



Politechnika  
Wroclawska








# Introduction Day

## Faculty of Information and Communication Technology



HR EXCELLENCE IN RESEARCH

# Agenda

-  Authorities and structure of the Faculty of Information and Communication Technology
-  Dean's office WIT
-  Basic information about education
-  Introduction to the USOS system
-  Social matters
-  Student affairs
-  Click in order to be redirected to website (in the next stage of presentation)



## Faculties of Wrocław University of Science and Technology

### **J.M. Rektor Politechniki Wrocławskiej prof. dr hab. inż. Arkadiusz Wójs**

Faculty of Architecture (W1)

Faculty of Civil Engineering (W2)

Faculty of Chemistry (W3)

**Faculty of Information and Communication Technology (W4N)**

Faculty of Electrical Engineering (W5)

Faculty of Geoengineering, Mining and Geology (W6)

Faculty of Environmental Engineering (W7)

Faculty of Management (W8N)

Faculty of Mechanical and Power Engineering (W9)

Faculty of Mechanical Engineering (W10)

Faculty of Fundamental Problems of Technology (W11)

Faculty of Electronics, Photonics and Microsystems (W12N)

Faculty of Pure and Applied Mathematics (W13)

Faculty of Medicine (W14N)



Branch in Jelenia Góra

Branch in Legnica

Branch in Wałbrzych

# Authorities of the Faculty





# Authorities of the Faculty



**Dean**

**prof. dr hab. inż.  
Andrzej Kucharski**

# Authorities of the Faculty



Vice-Dean for General Affairs  
**dr hab. inż.**  
**Dariusz Król, prof. uczelni**

- **Competence:**
  - decides on the payment of fees for educational services into installments and the postponement of payment deadlines for these fees
  - sign agreements concerning the organization of student internships

# Authorities of the Faculty

Vice-Dean for Student Affairs

dr hab. inż.

Paweł Wachel, prof. uczelni



- **Competence :**

- cooperates with the Faculty Council of the Student Government
- monitors the activities of scientific clubs and other student organizations
- supervises competitions and events organized by students
- coordinates and conducts ongoing supervision of students' social, cultural and recreational activities
- coordinates activities related to the awarding of scholarships, financial aid and awards to students
- takes care of and supports students with disabilities
- coordinates activities for exceptionally talented students, including in the form of academic tutoring



- **Competence:**

- supervises the fields of study in consultation with the program committees of the fields of study
- supervises the ongoing teaching services
- conducts administrative proceedings and makes decisions regarding strike-off from the student list, resumption of studies, admission to studies by transfer from another university
- makes decisions regarding student leaves
- supervises the supervision of teaching classes
- supervises the proper implementation of teaching activities at the Faculty, consents to changing the date of teaching activities and replacing academic teachers
- defines the principles and conditions of individual organization of studies
- consents to the fourth realization of the course/group of courses
- supervises the process of verifying the degree of achievement of specific learning outcomes (so-called recognition of prior learning)
- supervises retake courses
- approves the appointment of the diploma examination committees
- supervises students' internships and internships in consultation with internship supervisors
- establishes schedules of teaching activities for employees and students









# Authorities of the Faculty



**Vice-Dean for Academic and  
Educational Affairs**

**prof. dr hab. inż.  
Robert Burduk**

-  Cyberbezpieczeństwo (CBE)
-  Informatyczne systemy automatyki (ISA )
-  Informatyka techniczna (ITE)
-  Teleinformatyka (TIN)
-  Telekomunikacja (TEL)
-  Zaufane systemy sztucznej inteligencji (TAI)\*




# Authorities of the Faculty



**Vice-Dean for Academic and  
Educational Affairs**

dr inż.

**Bogumiła Hnatkowska, prof. uczelni**

-  Inżynieria systemów (INS)
-  Informatyka stosowana (IST)
-  Sztuczna inteligencja (SZT)\*

# Authorities of the Faculty



**Vice-Dean for Academic and  
Educational Affairs**

dr inż.

Maciej Gębala, prof. uczelni



Informatyka algorytmiczna (INA)

# Faculty of Information and Communication Technology - Departments

## **Department of Control Systems and Mechatronics**

*Head of department: dr hab. Wojciech Bożejko, prof. uczelni*

## **Department of Computer Science and Systems Engineering**

*Head of department : dr hab. Inż. Grzegorz Kołaczek, prof. uczelni*

## **Department of Applied Informatics**

*Head of department : prof. dr hab. inż. Ngoc Thanh Nguyen*

## **Department of Computer Engineering**

*Head of department : prof. dr hab. inż. Ewa Skubalska-Rafajłowicz*

## **Department of Fundamentals of Computer Science**

*Head of department : prof. dr hab. inż. Jacek Cichoń*

## **Department of Artificial Intelligence**

*Head of department : dr hab. inż. Tomasz Kajdanowicz, prof. uczelni*

## **Department of Systems and Computer Networks**

*Head of department : prof. dr hab. inż. Michał Woźniak*

## **Department of Telecommunications and ICT**

*Head of department : prof. dr hab. inż. Tadeusz Więckowski*

## Dean's office - location

Building C-1 room 102a (ul. Janiszewskiego 11/17, Wrocław)



## Dean's office – opening hours for students



Politechnika  
Wroclawska

*Dziekanat Wydziału Informatyki i Telekomunikacji*

*Dean's office of the Faculty of Information and Communication Technology*

**Godziny pracy dziekanatu dla studentów / Dean's office for students opening hours:**

<b>Poniedziałek / Monday</b>	<b>10:00 – 14:00</b>
<b>Wtorek / Tuesday</b>	<b>08:00-12:00</b>
<b>Środa / Wednesday</b>	<b>NIECZYNNE / CLOSED</b>
<b>Czwartek / Thursday</b>	<b>10:00 – 14:00</b>
<b>Piątek / Friday</b>	<b>08:00-12:00</b>

<b>stanowisko 1</b> TIN I-st, TIN II-st INS II-st	<b>stanowisko 3</b> INA I-st, INS I-st	<b>stanowisko 5</b> CBE I-st	<b>stanowisko 7</b> ISA I-st, ISA II-st INA II-st, TAI II-st SZT II-st, IST I-st, IST II-st
<b>stanowisko 2</b> ITE I-st	<b>stanowisko 4</b> TEL I-st, TEL II-st CBE II-st	<b>stanowisko 6</b> ITE II-st ISTang I-st, ISTang II-st INAang II-st	<b>stanowisko 8</b>

Nieczynne	Zajęte	Wolne
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## Dean's office – student's support



Politechnika  
Wroclawska

**DZIEKANAT**  
**DEAN'S OFFICE**

Politechnika Wroclawska  
Wydział Informatyki i Telekomunikacji



<b>8</b>	I stopień	II stopień
	ISA	ISA IST

<b>7</b>	I stopień
	IST praktyki

<b>6</b>	I stopień	II stopień
	IST AN	IST AN ITE INA AN
	Erasmus / Exchange	

<b>5</b>	I stopień
	CBE

<b>4</b>	I stopień	II stopień
	TEL	TEL CBE TAI

<b>3</b>	I stopień
	INA INS

<b>2</b>	I stopień
	ITE

<b>1</b>	I stopień	II stopień
	TIN	TIN INA INS SZT

<b>CBE</b>	Cyberbezpieczeństwo
<b>INA</b>	Informatyka algorytmiczna / Alghortimic Computer Science
<b>INS</b>	Inżynieria systemów
<b>ISA</b>	Informatyczne systemy automatyki
<b>IST</b>	Informatyka stosowana
<b>ITE</b>	Informatyka techniczna / Computer Engineering
<b>SZT</b>	Sztuczna inteligencja
<b>TAI</b>	Zaufane systemy sztucznej inteligencji
<b>TEL</b>	Telekomunikacja
<b>TIN</b>	Teleinformatyka

**WEJŚCIE DLA STUDENTÓW**





# Academic calendar



## Semestr zimowy 2024/2025

	PAŹDZIERNIK				LISTOPAD				GRUDZIEŃ				STYCZEŃ				LUTY				
<b>PN</b>		7 Pn/P	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3 Pt/P	10	17
<b>WT</b>	1	8 Wt/P	15	22	29	5	12	19	26	3	10 Wt/N	17	24	31	7	14	21	28 Wt/P	4 Pn/P	11	18
<b>ŚR</b>	2	9	16	23	30	6	13	20	27	4	11 Pt/N	18	25	1	8	15	22	29 Śr/P	5	12	19
<b>CZ</b>	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30 Cz/P	6	13	20
<b>PT</b>	4	11	18	25	1	8 Pt/P	15	22	29	6	13	20	27	3	10	17	24	31 Pn/P	7	14	21
<b>SO</b>	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22
<b>N</b>	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23
P - PARZYSTY N - NIEPARZYSTY	P	N	P	N	P	N	P	N	P	N	P	N	P	N	P	N	P	N	P	N	P

■ Święta   
 ■ Dodatkowe dni wolne   
 ■ Zmiany   
 ■ Sesja   
 ■ Przerwa międzysemestralna

### Changes!

During the first week of classes, ie. From 2 to 4 October 2024 & 7 to 8 October, teaching takes place in a mixed cycle. The first hour in the teaching block follows the timetable of the odd week and the second hour follows the timetable of the even week.

# Programme / Plan of study

## 1. Zestaw kursów i grup kursów obowiązkowych i wybieralnych w układzie semestralnym

### Semestr 1

#### Kursy /grupy kursów obowiązkowe

liczba punktów ECTS: **30**

Lp	Kod kursu/grupy kursów	Nazwa kursu/grupy kursów (grupę kursów oznaczyć symbolem GK)	Tygodniowa liczba godzin					Symbol efektu uczenia się	Liczba godzin		Liczba pkt. ECTS			Forma <sup>2</sup> kursu/ grupy kursów	Sposób <sup>3</sup> zaliczenia	Kurs/grupa kursów			
			w	é	l	p	s		ZZU	CNPS	łącna	zajęc DN <sup>5</sup>	zajęc BU <sup>1</sup>			ogólnouczelniany <sup>4</sup>	zw. z dział. nauk. <sup>6</sup>	o charakterze praktycznym <sup>6</sup>	rodzaj <sup>7</sup>
1	W04CBE-S10023W	Podstawy telekomunikacji	2					K1CBE_W03	30	50	2	2	1,2	T/Z	Z		DN		K
2	W04CBE-S10020W	Miernictwo 1	2					K1CBE_W01	30	75	3	3	1,2	T	Z		DN		K
3	W08W04-S10002W	Własność intelektualna i prawa autorskie	1					K1CBE_W04 K1CBE_K02	15	25	1	0	0,6	T	Z	O			KO
4	W08W04-S10001W	Etyka inżynierska	1					K1CBE_W04 K1CBE_K01	15	25	1	0	0,6	T	Z	O			KO
5	W08W04-S10004W	Filozofia	2					K1CBE_W04 K1CBE_K03	30	50	2	0	1,2	T	Z	O			KO
6	W04CBE-S10030L	Podstawy programowania			3			K1CBE_U03	45	75	3	3	1,8	T	Z		DN	2	K
7	W04CBE-S10038G	Algebra liniowa z geometrią analityczną (GK)	2	2				K1CBE_W05, K1CBE_U05	60	150	6	0	2,7	T	E (w)	O		4	PD
8	W04CBE-S10036G	Analiza matematyczna 1.2A (GK)	2	2				K1CBE_W05, K1CBE_U05	60	250	10	0	2,7	T	E (w)	O		3	PD
9	W04CBE-S10041W	Podstawy cyberbezpieczeństwa	2					K1CBE_W12	30	50	2	2	1,2	T/Z	Z		DN		K
<b>Razem</b>			<b>14</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	-	<b>315</b>	<b>750</b>	<b>30</b>	<b>10</b>	<b>13,2</b>	-	-	-	<b>0</b>	<b>9</b>	-

Programms/Plans of study you can find on the [faculty's website](#)



Plan of study applies for a student according to his/her start of studying in academic year!

# Forms of the classes

## WCLPS

- **W – lecture**
- **C – tutorials**
- **L – laboratories**
- **P – project**
- **S – seminar**

## Example – group of subjects

**W04CBE-SI0038G** Algebra liniowa z geometrią analit

### Group of subjects:

- **w – 2h/tyg.**
- **C – 2h/tyg.**
- **L – 0h/tyg.**
- **P – 0h/tyg.**
- **S – 0h/tyg.**

**6 ECTS points are added to the student's achievement after passing all 2 forms of the classes.**



## ECTS system – basics

**ECTS (*European Credit Transfer and Accumulation System*)** – is a standard means for comparing academic credits, i.e., the "volume of learning based on the defined learning outcomes and their associated workload" for higher education across the European Union and other collaborating European countries.

ECTS credits are used to facilitate transfer and progression throughout the European Union. ECTS also includes a standard grading scale, intended to be shown in addition to local (i.e. national) standard grades.

**If the subject is group of courses, then you need to pass all forms of the classes!**

# ECTS system – basics

**All groups of courses (subject) have corresponding ECTS points.**

W celu automatycznego zaliczenia etapu należy zaliczyć **wszystkie** przedmioty wynikające z planu studiów (wszystkie formy przedmiotu).

Każda forma przedmiotu może kończyć się egzaminem, kolokwium, bądź zaliczeniem projektu, referatu.









Może być zaliczana również na innych zasadach, podanych przez prowadzącego na początku semestru. Oznacza to wystawienie oceny z tego przedmiotu oraz przypisanie odpowiadającej temu przedmiotowi liczby punktów.

**Niezaliczenie dowolnego przedmiotu powoduje,  
że pojawia się deficyt punktów ECTS.**



Basic information about education

# Registration (Enrollments)

-  **Compedium of knowledge → link** 
-  Registration for the courses has to be realized at the beginning of the semester, according to the Dean's schedule (available on the website above)
-  **No registration for subject = No possibility of passing the course (you have to register for all the forms of the classes of given course!)**
-  **If student registered for the course but didn't attend it – teacher is obliged to input unsatisfactory grade in the system**
-  For second and next realization of the subject (so called – retake courses) appropriate payment is charged.
-  There is a possibility to submit request for cancellation of subject, if it is justified eg. long illness (medical certificate), hospitalization – sick leave.
-  **Student should not linkage the subjects to promotions by yourself!**

Basic information about education

# Permissible deficit of ECTS points

## After 1st semester:

- CBE, ISA, ITE, TIN, TEL 11 ECTS
- INA 16 ECTS
- INS 12 ECTS
- IST (AN) 10 ECTS

**Grading scale on WUST:  
(according to Regulations  
for degree programmes  
at WUST § 19)**

Ocena słownie	Ocena
celujący	5,5
bardzo dobry	5
dobry plus	4,5
dobry	4
dostateczny plus	3,5
dostateczny	3
niedostateczny	2

Excellent – 5.5  
Very good – 5.0  
Good plus – 4.5  
Good – 4.0  
Satisfactory plus – 3.5  
Satisfactory – 3.0  
Unsatisfactory/failing – 2.0







# Completion of the stage of study

- 1. Automatic passing of stage of study and registration for next stage
- 2. Conditional passing of stage of study and conditional registration for the semester
- 🌐 Students of first semester who'll be exceeding permissible deficit will be strike-off from the list of students
- 🌐 Students of higher semesters, who'll be exceeding permissible deficit would need to submit Dean's leave/conditional passing of stage of study and registration for next one



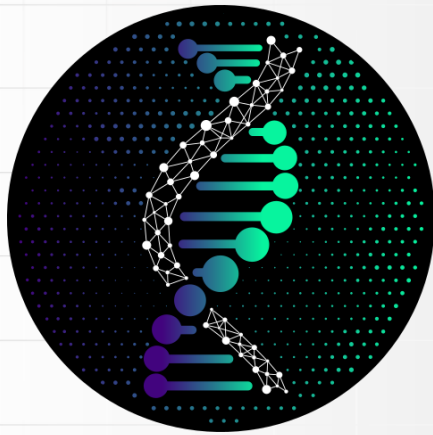
# Regulations for degree programmes - leaves

**Leaves** (*Regulations for degree programmes WUST §27*):

-  **Sick** (medical certificate given by set Health care) 
-  **Pregnant student** (stosowne zaświadczenie lekarskie)
-  **Student who is a parent** (birth certificate of child from Registry Office)
-  **Vocational** – abroad internships or studies
-  **Dean's** – exceeding permissible ECTS deficit after given semester

§27 „10. Dean's leave may be granted to a student for a total of no more than two study periods in the entire course of study.”

## Scientific clubs





## Basic information about education


# Erasmus+

Concerns student's exchange with the aim of improving educational level and strengthening its European scale. Programme concerns all fields and levels of studies, including doctoral ones.

## On the faculty:

-  Outcoming and incoming students for one semester/whole year
-  Student's internship (university-wide qualifications)

## Coordinators:

-  dr inż. Dariusz Caban
-  \* mgr Marek Krupa (person in Dean's office supporting coordinator)

Recruitment takes place once a year for the upcoming academic year (most times at the beginning of March)

-  Amount and duration of funding depends on the university.
-  More information – w International Relations Office.



Politechnika  
Wroclawska

# Introduction Day on the Faculty of Information and Communication Technology

## Material and social support

### Department of Social and Student Aid

Wybrzeże Wyspiańskiego 23-25

50-370 Wrocław

Building C-13, room 1.02 b, 1.01, 1.03, 1.04



HR EXCELLENCE IN RESEARCH

Material and social support

# Help in tough life-situation

Psychologic and therapeutic support



Support for People with Disabilities



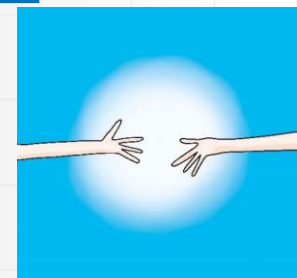
Support for victims and witnesses of discrimination



Advices are given by the qualified specialists who ensure professional help and full confidentiality.

Department of Accessibility and Support for People with Disabilities

Accessibility Leaders at W4N Faculty



## Health care



# REGULATIONS FOR DEGREE PROGRAMMES

## REGULATIONS FOR DEGREE PROGRAMMES AT WROCLAW UNIVERSITY OF SCIENCE AND TECHNOLOGY



in effect since 01 October 2024



# IMPORTANT




## Oath taking

*Upon acceptance to Wrocław University of Science and Technology, I solemnly declare to:*

- pursue the truth and acquire knowledge and skills,*
- develop the mind and character for a creative and responsible life,*
- respect the dignity of every human being,*
- act with integrity in accordance with the law and academic tradition and customs,*
- uphold the reputation of Wrocław University of Science and Technology.*



# OHS Training

W wyznaczonym terminie należy zapoznać się z materiałem szkoleniowym i rozwiązać testy 



## Deadlines:

For English Students

Full-time and part-time students training schedule

October

15

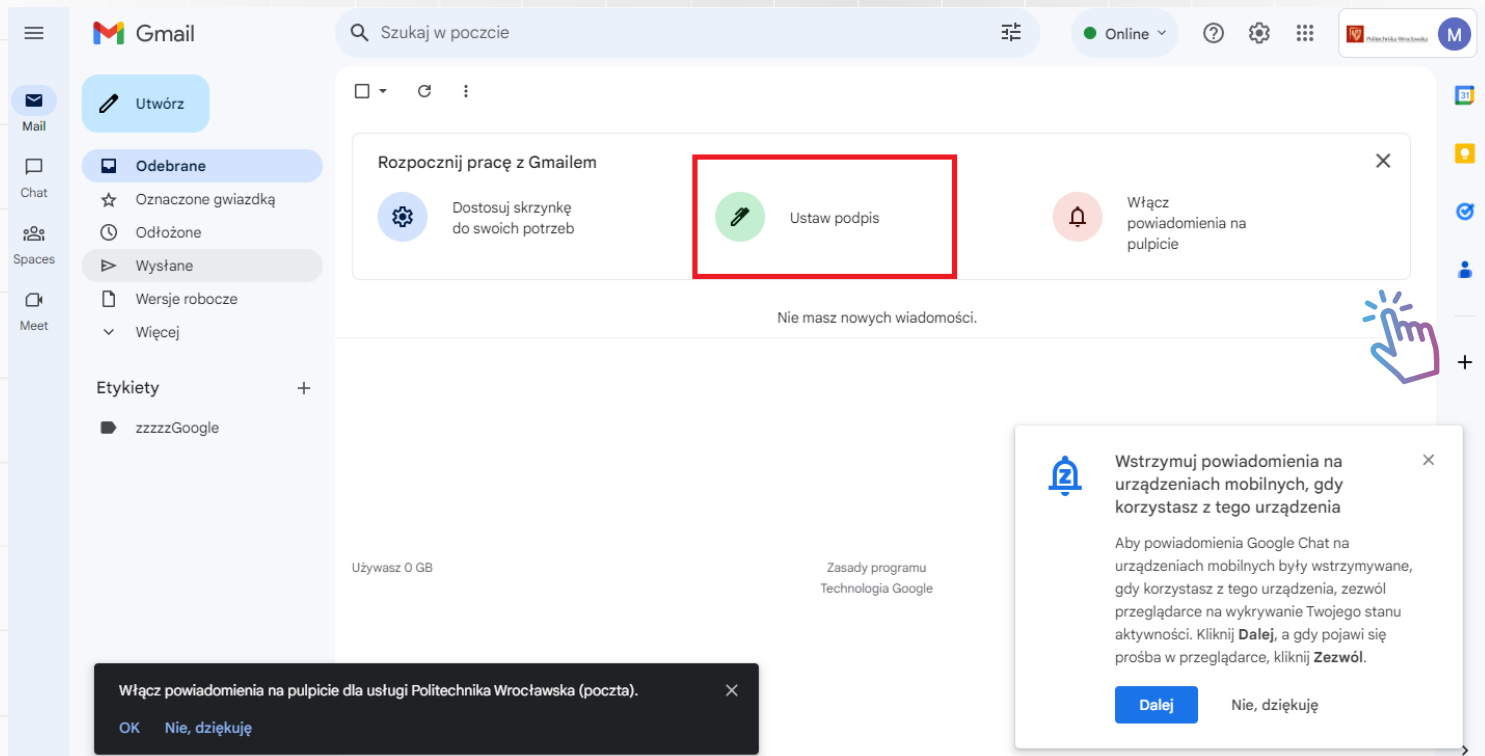
November

27

# Mails

**Mails should be sent from student's mailbox!**  
**studentID@student.pwr.edu.pl**



**savoir vivre**



The screenshot shows the Gmail interface. The left sidebar contains navigation options: Mail, Chat, Spaces, and Meet. The main area displays a search bar and a notification card titled "Rozpocznij pracę z Gmailem" (Start working with Gmail). This card contains three items: "Dostosuj skrzynkę do swoich potrzeb" (Adjust mailbox to your needs), "Ustaw podpis" (Set signature), and "Włącz powiadomienia na pulpicie" (Turn on desktop notifications). The "Ustaw podpis" button is highlighted with a red rectangular box. Below the notification card, it says "Nie masz nowych wiadomości." (You have no new messages). At the bottom of the screen, there are two notification banners: one for turning on desktop notifications for the service and another for mobile notifications.




# Applications and requests

1. Requests are available on the [website](#) 
2. Signing request
3. Delivery of the request including attachments (if applicable) to the [Dean's office](#) 

**If you have any doubts where your request should be addressed,  
you can sent your concern to the Dean's-office's mailbox:**

**[dziekanat.wit@pwr.edu.pl](mailto:dziekanat.wit@pwr.edu.pl)**

# „Who can handle my case?”

 individually / **mail from student's mailbox/ ePUAP /**  
Trusted signature\*

 handwritten empowerment

\* in case of signing document electronically, signature  
has to be visible on the PDF document!

# The official way of proceedings

## Student matter's issues

Relevant Vice-Dean



Dean



Vice-Rector

## Organization issues

Head of the Dean's office



Dean



Vice-Rector



**„The superior of all students is the Rector of the University, hereinafter referred to as the “Rector”. The immediate superior of students studying degree programmes run by a faculty is the dean of that faculty.”**

**(WUST Regulations § 4, ust. 5)**



## Payments

# Payments (eg. for ELS, retake courses)

-  **Amount of fees is regulated by the Internal Directive of the University**
-  **Student is obliged to regularly check his debt towards University in the USOS system  
(USOSweb>>>Student's section>>>Payments (model FK))**


### Payments (model FK)

What do you want to do?





- **bank accounts of the university** - Check the university's bank account number for your payments.
- **uncleared debts** - browse uncleared debts
- **cleared debts** - browse cleared debts
- **all payments** - browse all your payments for the university
- **uncleared payments** - browse your payments for the university not yet cleared with any debts


# Payments (eg. for ELS, retake courses) – cont.



Unck Pokaż odsetki na dzień dzisiejszy 

→ Bank **Odsetki na dzień**

 Należności dla: Wydział

Data płatności 	Rodzaj opłaty	Opis	Kwota 	Odsetki
2023-11-30	Inne	Opłata za elektroniczną legitymację studenta na <input type="text"/> studia stacjonarne	22,00 PLN	0,12 PLN
<b>Razem dla tej jednostki:</b>				







  **Wszystkie należności: 22,12 PLN**

## Student ID card (ELS)



§4 sec. 6. „The document confirming the student status is a **valid student ID card**. The ID card is valid not longer than until the date of graduation, suspension of student rights or removal from the register of students; in the case of graduates of first-cycle programmes - until 31 October of the year of graduation.”

-  Payment for individual student's bank account **22,00 PLN**
-  Declaration of student regarding place of receiving ELS
-  Extension of validation of ELS take place in the middle of a month that is visible on the hologram (October/March)
-  Duplicate of ELS (**33,00 PLN**)





## Faculty's website



Politechnika Wroclawska

Wydział Informatyki  
i Telekomunikacji



Strona główna

Wydział ▾

Kandydaci ▾

Studenci ▾

Nauka ▾

Współpraca ▾

Aktualności ▾

# WITaj

Wyszukiwarka

Szukaj

Szukaj

WYDZIAŁ  
INFORMATYKI I TELEKOMUNIKACJI

DZIEKANAT  
(kontakt dla studentów)

SEKRETARIAT

Wydarzenia



**Zuzanna Jasińska  
mistrzynią  
uniwersjady!**

Zuzanna Jasińska ze złotym medalem Uniwersjady w Chengdu! Nasza studentka wygrała rywalizację w wioślarskiej konkurencji jedynek wagi lekkiej na dystansie 2000 metrów.

więcej »

Aktualności

**Ostatnie miejsca na studia. Rozpoczął się wrześniowy nabór na PWR**

Data: 08.09.2023

Czytaj więcej »

**15 uniwersytetów zrzeszonych w ERCIS gości na WIT**

Dołącz do nas



WITletter

# Materials for newly admitted students

## WITaj na PWr



**Słowo od JM Rektora**

**Samorząd Studencki**

**Komenda Miejska**

**Biuro Karier**

**Biblioteka PWr**



# Official „immatriculation”

**01 October 2024**

12:00 PM

(Rector’s Day)

**10 October 2024**

11:30 AM

(Dean’s hours)



## Upcoming event on the Faculty

**27 September 2024**

**2:00 – 3:20 PM**

Faculty's Student Council is organizing Zero  
Day for newly admitted students

**22 October 2024**

**10 AM – 2 PM**

DaWIT

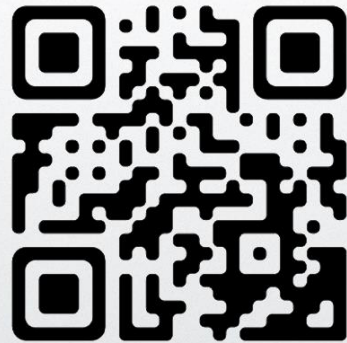
Activity days on the Faculty of Information and Communication  
Technology



# Students Union W4N



## Contact with the **Students Union**



*You don't know how to solve a problem?  
We can help you!*

**#W4RTO  
ZAPYTAĆ**

# Career Services



Wrocław University of Science and Technology

*a place worth knowing about*

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*CV consultations*

*Career planning*

*Trainings & workshops*

*Recruitment  
preparation*

*Competency tests*

CAREER COUNSELING



## ACADEMIC JOB FAIRS

*We are co-organizers of the largest job fair in Wrocław*

*We organize meetings with employers in-person and online*

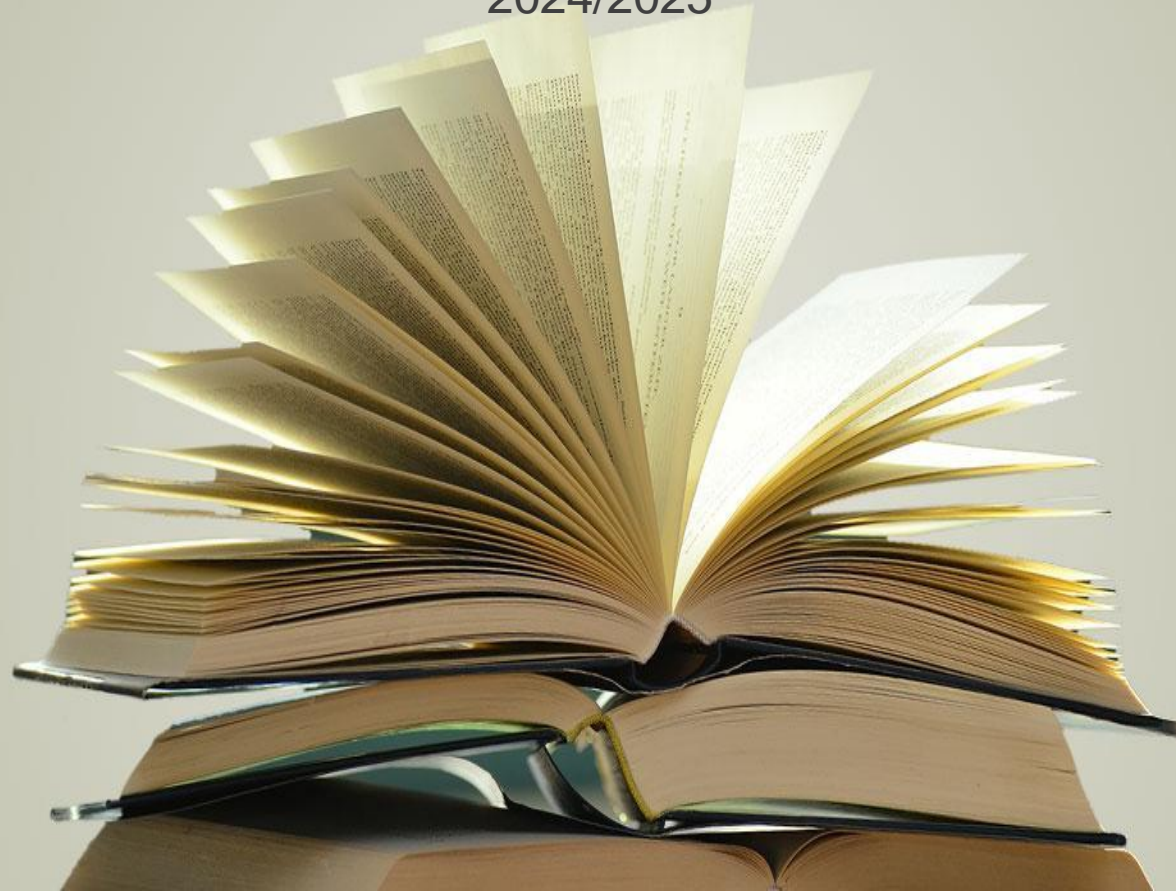




# Library training



for 1st year students  
academic year  
2024/2025





# Activation of the account

<https://biblioteka.pwr.edu.pl/e-informator/zapisy-do-biblioteki>



## Stationary

- in-person in any WUST Library;
- valid ELS needed.



## Remotely

[biblioteka.wyp@pwr.edu.pl](mailto:biblioteka.wyp@pwr.edu.pl)

- send fulfilled application and scan of your ELS;
- use your student's mailbox.

