



# FACULTY OF MANAGEMENT. STUDENT'S GUIDE

Dear Student!

We are extremely happy to be able to welcome you to the Faculty of Management, University of Lodz. Congratulations on successfully completing the admissions process!

In order to make your entry into the University easier, we have prepared a guide with chosen information on studying at our Faculty. We wish you all the best in exploring the new chapter of your life.

Once again - welcome to the Faculty of Management!

## FACULTY AUTHORITIES



Professor  
**Ewa Walińska**  
Dean  
Faculty of Management



Associate Professor  
**Tomasz Czapla**  
Vice-Dean  
Science and Development



Associate Professor  
**Maciej Turała**  
Vice-Dean  
International Relations



Associate Professor **Małgorzata Striker**  
Vice-Dean  
Student Affairs



Associate Professor  
**Jakub Marszałek**  
Vice-Dean  
Teaching Excellence

If you want to find contact information to faculty or staff members, please enter their name into the search engine available on our website ([Staff search](#)). You will find the room and phone numbers, e-mail address as well as information on office hours.



# Teaching Quality and Student Services Office

...also called the Dean's Office



Most of the issues concerning studying can be solved here.

**But where exactly?**

Business Management  
Management and Finance

**room 16 (floor 0)**

[marta.ostros@uni.lodz.pl](mailto:marta.ostros@uni.lodz.pl)

[dominika.gradowicz@uni.lodz.pl](mailto:dominika.gradowicz@uni.lodz.pl)

42 635 50 44

# Teaching Quality and Student Services Office

...also called the Dean's Office

## How to get to the Dean's Office?

The Queue Management System located next to room no. 19 will issue a ticket to the right office.

You can receive the Student ID - the most important document confirming your status as a student - in the Teaching Quality and Student Services Office. Your Student ID is also a library card, it enables you to use public transportation tickets and discounts.

The expiry date of the Student ID is encoded in the chip and also in the hologram that needs to be changed each semester after passing the exams.

The holograms are issued by the Teaching Quality and Student Services Office:

- **after the winter semester - up to March 31,**
- **after the summer semester - up to October 31.**

You can get the duplicate of your Student ID in case you lose it.



## WHAT AND WHERE

The building of the Faculty consists of 5 floors:

-1

### Floor -1:

- Patio
- ATM
- Computer rooms
- Santander Universidades zone
- Snack shop
- Cloakroom

0

### Floor 0:

- Entrances
- Library
- Reception desk
- Dean's Office
- Office of the Vice-Dean for Student Affairs

1/2/3

### Floor +1:

- Employee's rooms
- Lecture rooms



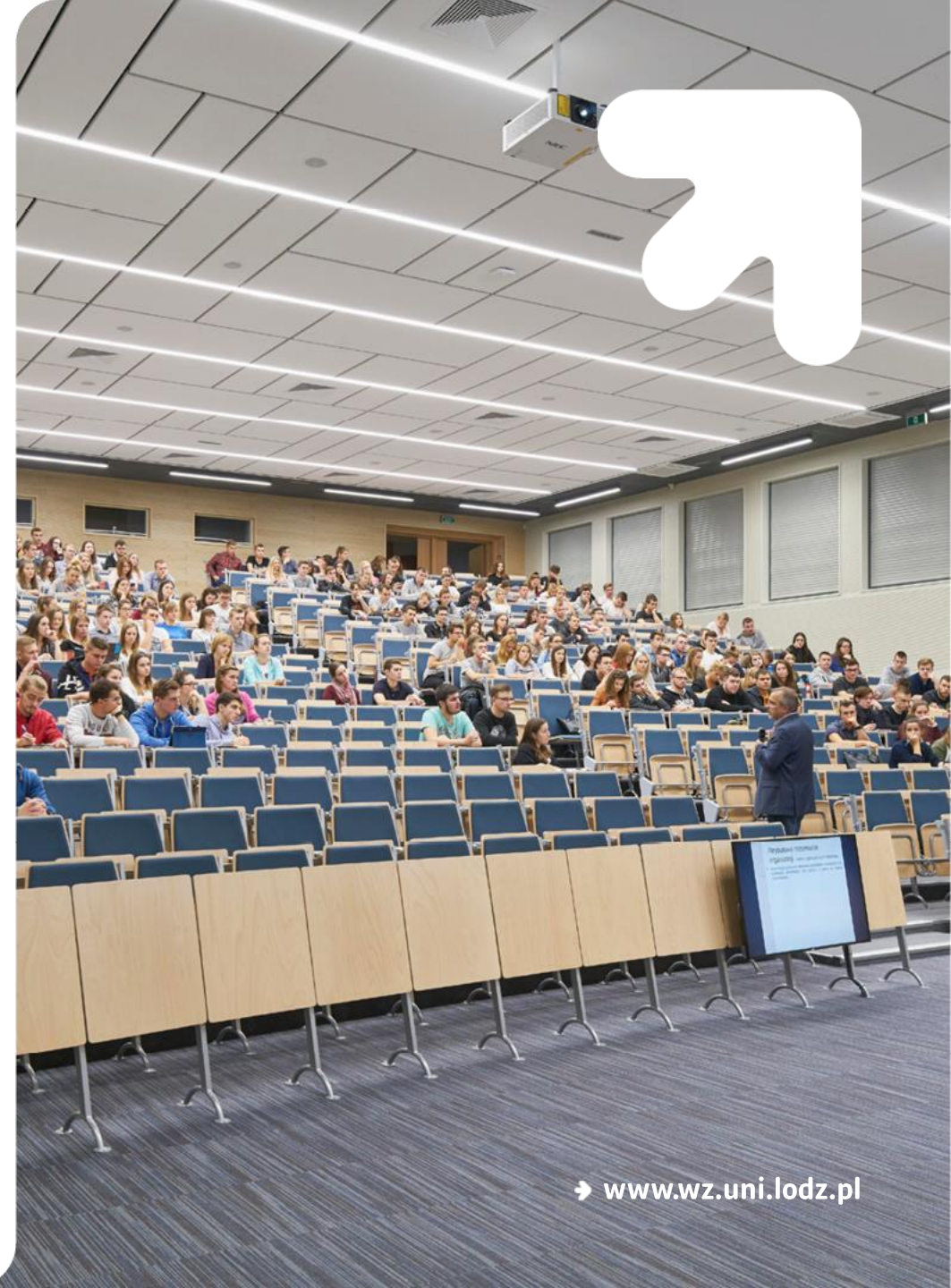
## WHAT AND WHERE

### How to read labels of the rooms:

- Floor -1 – labels include double zero (e.g. room 001, room 002)
- Floor 0 – labels do not include 0 (e.g. room 1, room 2)
- Labels on floor 1 are numbered 101+, on floor 2 – 201+, on floor 3 – 301+

### Lecture halls:

- Lecture hall A – the main lecture hall, called also Prof. Zieleniewski's Lecture Hall, entrances on floor 0
- Lecture hall A0 – entrances on floor -1
- Lecture hall A1 – entrances on floor +1



## WHAT AND WHERE

### Faculty's library:

You can find the library on floor 0 – corridor to the left from the main entrance.  
tel.: 42 635 62 32; 42 635 62 33; 42 635 62 34.

Current rules for accessing: [Faculty's library](#) and [Universities Library \(BUŁ\)](#).

The library account can be activated by visiting the UL Library in person. It is also possible to set up the account online - in order to do that, you need to use your official university e-mail address and send a message to [bul.wm@lib.uni.lodz.pl](mailto:bul.wm@lib.uni.lodz.pl). You will get the answer with the instructions. In order to use the book lending machine („Książkomat”) you need to authorize your library card/student ID in the UL Library.

### Wi-Fi:

You can use the Wi-Fi in the building. In order to get the access, follow the instructions on this website: [Internet na Wydziale](#): firstly, you need to activate your Active Directory account and next you can access the eduroam network.



## WHAT AND WHERE

### Canteen:

Green Bufet– student restaurant offering buffet style meals. You can find the entrance on floor -1, corridor next to the cloak room.

### Coffee Point:

Fragrant coffee, tea and also sweet treats without preservatives and additives. You can find it on the 1st floor.



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## PROGRAMME COORDINATORS



Each student group and programme has its own coordinator (full-time studies, 1st year).

Their task is to help you with the issues concerning your studies.

**Find out who is your coordinator**

# ACADEMIC YEAR 2024/2025 - CALENDAR

## I semester (winter)

**1st semester lasts from 1 October 2024 to 2 March 2025**

The **official inauguration** of the academic year takes place on 2 October 2024.

Inauguration of the academic year at the Faculties should take place until 1 October 2024.

**Didactic classes** start on 3 October 2024 and last until 2 February 2025.

**Days off** from the didactic classes are, as follows:

31 October 2024 – Rector's day

2 November 2024 – Rector's day

from 23 December 2024 until 6 January 2025 – winter holiday break

from 17 to 23 February 2025 – break between the semesters.

**Examination sessions** in the winter semester take place on the following dates:

from 3 to 16 February 2025 – winter examination session

from 24 February to 2 March 2025 – winter make-up examination session.



## II semester (summer)

**2nd semester lasts from 3 March to 30 September 2025**

**Didactic classes** start on 3 March and last until 15 June 2025.

**Days off** from the classes are, as follows:

from 16 to 22 April 2025 – Easter holiday break

2 May 2025 – Rector's day

one May Friday – might be declared the Rector's day due to Juwenalia (students' festival)

26 May 2025 – Rector's day due to the Celebration Day of the University of Lodz.

**Examination sessions** in the summer semester take place on the following dates:

from 16 June to 8 July 2025 (except 20 June) – summer examination session

from 9 July to 30 September 2025 – break for summer holidays, scientific camps, internships, etc.

dates of final assessments and examinations during autumn examination session taking place in September are determined by the Dean.

## MS OFFICE – NEW ACCOUNTS



All students will be provided with new accounts [@edu.uni.lodz.pl](mailto:@edu.uni.lodz.pl). The users will get the following benefits:

- possibility of using the extended Microsoft Office 365 Professional Plus package, which can be installed on up to 15 private devices (5 computers, 5 tablets and 5 phones)!
- you will get 2 terabytes (TB) of OneDrive storage space
- the technical problems associated with online classes will be significantly reduced (you will no longer be a “guest” on Teams platform).

Setting up the new accounts is in progress, each student will receive a message. In case of any problems, please contact the Teaching Quality and Student Services Office.

## DISTANCE LEARNING - TOOLS



### e-Campus platform (Moodle)

The main tool supporting distance learning in the University of Łódź. All lecturers and students have their own accounts. This software guarantees a safe distribution of teaching materials - presentations, articles, scripts, recordings, links. It allows lecturers to create and share courses, tests and communicate with the students (grades, discussion forums, tasks, tests).

### Microsoft Teams

The centre of teamwork in the Office 365 services and the main tool for having "live" online classes. It provides tools and services enabling the teamwork via chat, meetings and calls. Everyone having a university e-mail can access it.

## USEFUL CONTACTS

### **International Student's Office – also called BWZ**

Uniwersytecka 3 Street, 90-137 Łódź

[www.cos.uni.lodz.pl](http://www.cos.uni.lodz.pl)

tel.: 42 665 42 36 or 42 665 40 37

### **Library of University of Łódź– also called BUła**

Matejki 32/38 Street, 90-237 Łódź

[www.lib.uni.lodz.pl](http://www.lib.uni.lodz.pl)

### **College for Physical Education and Sport (Studium Wychowania Fizycznego i Sportu)**

The place where the physical education classes take place.

Styrska 5 Street, 91-404 Łódź

[www.swfis.uni.lodz.pl](http://www.swfis.uni.lodz.pl)

tel.: 42 665 51 89

### **Medical Center „Vitaplus”**

You can get a medical advice here.

Lumumby 14 Street, 90-204 Łódź

tel.: 42 678 18 08



## OTHER INTRODUCTORY INFORMATION



**eCampus (Moodle)** – University's distance learning software. It offers tools for student-teacher communication. In order to use it, you need to have an USOS account.

<https://moodle.uni.lodz.pl/>

**University e-mails** – each student is provided with a student e-mail address (...@edu.uni.lodz.pl) which is a tool to communicate with other students, lecturers and employees. The account enables you to access UŁ helpdesk and allows for only one login and password to: e-mail, MS TEAMS, USOSWEB and WiFi in Eduroam network.

**ECTS points** – points representing the amount of work students need to pass various subjects and type of classes (lectures, workshops, seminars). Thanks to ECTS points European students have the opportunity to study in any school using the system and the time spent in another university can be fully accepted by the student's main university.

**Mandatory training courses** – shortly after starting your studies you need to take mandatory training courses:

- OSH – Occupational Safety and Health (Polish: BHP)
- Copyright course

These courses can be found on e-Campus platform and are held online.

**University Study-Oriented System (USOSweb)** – software collecting your grades and scholarships, enabling you to enroll into classes and modules as well as track your progress. After each semester you can fill in the forms evaluating your classes and lecturers. You may also download the mUSOS mobile app.

## FACULTY'S GADGETS

You can buy T-shirts, sweatshirts, caps and mugs with Faculty's logo in **room 112**, 1st floor, in the Faculty's building.



## FACULTY ONLINE



Faculty's website



Facebook



Flickr



YouTube



LinkedIn



Instagram



TikTok



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Please see also the UŁ Onboarding presentation:

[Go to Onboarding](#)

What's in Onboarding:

- **Campus and University's buildings map**
- **Training courses you have to take**
- **Information on where to go, where to eat, where to have fun with friends**
- **Information on the Academic Support Centre and the Career Office**

...and more!