



[www.wste.edu.pl](http://www.wste.edu.pl)

# Guide for students



# WSTiE



European  
Funds  
Knowledge Education Development



Republic  
of Poland



European Union  
European Social Fund









Program is co-financed with resources of the European Social Fund in frames of Operational Program Knowledge Education Development, non-competitive project entitled Raising of competences of academic staff and institutional potential in receiving people from abroad – Welcome to Poland implemented in frames of action specified in application for financing project number POWR.03.03.00-00-PN14/18.



# Contents

6	About the university
6	 <b>Global Network University</b>
9	→ The headquarters in Sucha Beskidzka
9	→ Faculty of Tourism and Recreation in Krakow
10	What does UCTE offer?
12	Majors and specializations in UCTE
14	 <b>Faculty of Tourism and Recreation</b>
	<b>Specialisations in first degree studies</b>
16	→ Speciality: <b>Hotel and catering management</b>
18	→ Speciality: <b>E-business in tourism</b>
20	→ Speciality: <b>Recreation coach</b>
22	→ Speciality: <b>Management of sustainable tourism</b>
	<b>Specialisations in second degree studies</b>
24	→ Speciality: <b>Tourism Manager</b>
26	→ Speciality: <b>International tourist business</b>
28	→ Speciality: <b>Health tourism manager</b>
30	→ Speciality: <b>Hotel and catering management</b>
32	 <b>Faculty of Tourism and Recreation in Krakow</b>
	<b>Specjalizacje na studiach I stopnia</b>
34	→ Speciality: <b>Hotel and catering management</b>

36	 <b>Faculty of Computer Science</b>
	<b>Specialisations in first degree studies</b>
38	→ Speciality: <b>Computer electronics</b>
40	→ Speciality: <b>Software engineering</b>
42	→ Speciality: <b>Database systems</b>
44	→ Speciality: <b>Multimedia technologies and computer graphics</b>
46	→ Speciality: <b>Internet technologies</b>
48	 <b>Faculty of Social Sciences</b>
	<b>Specialisations in second degree studies</b>
50	→ Speciality: <b>E-business and social media</b>
52	→ Speciality: <b>Internal security</b>
54	How to become a ucte student?
60	Training and certificates
62	 <b>IT area</b>
62	 <b>Tourism area</b>
66	 <b>Hotel and catering area</b>
68	 <b>Area of entrepreneurship, management and marketing</b>



80

## Career

80



**Apprenticeships and internships**

82

## Study & work

84



**Individual career path**

86



**Polish job market for a foreigner**

91

→ Documents entitling to stay

92

→ Documents allowing for the Polish labour market

102

→ Work without a work permit

106

→ Rights and obligations of foreigners working in Poland

108

→ How to find an employer

→ Where to ask for help?

109

## Scholarships

109



**Rector's scholarship for candidates from Belarus and Ukraine with high academic achievement**

110



**Student scholarships, allowances – for those who have a Polish Card**

110



**Promotional programs**

112

## Accommodation

112

## Healthcare

113

## Safety

115

## Practical information



# About the University



Global Network University

The University College of Tourism and Ecology is a strong academic centre with international reach, attracting students from all over Poland and from abroad. UCTE guarantees students with specialist knowledge and experience provided by the best staff and business practitioners.

T

he headquarters of the university is a Renaissance castle, called the Little Wawel, in whose historic interiors modernly equipped lecture halls and computer laboratories are located. Lectures – within modern curricula – are held in Polish and English. Students appreciate the intimate atmosphere of the university, innovative teaching methods and extensive opportunities to acquire knowledge – not only theoretical but also practical.

The university has managed to create a structure that allows students and lecturers to cooperate in many locations of Poland and the world, creating innovative answers to contemporary challenges in industries: tourism, information technology and political science. Both students and researchers broaden their knowledge through participation in numerous international projects.

UCTE educates at the level of higher-level first and second cycle studies in full-time and part-time systems, post-graduate studies, certified courses and trainings, as well as the first MBA in Tourism studies in Poland. The university offers a wide range of specializations within the Faculty of Tourism and Recreation, the Faculty of Computer Science and the Faculty of Social Sciences. Modern fields of

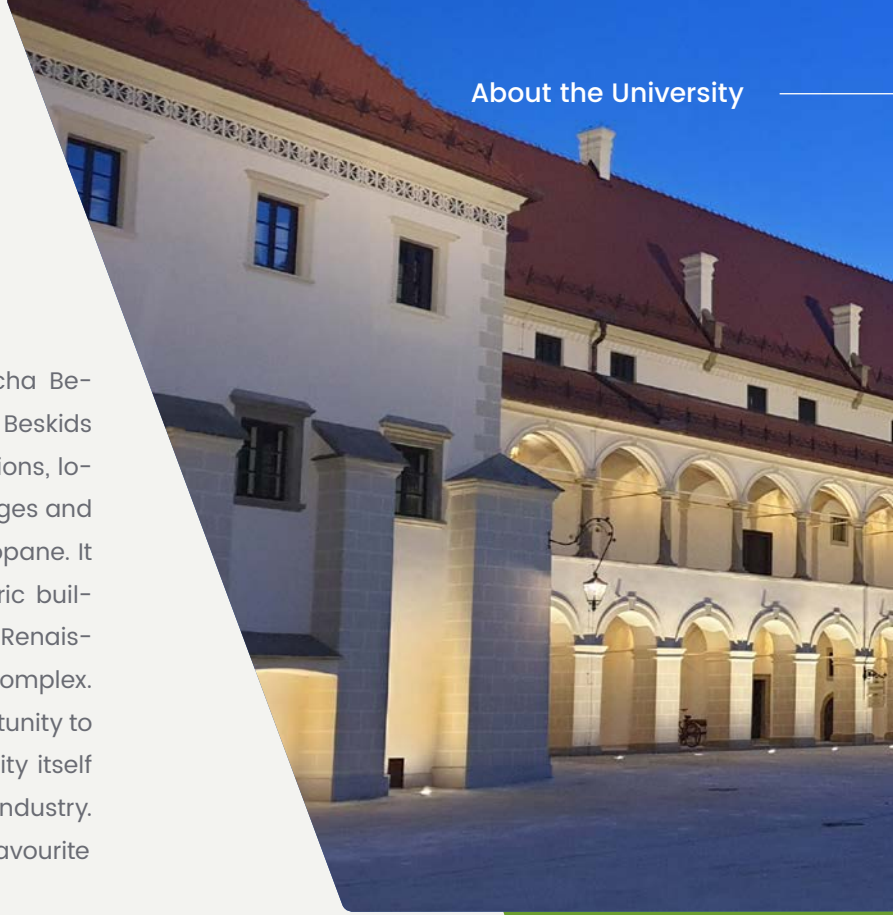
study have been designed in such a way as to maximally develop the competences sought by employers of specific industries. Thanks to cooperation with lecturers and peers from foreign universities, UCTE students not only expand the scope of theoretical and practical knowledge, but also contribute to the development of sectors in which their future professional life will take place.





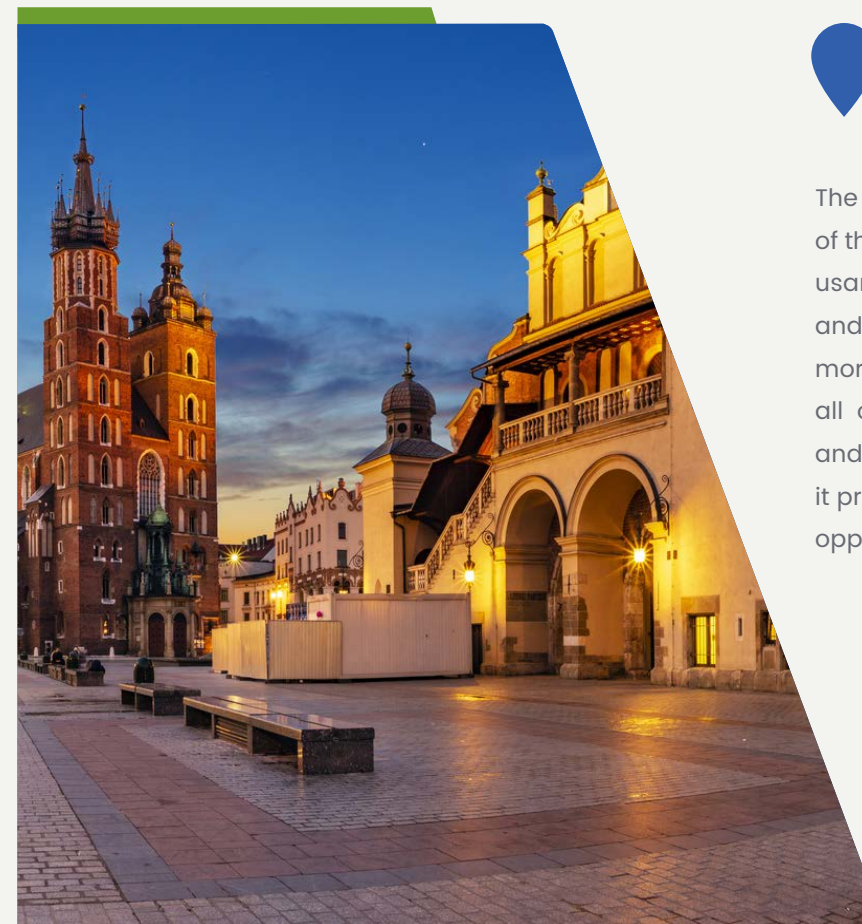
## The headquarters in Sucha Beskidzka

The headquarters of the university is in Sucha Beskidzka – a picturesque town located in the Beskids in the south of Poland, richer in tourist attractions, located close to popular tourist routes, pilgrimages and large urban centres such as Krakow and Zakopane. It can be combined with comprehensive historic buildings in the Lesser Poland voivodeship with a Renaissance castle and a monastery and church complex. Outstanding landscape values give the opportunity to practice different forms of tourism, and the city itself offers attractive jobs in the tourism and IT industry. Sucha Beskidzka to the place of Billy Wilder, favourite director of Marilyn Monroe.



## Faculty of Tourism and Recreation in Krakow

The branch office of UCTE is located in Krakow – one of the most beautiful cities in Poland, with over a thousand years of history. With its unique atmosphere and a unique collection of monuments, including more than 6,000 objects, it attracts tourists from all over the world. As a thriving academic centre and a rapidly growing cultural and business centre, it provides young people with a wide range of career opportunities and rich cultural life.





# What does **UCTE** offer?

- ➔ modern education system based on European models and innovative curricula;
- ➔ scientific staff consisting of specialists from leading academic centres;
- ➔ a broad spectrum of specialist theoretical and practical knowledge that increases the chances of graduates in the labour market;
- ➔ individual approach to each student and direct contact with lecturers;
- ➔ attractive workshop classes from the first year of studies;
- ➔ education abroad (students have the option of completing a part of their studies at one of the partner universities in Great Britain, Sweden, Germany, France, Portugal, Italy and Hungary);
- ➔ direct exchange programs and an apprenticeship system in reputable, foreign institutions;
- ➔ opportunity to study in English – Department of Tourism in Krakow;
- ➔ the opportunity to study online;
- ➔ the possibility of continuing education at the postgraduate level within the Polish-American MBA program;
- ➔ an individual career path (designed in co-operation with the Business Academy);
- ➔ didactic classes at weekends (the possibility of combining work and study at the same time – the original Study & Work program enables you to take up work in renowned partner companies cooperating with WSTiE – weekend work for full-time students and permanent employment of part-time students);
- ➔ modern laboratories;
- ➔ classes in small groups.



# Majors and specializations in UCTE



Faculty of Tourism and Recreation

Do you want to open your own business, create events, organize events, work in the best offices, hotels, restaurants in the country or abroad, manage the tourist destination?

We will build your career path step by step.

## Tourism – why is it worth?

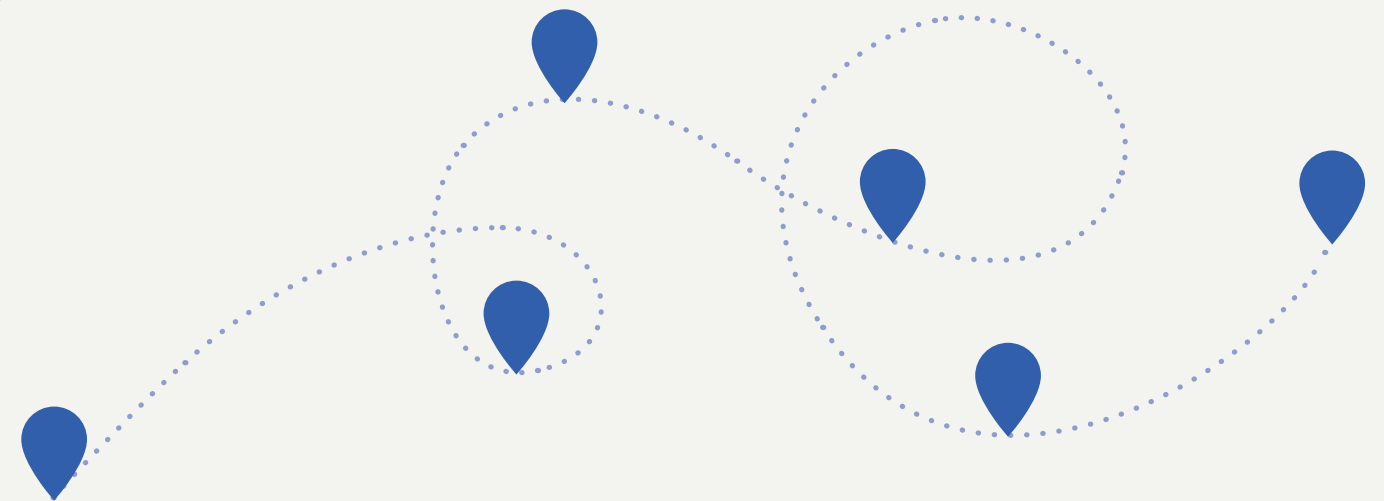
### Studying at UCTE:

- ➔ you will learn to create strategies and implement your own projects;
- ➔ you will learn modern marketing tools 4.0;
- ➔ you will deepen the secrets of professional customer service;
- ➔ you will learn to create product offers;
- ➔ you will learn how to manage a hotel, restaurant, travel agency and other business ventures in the tourism industry;
- ➔ you will learn to choose partners and create business relationships;
- ➔ you will learn how to open your own business and raise funds to start it.

### You will learn how to:

- ➔ manage a team of employees;
- ➔ work in a team;
- ➔ create an offer and calculation of the project;
- ➔ effectively use social media in promotion;
- ➔ use the most effective selling techniques;
- ➔ negotiate effectively;
- ➔ actively sell products and services;
- ➔ pursue own ideas and create strategies;
- ➔ develop the scope of your managerial skills.

Tourism is a constantly developing area of the economy. Currently, over 100 million people work in the industry. This trend has been maintained for many years around the world. Quality and modern management guarantee success in the tourism industry. There are over 400 hotels in Poland with 4 and 5 star categories, for which UCTE has given qualifications to more than 100 managers.



### What you will receive as our student?

- ➔ flexible program of activities that will allow to combine studies, work and passion;
- ➔ classes with the staff of lecturers-business practitioners;
- ➔ additional courses and certificates;
- ➔ opportunity to learn several foreign languages;
- ➔ practices and internships at the best tourist resorts, hotels in Poland and abroad, travel agencies, health resorts, event agencies, tourist organizations, local government units;
- ➔ modern branch software, reservation systems

### Additionally:

- ➔ the possibility of completing a part of studies at recognized foreign universities;
- ➔ attractive activities outside of the university;
- ➔ numerous interest groups and scientific sections;
- ➔ flexible forms of financing studies;
- ➔ support in the opening of your business – partners of UCTE operating at the Business Academy are your partners;
- ➔ individual approach to each student;
- ➔ direct contact with lecturers;
- ➔ rich student life.





# Specialisations in **first** degree studies

Sucha Beskidzka







# Specialisations in **first** degree studies

SPECIALISATION

Hotel and catering management

Are you interested in management in one  
of the key branches of the economy?

Have you always dreamed about a prestigious  
job full of challenges?

Working with people is what you feel?

The HORECA sector is waiting for you!

## hotel and catering management. Why is it worth?

- ➔ Hospitality and gastronomy are one of the most dynamically developing sectors of the economy.
  - ➔ Everyday satisfaction with communing with people.
- ➔ Work in the most prestigious facilities in the country and in the world.
  - ➔ Classes with international class hotel managers.

### Studying at UCTE:

- ➔ you will gain practical first-hand knowledge;
- ➔ you will learn the secrets of hotel management;
- ➔ you will master the analysis of the hotel and catering market;
- ➔ you will learn to avoid risky mistakes using the knowledge of lecturers-practitioners;
- ➔ you will learn aspects of quality management in accommodation and catering facilities;
- ➔ you will gain customer service skills;
- ➔ you will learn to use the latest solutions in company management, e.g. e-commerce or price management;
- ➔ you will learn how to evaluate new projects and implement them in the hotel and restaurant;
- ➔ you will get comprehensive knowledge about the tourism economy;
- ➔ you will master the creation of new offers;
- ➔ you will enter the world of hoteliers.

### Your career in the industry:

- ➔ hotel manager,
- ➔ catering manager,
- ➔ employee of international hotel brands,
- ➔ HORECA market analyst,
- ➔ catering specialist,
- ➔ restaurant sales and marketing specialist,
- ➔ hotel or restaurant owner.





# Specialisations in **first** degree studies

## SPECIALISATION

### E-business in tourism

**Tourism, one of the most dynamically developing branches of the world economy, has always crossed the borders. Faced with the challenges of modern 4.0 industry, also it has entered another dimension of customer service, a significant part of marketing and sales activities moving to the network.**

Do you want to know the current trends  
and techniques of electronic sales?

Do you want to gain competences in the field  
of virtual customer service?

Or maybe you want to start your  
own business online?

We are waiting for you!

## E-business in tourism Dlaczego warto?

- ➔ More than half of booking hotel rooms, airline tickets and tours is done over the Internet.
- ➔ Knowledge of modern IT solutions guarantees success in the industry.
- ➔ Building an e-relation with the customer is the key to the company's development.
- ➔ The ability to combine traditional and e-business tools is the basis of the modern manager's workshop

### Studying at UCTE:

- ➔ you will get to know the world of tourism e-market players;
- ➔ you will gain the ability to navigate the virtual tourist market;
- ➔ you will gain knowledge about information security in e-business;
- ➔ you will learn the rules of functioning of electronic travel agencies;
- ➔ you will learn to use applications in real business conditions;
- ➔ you will learn the secrets of running a virtual tourist company;
- ➔ you will learn to manage e-relations with tourists and hotel guests.

### Your career in the industry:

- ➔ travel agency internet marketing employee,
- ➔ online sales specialist,
- ➔ designer of tourist products in electronic tourism enterprises,
- ➔ v-logger, blogger, e-travel journalist,
- ➔ e-entrepreneur.







# Specialisations in **first** degree studies

SPECIALISATION

Recreation coach

The free time industry gives huge opportunities to implement the most interesting ideas, and the market every year more and more needs young, competent, creative employees creating recreational products.

Do you want to become a leisure time creator?

Work with people is the greatest satisfaction for you?  
There are no restrictions for you?

Become a recreation coach  
and create space and forms of recreation!

## Recreation coach. Dlaczego warto?

- ➔ The leisure industry is an important element not only of tourism, but also of our everyday life.
  - ➔ In accordance with the latest trends, the key to success is an individual approach to the customer, and therefore the services require personalization tailored to the needs and expectations of people.
  - ➔ Everyone dreams of rest according to their needs, although he cannot always precisely specify what he expects.
  - ➔ Every form of activity requires proper planning and interaction

### Studying at UCTE:

- ➔ you will learn how to apply knowledge about physical activity in practice;
- ➔ you will acquire communication skills in relation to another human being;
- ➔ you will learn the rules of managing a recreational company;
- ➔ you will learn to design and implement recreational events;
- ➔ you will learn the secrets of group management;
- ➔ you will gain knowledge about modern marketing 4.0 in relation to the promotion and sale of recreational services;
- ➔ you will learn to program the physical activity of customers of all ages;
- ➔ you will create your first recreational product

### Your career in the industry:

- ➔ recreation coach,
- ➔ leisure time animator,
- ➔ healthy lifestyle adviser,
- ➔ instructor of physical recreation,
- ➔ specialist for organizing recreational events,
- ➔ organizer of recreational events.





# Specialisations in **first** degree studies

## SPECIALISATION

Management of sustainable tourism

Tourism is an industry that has a huge impact on the environment. Appropriate planning of its development and management of tourist traffic is the basis for maintaining the natural and social balance. Sustainable tourism – combining the promotion of a healthy lifestyle in harmony with nature and tourist leisure planning, while taking care to preserve the cultural and natural potential of tourist destinations – is the key to the development of the industry and the preservation of the beauty of nature.

Do you love traveling and wildlife?

The natural environment is close to you?

Do you want to influence the positive trends  
in the tourism industry?

Start your career  
in the sustainable development industry!

## Studying at UCTE:

- ➔ you will learn the latest trends in the tourism industry;
- ➔ you will learn to create and implement sustainable tourism strategies;
- ➔ you will gain the skills to use sustainable development tools;
- ➔ you will learn how to create pro-ecological solutions and how to use them;
- ➔ you will learn the rules of tourism in protected areas;
- ➔ you will learn what threats await the natural and cultural environment;
- ➔ you will learn how to plan and monitor sustainable tourism.

## Your career in the industry:

- ➔ employee of regional and local administration,
- ➔ sustainable tourism specialist,
- ➔ sustainable development manager in tourist enterprises..

## Management of sustainable tourism. Dlaczego warto?

- ➔ The tourist industry is looking for efficient managers specialized in sustainable development.
- ➔ Pro-ecological and pro-social management is the basis for the development of tourist products.
- ➔ The future of global natural and cultural resources is in your hands.







# Specialisations in **second** degree studies

SPECIALISATION

Tourism Manager

In the face of the changing world and global megatrends, the tourism industry is much more metamorphosed. According to data from the World Tourism Organization, the forecast number of international arrivals in 2030 will reach 1.8 billion people. This will translate into new challenges in the field of sales of tourist services, management of tourist traffic or modern management of a tourist enterprise.

Are you interested in joining the group of managers in one of the most important industries in the world?

Do you want to face new, thrilling challenges every day?

Career of a tourism manager  
– it's your career!

## Tourism Manager. Why is it worth?

- ➔ You will get the latest management knowledge.
- ➔ You will learn the mechanisms of functioning of the global tourism market.
- ➔ You will gain the skills necessary to work in the public and private sectors
  - ➔ You will learn about marketing tools 4.0.
- ➔ You will learn about the latest trends defining the tourism market.
- ➔ You will increase the level of your competence in managing and working with the team.
  - ➔ You will learn the techniques of creating and selling tourist products

### Studying at UCTE:

- ➔ you will gain practical first-hand knowledge;
- ➔ you will learn to avoid risky mistakes based on the experience of UCTE lecturers;
- ➔ you will learn aspects of quality management in accommodation and catering facilities;
- ➔ you will gain skills in customer service;
- ➔ you will learn to use the latest management solutions;
- ➔ you will get comprehensive knowledge about the tourism economy;
- ➔ you will master the rules of creating offers;
- ➔ you will enter the world of contemporary managers.

### Your career in the industry:

- ➔ travel agent,
- ➔ specialist tourist product,
- ➔ travel agency manager,
- ➔ team leader teams in companies and tourist institutions,
- ➔ employee of tourist organizations and institutions at local, regional and global level,
- ➔ the owner of his own innovative tourist company.





# Specialisations in **second** degree studies

## SPECIALISATION

International tourist business

Tourism is a global phenomenon, exerting a significant influence on the global economy. Its characteristic feature is the creation and functioning at the interface between international networks and business relationships that – using global megatrends – enable companies to produce, promote and sell new products and solutions.

Do you want to know the principles of functioning of the international tourism market?

Have you always wanted to try your hand at business?

Since you remember, you have been fascinated by the world?

Combine your passions with a career by studying international tourist business!

## International tourist business. Why is it worth?

- ➔ You will gain knowledge about the organization of international tourism.
- ➔ You will learn the principles of business management in the international tourism industry.
  - ➔ You will gain the ability to analyse markets.
- ➔ You will learn how clusters and business networks affect the global economy.
- ➔ You will gain comprehensive knowledge in the field of organizing foreign tourist trips.

### Studying at UCTE:

- ➔ you have the opportunity to gain new industry contacts;
- ➔ you will meet the best specialists in the tourism industry;
- ➔ you will learn how to effectively apply knowledge in practice;
- ➔ you will master skills related to the creation and sale of services in various markets;
- ➔ you will learn to use the latest technological solutions for business purposes;
- ➔ master the key skills necessary to work with the client;
- ➔ you will learn the mechanisms and dependencies between various branches of the tourism economy;
- ➔ you will learn how to conduct marketing research in tourist services;
- ➔ you will learn foreign languages that will enable you to function on foreign markets.

### Your career in the industry:

- ➔ travel agent,
- ➔ corporate employee responsible for international travel,
- ➔ specialist in international tourism,
- ➔ employee of national and international tourist organizations,
- ➔ specialist in establishing international business contacts,
- ➔ organizer of international tourism,
- ➔ owner of own tourist company







# Specialisations in **second** degree studies

## SPECIALISATION

### Event manager

Organization of events has become an important branch of the meetings industry, having a large share in the profits from tourism. The growing demand for various types of events also generates the need to employ creative, efficient and well-qualified managers.

Are you looking for a job where you can use  
your organizational skills?

Your dream is dynamic work, full of challenges?

The event industry is waiting for you!

## Event manager. Why is it worth?

- ➔ You will learn about the dynamically growing market of the meetings industry.
  - ➔ You will learn how to organize events on various scales.
  - ➔ You will learn to manage event projects.
- ➔ You will learn how to choose the right formula of the event for the client's needs.
  - ➔ You will gain knowledge of the implementation of events.

### Studying at UCTE:

- ➔ you will get to know the world of tourism e-market players;
- ➔ you will gain the ability to navigate the virtual tourist market;
- ➔ you will gain knowledge about information security in e-business;
- ➔ you will learn the rules of functioning of electronic travel agencies;
- ➔ you will learn to use applications in real business conditions;
- ➔ you will learn the secrets of running a virtual tourist company;
- ➔ you will learn to manage e-relations with tourists and hotel guests.

### Your career in the industry:

- ➔ event orderer,
- ➔ event manager,
- ➔ specialist for organizing mass events,
- ➔ specialist for internal events,
- ➔ employee of event companies,
- ➔ an employee of a PR agency,
- ➔ specialist for organization of events in hotel facilities.





# Specialisations in **second** degree studies

## SPECIALISATION

### Health tourism manager

Modern civilization forces the necessity of greater care for our state of health and this from an early age. Awareness of this fact translates into a high proportion of societies in activities such as wellness and spa, the use of fitness clubs and professional treatment and rehabilitation.

Health tourism is becoming one of the leading global trends, and every day the number of people who combine their leisure plans with various health and beauty treatments is growing.

The advantages of this form of tourism is that it combines care for improving health and learning new and attractive places. But how to effectively promote and manage such a demanding market? You will learn this while studying at the UCTE.

Do you bind your future with the dynamically developing  
tourist services market?

Do you want to learn about the principles of functioning  
of the health tourism market?

Have you always wanted to gain knowledge  
in management?

**Managerial studies at UCTE**  
– the key to your success!

## Health tourism manager. Why is it worth?

- ➔ You will gain knowledge of law in health tourism.
- ➔ You will learn how to analyse markets.
- ➔ You will learn to combine the tourism sector with medical services.
- ➔ You will learn the principles of marketing of health tourism services.
- ➔ You will gain knowledge in the field of sales management.
- ➔ You will learn about the realities of companies operating in the health tourism market.
- ➔ You will join the still small group of specialists operating on the health tourism market

### Studying at UCTE:

- ➔ you will meet the best specialists in the tourism industry;
- ➔ you will get comprehensive knowledge about health tourism;
- ➔ you will master skills related to the design and sale of services;
- ➔ you will learn to use the latest solutions in company management, e.g. e-commerce, revenue management;
- ➔ you will learn how to manage quality;
- ➔ You will gain the tools and skills necessary to work with the client;
- ➔ you will learn the mechanisms and dependencies between various branches of the tourism economy

### Your career in the industry:

- ➔ health tourism specialist,
- ➔ manager of departments of health services in hotels and resorts,
- ➔ spa & wellness coordinator,
- ➔ employee in spa enterprises,
- ➔ travel agent,
- ➔ employee of companies providing health and medical services





# Specialisations in **first** degree studies

Krakow







# Specialisations in **first** degree studies

SPECIALISATION

Hotel and catering management

Are you interested in management in one  
of the key branches of the economy?

Have you always dreamed about a prestigious job full  
of challenges?

Working with people is what you feel?

The HORECA sector **sector** is waiting for you!

## Hotel and catering management. Why is it worth?

- ➔ Hospitality and gastronomy is one of the most dynamically developing sectors of the economy.
  - ➔ Everyday satisfaction with communing with people.
  - ➔ Work in the most prestigious facilities in the country and in the world.
  - ➔ Classes with international class hotel managers

Constantly increasing number of travellers and tourists makes the hotel industry and catering bloom. Both newly emerging hotel facilities, as well as existing ones, expanding their services, require well-prepared staff: creative, innovative, ready to meet the expectations of the modern tourist.

### Studying at UCTE:

- ➔ you will gain practical first-hand knowledge;
- ➔ you will learn the secrets of hotel management;
- ➔ you will master the analysis of the hotel and catering market;
- ➔ you will learn to avoid risky mistakes using the knowledge of lecturers-practitioners;
- ➔ you will learn aspects of quality management in accommodation and catering facilities;
- ➔ you will gain customer service skills;
- ➔ you will learn to use the latest solutions in company management, e.g. e-commerce or price management;
- ➔ you will learn how to evaluate new projects and implement them in the hotel and restaurant;
- ➔ you will get comprehensive knowledge about the tourism economy;
- ➔ you will master the creation of new offers;
- ➔ you will enter the world of hoteliers

### Your career in the industry:

- ➔ hotel manager,
- ➔ gastronomy manager,
- ➔ employee of international hotel brands,
- ➔ HORECA market analyst,
- ➔ gastronomy specialist,
- ➔ restaurant sales and marketing specialist,
- ➔ hotel or restaurant owner





# Majors and specializations in UCTE



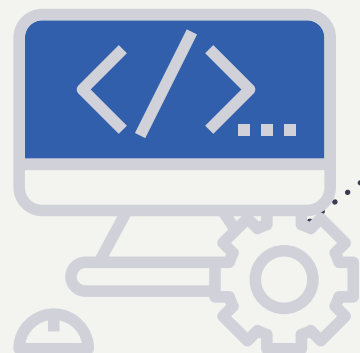
Faculty of Social Sciences

Information technology is the fastest growing branch of knowledge and economy of the 21st century. The job market offers a wide range of employment and development opportunities. The IT industry is constantly recruiting, which guarantees a very good earnings with a further growth perspective. The average remuneration in the industry is currently around PLN 11,400 (according to Sedlak & Sedlak for 2018).

Do you want to become  
part of the world of modern  
technologies?

Are you looking for an exciting,  
well-paid profession?

Choose  
Computer Science!



## We will teach you:

- ➔ The practical use of programming languages.
- ➔ Creating, managing and administering service servers.
- ➔ The use of modern IT tools in the electronics, technical and automation industries.
- ➔ Creating, managing and administering applications in cloud environments.
- ➔ Administration of operating systems, IT networks and database systems.
- ➔ Using created databases and integrating them with applications.
- ➔ Designing secure applications and IT infrastructure.
- ➔ Technical knowledge needed by an engineer in various branches of industry.
- ➔ Project and time management.
- ➔ Developing personal skills, IT skills needed in the work – among others clear defining of goals and creating plans for their implementation

36

## Studying at UCTE:

- ➔ you have the opportunity to cooperate with IT market leaders (Fideltronik company);
- ➔ you use the highest quality software;
- ➔ you learn from experts implementing commercial and scientific projects on a daily basis;
- ➔ you can pursue a part of your studies at partner universities abroad;
- ➔ you participate in classes in technologically advanced computer electronics laboratories in the partners' offices;
- ➔ you can get additional certificates from Oracle, Microsoft, Cisco;
- ➔ you practice and internships in leading companies in the country and abroad.

## Additionally provide:

- ➔ individual approach to each student;
- ➔ direct contact with lecturers;
- ➔ convenient forms of financing studies;
- ➔ flexible program of activities that will combine your studies, work and your passion.

## Your career in the industry:

- ➔ as a freelancer-developer of software / applications;
- ➔ in international IT corporations;
- ➔ in companies involved in the creation, implementation and maintenance of information systems; companies creating and managing database systems and Big Data;
- ➔ in agencies creating and managing websites;
- ➔ in companies maintaining and managing IT infrastructures;
- ➔ in the electronics, automation and technical industries;
- ➔ in your own company/ start-up.



37



# Specialisations in **first** degree studies

SPECIALISATION

Computer electronics

Computer electronics is an interdisciplinary specialty that combines the issues of electronics, computer science and automation. The studies prepare specialists for work in the broadly understood IT sector as well as in the IT and industrial sectors. During the course you will gain knowledge about electrotechnics and circuit theory, master the basics of optoelectronics, learn about analogue circuits, digital circuits, microcontrollers and embedded systems, as well as preparation in the field of automation, robotics and mechatronics.

Are you fascinated by robotics?

Do you want to professionally deal with the production of electronic components for the industry?

Do you dream of implementing ambitious projects on a national or even global scale?

IT studies with the specialty, **Computer electronics** is a choice that meets your requirements!

## Studying at UCTE:

- ➔ you will learn programming controllers and microcontrollers and electronics circuits;
- ➔ you will learn the mechanisms of connection, operation, construction of electronics and automation components;
- ➔ you will learn how to test and simulate control circuits;
- ➔ you will learn the basics of robotics, automation and mechatronics

## Your career in the industry:

- ➔ electronics-computer scientist in research and development centres;
- ➔ software architect of microcontrollers and embedded systems;
- ➔ IT specialist working in teams building machines and equipment for industry;
- ➔ employee of teams producing and developing software for industry;
- ➔ owner of a company dealing in the design, implementation and operation of analogue, digital and mixed electronic systems.

## Computer electronics. Why is it worth?

- ➔ IT specialist is the most sought-after profession in the world.
- ➔ The IT market is looking for specialists in narrow areas.
- ➔ There is a lack of experts in companies with advanced ability to manufacture electronic components, systems dedicated to industry, production lines and technology – so you do not have to worry about a job!
- ➔ This is a fascinating study, during which you will learn the secrets of robotics – the specialization of the future







# Specialisations in **first** degree studies

## SPECIALISATION

Software engineering

A software engineer is more than a programmer. It has not only IT knowledge, but also technical knowledge, allowing you to face professional challenges in an innovative way. When working on every new IT project, many elements should be taken into account, such as: requirements analysis, modelling or inventing and elimination of errors. The implementation of each of these stages can be carried out in many ways, so the more comprehensive knowledge a programmer has and the more creative he can use it, the greater will be its chances of getting interesting projects.

Do you like solving problems?

Programming is your passion?

Working with a computer is your way of life?

Do you like creating new solutions and implementing demanding projects?

Studies in the field of **software engineering** are your key to success!

## Software engineering. Why is it worth?

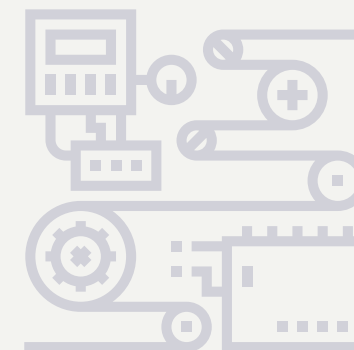
- ➔ A developer is the most sought-after profession in the world.
- ➔ Programming languages are international languages.
- ➔ Today in Poland, there are over 30,000 missing IT specialists – tomorrow is yours

### Studying at UCTE:

- ➔ you will learn programming languages;
- ➔ you will learn programming techniques;
- ➔ you will gain skills in computer software and hardware;
- ➔ you will know operating systems;
- ➔ you will learn how to use modern IT tools;
- ➔ you will gain practical knowledge in the field of operating system projects;
- ➔ you will learn about component technologies;
- ➔ you will test and integrate the software;
- ➔ you will learn how to manage an IT project.

### Your career in the industry:

- ➔ programmer,
- ➔ software architect working on the implementation of programming projects,
- ➔ system analyst,
- ➔ employee of teams that develop and develop software,
- ➔ own company.





# Specialisations in **first** degree studies

SPECIALISATION

Database systems

During the course you will learn to create databases used in various IT systems. You will gain knowledge in the field of databases and data warehouses, as well as learn the design and management of management systems. You will be able to independently prepare software that works with the database, as well as search it, integrate it and convert it depending on the client's needs.

Do you have analytical skills?

Do you want to gain specific IT skills?

Designing, operating and sharing databases is something that you would like to deal with every day?

IT studies with the specialty Database systems is the perfect choice for you!

## Studying at UCTE:

- ➔ you will learn to create databases and data warehouses;
- ➔ you will get knowledge of the relationships between databases;
- ➔ you will learn programming access interfaces;
- ➔ you will know how to integrate databases with other programs and applications;
- ➔ you will learn systems to work with databases

## Your career in the industry:

- ➔ specialist in companies that manufacture and manage database systems,
- ➔ expert in state or local government administration units,
- ➔ consultant in the field of preparing, implementing or using complex IT systems,
- ➔ owner of a company that produces web applications.

## Database systems. Why is it worth?

- ➔ An IT specialist is the most sought-after profession in the world.
- ➔ The IT market is looking for specialists in narrow areas.
- ➔ Databases and management are the basis for the functioning of companies and public institutions.







# Specialisations in **first** degree studies

## SPECIALISATION

Multimedia technologies and computer graphics

The specialization program puts emphasis on learning practical skills in creating multimedia materials. As a graduate, you will gain knowledge of computer graphics at a level that allows implementation of the presentation layer in a variety of environments. By graduating, you will be able to effectively use the available software for creating and editing raster graphics, vector graphics, computer animations, 3D modelling and animation, as well as efficiently record, edit and add special effects to audio and video materials and prepare their publication.

Do you have a strict mind, big creativity and artistic soul?

Are you interested in the processing of static and moving images, the processing of sounds, music and speech?

Would you like to professionally deal with the creation of computer games, video clips, small movie forms, computer animation and three-dimensional graphics?

IT studies with the specialty of Multimedia technologies and computer graphics are the first step to implementing your plans!

Multimedia technologies and computer graphics. **Why is it worth?**

- ➔ An IT specialist is the most sought-after profession in the world.
- ➔ The IT market is looking for specialists in narrow areas.
- ➔ There are no experts in Poland dealing with the use of computer techniques for the purposes of visualization and visualization of reality – a job is waiting for you!

## Studying at UCTE:

- ➔ you will learn the secrets of graphic and multimedia technologies;
- ➔ you will learn how to design, program, implement, run and maintain multimedia applications;
- ➔ you will learn how to create complex graphic and multimedia systems;
- ➔ you will learn to implement and work with sound.

## Your career in the industry:

- ➔ employee of companies involved in the design and implementation of software with advanced graphical and multimedia interfaces,
- ➔ company owner / freelancer involved in the preparation of computer animations and modelling and creating 3D animations;
- ➔ creative graphic designer in an advertising agency,
- ➔ a specialist in computer graphics in the media.





# Specialisations in **first** degree studies

SPECIALISATION

Internet technologies

Choosing this specialization will provide you with specialist preparation in the field of broadly defined internet technologies. Together with lecturers-practitioners, you will explore the secrets of designing, programming, implementing, running and maintaining networks and web servers. Along with the diploma, you will get comprehensive preparation for creating websites and web portals, with particular emphasis on user interaction and the implementation of a wide range of services.

Internet is your natural environment?

Do you want to professionally create websites and manage them on an expert level?

Do you dream about some work and interesting projects?

IT studies with the specialty  
**Internet technologies**  
is a solution created for you!

TMultimedia technologies and computer graphics. **Why is it worth?**

- ➔ IT specialist is the most sought-after profession in the world.
- ➔ The IT market is looking for specialists in narrow areas.
- ➔ Well-designed websites and portals are must-have companies and public institutions.

## Studying at UCTE:

- ➔ you will learn analysis, design, implementation programming;
- ➔ you will learn how to run small and medium scale IT systems and how to administer them;
- ➔ You will learn the secrets of designing, programming, running and maintaining networks and web servers;
- ➔ you will learn to create websites, portals and Internet portals for e-commerce purposes;
- ➔ you will learn to interact with m.in. database services.

## Your career in the industry:

- ➔ employee of companies and public institutions dealing with the management of the network and Internet servers;
- ➔ IT specialist in companies dealing in electronic business,
- ➔ owner of a company that produces web applications.





# Majors and specializations in UCTE



## Faculty of social sciences

Political science is a social science whose basic category is the state. The interdisciplinary nature of this science means that in both the United States and Europe it is one of the most popular fields of study. These are studies for those who are interested in politics and business and want to decide on the future of themselves and their environment.

Do you want to start a political career?

Do you see yourself as the owner of a company that sets new trends?

Do you prefer to be a leader of a project team?

Or maybe you want to run advertising campaigns or take care of PR and create brand image in the best companies in the country or abroad?

If so, then the field of study is perfect for you!

### Studying at UCTE:

- ➔ you will learn to create political marketing strategies;
- ➔ you will learn the tools of traditional and social media;
- ➔ you will develop competence in the field of communication;
- ➔ you will learn modern marketing tools 4.0;
- ➔ you will learn how to manage projects, working in a team and individually;
- ➔ you will develop skills in creating and interpreting media messages;
- ➔ you will learn to create networks of partnerships and build relationships in business and politics;
- ➔ you will learn how to open your own business and raise funds to start it.

### We will learn how to:

- ➔ communicate ideas and products correctly,
- ➔ manage a team of employees,
- ➔ create political marketing campaigns,
- ➔ create an image,
- ➔ effectively use social media,
- ➔ negotiate effectively,
- ➔ actively sell products and services,
- ➔ realize own ideas and create strategies,
- ➔ develop managerial skills.

## Politology. Why is it worth?

- ➔ Knowledge of the political environment is the basis of a well-functioning company.
- ➔ Diplomacy is an art that works in every professional aspect.
- ➔ PR and political marketing are looking for a fresh perspective on reality.
- ➔ The combination of knowledge in the field of law, administration, management and marketing is the hard foundation of business.
- ➔ The 21st century market requires new solutions and efficient mobility in the social media and e-business environment.
- ➔ The efficient combination of electronic and traditional media tools is the basis of today's effective communication.

### What you will receive as our student?

- ➔ flexible program of activities that will allow to combine studies, work and passion,
- ➔ classes with the staff of lecturers-business practitioners,
- ➔ additional courses and certificates,
- ➔ the opportunity to learn several foreign languages,
- ➔ internships and internships at the best tourist resorts, hotels in Poland and abroad, travel agencies, health resorts, event agencies, tourist organizations, local government units.

### Additionally:

- ➔ the possibility of completing a part of studies at recognized foreign universities,
- ➔ attractive extra-curricular activities,
- ➔ numerous interest groups and scientific sections,
- ➔ flexible forms of financing studies,
- ➔ support in the opening of your business - partners of UCTE, operating at the Business Academy, are your partners,
- ➔ individual approach to each student,
- ➔ direct contact with lecturers,
- ➔ rich student life.



# Specialisations in **first** degree studies

## SPECIALISATION

E-business and social media

Are you creative and enterprising?

Are you interested in modern business models?

Innovative communication tools are part  
of your everyday life?

E-business and social media is your best choice!

## E-business and social media. Why is it worth?

- ➔ You will complete an innovative study program developed in cooperation with the ASBIRO Alternative Business and Personal Development School.
- ➔ You will get practical knowledge, passed on by practitioners who run their own businesses on a daily basis.
- ➔ You will gain in-depth knowledge about the economic and social side of business, political systems (in the context of running your own business), social psychology (in terms of effective business), management, marketing, law, accounting, economics, tax optimization, online business tools and management e-business undertakings.
- ➔ You will develop practical skills under the guidance of entrepreneurs who have built their own businesses and successfully run them.
- ➔ You will learn how to set up your own business and how to successfully promote it.
- ➔ You will prepare to conduct multi-channel activities on the Internet.
- ➔ You will learn the workshop form of classes, focused around the analysis of case studies under the supervision of successful people and authorities in the fields of economics, business, finance, management or marketing.

## Studying at UCTE:

- ➔ you will learn from the best: UCTE lecturers and active entrepreneurs;
- ➔ you will gain access to the knowledge and experience of people running their own companies for years and successful in their industries – among them there are businessmen from the list of the richest Poles;
- ➔ you will implement the program in a convenient form of part-time studies, tailored to the requirements of active students;
- ➔ creating your diploma thesis, you will create your own key of success – after defending the BA thesis, which takes place in autumn, students also undertake to defend their business plans from investors and entrepreneurs, gaining a chance to get financing for their undertaking;
- ➔ you will graduate with two prestigious diplomas:
- ➔ the first from WSTiE – confirming the completion of higher studies in the field of political science, with the specialty e-business and social media and obtaining a bachelor's degree;
- ➔ the second from ASBIRO – confirming the completion of the business course;
- ➔ you participate in networking with the participation of students and lecturers, allowing you to exchange experiences, discussions and consult your own ideas with representatives of the business world.







# Specialisations in **first** degree studies

SPECIALISATION

Internal security

Are you looking for a stable job, a certain profession,  
a guarantee of constant professional development?

Have you always wanted to work in the police  
or other uniformed services?

Do you want to learn directly from  
the best professionals and specialists – practitioners  
from state uniformed formations?

**Internal security at UCTE**  
is the field of study for you!

## Internal security. Why is it worth?

- ➔ You will gain knowledge of global problems (i.e. terrorism or cyberterrorism) and you will learn methods to combat them.
- ➔ You will open your way to a career including in the police, fire brigade or border guards.
  - ➔ Work in the internal security sector will guarantee you a wide range of personal development opportunities.

Day by day, the number of new challenges and global threats that the citizen of every country is feeling. The need for security, which is a natural need of man, must therefore be actively supported also by the state services. Open boundaries and free movement of people make it necessary to have expert knowledge on prevention and combating threats in work, administration, law enforcement and every modern, conscious company.

### Studying at UCTE:

- ➔ you will gain a wide range of skills useful in working in uniformed services and the broadly understood security sector;
- ➔ you will participate in classes conducted by specialists – practitioners including from: Police Headquarters, Provincial and Poviast Police Headquarters, forensics laboratory;
- ➔ you will gain comprehensive and comprehensive knowledge, necessary in many professional fields;
- ➔ you will develop your career path under the supervision of an individual mentor;
- ➔ you will build new professional networks;
- ➔ you will get the skills to conduct negotiations;
- ➔ you will learn the psychology of human behaviour in difficult (crisis) situations and you will gain knowledge about the manifestations of social pathologies, social security, including local communities.
- ➔ you will learn to interact with m.in. database services.

### Your career in the industry:

- ➔ police,
- ➔ border guards,
- ➔ fire brigade,
- ➔ inspection of road transport,
- ➔ an employee of a detective agency,
- ➔ employee of the property and people protection agency,
- ➔ an employee of institutions dealing with the protection and archiving of personal data,
- ➔ an employee of institutions in the area of liquidation of threats resulting from technical failures, terrorist activities and natural disasters.



# How to become a UCTE student?





# Step 1

Send copies of the following documents to the address **rekrutacja@wste.edu.pl**  
(in the e-mail subject enter – RECRUITMENT):

- 1 personal questionnaire,
- 2 scanned maturity certificate with a sworn translation into Polish or a diploma of completion of first-cycle studies with a sworn translation into Polish for candidates for a master's degree
- 3 application with a request for admission to studies,
- 4 statement on the level of proficiency in the Polish language,
- 5 application for accommodation,
- 6 application for admission to an intensive Polish language course and Polish culture at WSTiE (for interested persons),
- 7 scanned page of the passport containing photographs and personal data.

After receiving the documents, they will be verified.

- 1 In the case of incomplete documents, the UCTE informs the candidate about the need to complete the missing documentation and sets a deadline to do so.
- 2 In the case of candidates for studies from countries not mentioned below, it is required to conduct the procedure for recognition of a certificate issued abroad (e.g. certificates of obtaining full secondary education in Russia)
- 3 For candidates who do not have one of the following international diplomas.

## Important!

The secondary education and the right to apply for admission to university studies are confirmed in the Republic of Poland:

- a Certificates and other documents issued by a school or educational institution operating in the education system of a Member State of the European Union, member state of the Organization for Economic Cooperation and Development (OECD), member state of the European Free Trade Agreement (EFTA) – parties to the agreement on the European Economic Area, entitling to apply for admission to higher education in these countries; this applies to secondary school-leaving certificates obtained in the following countries: Australia, Austria, Belgium, Bulgaria, Chile, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Greece, the Netherlands, Spain, Ireland, Iceland, Israel, Japan, Canada, Korea South, Lichtenstein, Lithuania, Luxembourg, Latvia, Malta, Mexico, Germany, Norway, New Zealand, Portugal, Romania, Slovakia, Slovenia, Switzerland, Sweden, Turkey, USA, Hungary, United Kingdom, and Italy.
- b Diplomas IB (International Baccalaureate) issued by the organization International Baccalaureate Organization in Geneva.
- c Diplomas EB (European Baccalaureate) issued by the European Schools in accordance with the Convention on the Statute of the European Schools, drafted in Luxembourg on June 21, 1994 (Journal of Laws of 2005 No. 3, item 10).
- d Certificates covered by international agreements issued in the following countries: Armenia, Austria, Belarus, Bosnia and Herzegovina, Bulgaria, China, Croatia, Czech Republic, Estonia, France, Kazakhstan, Kyrgyzstan, Democratic People's Republic of Korea, Cuba, Libya, Lithuania, Latvia, Macedonia, Moldova, Mongolia, Germany, Russia, Romania, Serbia and Montenegro, Slovakia, Slovenia, Syria, Tajikistan, Ukraine, Uzbekistan, Hungary, Vietnam and the following non-existing states: Czechoslovakia, Yugoslavia (SFRJ), East Germany, USSR

Certificates listed in points a – d are recognized in Poland by virtue of law, therefore they can be submitted directly to the university, institution or employer, without the need to obtain additional opinions and certificates

The university, by e-mail, informs the candidate about the fees to be made.

# Step 2

Receiving certificate for admission to studies.

1

Based on the submitted recruitment documents and after checking the payments listed in point II / Step 1. /, the university issues **a CERTIFICATE FOR ADMISSION TO STUDIES.**

2

With this certificate, you must apply to the relevant consulate with a request to issue an annual student visa.

# Step 3

By August 15, it must be delivered to the dean's office:

1

the original matriculation certificate with an apostille with a translation into Polish made by a sworn translator;

2

if the candidate is in the group mentioned in Step 1 point II point 2, a document confirming the recognition of a certificate issued abroad, issued by the school board of education relevant to the seat of the university (in the case of the ESPO Board of Education in Krakow) must be submitted;

3

evidence for fees paid;

4

4 photographs with dimensions of 35x45mm, coloured without headgear, on a light background, with visible left ear (such as for proof in Poland);

5

a signed and translated resume (CV);

6

insurance policy in the event of illness or accident for the period of education in Poland, or the European Health Insurance Card, or - in the absence thereof - declaration of affiliation with the NFZ.

# Step 4

Upon arrival at the university or Polish language course, the student should:

1

deliver to the dean's office a medical certificate on the absence of contraindications to study (translated into Polish);

2

present an insurance policy made in your country for the period of education in Poland or proof of voluntary insurance in the Krakow Branch of the National Health Fund ([www.nfz-krakow.pl](http://www.nfz-krakow.pl)) in the event of illness and the consequences of accidents (cost about PLN 50 for 1 month ).

## Information for the candidate

Until August 31, UCTE will send (to the address provided in the personal questionnaire):

- ➔ decision on admission to university,
- ➔ confirmation of acceptance of the Polish language course (optional - the course is carried out in September),
- ➔ a contract to be signed by a student or a student and parents in the event that the student is under age.





# Training and certificates

Interested students can gain additional knowledge and develop their skills by participating in courses and training. We give everybody the opportunity to gain additional rights. The subject matter of courses and trainings is rich, adapted to planned internships and internships, and varies depending on the needs of the labour market. We modify the offer on an ongoing basis so that everyone can find a satisfying position in it.



**IT area**

## Oracle

Course for programmers, analysts, database specialists and administrators – both for those who have experience with large projects, as well as those who have just started their adventure with SQL or MySQL. The course is designed for people with different levels of proficiency.

The program includes, among others SQL – creating queries to a relational database, PL-SQL – extensive SQL – creating procedures and functions, Oracle Data Integrator (ODI), Oracle BI Administration Tool, OBIEE – Oracle Business Intelligence and BIP – Oracle Business Intelligence Publisher.

## SQL – the language of access to the MS SQL Server database

The course is aimed at people who want to learn the principles of building relational databases and learn about the SQL language. It focuses primarily on presenting the possibilities of language and its syntax.

During the course, the subject of tools used for everyday work with databases on the MS SQL Server and the idea of operational transaction is also discussed.

## Designing the MS SQL Server infrastructure

The course deals with issues related to the design of infrastructure necessary for the implementation of MS SQL, the installation of necessary software and the architecture of the MS SQL Server.

Participants who want to take part in the course should be able to navigate smoothly in the Windows environment, know the language and principles of building relational databases. An additional advantage of the course is acquiring knowledge in the field of creating efficient and secure databases.

## Wholesale databases

A comprehensive training devoted to the database warehouse, in which the participants are introduced into the themes of ETL, DWH, OLAP and learn about the possibilities of various market solutions designed for Business Intelligence.

During the subsequent stages of the course, knowledge about designing, implementing, monitoring, and tuning processes and data warehouse elements is presented. Basic knowledge of databases is necessary to start training.





## Tourism area

### Information and reservation systems in the tourism industry

The course allows you to acquire specialist knowledge in the field of modern information systems used in the tourism economy and in the hotel industry.

Participants will learn about advanced techniques of managing databases and IT networks as well as industry IT projects. Knowledge about the functioning of the tourism industry and the basic products and services of this industry will allow you to work in IT positions in tourism and hotel companies. The participant will get qualifications from two specialties: IT and tourism, which is an additional asset for the employer.

### Travel Guide

In the second year of study at WSTiE, students have the opportunity to take a tour guide co-course. The acquired qualifications enable employment in tourist offices, among others in those where students take apprenticeships. The course is also an opportunity to raise your own qualifications and get an attractive job. For some, it is the perfect combination of passion for traveling and learning about the world and satisfying work with people.

During the pilot course, students improve their skills in designing and handling tourist events, learn how to communicate and manage the group, resolve conflicts, and through simulations train to solve difficult and crisis situations.

### E-marketing in tourism

The course addresses issues related to the use of e-marketing in the area of travel services.

The training participants acquire knowledge and skills related to the selection of effective electronic marketing tools to promote tourism products and services, including solutions offered by Google, Facebook and leading OTA.

### Resident course

The course covers the most important issues related to, among others: Polish regulations governing the work of a tourist resident, duties and tasks of the resident, communication with tourists and savoir vivre, conducting information and presentation meetings, solving problems and actions in crisis situations, self-presentation.

The work of a tourist resident is a job for people who love working with people and presenting the most beautiful corners of the world.

### SPA & Wellness qualifying course

The manager of the SPA & Wellness hotel units is a course aimed at preparing the participant to provide the clients of SPA & Wellness hotel rooms with the highest quality services. The course covers issues related to: work organization, marketing, creation and management of the image of the unit, as well as personnel management.

After completing the course, the participant will acquire knowledge necessary for effective communication with a team of employees, monitoring their work and motivating them to take on daily challenges.

### Course organizer of sports events

The course prepares comprehensively for undertaking work related to the organization of sports events and events. During the course, students gain knowledge, among others in the scope of: characteristics of sports events and their specificity, theory of event organization, including basic legal knowledge resulting from the Act on the safety of events, creation of event documentation - regulations and programs, stages of organization and implementation of events.

The course is a great way to acquire knowledge and skills necessary in this specific field of the event industry.







## Tourism area

### Free time animator course

The course is the first step to enter the industry and guarantees obtaining comprehensive knowledge necessary to start a career in leading tourist resorts, hotels, event companies and many other places requiring energy people and always ready to make the time off.

The program of the course includes the following areas: animation dances, games, plays, stage performances and the theory of the animator's work. The leisure time animators course is the best way to get a new, exciting profession and expand your practical skills.

### Skiing instructor

This course is intended for people who ski well and have a predisposition to apply for the instructor's degree. The aim of the course is to improve the skiing technique, with particular emphasis on the position and phase of the steering and the transition to improving the driving dynamics, taking into account the principles of safe driving.

Participants will learn, among others basics of skiing lessons, methodology, particular techniques and a short history of skiing.

### Head of school trips

The course is designed for people who love working with children and teenagers. Prepares to manage school trips and gives you the opportunity to gain the necessary experience.

The rights to manage trips will certainly facilitate finding employment during the school year, as well as in the holidays for all who want to gain professional experience during their studies and devote themselves to working with young people.

### Educator of colonies and youth camps

During the course, the participant gains the skills necessary to take up the work of organizing the rest of children and young people.

Participants acquire skills in group psychology and learn the methods necessary to run groups of children and adolescents.

### Fitness instructor

The fitness instructor course includes theory and basic knowledge of particular issues related to fitness, didactic process, as well as principles of conducting professional activities tailored to their participants.

Due to the growing interest in health care, the demand for specialists in this industry is growing.

### Canoeing instructor

The aim of the training is to familiarize with the basics of mountain kayaking: the principles of safe swimming in the mountains, the technique of swimming in a single-person kayak, equipment used by canoeists, rescue techniques and belaying in mountain waters.





## Hotel and catering area

### Concierge

The concierge course prepares you for the profession directly related to hotel and tourist services, although on a daily basis it is also found in banks, developer companies and insurance companies.

Concierge is also an adviser, supervisor, consultant and client assistant. This profession is currently experiencing its renaissance to perform it, but you need a very broad knowledge and skills.

The course focuses on the areas of solving, interpersonal communication, stress management, crisis resolution and assisting in everyday situations, such as making reservations and organizing business meetings.

### Waiter course

The course is intended for people who want to gain experience in the catering industry, at the same time get a good job during their studies. The program is divided into two modules.

The first one is devoted to the principles of service, restaurant savoir vivre and technical skills, among others consumer service, service and wine service. The second module introduces issues related to the handling of special events, organization of banquets, conference services, coffee breaks and other forms of service for organized events.

Waiter service is the basis for the operation of every restaurant; well-made guarantees customers the full pleasure of the meal and highlights the advantages of each dish. A well-served guest does not forget about the tip and, above all, recommending the restaurant to friends, which ensures sales increase.

### Bartending first degree course

The course focuses on the basic knowledge and skills necessary to take on the job of the bartender. It includes two blocks of classes - a substantive block and a practical block.

The first focuses on the knowledge of alcoholic species, the theory of preparation of cocktails and mixed drinks, as well as the preparation of coffees.

The second block is devoted to exercises enabling mastering the technology of mixed drinks preparation, customer service basics, sales skills, flair bases and organization of work behind the bar.

### Barista first degree course

The course focuses on initiating the participants in an extraordinary world of brewing and serving coffee. It is divided into blocks of classes.

The first - is related to the theory of coffee, methods of its preparation, countries of its origin and various species of plants and grains.

The second block deals with issues related to the operation of a coffee grinder and the preparation of grain mixtures, as well as the methods of proper brewing of espresso classic, libretto, lungo, doppio and caffè americano.

The third block deals with the subject of preparing milky coffees and proper methods of preparing milk using professional equipment.

The next one focuses on the preparation of dessert coffees such as Irish coffee or mochaccino. The last stage of the course is devoted to acquiring skills in the field of Latte Art - creating hand-drawn patterns, drawing sauce and a skewer. Specialists in this field will find employment in renowned restaurants and cafes.

### Sommelier course basic

The course is devoted to providing participants with basic knowledge and acquiring the skills necessary in everyday duties. Knowing the art of selecting and serving wines is the first step to join the elite circle of experts of this noble drink.

During the course participants gain knowledge about: how wine is made and what affects its taste, characteristics of strains, characteristics of basic wine regions, how to read a wine label.

The course also includes a practical part focusing on the work and duties of the sommelier, wine service, matching wines to the dishes, creating a restaurant wine list, wine storage and recognizing and handling broken wines.







## Area of entrepreneurship, management and marketing

### Interpersonal trainer course

The course includes all the elements necessary to conduct interpersonal training. This form of training is addressed to people professionally involved in work and team management, and those who want to start a managerial or coaching career. Interpersonal training is a process of learning through interpersonal experiences of participants resulting from its course, based on a group process.

The course is addressed primarily to people who want to work as a trainer, work on a daily basis in human resources departments or manage teams directly as managers and team leaders.

### ABC of entrepreneurship

The ABC entrepreneurship course is aimed at people who want to start their own business and set their first steps in business.

The course is divided into several thematic areas, indispensable in undertaking business activity, which concern: business plan and sources of financing, entrepreneurial theory, organizational and legal forms of enterprises, business registration procedures, business environment institutions and marketing basics

### Preparing a business plan

The course covers all elements of a standard business plan, the general principles of its creation and the most important technical aspects. Additionally, the course discusses possible sources of financing for the SME sector.

These skills are the basis for building your own company, they facilitate effective financing and implementation.

### Internet marketing

The course covers the most important issues related to the presence in the areas of online activity, including in advertising networks and social media, promotional communication models for running advertising campaigns, creating websites and using the potential and tools offered by e-marketing market leaders - Google and Facebook.

In the digital era, the basis of everyday work is smooth navigation in the area of internet marketing.

### Negotiations

The course program provides the opportunity to acquire skills: effective preparation and planning of negotiations, conducting multilateral negotiations, creating coalitions and increasing bargaining power in negotiations, effective problem solving and the use of win-win negotiations.

The training acquires knowledge about: negotiation strategies, negotiation styles and principles and methods of persuasive interpersonal communication, tricks and negotiation tricks. Negotiation is one of the basic skills that are used every day, sometimes even without knowing it. The training covers the subjects necessary for the development of a professional career, at the same time raising the level of skills that will also prove to be effective on a daily basis.

In

addition, students can take advantage of a wide range of courses and training provided free of charge by the Academic Careers Office, including:

- ➔ How to deal with difficult clients
- ➔ Self-presentation without stress
- ➔ Organization of outdoor events
- ➔ Organization of exhibition stands
- ➔ My profession - my future
  - discovering your own potential and building your career path
- ➔ The role of interests, predispositions and skills in choosing a profession
- ➔ Creativity as a method of solving problems
- ➔ Ways to deal with stress
- ➔ ABC art of presentation.

**Students can develop their language competences on additional language courses (in Spanish, Italian, German and others), language workshops, among others "English as a business language" and preparation course for the FCE exam.**

# Career



## Apprenticeships and internships

### Professional internships in the country and abroad

The Academic Careers Office of UCTE organizes attractive trips abroad as part of compulsory or additional student internships. Some of them are implemented as part of the Erasmus+ program.

#### There is a lot to choose from!

**E**ach year, the university prepares an offer of the best employers who are looking for employees among students. Students have at their disposal several hundred jobs in companies and institutions operating in industries related to IT, tourism, media and administration. They gain practical experience in leading companies in Poland, Europe and North America. The countries in which they practice are: United States, Great Britain, Ireland, France, Spain, Germany, Greece, Tunisia, Bulgaria, Cyprus, Egypt

**I**nternships abroad are not only important professional experience, but also specific financial benefits.

#### Student – trainee receives:

- ➔ pocket money (from 350 to 750 euro per month),
- ➔ free accommodation and meals,
- ➔ reimbursement of travel expenses

UCTE also provides internships on television, radio, editorial offices of leading Polish dailies, as well as reputable advertising and PR agencies and high-quality IT companies, including the leader of the Polish market of the computer electronics industry. The students have at their disposal a wide range of opportunities to gain experience under the supervision of specialists and verify the knowledge acquired during studies in real-world conditions.



#### Requirements for students are:

- ➔ good knowledge of a foreign language (preferably English)
- ➔ involvement at the university,
- ➔ appropriate grade point average in the index,
- ➔ finished the first year of study

Apprenticeships are a great idea for personal development and a serious financial injection!

The Academic Careers Office, which, among others deals with the organization of internships, consistently follows the principle of practicing at the best, which is why it collects and offers students very interesting travel proposals. Thanks to them, students have a unique opportunity to improve

their language skills, get to know new cultures, and visit interesting corners of the world.

Being in an international company, they gain not only valuable life experience, but also build their way to a professional career. They work in the most attractive tourist centres, in the broadly understood customer service. Students take advantage of the opportunity to establish valuable contacts with the employer, which allows for a re-trip in the following years, a longer internship after graduation, and even work in the Polish representation of the company.

The idea of organizing internships is to enable students to confront theoretical knowledge with practice and to raise the level of education, gain experience and optimally prepare the student for a later job.



# Study & Work

A key element of the STUDY & WORK program is the development of cooperation with business aimed at guaranteeing UCTE students the opportunity to work during their studies or after studies. This innovative study model is aimed at people who are interested in education at the highest level and at the same time want to acquire the necessary practical work experience.

Innovative solutions regarding the implementation of the program give the opportunity to combine learning with work from the first year of study.



G

aining practical education is guaranteed in two ways:

- 1 work on a contract of employment, contract of mandate, contract for a specific work in partner institutions, companies or enterprises;
- 2 several-month trips to internships and internships based on international agreements, which the university has concluded with foreign industry partners.

A few-stage gaining knowledge and confronting it with practice shows students what their abilities and predispositions are. Constructed in this way – already during the course of studies – a professional career significantly facilitates graduates to enter the job market effectively.

Individual career paths students are built depending on the chosen field of study and specialization in various fields within a given direction.

The workplaces offered to students include:

## 1 in the tourism industry:

- ➔ restaurant manager,
- ➔ hotel manager assistant,
- ➔ restaurant manager assistant,
- ➔ receptionist,
- ➔ HR department employee,
- ➔ leisure time animator,

2

## in the IT industry:

- ➔ Windows/ Linux administrator,
- ➔ programmer Java/ PHP/ C/ C ++,
- ➔ web designer,
- ➔ software tester,
- ➔ graphic designer,
- ➔ network administrator,
- ➔ database administrator
- ➔ system and database designer

3

## in the field of social sciences

- ➔ social media specialist,
- ➔ specialist on online advertising campaigns,
- ➔ advertising and company image manager,
- ➔ advertising specialist,
- ➔ HR department employee.

Practical training, taking place as part of internships and foreign internships, in addition to acquiring professional skills, increases the language competence of students.

The diploma of the best tourism university in Poland guarantees graduates a stable, professional and scientific position.



## Individual career path

### Your career starts now – the individual career path in the UCTE!

**Do** you want to work as a hotel manager, spa & wellness, events, resident, incentive, product manager, concierge or open your own travel agency? Modern technologies are your second self! Do you want to become a freelance-developer / application developer or an employee of international IT corporations in the future? Do you see yourself as a team member in companies involved in the creation, implementation and

maintenance of information systems, creating and managing database systems and Big Data, maintaining and managing IT infrastructures, agencies creating and managing websites? Your future is your own start-up, a career in the media, politics or uniformed services?

We will build your career path step by step. Under the supervision of mentors – experts from the tourist industry, you will gain the necessary qualifications!

#### TWOJA KARIERA

Tell us what you're interested in, we'll find the perfect job for you!

#### TWÓJ MENTOR

A mentor will appoint/ personalize career path!

#### TWOJA SPECJALIZACJA

You choose items that will develop your competences!

#### TWOJE DOŚWIADCZENIE

You study for half a year, you work for half a year  
– we offer you apprenticeships and internships during your first year of study!

**And after graduation – you open your own business or work in renowned tourist facilities in the country or abroad!**

### Program of individual career paths.

**We** meet the expectations of students and within individual career step by step, helping pave the way for professional development, taking into account the needs of the labour market and individual skills, interests and competences of the student.

How it's working? Your mentor will not only help you plan a career path consistent with your interests, but also help you set individual goals that will make your professional dreams turn into reality. Thanks to the participation in the program, you will gain an experienced guide who will monitor your progress and ensure that your studies are exciting and that your diploma will become a pass for the work of your dreams.

#### Student under individual path career together with mentor:

- ➔ identifies professional interests, skills, strengths and weaknesses;
- ➔ formulates/ defines your professional goal;
- ➔ creates a prospective self-development strategy;
- ➔ acquires substantive knowledge;
- ➔ working on competences.

#### Mentor:

- ➔ plans the career path, adapts the student's aspirations and abilities to the needs of the labour market;
- ➔ conducts counselling, the purpose of which is to help in solving individual problems appearing at various stages of career implementation.

#### Step 1

Individual meetings

#### Step 2

Appointment of a guardian/ mentor

#### Step 3

Specialization project

#### Step 4

Purposeful internships and work placements

#### Step 5

Thesis

#### Step 6

Professional work





# Polish job market for a foreigner

In order for a foreigner – a citizen of a country outside the European Union/ the European Economic Area – to be able to legally work in Poland, he/ she must meet the following conditions\*:

1

have a document allowing it to enter the Polish labour market: a work permit, a seasonal work permit, a declaration of entrusting work to a foreigner (possibly to be exempt from this requirement under special provisions) or a permit for temporary residence and work;

2

hold a residence permit, the basis of which must entitle you to work (e.g. a relevant visa or residence permit);

## Documents entitling to stay

In

order for a foreigner to legally work in Poland on the basis of a permit or a statement, he/ she must have a residence permit with which he/ she is entitled to work in Poland. The foreigner applies for the residence title.

Foreigners with a work permit (or exempted from the requirement to have a work permit) are entitled to work on the territory of Poland if they arrive in Poland:

- ➔ on the basis of a visa, with the exception of a visa issued for the purpose referred to in art. 60 of Act 1 point 1, 22 or 23 of the Act of 12 December 2013 on foreigners (tourist destination, temporary protection, arrival on humanitarian grounds);
- ➔ based on Article. 108 par. 1 point 2 or art. 206 par. 1 point 2 of the Act of 12 December 2013 on foreigners (that is, he applied for a temporary or permanent residence permit) or a stamp imprint placed in the travel document, which confirms submission of an application for a long-term resident's EU residence permit, if directly before submitting the application he was entitled to work on the territory of the Republic of Poland;
- ➔ on the basis of a temporary residence permit, with the exception of the permit granted in connection with the circumstance referred to in art. 181 par. 1 of the Act of 12 December 2013 on foreigners (temporary residence permit due to circumstances requiring a short-term stay of a fo-

reigner);

- ➔ on the basis of a visa issued by another Schengen country;
- ➔ on the basis of a residence permit issued by another Schengen country;
- ➔ as part of visa-free travel.

Illegal work in Poland or illegal stays can lead to serious consequences, such as a fine or expulsion from Poland. The decision on expulsion is connected with an entry in the list of undesired aliens in Poland and the Schengen Information System for the purposes of refusing entry and the inability to re-enter the Schengen area.

In order to work in Poland, a foreigner must have a document admitting the Polish labour market and a residence permit with which he is entitled to work. A foreigner may perform work on the terms included in a permit or a statement, only to the employer indicated in the document, and must sign an appropriate employment contract with the employer.

The provisions on the employment of foreigners in Poland are regulated by the Act of 20 April 2004 on the promotion of employment and labour market institutions (Journal of Laws of 2018, item 1265, as amended) and executive regulations.



# Documents allowing for the Polish labour market

## WORK PERMIT

W

ork permits are issued by the voivode at the request of the employer. A foreigner must apply for a residence permit so that he/ she can legally work in Poland on the basis of a work permit.

The work permit stipulates the employer, position or type of work performed by the foreigner, the lowest remuneration that a foreigner can receive at a given position, the working time and the pe-

riod of validity of the permit.

**A work permit is not issued if:**

- ➔ the foreigner does not meet certain requirements,
- ➔ he/ she was punished for certain crimes,
- ➔ his/ her personal details have been included in the list of foreigners whose stay on the territory of the Republic of Poland is undesirable.

### There are several types of work permits:

**Permits of type A, B, C, D, E – the employer applies to the appropriate voivode. They entitle you to work for up to 3 years.**

The procedures and criteria for issuing permits vary depending on the type of permit.

#### Type **A**

applies to a foreigner who performs work on the basis of a contract with an entity whose registered office is in the territory of the Republic of Poland. Regardless of the situation on the labour market, it is required that a foreign employee receive a salary not lower than the wages of local employees in a comparable position. Is issued for a period of up to 3 years, however, this period can be shortened, according to the criteria set out in local regulations, i.e. voivodship criteria issued by the voivode.

#### Type **B**

applies to a foreigner who performs a job in the management of a legal person entered into the Register of Entrepreneurs. It is issued for up to 3 years, but members of the management boards of enterprises employing more than 25 people may apply for a permit for up to 5 years.

#### Type **C**

applies to a foreigner working for a foreign employer delegated to the territory of the Republic of Poland to a branch or establishment of a foreign entity or an entity related to that foreign employer for a period exceeding 30 days in a calendar year.

#### Type **D**

refers to a foreigner performing work with a foreign employer who does not have a branch, establishment or other form of organized activity on the territory of the Republic of Poland, delegated to the territory of the Republic of Poland to provide temporary and occasional services (export service). In the case of export services, the applicant must provide detailed information about the contract.

#### Type **E**

applies to a foreigner working for a foreign employer delegated to the territory of the Republic of Poland for a period exceeding 3 months in the next 6 months for a purpose other than that indicated on type B, C and D permits

**Type S permits – the employer applies to the appropriate starost. They entitle you to work for up to 9 months in a calendar year.**

#### Type **S**

seasonal work permit – may be granted to both a foreigner who is already in Poland and has a residence permit enabling work in Poland (e.g. a visa – with the exception of visas issued for tourist purposes (01), use of temporary protection (20 ) or arrival

for humanitarian reasons (21)), as well as a foreigner who will only be applying for entry to Poland – on the basis of a visa to perform seasonal work or as part of visa-free travel in connection with seasonal work.

The permit applies to works in the following sectors: agriculture, horticulture, tourism as part of seasonal activities defined in: the ordinance of the Minister of Family, Labour and Social Policy of 8 December 2017 on sub-classes according to the Polish Classification of Activities (PKD).

In a situation when a foreigner will only try to enter Poland for seasonal work, the employer will provide the foreigner with a certificate stating the starost's application for a seasonal work permit to register applications for seasonal work. This certificate is used by the foreigner as a basis for applying for a visa to perform seasonal work or in the case when a foreigner enters the visa-free regime, serves as a confirmation of the purpose of entry into the territory of the Republic of Poland. Entry in the record of applications for a seasonal work permit is valid only 120 days – if in that period the starost does not receive confirmation that the foreigner will take up work at a later date, the proceedings for the issue of a seasonal work permit will be discontinued.

The permit for seasonal work is issued by the starost upon arrival of the foreigner – the employer informs the district labour office about this fact, presents a copy of the required pages of the foreigner's passport and gives his address on the territory of the Republic of Poland. After the employer has informed the office about the arrival of the foreigner, the foreigner may work while awaiting the authori-



zation for seasonal work. However, the work must be carried out on the conditions specified in the certificate of entry in the register, issued earlier by the office.

A seasonal work permit is issued for a specific foreigner. It indicates the employer, the lowest remuneration of the foreigner, the working time or the number of working hours in a week or month, the type of contract being the basis for the work and the period of validity of the permit. During the period of validity of the permit, it is possible to perform any seasonal work, not only the one indicated in the application.

#### Obligations of the employer in connection with the entrustment of work on the basis of a seasonal work permit

- ➔ The employer is obliged to conclude a written agreement with a foreigner and present it to him in a language understandable to the foreigner. In the contract, the entity is obliged to take into account the conditions included in the permit.
- ➔ The employer is obliged to comply with all obligations arising from the entrustment, the same as in the case of Polish employees (e.g. registration for social security within 7 days when the contract is covered by insurance, for example an employment contract, an order contract or agency agreement), and also duties related to the employment of a foreigner under other provisions (for example, storing a copy of the residence permit of the foreigner throughout his/her period of work).

#### Extension of the seasonal work permit

- ➔ Applies only to foreigners who have entered for the purpose of seasonal work, i.e. for whom an entry has been obtained in the register of applications for a seasonal work permit („seasonal” visa, visa-free regime in connection with the application entered in the register).
- ➔ It is issued in order to continue working with the

same employer or to work for another employer.

- ➔ Is issued for a period that, including the period of stay of a foreigner in order to perform seasonal work, counted from the date of first entry into the territory of the Schengen area in a given calendar year, is not longer than 9 months of a calendar year.
- ➔ A foreigner can work while waiting for an extension of the seasonal work permit from the same employer throughout the waiting period, while the new employer – up to 30 days;

For citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine, the employer can apply for the so-called a multi-seasonal application – the starost makes an entry in the application for a seasonal work permit for periods not longer than 9 months during a calendar year (within no more than 3 consecutive calendar years), if in the 5 years preceding the day of submitting the application the employer at least once he entrusted work to a foreigner on the basis of a seasonal work permit. For citizens from the 6 above-mentioned countries, there is also the possibility of entrusting work other than seasonal for up to 30 days during the validity of your seasonal work permit (except for temporary employees), without having to apply for a separate work permit – to take advantage of this opportunity, the employer is obliged to provide the foreigner with at least the current level of remuneration.

#### Statements about entrusting work to a foreigner

- ➔ Only citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine are eligible.
- ➔ This is a simplified procedure.
- ➔ It applies to non-seasonal work.
- ➔ It authorizes to perform non-seasonal work without a permit, for a period of 6 months in the next 12 months.

On the basis of a statement on entrusting work to a foreigner, they can work only on the condition that

the citizens of Armenia, Belarus, Georgia, Moldova, Russia and Ukraine – under the simplified procedure – enter declarations of entrusting work to a foreigner in the register of declarations by the district labour

#### Important!

- ➔ The declaration on entrusting work to a foreigner is submitted by the employer at the district employment office.
- ➔ The District Labour Office enters a declaration on entrusting work to a foreigner in the register of statements.
- ➔ The employer provides the foreigner with a declaration registered by the office.
- ➔ On the basis of this, the foreigner applies for a residence permit allowing him to work in Poland (for example, a suitable visa or temporary residence permit, stay in the visa-free travel for up to 90 days within the next 180 days). The employer is obliged to enter into a written agreement with a foreigner and to present him with a translation to a language comprehensible to the foreigner. In the contract, the employer is obliged to take into account the conditions contained in the statement.
- ➔ In Poland, it is possible to perform work on the basis of various contracts (including employment contracts, order contracts, contracts for work). The type of contract is related to the nature of the work and the scope of rights and obligations. Most rights and the widest protection is given to the employee by an employment contract.
- ➔ In the case of an employment contract, a foreigner is entitled to at least the minimum re-

muneration in force in Poland (in 2019 – PLN 2250 gross); The minimum hourly rate in Poland in 2019 is PLN 14.70 gross (applies, inter alia, to order contracts, not applicable to contracts for work).

- ➔ The employer is obliged to inform the office about taking (at the latest on the day of starting work) or not taking (within 7 days from the date of commencement of work) work by the foreigner. The employer is obliged to report the foreigner to social security and health insurance within 7 days, which gives the employee the right to benefits in case of illness, accident at work or motherhood and free use of health care (not applicable to contracts for specific work).
- ➔ The employer is obliged to check the validity and copying of the document entitling the foreigner to stay in Poland.

#### The employer cannot take the originals of your documents!

- ➔ If a foreign employee was employed in connection with a declaration under an employment contract and the employer wants to continue cooperation with him for a longer period, he may, after 3 months of work by a foreigner, apply to the voivode for a work permit on a simpler

basis. It is also possible for the foreigner himself to apply for a residence and work permit. If the application for a permit is complete, the alien's work will be considered legal for the decision to be issued.

- ➔ While working on the statement (6 months within 12 months), the foreigner may change the employer. However, the new employer must obtain a new document allowing the foreigner to enter the labour market. A foreigner may only work for the employer indicated in the permit / statement!
- ➔ When calculating periods of work based on the statement, the periods for which the declaration was registered are taken into account. In total, the period of work performed by a foreigner may not exceed 6 months in the next 12 months, regardless of the number of employers entrusting work on the basis of a statement. Thanks to the central registry system, you can see statements

that have been registered on a given foreigner in various offices in Poland.

- ➔ If a foreigner finishes his work, it is worth informing the employment office, otherwise the period of validity of the declaration will be accepted as the period of work. Information at the employment office can be submitted by both the employer and the foreigner.

#### Attention!

Before working with an employer, check its credibility (you can check its company on the Internet or the REGON database at [www.stat.gov.pl/regon/](http://www.stat.gov.pl/regon/) and KRS [www.krs-online.com.pl](http://www.krs-online.com.pl)).

If you are entrusted with a job by a Polish temporary employment agency, check the following at [www.stor.praca.gov.pl](http://www.stor.praca.gov.pl) if it has the required certificate.

## TEMPORARY RESIDENCE AND WORK PERMIT

A

foreigner may also work in Poland on the basis of a temporary residence and work permit (so-called uniform permit). An application for such permission is submitted to the voivode by a foreigner already legally residing in Poland, if the work is to be performed for more than 3 months.

**If you want more information, please visit the website of the Office for Foreigners:**

- ➔ Uniform residence and work permit.
- ➔ Working in a highly qualified job.

## Work without a work permit

### Who does not need a work permit?

**A foreigner may work on the territory of the Republic of Poland without a work permit or a temporary residence and work permit if:**

- ➔ has a refugee status granted in the Republic of Poland;
- ➔ he was granted subsidiary protection in the Republic of Poland;
- ➔ has a permanent residence permit in the Republic of Poland;
- ➔ has a long-term resident's EU residence permit in the Republic of Poland;
- ➔ has a residence permit for humanitarian reasons;
- ➔ has a permit for tolerated stay in the Republic of Poland;
- ➔ he uses of temporary protection in the Polish Republic;
- ➔ has a valid certificate issued on the basis of Article 35 of Act 1, Act of 13 June 2003 on granting protection to foreigners in the territory of the Republic of Poland;
- ➔ is a citizen of a member state of the European Union,

- ➔ is a citizen of the European Economic Area, not belonging to the European Union;
- ➔ is a citizen of a country that is not a party to the Agreement on the European Economic Area, who may enjoy the free movement of persons on the basis of an agreement concluded by that State with the European Community and its Member States;
- ➔ accompanies the foreigner on the territory of the Republic of Poland, referred to in points 9–11, as a family member within the meaning of the Act of 14 July 2006 on entering, staying and leaving EU citizens and their family members;
- ➔ is a person referred to in art. 19 par. 2–3 of the Act of 14 July 2006 on entry into the territory of the Republic of Poland, stay and departure from that territory of citizens of the European Union Member States and members of their families;
- ➔ has a temporary residence permit in the Republic of Poland, referred to in art. 114 par. 1 or 1a, art. 126, art. 127, art. 139a para. 1, Article 139o paragraph 1 or art. 142 para. 3 of the Act of 12 December 2013 on foreigners – on the terms specified in this permit;
- ➔ stays on the territory of the Republic of Poland based on the residence permit referred to in art. 1 point 2 lit. and Council Regulation (EC) No. 1030/2002 of 13 June 2002 establishing a uniform



format for residence permits for third-country nationals (OJ EU L 157 of 15/06/2002, page 1, with later amendments 23) – OJ. EU Polish special edition, Ch. 19, vol. 6, page 3, with later changes), with the annotation „ICT” issued by another Member State of the European Union, and the purpose of its stay on the territory of the Republic of Poland is to perform work as a manager, specialist or employee taking an internship as part of an intra-corporate transfer referred to in Article . 3–point 13b of the Act of 12 December 2013 on foreigners, for a period not exceeding 90 days in a 180 day period;

➔ has a work permit and stays on the territory of the Republic of Poland:

- on the basis of a visa, with the exception of a visa issued for the purpose referred to in art. 60 law 1 point 1, 22 or 23 of the Act of December 12, 2013 on foreigners,
- based on art. 108 par. 1 point 2 or art. 206 par. 1 point 2 of the Act of 12 December 2013 on foreigners or on the basis of a stamp imprinted in the travel document, which confirms submission of an application for a long-term resident's EU residence permit, if immediately before submitting the application he was entitled to work on the territory of the Republic of Poland Polish,
- on the basis of a temporary residence permit, with the exception of the permit granted in connection with the circumstance referred to in art. 181 par. 1 of the Act of December 12, 2013 on foreigners,
- based on the document referred to in art. 61 of the Act of 12 December 2013 on foreigners, specifying the status of a family member of a diplomatic mission or consular office of a foreign country or other person equated with them on the basis of statutes, agreements or commonly established international customs remaining with that person in the community, if a contract or international agreement was concluded between the Re-

public of Poland and a foreign state to carry out gainful activity by family members of staff of diplomatic missions or consular posts,

- on the basis of a visa issued by another country in the Schengen area,
- on the basis of a residence permit issued by another country in the Schengen area,
- as part of visa-free travel;

➔ stays on the territory of the Republic of Poland pursuant to art. 108 par. 1 of the Act of December 12, 2013 on foreigners and:

- immediately before submitting the application for granting another temporary residence permit, referred to in art. 139a para. 1 or art. 139o paragraph 1 of the Act of 12 December 2013 on foreigners, he resided in this territory on the basis of this permit and continues to perform the work to which he was entitled under it,
- performs work as an employee of the managerial staff, specialist or employee taking an internship as part of an intra-corporate transfer referred to in art. 3 point 13b of the Act of 12 December 2013 on foreigners, for the benefit of the receiving entity that submitted the application for a temporary residence permit, referred to in art. 139o paragraph 1 of this Act, on the conditions specified in this application.

➔ has a temporary residence permit granted in the Republic of Poland in connection with the circumstances referred to in art. 144, art. 151 para. 1 or 2, art. 158 sec. 2 point 1 or 2, art. 161 para. 2, art. 176 or art. 186 para. 1 point 3 or 4 of the Act of December 12, 2013 on foreigners;

➔ is the spouse of a Polish citizen or a foreigner referred to in points 1–7 who has a temporary residence permit on the territory of the Republic of Poland granted in connection with entering into a marriage;

➔ is the descendant, referred to in art. 2 para. 1 point 8 lit. b of the Act of 20 April 2004 on the promotion of employment and labour market institutions, a Polish citizen or a foreigner, referred to in art. 87 par. 2 points 1 and 2 and par. 1 point 1–6 of this Act, possessing a temporary residence permit on the territory of the Republic of Poland;

➔ has a temporary residence permit on the territory of the Republic of Poland granted on the basis of art. 159 sec. 1 of the Act of December 12, 2013 on foreigners;

➔ stays on the territory of the Republic of Poland pursuant to art. 108 par. 1 point 2 or art. 206 par. 1 point 2 of the Act of 12 December 2013 on foreigners or on the basis of a stamp imprinted in the travel document, which confirms submission of an application for a long-term resident's EU residence permit, if he was exempt from the obligation to obtain a work permit immediately prior to submitting the application based on Article. 87 par. 2 points 1–4 of the Act of 20 April 2004 on the promotion of employment and labour market institutions;

➔ has a valid Polish Card;

➔ is entitled to reside and work in the territory of a Member State of the European Union or a European Economic Area not belonging to the European Union or Swiss Confederation who is employed by an employer established in the territory of that country and temporarily posted by that employer to provide services on the territory of the Republic of Poland Polish;

➔ in relation to which international agreements or separate regulations allow the performance of work without the need for a permit;

➔ is a citizen of a country specified in the regulations issued on the basis of art. 90 sec. 10 point 2 of the Act of 20 April 2004 on the promotion

of employment and labour market institutions that performs work outside the scope of activity specified in the regulations issued on the basis of art. 90 sec. 9 of this Act for a period not longer than 6 months in the next 12 months, if the Povi- at employment office before entering the job by a foreigner has entered a statement on entrusting work to a foreigner in the record of statements and the work is carried out on the terms specified in this statement

➔ is a citizen of a country other than those specified in the regulations issued on the basis of art. 90 sec. 10 point 2 of the Act of 20 April 2004 on the promotion of employment and labour market institutions that perform work in professions specified in the regulations issued on the basis of art. 90 sec. 11 of this Act for a period not longer than 6 months in the next 12 months, if the Povi- at employment office before entering the work by a foreigner has entered a statement on entrusting work to a foreigner in the record of statements and the work is carried out on the terms specified in this statement.

➔ belongs to one of the categories of foreigners exempt from the requirement to obtain a work permit by the Ordinance of the Minister of Labour and Social Policy of April 21, 2015 on cases in which it is permissible to perform work for a foreigner on the territory of the Republic of Poland without having to obtain a work permit ( Journal of Laws, item 588, as amended), which includes foreigners:

- conducting trainings, taking part in professional internships, performing an advisory, supervisory or special functions requiring specific qualifications and skills in programs implemented as part of European Union activities or other international assistance programs, also based on loans taken by the Government of the Republic of Poland;
- being foreign language teachers who work

in kindergartens, schools, facilities, centres, teacher education institutions or colleges referred to in the provisions on the education system, or in the Voluntary Labour Corps;

- being members of the armed forces or civilian staff who work in international military structures located in the territory of the Republic of Poland, or who are foreigners delegated to implement armament programs implemented under contracts to which the Republic of Poland is a party;
- being permanent correspondents of foreign mass media, which was granted, upon the request of the editor-in-chief of a foreign editorial office or agency, accreditation of the minister competent for foreign affairs, but only in the field of professional journalistic activity carried out for this editorial office or agency;
- performing artistic services lasting up to 30 days per calendar year, individually or in teams;
- delivering up to 30 days in a calendar year occasional lectures, presentations or lectures with a special scientific or artistic value;
- being athletes performing, up to 30 days in a calendar year, work for an entity established on the territory of the Republic of Poland in connection with sports competitions; performing work in connection with sports events of international importance, directed by a relevant international sports organization; being clergy, members of religious orders or other persons who perform work in connection with a religious function, in churches and religious associations and national inter-church organizations, whose status is regulated by an international agreement, regulations regarding the relationship of the State to a church or other religious association, or which operate on the basis of an entry in the register of churches and other religious associations, their legal persons or organizational units, as well as who perform work as part of religious

functions in other entities, on the basis of referral by a competent organ of a church or other religious association or its legal person;

- being students of full-time studies in the Republic of Poland or participants of full-time PhD studies in the Republic of Poland;
- being students who perform work as part of professional internships, which are run by organizations that are members of international student associations;
- being students who work under the cooperation of public employment services and their foreign partners, if the need to entrust the foreigner with the performance of work is confirmed by the competent employment authority;
- being university students or vocational school students in European Union Member States or European Economic Area countries that do not belong to the European Union or the Swiss Confederation and who work as part of apprenticeship provided for in the study regulations or curriculum, subject to obtaining a university placement or professional;
- participating in cultural or educational exchange programs, humanitarian or development aid programs or holiday work programs of students, organized in consultation with the minister competent for labour issues;
- being graduates of Polish upper secondary schools, full-time studies or full-time doctoral studies at Polish universities, at scientific institutes of the Polish Academy of Sciences or research institutes operating on the basis of regulations on research institutes;
- performing work as research workers in entities referred to in the provisions on research institutes;
- delegated by a foreign employer on the territory of the Republic of Poland, if they retain a permanent residence abroad, for a period not exceeding 3 months in a calendar year, in order to:

- a perform assembly, maintenance or repair works, delivered technologically complete equipment, structures, machines or other equipment if the foreign employer is their producer,
- b pick up the ordered equipment, machines, other equipment or parts, made by a Polish entrepreneur,
- c train employees of a Polish employer who is a recipient of devices, constructions, machines or other equipment referred to in point a, in its operation or use,
- d assembly and disassembly of trade fair stands, as well as care for them, if the exhibitor is a foreign employer who delegates them to this end;

- performing work for Members of the European Parliament in connection with their function;

- authorized on the terms set out in legal acts issued by the authorities set up by the Agreement establishing an Association between the European Economic Community and Turkey, signed at Ankara on 12 September 1963.

29. is a citizen of the Republic of Armenia, the Republic of Belarus, the Republic of Georgia, the Republic of Moldova, the Russian Federation or Ukraine, performing work outside the scope of a seasonal work permit, for a period not exceeding six months in the next 12 months, if the Poviát employment office, before starting work by a foreigner, entered a statement on entrusting work to a foreigner in the record of declarations, and the work is performed on the terms specified in this statement.

\* Information from the Ministry of Labour and Social Policy





# Rights and obligations of foreigners working in Poland

## THE REQUIREMENT OF LEGAL RESIDENCE OF A FOREIGNER IN POLAND \*

**In order for a foreigner from a non-EU country to be able to work legally in Poland, he must:**

**1**

**have a document allowing him to enter the Polish labour market**

- a work permit, a seasonal work permit, a declaration on entrusting work to a foreigner (possibly to be exempted from this requirement based on specific provisions) or a permit for temporary residence and work;

**2**

**hold a residence permit, the basis of which must entitle you to work (for example, a suitable visa or residence permit).**

**T**

**itles of residence, which may involve the right to work in Poland:**

- ➔ on the basis of a visa, with the exception of visas issued for purposes: tourism, use of temporary protection and arrival for humanitarian reasons, for reasons of national interest or international obligations (these are visas referred to respectively in Article 60 of Act 1 point 1, Point 22 or 23 of the Act of 12 December 2013 on foreigners);
- ➔ on the basis of Article 108 of the Act 1 point 2 (a stamp in the travel document confirming submission of an application for a temporary residence permit – residence is legal until a final decision) or Article 206 of the Act 1 point 2 (a stamp

in the travel document confirming submission of an application for authorization permanent stay – the stay is legal until the final decision) of the Act of 12 December 2013 on foreigners or on the basis of a stamp imprinted in the travel document, which confirms submission of an application for long-term resident's EU residence permit, if immediately before submitting the application he was entitled to work on the territory of the Republic of Poland;

- ➔ on the basis of a temporary residence permit, with the exception of the permit granted in connection with the circumstance referred to in Article 181 (Act 1) of the Act of 12 December 2013 on foreigners (this is a temporary residence permit

granted due to the short-term stay of a foreigner on the territory of the Republic of Poland resulting from the obligation to appear before the Polish public authority, an important interest of a foreigner or the interest of the Republic of Poland);

- ➔ on the basis of a visa issued by another country in the Schengen area;
- ➔ on the basis of a residence permit issued by another Schengen country;
- ➔ as part of visa-free travel.

**A foreigner legally working in Poland has the right, inter alia, to:**

- ➔ remuneration not lower than specified in the foreigner's work permit, statement on entrusting work to a foreigner or a permit for temporary residence and work;
- ➔ receipt of one copy of a work permit or an original

statement submitted by an employer at a district labour office and declarations entered therein;

- ➔ receiving a written contract, which is the basis for the work, in a language that is understandable to you.

**A foreigner legally working in Poland has the right, among others, to:**

- ➔ remuneration not lower than specified in the foreigner's work permit, statement on entrusting work to a foreigner or a permit for temporary residence and work;
- ➔ receipt of one copy of a work permit or original statement submitted by an employer at a Poviast labour office and declarations entered therein;
- ➔ receiving a written contract, which is the basis for performing the work, in a language that is understandable to each other.

## TYPES OF CONTRACTS

**In**

Poland, it is possible to perform work on the basis of various contracts (including employment contracts or civil law contracts – such as an order contract or contract for work). The type of contract is related to the different nature of the work and a different scope of rights and obligations of the employer and employee.

**The most rights and the widest protection is given to the employee by an employment contract – an employee on the basis of it has the right, inter alia, to:**

- ➔ protection against termination of a contract of employment for certain categories of employees

(mainly workers on sick leave, during holidays, pregnant workers, employees in pre-retirement age);

- ➔ determining working time and the right to rest;
- ➔ paid holiday leave;
- ➔ remuneration for sickness time;
- ➔ specifying detailed rules for terminating the contract;
- ➔ remuneration for overtime work (beyond the time specified in the Labour Code);
- ➔ at least the minimum wage (in 2019 the minimum wage in Poland is PLN 2250 gross – it is reduced by the amount of social security premiums and advances on income tax).

# What should an employment contract include?

In addition to indicating the employer and employee, the type of contract and the date of its conclusion – should indicate the following:

- ➔ type of work (job title, function and job description);
- ➔ place of work;
- ➔ remuneration corresponding to the type of work;
- date of commencement of work – if it is not specified in the contract, it is assumed that it is the day of signing the contract;
- ➔ working hours.

An employment contract may not contain provisions less favourable to the employee than the provisions of the Labour Code.

An employer who concludes an employment contract is required to report an employee to social insurance within 7 days from the date of his employment.

## Civil law agreements

These are contracts regulated in the Civil Code. The most common civil law contracts are:

- ➔ order contract,
- ➔ contract for work.

### Important!

Conclusion of a contract for a work by an employer cannot be a way to circumvent the provisions of the Labour Code or reduce the cost of employment of a foreigner! Conclusion of a civil law contract in the conditions when an employment contract should be concluded (including work under supervision, in regular hours and at a specific place) is a violation of labour law and is punished with a fine.

For order contracts (Article 734 of the Civil Code) and contracts for which the provisions on the order are applicable (Article 750 of the Civil Code), minimum hourly rates apply – in 2019 it is PLN 14.70 gross.

For some civil law contracts, for example order contracts, there is an obligation for the employer to notify social insurance! The employer (the principal) has 7 days from the moment the employee takes up work.

## REGISTRATION OF A FOREIGNER AS UNEMPLOYED

Foreigners who have lost their jobs are entitled to register with the district employment office as unemployed if they hold one of the following residence titles:

- ➔ refugee status;
- ➔ permanent residence permit;
- ➔ residence permit for a long-term resident of the European Union;
- ➔ temporary residence permit granted for the purpose of performing work in a highly skilled job;
- ➔ temporary residence permit granted for the purpose of conducting scientific research;
- ➔ temporary residence permit granted in connection with holding a long-term resident's EU residence permit in another EU country;
- ➔ permission to stay on humanitarian grounds or consent for tolerated stay;
- ➔ in connection with the use of temporary protection or subsidiary protection in Poland;
- ➔ temporary residence permit for a family member of a Polish citizen or a stamp in a travel document confirming the submission of an application for a temporary, permanent or EU long-term resident permit if they were in possession of a temporary residence permit prior to submitting the application;
- ➔ temporary residence and work permit or a visa issued for the purpose of work, provided that they were continuously employed in Poland for at least 6 months before being registered as unemployed and meet the conditions set out in the Act on employment promotion and labour market institutions.

## Rights of foreigners registered as unemployed

After registration, these persons will have access to unemployment benefits and labour market services, i.e. job placement, vocational guidance and professional information, assistance in active job search and participation in training organized by the employment office. In addition, they will be subject to health insurance and thus free healthcare. In the case of foreigners who have a temporary residence and work permit (so-called „single permit”) and a visa issued for the purpose of work, participation in training will not include financial assistance related to further training as part of training and postgraduate studies. A registered foreigner may also be entitled to unemployment benefit if he resides on the basis of one of the abovementioned residence titles and fulfils the conditions for the acquisition of this right specified in the Act on employment promotion and labour market institutions (as a rule they include the obligation to work and pay contributions to Labour Fund for a total of 365 days in the period of 18 months before the day of registration as an unemployed person).

## Registration of a foreigner as a job seeker

Foreigners who do not meet the conditions necessary for registration as unemployed, can register as job seekers. They gain access to services provided by labour offices, including for job placement and career guidance.



## Labour market services accessible to persons not registered with the district labour office

Foreigners who have a temporary residence and work permit or a visa issued for the purpose of work or other temporary residence permits – regardless of whether they are registered as unemployed or seeking employment – **may use:**

- 1 publicly available employment services provided by employment offices;

- 2 information about occupations, the labour market and training and education opportunities provided by labour offices;

- 3 information and electronic databases for finding job and self-employment skills.

The right to use the services and services of the labour market depends on the type of residence title that the foreigner owns and is only due during the validity period. After the withdrawal of a visa or a temporary residence permit or after expiration of the period of validity of these documents, the foreigner loses the status of an unemployed or jobseeker.

## How to find an employer

**A foreigner is looking for an employer in Poland alone or through temporary employment agencies.**

### Self-search

**To** find your employer in Poland yourself, you need to search for an offer on the Internet or in the press and contact your employer by e-mail or by phone.

It is worth checking the company in the National Official Register of Entities of National Economy (REGON): <http://www.stat.gov.pl/regon/> or in the Na-

tional Court Register [www.krs-online.com.pl](http://www.krs-online.com.pl). Every entrepreneur running a business has a REGON number assigned.

You can find job offers, for example at [oferty.praca.gov.pl](http://oferty.praca.gov.pl) (offers submitted to Polish labour offices).

You can find job offers, for example at [oferty.praca.gov.pl](http://oferty.praca.gov.pl) (offers submitted to Polish labour offices). Among the offers placed there, search only those

in which you apply directly to the employer. To do this, select from the menu on the left the tab: „more criteria” then „application method” then „directly to the employer”. If it is necessary to apply for a visa, focus on offers with a long expiration date (in the „sort” window at the top, select „expiry date”).

### Private employment agencies

You can also look for a job in Poland through private employment agencies. Legally operating agencies have a current entry in the National Register of Employment Agencies, confirmed by a certificate issued by the Voivodeship marshal. Before starting

cooperation with a given agency, you can check its activity at [www.kraz.praca.gov.pl](http://www.kraz.praca.gov.pl)

There are information useful for people who want to use the services of an employment agency. On the homepage of the above The register contains a search engine that allows you to generate a list of all employment agencies from individual provinces or search for an employment agency by name or NIP number. Information can also be obtained by phone at the Voivodeship Labour Offices (WUP).

WUP contact details are available on the website: <http://psz.praca.gov.pl/wybor-urzedu>

### Important!

**Agencies do not charge brokerage fees for jobseekers! They can only charge, for example, for the translation of documents when they are sent to work abroad.**

An employment agency providing a job placement service and directing a foreigner to work with a Polish employer is required to sign a written contract with a foreigner. Such an agreement should specify in particular: data of the future employer, period of work, type of contract under which the work will be performed, working conditions, remuneration, benefits to the foreigner, social security conditions to which the foreigner will be subject, obligations and entitlements of the foreigner and agency in connection with the contract concluded and the scope of civil liability of both parties in the event of failure to comply with this agreement.

The agency is obliged to provide a translation of the contract, before signing it, in a language understandable to the foreigner.

The employment agency is obliged to inform in writing the foreigner and the employer to whom the foreigner will be directed about the rules of entry, stay and work of foreigners in Poland. This information should be written, and in the case of a foreigner, in a language that is understandable to him.



# Where to ask for help?

1

Free advice and information on labour law and legality of employment (also in Ukrainian) is provided by the National Labour Inspectorate.

[http://www.bip.pip.gov.pl/pl/bip/porady\\_wszystkie](http://www.bip.pip.gov.pl/pl/bip/porady_wszystkie)

2

It also deals with employees’ complaints about non-compliance by employers with labour law, health and safety at work regulations and illegal employment.  
Addresses and telephone numbers of regional labour inspectorates (in each provincial city) and field branches (in other major cities) can be found on the website

[www.pip.gov.pl](http://www.pip.gov.pl)

3

Useful addresses:

Office for Foreigners:

<https://udsc.gov.pl/cudzoziemcy/>

Border Guard:

<https://www.strazgraniczna.pl/pl/cudzoziemcy>

# Scholarships



## Rector’s scholarship

FOR CANDIDATES FROM BELARUS AND UKRAINE WITH HIGH ACADEMIC ACHIEVEMENT



he scholarship for talented and ambitious youth from Ukraine and Belarus provides for special conditions for studying at the UCTE. As part of the scholarship, high achievers have the opportunity to be exempted from tuition fees. The exemption covers two years or one year depending on the grades avera-

ge. The university also guarantees scholarship holders with foreign paid internships, which will enable independent financing of the rest of the studies. The internships are carried out in the European Union countries, in accordance with applicable regulations.

## Conditions for granting a scholarship

The graduates of schools from the Ukraine and Belarus who have fulfilled the following conditions are entitled to use the scholarship:

- a received a school-leaving certificate with an average of grades, taking into account the grades obtained during the secondary school-leaving examination in the following ranges:  
**10.0 – 11.0 \* and 8.0 – 9.0 \*\*,**  
**11.0 – 12.0 \* and 9.1 – 10.0 \*\***
- b applied for the scholarship until 10/07/2019;
- c submitted a full set of recruitment documents by 30/07/2019 (in justified cases, after prior notification, it is possible to complete the documentation at a later date);
- d receive a positive written opinion from the school head.

The above-mentioned persons are entitled depending on the average specified in point 1 point. exemption from tuition fees in the following periods:

- 2 semesters of studies** – people who obtained averages in the range of 10.0 – 11.0 in Ukraine and people who obtained average in the range 8.0 – 9.0 in Belarus;
- 3 semesters of studies** – persons who obtained average in the range of 11.0 – 12.0 in Ukraine and persons who obtained average in the range 9.1 – 10.0 in Belarus.

The promotion applies only to full-time studies carried out in Polish at the Faculty of Tourism and Recreation in Sucha Beskidzka.

The deadline for submission of applications expires on 10/07/2019

\* Candidates from Ukraine

\*\* Candidates from Belarus





## Student scholarships, allowances

FOR THOSE WHO HAVE A POLISH CARD

F

From the first semester student can apply for a social scholarship. Its amount depends on the income for one member of the family and on the number of people applying for help.

After the first year, the student may apply for a rector's scholarship for academic performance. Other

forms of material support are: special scholarship for the disabled, minister's scholarship for academic achievement, minister's scholarship for outstanding sports achievements and allowances.

Detailed information can be found on the student's platform and information boards as well as during organizational meetings.



## Promotional programs

T

The University College of Tourism and Ecology works to ensure that material status does not constitute a barrier to the educational and vocational development of young people. It offers a wide range of scholarships, as well as promotional programs addressed to students who are in financial difficulties, affected by random events, and supports people with disabilities.

### "In a duet cheaper"

If you sign up for studies together with your friend / friend (boyfriend, girlfriend), you will receive a discount in the form of a 25% reduction in tuition fees for the first semester. \* Not applicable to UCTE graduates

### Entrance fee PLN 0

If you submit a set of documents for studies during an individual open day, you do not pay an entry fee of PLN 300.

### Program of recommendation

If you already study at the University College of Tourism and Ecology or have recently submitted documents and enrolled in the university, you can get an attractive discount that allows you to reduce the tuition fee!

Recommend our university to your friend! For every registered person who will become a student of UCTE, you will receive a 10% discount on tuition fees for the whole year of study. Detailed information by telephone 33 874 46 05

### Family offer

If someone from your close family is a student of UCTE (brother, sister, mother, father, son, daughter), you get a 15% discount on tuition for the first semester.



# Accommodation



**F**or those interested, it is possible to take advantage of accommodation in the Conference and Training Centre offering a high standard. Available to students is a rich base of private accommodation and apartments of

various standards, located near the university. In Sucha Beskidzka there is a modern indoor swimming pool (with jacuzzi, a slide, heated pools and a salt cave). Students also have the opportunity to use sports fields, gyms, gymnasiums.

# Healthcare



**D**uring your stay in Poland, you can use two forms of health care services – private and public. In the case of using private outlets, you must remember to pay a fee for its services.

To be able to use free of charge health care services in Poland, you should join voluntary insurance in the National Health Fund (NFZ). This situation applies to people who study in Poland. In the case of people who take up employment, this form of insurance is obligatory – insurance premiums are discharged by the employer from the employee’s salary.

Persons who have a valid insurance contract concluded with the NFZ may use the public health service and the services of private entities with appropriate agreements concluded with the National Health Fund.

Anyone who does not have insurance in the NFZ (including all foreigners) can freely use health care, but only in paid form. Persons with appropriate insurance – bought in private insurance companies – can use health care, and the insurer is responsible for the settlement of the services used. It should be remembered that insurance companies carry

out settlements with health care facilities in various ways – they make payments for services used or settle accounts based on the bill with the person who used the service

During your stay in Poland, in case of illness or accident, you should report to the appropriate institution (the so-called health care facility), in which medical assistance will be provided.

**These institutions include:**

- ➔ hospitals;
- ➔ clinics (health centres, specialist clinics or outpatient clinics) – in these places the patient will receive basic medical care or – depending on the specialization – specialist services;
- ➔ ambulance service – it is called by phone in the case when the patient requires immediate help and is unable to reach the health care facility;
- ➔ medical diagnostic laboratories – these are the places where the tests are carried out, as indicated by the doctor or dentist;
- ➔ dental prosthodontics and orthodontics workshops – these institutions deal with the implementation of services indicated by dentists (dentists).

# Safety



**S**pecialized public units are responsible for security in Poland. They can be divided according to the scope of their duties. The Police are responsible for protecting life and health of people and their property. The State Fire Service, which can be supported by auxiliary units of the Volunteer Fire Brigade, is responsible for issues related to civil protection and rescue. Border Guard and Customs Service units are responsible

for border security, population flow as well as material and intangible assets across the Polish border. The Internal Security Agency is responsible for issues related to the stay of foreigners in Poland. In Poland, you can distinguish other units that provide help in specific threat situations.

**Names of individual units with emergency telephone numbers:**

112	Emergency Notification Centre – an all-European emergency number
999	Ambulance Service
998	State Fire Service
997	Police
996	Anti-Terrorist Centre – Internal Security Agency
995	Chief Commander of the Police – the Child Alert system
994	Emergency Water Supply and Sewerage
993	Emergency service
992	Emergency service
991	Energy Emergency
987	Information and coordination number for the needs of the crisis management centre
986	Municipal Police
985	Marine and mountain rescue (WOPR, GOPR and TOPR)
984	Ambulance Service (MOPR)
981	Ambulance Service



# Practical information



**T**he University College of Tourism and Ecology conducts education in two cities – Sucha Beskidzka and Krakow. The main headquarters of the university is located

in Sucha Beskidzka, while in Krakow there is the Faculty of Tourism of UCTE. Cities are about 60 kilometres apart.



## Sucha Beskidzka

The town is located in the Małopolska province on the border of the Beskid Makowski, Żywiecki and Mały, and its history dates back to the fourteenth century. The city is the seat of the authorities of the Suski Powiat. Convenient location on the main transport routes connecting Sucha Beskidzka, Kraków, Żywiec and Zakopane, as well as numerous tourist and cultural values are conducive to the rapid development of the city. In the city, among other things,

a beautiful Renaissance castle from the 16th century is located, which is the seat of the ESEF, a legendary, historic Karczma Rzym, a church and monastery complex of the parish of the Visitation of the Blessed Virgin Mary and others. There are many hiking trails in the nearby Beskidy.

In the city there are a number of institutions important for the region, including: Powiat Police Headquarters, Powiat Fire Service Headquarters, District Court, District Prosecutor's Office, Powiat Labour Office, Tax Office, Powiat Sanitary and Epidemiological Station, Forestry Office, Social Insurance Institution and Agricultural Social Insurance Fund and Hospital District, which is one of the larger and more modern hospitals operating in the region.

Sucha Beskidzka is a safe and friendly city, it belongs to the places with one of the lowest crime rates in the region – a monitoring system operates on the main streets. Students have at their disposal full facilities necessary for everyday functioning. They are happy to integrate with the local community and appreciate all the advantages of studying in a clean and peaceful place, away from the hustle and bustle of the big city.



## Krakow

Krakow is the second largest city in Poland and the most popular tourist destination in the country. It has the rights of the Powiat, being at the same time the capital of the Małopolska province. It is located at the intersection of several geographical regions – the Sandomierz Basin, the Westbeskid Pogórze Foothills and the Krakow-Częstochowa Upland.

The history of Krakow dates back to the 7th century, although it obtained city rights under the Magdeburg Law in 1257. The most important trade routes that ran through Krakow had a very large impact on the city's development dynamics and its shape as one of the most important urban centres in this part of Europe.

Krakow is a modern city that guarantees access to the highest quality education and many of the most

interesting tourist attractions in Poland. Its historical character and the large accumulation of monuments in the city's strict development made the historic districts – the Old Town, Stradom and Kazimierz – inscribed on the UNESCO World Heritage List.

The city is perfectly connected – the main railway station and the bus station are located in the centre, which provide access to transport connections with the whole of Poland and several foreign destinations. A short distance from the city centre is located the Airport. Jana Pawła II in Balice – quick access from the city to the airport is provided by an extensive network of road connections and a fast railway connection served by Koleje Małopolskie. Railway connections are available 7 days a week, and the journey takes about 17 minutes.





European Funds  
Knowledge Education Development



Republic  
of Poland



POLISH NATIONAL AGENCY  
FOR ACADEMIC EXCHANGE

European Union  
European Social Fund



Program is co-financed with resources of the European Social Fund in frames of Operational Program Knowledge Education Development, non-competitive project entitled Raising of competences of academic staff and institutional potential in receiving people from abroad – Welcome to Poland implemented in frames of action specified in application for financing project number POWR.03.03.00-00-PN14/18.