

Welcome Guide for New Students at the Institute of Economics, Finance and Management

Academic Year 2025/2026

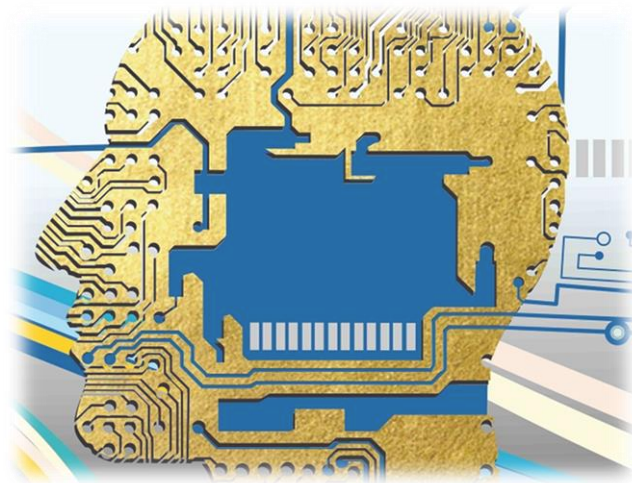


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Welcome!

We are very happy that you are joining the academic community of the Institute of Economics, Finance and Management at the Jagiellonian University. Starting out in a new role can be difficult, so we have prepared some key information in a nutshell to help you find your way as a student of our Institute.

Directors

prof. Piotr Łasak

Director of the Institute

dr hab. Małgorzata Budzanowska-Drzewiecka

Deputy Director for Educational Affairs

(second-cycle studies)

dr Monika Bolińska

Deputy Director for Educational Affairs

(first-cycle studies)

Where are we? Our location and facilities

Faculty of Management and Social Communication Building

You are probably excited to get started! Your classes will be held in the modern Faculty of Management and Social Communication building, situated on the Campus of the 600th Anniversary of the Jagiellonian University Revival in the Ruczaj district, at ul. [prof. St. Łojasiewicza 4](#).

You can find out more about the campus at <https://kampus.uj.edu.pl/pl> (in Polish).

The Faculty of Management and Social Communication building is fully adapted to the needs of persons with disabilities (it is accessible for individuals with assistance dogs). The building offers nearby parking, ensuring convenient access to the University by car, including four designated spaces for persons with disabilities. In the main hall, you will find a porter's lodge, where you can ask for help or information.

The campus is well connected with the centre of Kraków. When travelling by tram, get off at the “Norymberska” stop.

To check the best route from your accommodation to the campus, you can use the “Jakdojade” application.



KAMPUS 600-LECIA ODNOWIENIA UNIwersYTETU JAGIELLOŃSKIEGO

CAMPUS OF THE 600TH ANNIVERSARY OF THE JAGIELLONIAN UNIVERSITY REVIVAL



Institute of Economics, Finance and Management

The Institute of Economics, Finance and Management is housed in the Faculty of Management and Social Communication building. The administration offices (student office and general office), as well as the Directors' and Lecturers' offices (where they hold office hours) are on **the second floor, just past the Institute of Culture**.

The Faculty of Management and Social Communication building is large. To help you get oriented, you can take a [virtual tour](#).

The Institute of Economics, Finance and Management has 15 teaching rooms, including lecture halls, seminar rooms, and computer laboratories. Most of them are located on the right-hand side as you enter the building through the main entrance. On the left-hand side, teaching rooms are located only on the ground floor. Room numbers correspond to the floor. The first digit indicates the level: 0 = ground floor, 1 = first floor, 2 = second floor, 3 = third floor. For example, room 2.114 is on the second floor, and room 0.305 is on the ground floor.

On the second floor, you will find the offices of the Directors, to whom you should submit applications and requests related to teaching matters:

- Office of the *Deputy Director for Educational Affairs* (first-cycle studies) – dr Monika Bolińska: 2.380
- Office of the *Deputy Director for Educational Affairs* (second-cycle studies) – dr hab. Małgorzata Budzanowska-Drzewiecka: 2.381

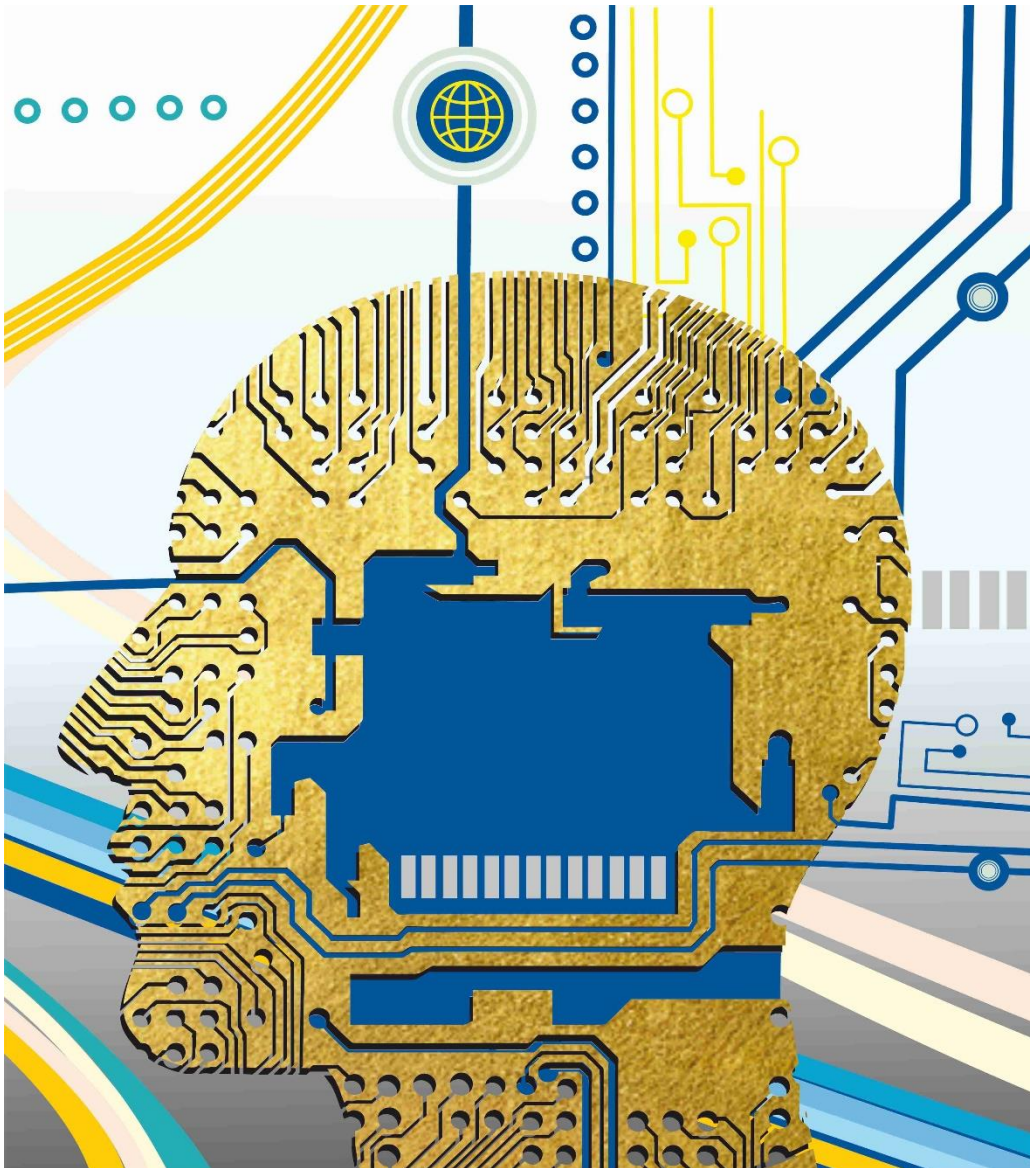
Wi-Fi is available throughout the building. Just connect to the UJ_WiFi network and sign in with your USOSweb login details.

JU Creative Collaboration Space

The Faculty building also houses a room created as part of the Creative Collaboration Space (PKW) system, which provides infrastructural support for activities carried out in cooperation with social, economic, and public partners. Students can also book PKW rooms to organise and run projects, workshops, or training. You can find more details at <https://pkw.uj.edu.pl/> (in Polish).

Parent–Child Room

If you are a parent, the Faculty building housing the Institute of Economics, Finance and Management provides access to a Parent–Child Room (room 2.327). It is equipped with a changing table, refrigerator, bottle warmer, and shower.



How to get started? Formal matters

Before you head to your first classes, make sure you have access to the IT systems and platforms that let you fulfil your academic obligations (such as linking your courses), facilitate communication, and collect important information. In light of increasing digitalisation, you can handle many university matters online. To do so, you will need:

- An email address in the **uj.edu.pl** domain - this is your login for most systems and the channel for official communication
- Access to USOSweb, the University Study-Oriented System

Make it a habit to use USOSweb regularly and check your email every day.

You can activate your university email account **@uj.edu.pl** in the STUDENTS → Email Activation section.

USOSweb (University Study-Oriented System)



USOSweb (University Study-Oriented System) - an IT system for managing studies at JU. It is the main system used to administer the studies of all JU students. It stores personal data, courses, enrolments, grades, and many other important records. Access to USOS is granted only to administrative office and dean's office staff.

USOSweb is the key platform for managing your studies at Jagiellonian University. The system gives you access to all the tools you will need during your studies, such as:

- registering for courses or examinations [Students → Registrations];
- submitting an application for a dormitory place or a scholarship [Common Section → Applications];
- checking your class schedule;
- seeing your grades;
- finding your bank account number, and much more.

Go to: <https://activation.uj.edu.pl>. Use the login details you received during enrolment: Polish students – PESEL number and the password you used for the online application system IRK; international students – student record number and the password you used

for the online application system IRK. You can find more information at [Email - Students - IT Support - Information Technology Centre](#).

Note! To make USOSweb easier to navigate, use the specially prepared [USOSweb – first steps](#) guide.

Pegaz e-learning platform



Pegaz (together with Pegaz-Exams) is the official distance-learning platform of the Jagiellonian University. [The PEGAZ e-learning platform](#) serves as a supporting tool for sharing course materials, communicating information, uploading assignments, and more. The scope of its use will depend on your lecturer. Still, it is worth learning about its features ahead of time.

You can learn more about the platform in the [Basics of using the Pegaz platform](https://przewodniki.uj.edu.pl/) (<https://przewodniki.uj.edu.pl/>) (in Polish).

MSTeams and O365



MS Teams is another tool often used by lecturers. Similar to the Pegaz e-learning platform, it can serve as a channel for sharing information and additional materials. It is one of the many applications available to all staff and students of the Jagiellonian

University within the Office 365 cloud. To start working in MS Teams, sign in to Office 365 with your university email (@student.uj.edu.pl) and password.

Once you are logged in to the Office 365 cloud, you will see the home page with icons for different applications. If the MS Teams icon is not visible, click All apps and select MS Teams from the list. It is worth installing the dedicated MS Teams app, as it provides more features and works better with multimedia devices (especially useful for audio-video meetings). After successful installation (or when choosing the browser option), you will see the MS Teams home screen.



As a student of the Institute of Economics, Finance and Management, you also have access to Microsoft 365. This is a suite of applications provided by Microsoft servers (not just MS Teams). The package includes Word, Excel, PowerPoint, OneNote, and Outlook. All Microsoft 365 products are updated automatically, so you are always using the newest version.

Note! There is more. The Jagiellonian University also provides students with access to various **software**. You can find details about access rules and the types of software at https://dui.uj.edu.pl/en_GB/oprogramowanie.

What to expect? Your rights and responsibilities

Organisation of the academic year

At the Jagiellonian University, the academic year begins on 1 October and ends on 30 September. It consists of two semesters, winter and summer, each followed by an examination session. Each session lasts two weeks, followed by a resit session: one week in February for the winter examinations, and two weeks in September for the summer examinations.

To complete a given year, you must pass all examinations by the end of the current academic year, that is, by the end of September.

Throughout the year you will have several breaks: two holiday breaks, a semester break, and the summer break. Detailed information on the organisation of the academic year is announced by the Rector. You can find it at [Academic schedule - International Students - Jagiellonian University](#)

Study programme and syllabuses

Classes in your degree are based on approved study programmes, which you can find in the [UJ Syllabus application](#). There you can see the entire study programme, including all the courses that must be passed by the end of your studies.

Each course has a linked syllabus, which serves as the basis for the classes. The syllabus contains information on the rules for passing the course, attendance requirements, and the obligatory literature (textbooks and other readings).

To learn more, you can browse the syllabuses prepared for each course in the [UJ Syllabus application](#).

When you open the UJ Syllabus application, first choose your study cycle (for example, if you begin your studies in 2025/2026, you should choose that cycle), the level and mode of study. Next, select the name of the faculty and your field of study.

You can find out more at <https://syllabus.uj.edu.pl/en>.

Requirements for course completion and attendance

Keep in mind that each lecturer sets the rules for their course completion and includes them in the syllabus. At the first class, the lecturer always presents the thematic scope and explains the requirements for the course assessments/examination. Most of the courses you will take are compulsory, with mandatory attendance. If you get sick, make sure provide a medical note to the lecturer as soon as possible.

Note! Keep in mind that too many absences, even excused ones, may prevent you from passing the classes and taking the examination, as you will not be able to achieve the intended learning outcomes.

Study Regulations

Before you begin your academic journey, it is worth taking a look at the Study Regulations. They set out all the rights and responsibilities of students. During your studies, you may encounter various situations. Some of them are planned, like your diploma exam, and others are unexpected, like having to request a dean's leave. Before taking any action, it is best to consult the Study Regulations. They cover most of the questions you might have.

As of 1 October 2025, a new version of the Study Regulations will apply.

Remember that the documents and application forms you might need are available on the Institute's website: https://econ.uj.edu.pl/pl_PL/studenci/do-pobrania.

What are my first responsibilities?

Your first need to:

- accept the matriculation oath in USOSweb
- link your course declarations in USOSweb

Course declarations and course linking

In order for your courses to be recognised and appear on your examination card, they must be “linked” to the appropriate year of your programme. This can be done in USOSweb. You can find detailed instructions on how to do this in the:

- video tutorial [USOS Episode 3: Linking courses to programmes and stages of study](#) (in Polish)

At the Institute of Economics, Finance and Management, most compulsory courses are linked in USOSweb by the administration office staff.

This does not apply to:

- language courses (obligatory for full-time first- and second-cycle students; Note! Before completing your course declaration, check the messages you have received. Sometimes you may be asked to follow a different procedure)
- diploma seminars.

For these courses, you must register on your own through USOSweb.

Course declarations

Important! Every semester you must submit a declaration in USOSweb, listing your courses and ECTS credits. **Failure to submit this declaration constitutes grounds for removal from the student register.**

A course declaration is your plan for a given cycle (semester) of classes. It must be submitted twice during the academic year – in the winter and summer semesters. The first declaration includes year-long courses and those taught in the winter semester (to be submitted by 27 October). The second covers courses taught in the summer semester (to be submitted by 12 March).

You submit your course declaration by clicking the “submit declaration” button in USOSweb (Students→ left-hand menu; declarations).

Mandatory BHK training (Health and Safety in Education)

In the first semester of the first year, you must complete the Health and Safety in Education (BHK) course through the e-learning platform (this training is mandatory for all first-year students).

When you submit your first declaration, remember about **the Health and Safety in Education** (BHK) training. You need to link it in USOSweb (along with declarations and course linking).

The BHK training is mandatory for all new students with the exception of those who have already completed this training at the Jagiellonian University since the 2019/2020 academic year.

Registration is automatic and handled by **the Health and Safety Inspectorate**.

The course is online, available on the **PEGAZ** e-learning platform. After logging in, find the BHK course, and complete it following the instructions.

You can find more **details and deadlines** at [Training in English for students/ PhD students - Inspektorat BHP - Uniwersytet Jagielloński](#).

Student ID card

Your student ID card confirms your student status. It gives you access to student discounts, for example in public transport, and serves as a library card at university libraries.

To obtain your student ID card, simply follow the instructions provided during enrolment.

Remember

- You need to pay the student ID card fee.

Every semester, you must renew its validity at the administrative office responsible for your programme.

Recommended options for students

You can buy and keep your Kraków Public Transport (KMK) season tickets in the following city applications:

- [mKKM](#) mobile Kraków City Card
- [mKK](#) mobile Kraków Card
- [mKraków](#) city application with multiple services (including tickets)

You need your student ID card to confirm eligibility for discounts.

If you are planning to travel abroad, you should obtain an international student card:

[ISIC - your International Student Identity Card](#).

When and where are my classes? Schedules

To find out when and where your classes take place, check the Institute's website. The most up-to-date details are posted in the [Schedules](#) section. You can also find the same information in USOSweb. Schedules are always published on the Institute's website two weeks before the start of the academic year and are subsequently uploaded to USOSweb.

Keep in mind that changes may happen during the year (for example, a different classroom). For this reason, it is worth checking the website regularly to ensure that no changes have been made (the date of the last update is indicated on the website).

The website also provides details about the [examination sessions](#). These include the examination dates, the session schedule, and lecturers' office hours during the main and resit sessions. As you prepare for exams, monitor changes in the schedule. Sometimes, for example, the classroom may change (the date of the last update is indicated on the website).

Who conducts the classes? Teaching staff

Most classes are conducted by academic teachers employed at the Institute of Economics, Finance and Management. You can find information about them on the Institute's website under [Teaching staff](#). Each instructor has an official university e-mail address (available on the website), which you can use for communication. Keep in mind that lecturers may not be able to respond immediately, and social media is not the right way to reach them.

When you write to a lecturer, make sure to use their correct academic title/degree. For example, you can start with Dear Dr [Last name] or Dear Professor [Last name]. This is the polite form of address in academic settings. To do this properly, check the lecturer's details to see their degree or title.

If the issue you want to discuss with a lecturer affects the whole group (the year), it is best for the Year Representative to initiate communication (Year Rep is the student elected to represent the class in contacts with lecturers and administrative staff). This helps make communication quicker and more efficient.

Lecturers are also available during their office hours. The schedule is always posted on the Institute's website under [IEFiZ Staff Office Hours](#).

Note! Lecturers will only reply to e-mails that come from your official @student.uj.edu.pl student account.

Who do I contact for administrative questions?

At the Institute of Economics, Finance and Management, there are several administrative offices for student affairs. All of them are located on the second floor of the building at ul. prof. Stanisława Łojasiewicza 4. Each staff member is responsible for a specific programme.

The Business and Finance Management programme is handled by administrative staff in room 2.376.

To visit the administrative office, you need to book an appointment in advance. Registration is done electronically using the Calendar application.

You can find it on the Institute's websites:

<https://econ.uj.edu.pl/studia/business-and-finance-management/studia-bfm-contact>

[Rezerwacje — — Outlook](#)

Where can I find the literature recommended by lecturers? Libraries

Faculty of Management and Social Communication Library

The Faculty Library is hard to miss. It is located on the ground floor, to the left of the porter's lodge. All students are welcome to use the Library, but first you need to register, pay a small fee, and get your library card.

The Library offers one-to-one guidance and group training sessions (library lessons) for first-year students.

It also gives you access to a wide range of services: library, information, educational-training, and technological. At the Faculty Library, you can use the computers with internet access, search the online catalogue and databases, or just browse the web. The Library provides several scanners, photocopiers, individual study booths, a group study room, multimedia cabins, DVD and TV facilities, as well as a typhological cabin. With Wi-Fi access, you can also work on your own laptop.

Jagiellonian Library

You may also want to sign up for the **Jagiellonian Library** at the Circulation Desk, entrance from ul. Oleandry 3. You will find more information at https://bj.uj.edu.pl/en_GB/start-en

What support can I expect? Scholarships and student dormitories

As with any university, the Jagiellonian University provides support for its students by offering scholarships (financial aid) and places in student dormitories.

You can find out more at https://akademiki.uj.edu.pl/en_GB/.

Scholarship matters are handled by the JU Scholarship Office <https://dydaktyka.uj.edu.pl/en/centrum/dssp>.

You can find details about financial aid (social, Rector's, disability, and Minister's scholarships, and emergency aid grants) at https://stypendia.uj.edu.pl/en_GB/pomoc-materialna.

Scholarship applications should be submitted through USOSweb. There are two sections you will need:

STUDENTS – Scholarships. Here you can check which scholarships you have been awarded, payment details with amounts, and whether the money comes through the cashier or straight to your bank account.

COMMON SECTION – Applications. Here you will see the full list of scholarship application forms. Usually, applications that do not apply to you are locked.

Before you start filling in the form, make sure it is the correct one by verifying:

- the name of the scholarship,
- the semester and academic year,
- whether it is for students or doctoral candidates,
- whether it applies to the Medical College (CM) or the rest of JU.

Can I study abroad? Erasmus+ student mobility

Every student enrolled in first- or second-cycle studies, whether full-time or part-time, regardless of nationality, may participate in the Erasmus+ programme.

Recruitment for Erasmus+ takes place through the USOSweb system. To apply, log in to USOSweb, select the Student Exchange section, and submit your application.

You can study abroad at universities that have an agreement with JU. The list of Erasmus+ partner universities for Management and Quality Studies and for Economics and Finance is available in USOSweb and on the Institute's website.

You can find more information on the Institute's website, in the [student mobility](#) section.

How to pay for my studies? Tuition fees

The first tuition instalment should be paid within seven days after enrolment. The following payment is due on 15 February 2026. In the second year, the deadlines are 15 October 2026 and 15 February 2027, respectively.

You may also apply for a partial or full waiver of tuition fees. This applies to special cases, such as:

- serious financial hardship caused by unexpected events after starting your studies
- outstanding academic results
- participation in international exchange programmes

To apply, you must submit an [application](#) (in Polish).

You can do this in person at the administrative office responsible for your programme – room 2.376.

You can find more information at

https://ksztalcenie.uj.edu.pl/documents/139368323/139622958/zarz_65_2024_eng.pdf

There is more to explore

We are aware that this guide does not answer every question you might have. Take a look at the Institute's website. You will find lots of additional information that could come in handy.

To avoid misunderstandings and make the most of what the Institute of Economics, Finance and Management and the Faculty of Management and Social Communication have to offer, it is worth

- reading the JU Study Regulations carefully;
- getting used to checking USOSweb (or/and IEFiZ Facebook) regularly for updates;
- checking your university email regularly. Use it when corresponding with lecturers. Prepare your messages carefully and apply appropriate forms of address;
- looking through the materials on the website – BFM section;
- contacting the administrative office for student affairs directly in difficult or unclear cases. Remember to book an appointment.

We encourage you to become involved in student organisations, associations, and the wide range of extracurricular activities (for example, research clubs, the university choir, the Academic Sports Association (AZS), student government, or even student radio).

We are happy you are here! We wish you every success and satisfaction with your decision to begin studies at the Institute of Economics, Finance and Management.

The Directors and the entire Staff of the Institute of Economics, Finance and Management

Kraków, October 2025

Helpful links

[Welcome to the JU - Welcome to the Jagiellonian University](#)

[Open Krakow - Oficjalny serwis miejski - Magiczny Kraków](#)

+ fb [Facebook](#)

[Strona główna - Projekty Wojewody Małopolskiego nr: 15/10-2019/OG-FAMI, 12/14-2022/OG-FAMI, FAMI.02.01-IZ.00-0001/24 dofinansowane przez Unię Europejską realizowane w ramach Programu Krajowego Funduszu Azylu Migracji i Integracji \(FAMI\) \(in Polish\)](#) + fb [Facebook](#)

[JU student guide - Welcome to the Jagiellonian University](#)

