strictly required to legalize your stay in Poland within said 90 days. Such legal procedure is different for students from EU and non-EU countries. What is the main difference? If you are an EU citizen, you are obliged to register your stay and submit an application in person to the Mazovian Voivodeship Office in Warsaw. Persons admitted to studies from non-EU countries are required to apply for a temporary residence permit (TRP). Detailed instructions on legalization of stay are attached below.

EU/EFTA NATIONALS

[EU-EEA-NATIONALS.pdf](#)

NON-EU NATIONALS

[NON-EU-NATIONALS.pdf](#)

Attention! Applications must be written in Polish and submitted in person. Should you have any difficulties with completing the application, WePoint staff will be glad to assist you.

# Student ID number

The student ID number is your individual number that will accompany you throughout your studies. The data you have provided to the university during the recruitment process will be transferred to the dean's office system. Afterwards, you will receive your student ID number, which will also appear on your student ID card. You will receive your ID number in an e-mail to the address you entered when registering in the Internet Recruitment of Candidates (IRK).

If you previously studied at SGGW, you would continue to use your current ID number.



# Virtual Dean's Office

## SGGW – eHMS

The student ID number is your pass to create an account in the SGGW Virtual Dean's Office (eHMS). Attention! The ID number is needed to create an account. To log in, use a special number that you will find in the upper right corner after logging in to eHMS. The method of registering and logging in to the Virtual Dean's Office is described on the website.

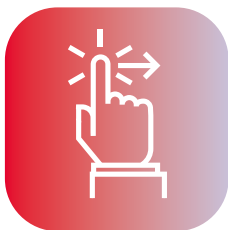


LOGIN INSTRUCTION

# Student Dormitories

Are you looking for an accommodation in Warsaw? There are student dormitories on the New Campus, i.e. across the street from the place where you submitted the documents. If you want to live in one of them, submit an application for a place. We will allocate you a place in a room with the necessary equipment: duvet, pillow, bedding, blanket, bedside lamp, wardrobe and desk. Kitchens and bathrooms, depending on the dormitory, are shared places. A laundry and drying room will be at your disposal for a small fee.

You can find out how to do this on the website of the Administration of Student Dormitories and Canteens (ADiSS).



ADMINISTRATION  
OF STUDENT  
DORMITORIES AND  
CANTEENS

Living at the campus, you are close to the SGGW Sports Facilities, and as a student of SGGW, you are entitled to a discount on the season ticket.

# E-mail address

Every first-year student receives their own university e-mail address. This address will allow you to log in to SGGW websites, use the Office 365 service and university Wi-Fi. The address consists of the student ID number preceded by the letter „s” and the domain identifier - sXXXXXX@sggw.edu.pl. To access your account, follow the instructions on the website.

Aby uzyskać dostęp do swojego konta, należy postępować zgodnie z instrukcją zamieszczoną na stronie.



**ACCESS TO E-MAIL  
ADDRESS**

## WiFi

EDUROAM is a wireless Internet network. The username is the university e-mail address (sXXXXXX@sggw.edu.pl for students), and the password is the same as for the university e-mail account.

# Material support

At SGGW, we make sure that each of our students can freely develop their potential. As the beginning of studies is a turning point, our university offers various forms of support for people who have started studying at Warsaw University of Life Sciences.

## **Social scholarship**

A fair chance at the very start of academic journey is important, which is why we provide support for students in a difficult financial situation. The social scholarship allows you to focus on your studies without worrying about everyday expenses.

## **Scholarship for people with disabilities**

At SGGW, we make sure that every student has equal opportunities. If you have a disability certificate, we offer dedicated financial support to facilitate your learning and personal development.

## **Allowance**

Life can be unpredictable, which is why we offer one-time aid for students who find themselves in a difficult life situation. Our goal is to provide you with stability and security in difficult times.

## **Rector's scholarship**

Recognition for the best. If you achieve high academic results and have significant artistic or sport achievements, the rector's scholarship is for you. Here at SGGW, we appreciate and support your efforts and passions.

## **Minister's scholarship for outstanding achievements**

Outstanding achievements deserve outstanding awards. If your scientific, artistic or sport achievements stand out from others, you can apply for a prestigious minister's scholarship.

# Teaching forms

During your studies, you will participate in two types of classes: lectures and exercises. What do you need to know about them? Lectures are theoretical classes during which you will learn the basics and theories related to your field of study. The exercises are practical classes where you will check how the theories learned during lectures work in practice. Both types of activities are very important. They can help you gain the knowledge and skills needed to perform your profession.



# Attendance

According to the Study Regulations, the presence of students at classes other than lectures is obligatory. You can have no more than 20% absences from exercises, regardless of the reasons. If something exceptional happens (e.g. illness, random events), you can apply to increase the limit of absences from exercises to 30%.



# Teaching hours

Teaching hours are scheduled in time intervals, e.g. 10:00–12:00.

Each „hour“ is 45 minutes, if a class is scheduled from 10:00 a.m. to 12:00 p.m., it will last 90 minutes in that time frame. The exact start time of classes depends on you, students, and specifically on the student representative of the year (starosta). Usually, classes start 15 minutes after a full hour and end 45 minutes after a full hour, e.g. 10:15–11:45.

Attention! Classes at SGGW Foreign Languages Centre start at full hours, i.e. 8:00, 10:00, 12:00, 14:00, 16:00 and 18:00 and last 90 minutes without a break.

Punctuality during studies is crucial. Both students and lecturers have 15 minutes to get to class. After this time, the student may not be allowed to attend classes. It is called an academic quarter.



# Schedule

You can find the class schedule at your faculty's website. Information about assignment to individual student groups can be found in the Virtual Dean's Office. After the beginning of the academic year, you will be handled by the deans' offices of individual fields of study. Contact persons for English-speaking students are also available on the faculty's websites.

# ECTS

ECTS stands for European Credit Transfer and Accumulation System. It is a point system that allows to track, transfer and compare student achievements.

Each module per semester is assigned ECTS points. These numbers reflect how much work you must put in to complete a given module. Obtaining ECTS points by a student for the implementation of a given module of the learning outcomes assumed for this module is confirmed by passing a subject and has no connection with the grade obtained for passing this module.

Obtaining ECTS points for a given module means that you have achieved your learning objectives. This has nothing to do with the grade you get. ECTS points are assigned to modules included in the study program.



**What do  
you have  
to do in  
September?**

# Student ID

Electronic Student ID (ELS) is a document confirming student status. To receive an ID card, you must have an ID number, active account in the Virtual Dean's Office of SGGW (eHMS) with correct placement of the photo, as well as take an e-oath. On your profile, in the „My finances” tab, you will find your individual account number. The ID fee must be paid within the deadline specified in eHMS. If the fee is paid after this deadline, the ID card may be issued with a delay.

Additionally, student ID performs the functions of SGGW Library card and Warsaw City Card. Active student status, and ID entitles you to discounts for public transportation, so make sure to always have it with you while traveling Warsaw.



**PRACTICAL  
INFORMATION**

Students continuing their studies at SGGW with a valid ID card do not have to pay the fee.

# Oath

Each newly admitted person must take the SGGW student oath in the eHMS system. Taking the oath electronically will be possible in the first week of October and will entitle you to receive your student ID.



# Foreign language classes

After admission to studies, check the information about the semester in which you will start foreign language classes (<https://syllabus.sggw.edu.pl/en>) and register on the appropriate date. Detailed information on registration for foreign language classes can be found on the website of the SGGW Foreign Languages Centre (hereafter SPNJO).

In the case of English-speaking studies, students can choose one language from the current offer, including Polish, Spanish, German, Russian, however with an exclusion of English. While choosing a language, keep in mind that at the end of the course you will have to pass an exam at B2 level of proficiency.

To further broaden your language skills, you can join English Preparatory Course for international students organized by SGGW and Think Poland. You can enrol in a course for one or two semesters. Registration for the course is open until October 1st. Detailed information about the course are available in the link below.



**SYLLABUS**



**SGGW FOREIGN  
LANGUAGES CENTRE**



**ENGLISH  
PREPARATORY  
COURSE**

# Physical Education

Registration for PE via the eHMS system does not apply to: students of English-speaking studies (groups assigned according to the schedule), student of part-time studies (groups assigned according to the schedule), members of the AZS section and agendas (requirement to submit a certificate to the SWFiS office by the 3rd week after the beginning of the semester) – see the regulations for passing the PE, point 11, students transferring credit from PE (the certificate must be delivered to the SWFiS office no later than the 3rd week after the beginning of the semester) – see the regulations for passing the PE, point 18.

In the case of English-speaking studies, the offer of activities to choose from within PE course may vary depending on the number of students enrolled.

# First month of studies

October is an organizational month, so be prepared for mandatory trainings. You will receive information about training dates around the second week of October. Do not repeat courses and training from previous years, they will not be recognized:

- Library training (online or stationary)
- Training on the Rights and Obligations of SGGW Students (online or stationary)
- Occupational Health and Safety training (online)
- Training on discrimination and counteracting it (online)



# Tuition fees

Make sure to make the transfer within 30 days of the beginning of the academic year or semester in which the classes are held. You pay your tuition to your individual bank account, which can be found in the Virtual Dean's Office (eHMS) in the „My finances“ tab.

By the end of the first week of classes, you must submit a written declaration of your choice of payment method to the dean's office. You can choose to pay a one-time fee per semester or pay in instalments. If you do not submit a declaration, you automatically declare a one-time payment for the entire semester. The Dean or Vice-Dean determines the payment deadlines for individual instalments. You can declare to pay the semester fee in a maximum of three instalments.

# Confirmation of student status

If you need to receive a confirmation of your student status, submit an application to your dean's office. The document is issued within approximately three business days.



**See you at  
the faculty  
and on  
campus!**