



ANDRZEJ FRYCZ MODRZEWSKI  
KRAKOW UNIVERSITY



#TEAMFRYCZ



# Guide for **NEW STUDENTS**

2025/2026

Andrzej Frycz Modrzewski Krakow University

[en.ua.fm.edu.pl](https://en.ua.fm.edu.pl)







# WELCOME TO FRYCZ!

We are delighted that you are here. You are beginning your first year of studies. You are joining the academic community of Andrzej Frycz Modrzewski Krakow University. We want you to feel comfortable among us. Beginnings can be difficult, which is why we have prepared a handful of practical information and tips to get you started.

The staff and students of our University are waiting for you! They will gladly help you find your way in this new reality by answering your questions or showing you around the University. Do make use of their help!

Below you will find answers to the questions most frequently asked in the first days of studying and absolutely essential information to help you find your bearings in the new student reality.

We wish you every success and joy. The joy of meeting fantastic people. The joy of shared conversations and adventures. The joy of studying. We are happy that you are here! Together we create Frycz's academic community!



ANDRZEJ FRYCZ MODRZEWSKI  
KRAKOW UNIVERSITY

Andrzej Frycz Modrzewski Krakow University  
Gustawa Herlinga-Grudzińskiego 1,  
30-705 Krakow







*Dear First-Year Students,*



*I warmly welcome you to Andrzej Frycz Modrzewski Krakow University! I am delighted that so many of you have chosen our University and I hope that you will quickly feel at home here. I wish you courage in taking your first steps and many successes and much joy from your studies!*

**Maciej Kluz, PhD**

Rector of Andrzej Frycz Modrzewski Krakow University

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# 1. Before arrival

Congratulations on starting your studies at our University. We are pleased that you have chosen one of the best universities in Krakow. You will need several documents, so it is important to prepare in advance. Here is a guide to help you.

## Important documents

Before arriving, make sure you have all the required documents. Failure to do so may cause problems:

- identity document (ID card or passport),
- application form (printed after uploading a photo for the student ID card in the Extranet system),
- photo for the student ID card (35 × 45 mm),
- for candidates for first-cycle studies or long-cycle Master's studies: secondary school-leaving certificate (Matura) and secondary school completion certificate, for candidates for second-cycle studies: diploma of completion of first-cycle studies and diploma supplement,
- agreement on the terms of payment for studies and annex,
- additionally, in the case of recruitment for medical programmes: medical certificate and sanitary-epidemiological certificate, for underage candidates — parental consent, language certificate at B2 level.

## Extranet for candidates

You must upload the documents to the Extranet system and then bring the original documents.

- Documents from secondary school or your previous university: If your documents are not in English, Polish, Ukrainian, Russian, Turkish or Azerbaijani, they must be translated into English or Polish.
- Photo: Upload a high-quality photo to the Extranet and submit a physical photo sized 35 × 45 mm in order to receive your student ID card.
- Language certificate: Verification of Polish language proficiency for foreigners For studies in Polish, proficiency in the language of instruction at level B2 or higher is required. Proof of proficiency is provided by submitting a certificate confirming knowledge of the Polish language issued by an institution:
  - a) European Consortium for the Certificate of Attainment in Modern Languages (ECL), or telc GmbH,



WBT Weiterbildungs-Testsysteme GmbH (TELC);

- b) certificate of completion of a preparatory course for undertaking studies, referred to in Article 60(4) of the Act of 12 December 2013 on Foreigners (Journal of Laws of 2024, items 769, 1222 and 1688 and of 2025, items 619, 621 and 622), lasting no less than 9 months.
- c) diploma of completion of studies with Polish as the language of instruction issued by a university operating within the higher education and science system of the Republic of Poland;
- d) diploma of completion of first-cycle, second-cycle or long-cycle Master's studies in the field of philology in the scope of the Polish language or applied linguistics issued by a foreign university, together with a diploma supplement or certificate confirming that the number of hours of Polish language classes was at least 500;
- e) certificate of acquisition of the right to practise as a sworn translator issued by the Minister of Justice, as referred to in Article 5(2) of the Act of 25 November 2004 on the Profession of Sworn Translator (Journal of Laws of 2019, item 1326), or a certificate confirming entry in the list of sworn translators.

**You may be asked to provide the following documents:**

- Motivation letter: required for foreign candidates aged 35 or older,
- Parental consent: required for candidates under 18 years of age,
- Notarial power of attorney: required for candidates whose documents will be submitted/collected by a third party.



## 2. Guide to the International Centre



This is a specialised unit forming a separate part of the **Student Services Office**, handling English-speaking students from the moment they begin their studies. **We will help you deal with all matters related to the course of your studies.**

At the IC Office you will collect your student ID card, and in the next semester you will extend its validity. You can also obtain documents confirming your student status from us. If you need documents such as a **certificate of continuation of studies by a foreigner** (a document required for a visa), you can obtain it from us. We will also contact you about important matters concerning the course of your studies (by e-mail, MS Teams). If you have questions concerning the course of your studies and administrative matters, do not hesitate to contact us by e-mail, via MS Teams chat or in person.

You can submit student applications concerning the course of studies with us. We will inform you what is needed to submit the application and verify whether it has been correctly completed in formal terms.

At the beginning you will certainly need certificates of student status. Such a document can be obtained in original on site or we can also send it electronically. If you need other visa documents, e.g. concerning financial matters, we will direct you to the units where such a document can be obtained. If you are going on a trip under the Erasmus programme, you will need certain documents from us. Familiarise yourself with the information on what documents will be needed and which documents you need from the Student Services Office. Document templates can be found on the website.

If you need a Transcript of Records, we can also prepare such a document for you. It will list all the modules completed and the grades obtained. It is very important for



us that all grades are entered by lecturers in the Virtual Dean's Office.

### **Legalisation of stay for foreigners**

In matters concerning studies, a foreigner may apply for a **temporary residence permit**, which is often linked to undertaking studies in Poland.

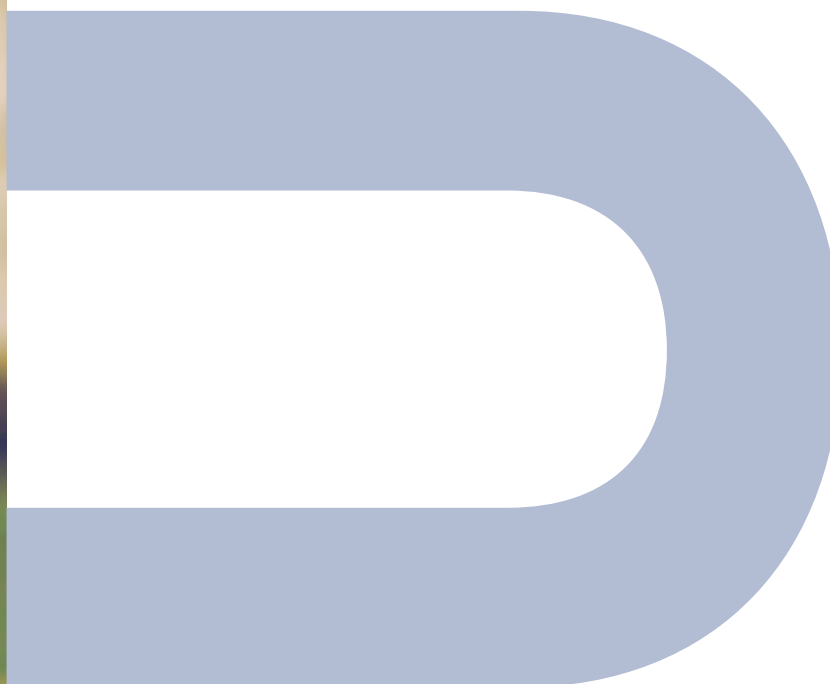
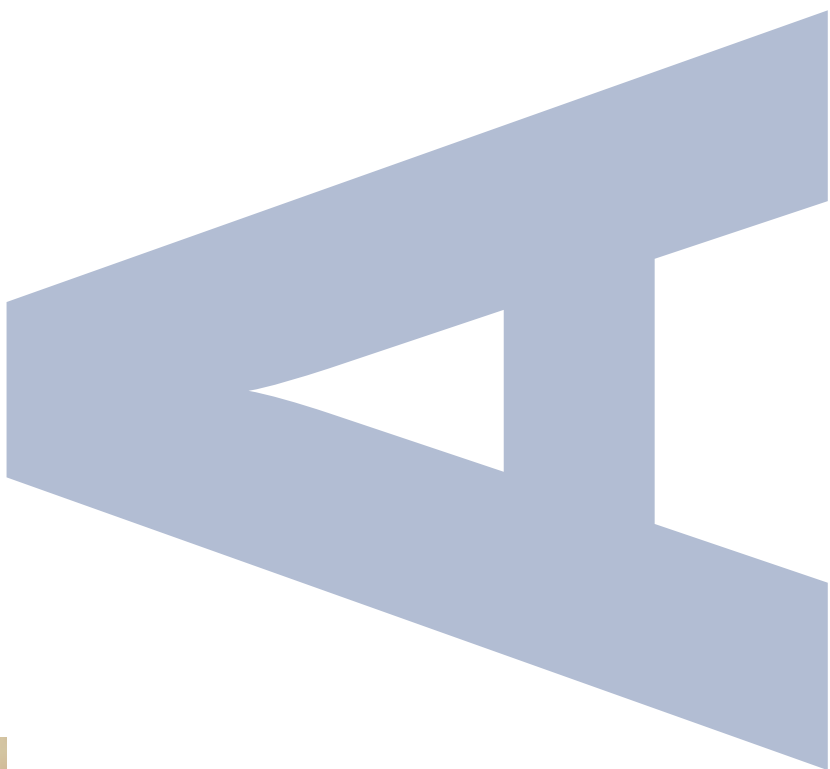
The standard document confirming student status is a certificate of continuation of studies by a foreigner. In order to obtain such a document, your student status must be in order. A certificate for the next semester can be issued after the examination session has been passed. Enrolment for the next semester is obtained when all grades for the given semester are positive. They must be entered in the Virtual Dean's Office.

**Please check whether all grades have been entered by lecturers.** In order to pass a module consisting of several components, you must obtain passing grades from all constituent parts. For example, in the case of a module consisting of lectures and classes, in order to be admitted to the exam it is necessary first to pass the classes.

**Attendance at classes is an important issue.** Medical programmes in particular require attendance due to the specific nature of the programme. Persons holding a medical certificate and unable to participate in classes are requested to notify the lecturer immediately. The lecturer may set a way of making up the material.

The conditions for passing a module and important information about the module as well as the required literature can be found in the syllabus. Please read this content, as it contains important information relevant to passing the course.

After the start of the academic year, we will verify your documentation, which we will receive from the Admissions Office. **Please verify the e-mail address provided at**





**the recruitment stage**, as this is the easiest form of contact for us. If it is necessary to complete the documentation or, as in the case of students of medical programmes, we will, for example, ask you to collect a referral for sanitary and epidemiological tests. The certificate in this respect should be issued by a facility in Poland. We especially draw foreign students' attention to the fact that we may contact you in this matter. **Check your e-mail inbox and the MS Teams platform on an ongoing basis** to see whether we are writing to you in this or another matter.

A referral for sanitary and epidemiological tests can be obtained at the IC. However, please contact us by e-mail first in this matter.

Contact with the **year representative** is very important to us. Please choose a person with whom all students will have contact. This person should report to us. We will contact them first. Please ensure that they take care of all new students admitted by transfer and students from the Erasmus programme.

For persons admitted by transfer, we can provide the contact details of the year representative.

We recommend doing this as a priority, as this person will introduce you to the details concerning your studies. We will also gladly help you with administrative matters. If a given year has means of communication such as a group e-mail, ask the year representative about this form of communication.

In difficult matters and problems with contacting a lecturer, we will also try to help you. Do not hesitate to ask us what can be done in a given matter. Please also follow the IC website, in particular the news for international students. We will post all important information there. We will contact you via the MS Teams application. **Please check your University MS Teams account regularly.**

In the MS Teams application, lecturers may publish teaching materials and post information for students in the teams for a given module.

However, not every lecturer communicates via the MS Teams platform. Sometimes contact is by e-mail. Please sign every e-mail and maintain a formal tone, as well as describe the matter in detail.

# 3. Guide to the Student Services Office

The Office is the first place, after successfully completing the recruitment process, where a Student can go to obtain help and support in administrative, organisational and formal matters related to studying.

The Office is responsible for maintaining all documentation related to the course of studies, from the start of the first semester to the issuing of the diploma of completion of studies.

The Office is made up of competent and friendly staff who understand the needs and problems of Students and provide efficient and effective service.





# Matters you can handle at the Student Services Office:

- you will submit applications and statements regarding the course of studies (e.g. change of programme, leaves, re-sumption, statements on changes to personal data);
- you will obtain a certificate of study (we encourage you to use the option of ordering a certificate by completing the form at [bos@uafm.edu.pl](mailto:bos@uafm.edu.pl))

## Contact:

The Student Service Office is located on the ground floor of Building A. If you are studying a programme taught in English (including the medical programme), please visit room 017.  
Website: <https://bos.uafm.edu.pl/bos/kontakt/kontakt-bos-ic>

Monday	10:00-14:00
Tuesday	10:00-14:00
Wednesday	10:00-14:00
Thursday	closed
Friday	10:00-16:00
Saturday	closed
Sunday	closed



# 4. First steps

## Who's who in the University authorities?

The person who manages the University is the Rector. The Rector is represented in specific matters by the Vice-Rectors: Vice-Rector for Development, First Deputy Rector; Vice-Rector for Education; Vice-Rector for Research. At the Faculty, the person in charge is the Dean. The Dean is also represented in matters of specific programmes at the Faculty by the Vice-Deans.

## How to find a teaching room?

The room numbering system at the University makes them easy to find.

Example: room **"B008"** — **"B"** means the room is located in building **B** (there are 4 buildings on campus: **A, B, C** and **D**), **"0"** — means the ground floor (1, 2, 3... are the subsequent floors).

## How to connect to the University Wi-Fi?

To connect to the University Wi-Fi, select the network **"UAFM\_Hot\_Spot"**

## Phrases to use when beginning a conversation, both in speech and writing

How to address a lecturer, Dean, or Rector?

**Rector — Mr Rector / Madam Rector**

**Vice-Rector — Mr Rector / Madam Rector**

**Dean — Mr Dean / Madam Dean**

**Vice-Dean — Mr Dean / Madam Dean**

**Professor — Professor [surname] (or, in Polish style: Mr Professor / Madam Professor)**

**Doctor habilitatus — Professor [surname] (formal form used in Poland)**

**Doctor — Dr [surname] (or, in Polish style: Mr Doctor / Madam Doctor)**

**Master's degree holder — Mr / Ms [surname] (in Polish also: Mr Magister / Madam Magister)**





## How to Write Formal Emails?

If the person you are addressing holds an official function at the University, you should address them according to that title.

For example, in the case of a female habilitated doctor who is a Vice-Dean of a Faculty: Dear Madam Dean.

For a female Professor, Doctor habilitatus: Dear Professor.

However, if you are describing someone in the text, you use their full title:

Dr habilitatus Jan Kowalski attended the meeting. The Commission was chaired by Rector Jan Kowalski.

In the subject line, provide a short summary of what the message concerns, e.g.:

Psychology, 4th year, part-time studies, Group VI, Clinical Diagnosis colloquium.

At the beginning of the message body, it is very important to include an appropriate salutation:

Dear Madam (title)/Dear Sir (title)

The content of the email should be fairly brief but clear, so that the recipient immediately understands its purpose.

At the end of the email, you should sign your name, so the recipient knows who is writing. For example:

Yours sincerely,

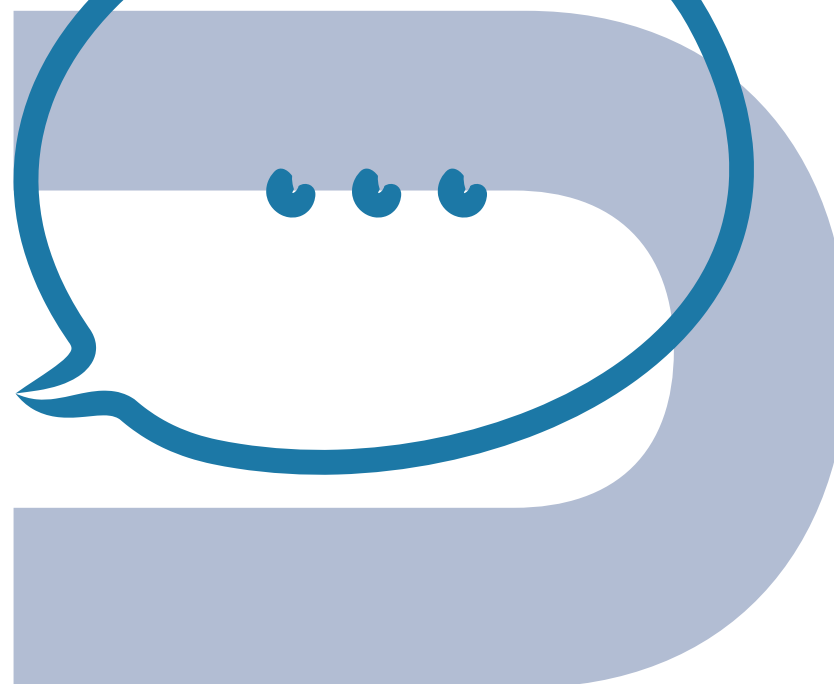
Joanna Kowalska

Kind regards,

Jan Kowalski

## What is a lecture and how does it differ from classes?

During a lecture, theoretical knowledge is delivered in the form of a monologue, but with the possibility of asking questions. Lectures are generally not compulsory (an exception is the medical programme), but it is worth attending them in order to pass the module without difficulty. Classes (ćwiczenia) are compulsory. They prepare you for the exam. They are an extension of the lecture content. They include practical elements. Students solve problems independently or in groups and discuss them. Participation in classes is compulsory. The class teacher usually specifies the permissible number of absences and the conditions for excusing them.



## Is attendance at all classes compulsory?

In most classes, attendance is compulsory. In some programmes (e.g. the medical programme) attendance is compulsory in almost all classes. It is always worth checking at the beginning of the semester whether participation in given classes is compulsory and how many attendances are required in order to obtain a pass or be admitted to the exam. The teacher should provide this information to students in the first class. It can also be found in the syllabus.

## What does a syllabus mean?

Otherwise known as the module card, a type of class regulations. It contains, among other things, information such as programme content, attendance requirements, required textbooks and the conditions for passing the module. The syllabus is binding not only on students but also on the teacher, who is obliged to present it before the start of classes.

## What are ECTS credits?

This is the European Credit Transfer and Accumulation System (ECTS). It is a measure of the average workload required of a student to pass a class. One ECTS credit corresponds to 25–30 hours of student work, which translates into 30 credits per semester and 60 per year. A condition for passing a semester is obtaining the required number of ECTS credits. In addition, the ECTS system facilitates student transfers to other universities in Poland, as well as participation in international student exchanges under the Erasmus+ programme.

## How can I justify an absence from compulsory classes?

Usually, in the first class the teacher informs you about the permissible number of absences and the rules for excusing them. It is best to excuse each absence on an ongoing basis with the teacher (e.g. by presenting a medical certificate). In such a situation, the teacher may specify how to make up the backlog (e.g. by assigning you to prepare a presentation independently).





## Can it be possible to obtain an exemption from attending all classes, for example, due to a long-term illness or other circumstances?

A student whose health condition or personal situation makes it difficult to attend classes or take examinations and assessments at the scheduled times may submit an application to the Dean for an Individual Study Arrangement. The right to an Individual Study Arrangement is granted in particular to pregnant students as well as students raising a young child.

## What are the examinations like?

Most examinations are written tests, usually in the form of multiple-choice or short-answer questions. In some cases, knowledge is assessed by means of an oral examination.

## What is the examination session?

There are two examination sessions in the academic year: winter and summer. Each session includes a so-called resit period, during which students may retake failed examinations. The first examination session is the most important event in the life of every first-year student. Prepare thoroughly for it. Taking part in the examination session is a student's obligation. The usual requirement for admission to an examination is the prior completion of compulsory classes in the given subject (particularly practical classes). Always check in the Virtual Dean's Office before the session to make sure you have no outstanding coursework and that you are entitled to sit all your examinations.

## How can I get involved in student life?

From the very beginning of your studies, you can take part in the activities of:

- **research clubs;**
- **student associations;**
- **the AZS sports section;**
- **the student council;**
- **the student legal clinic.**

Information about these organisations can be found on the University website: [uafm.edu.pl](http://uafm.edu.pl)



## Is financial support available?

Yes, there are several forms of financial support: a **social grant** awarded to students in difficult financial circumstances, **the Rector's scholarship for outstanding academic, sporting or other achievements**, and allowances, which are one-off financial aids for students who find themselves in a temporarily difficult life situation. Students with a recognised disability may also receive a scholarship, the amount of which depends on the degree of disability.

## Where can I find psychological support?

At the Andrzej Frycz Modrzewski University in Kraków, a **psychologist** — Ms Anita Całka ([acalka@uafm.edu.pl](mailto:acalka@uafm.edu.pl)) — is available for consultations on campus once a week. Students may arrange a single appointment or a series of meetings, during which an initial assessment of their difficulties will be made and further forms of psychological support outside the University may be recommended.

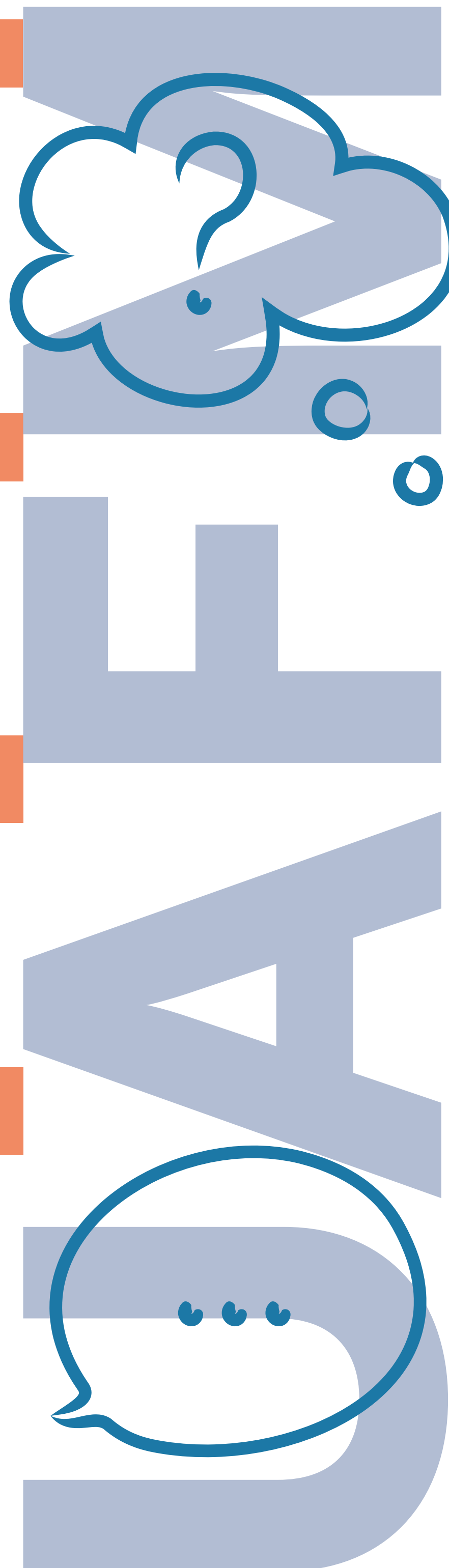
## Where can students with disabilities find support?

### **The Office for Persons with Disabilities (BON)**

deals with accessibility matters for students (and staff) with disabilities, as well as for individuals experiencing other crises that may hinder their studies. The BON staff are available and willing to help. The easiest way to contact them is via email and to arrange a meeting: **[bon@uafm.edu.pl](mailto:bon@uafm.edu.pl)**.

## How can I get access to my [@student-afm.edu.pl](mailto:@student-afm.edu.pl) email account?

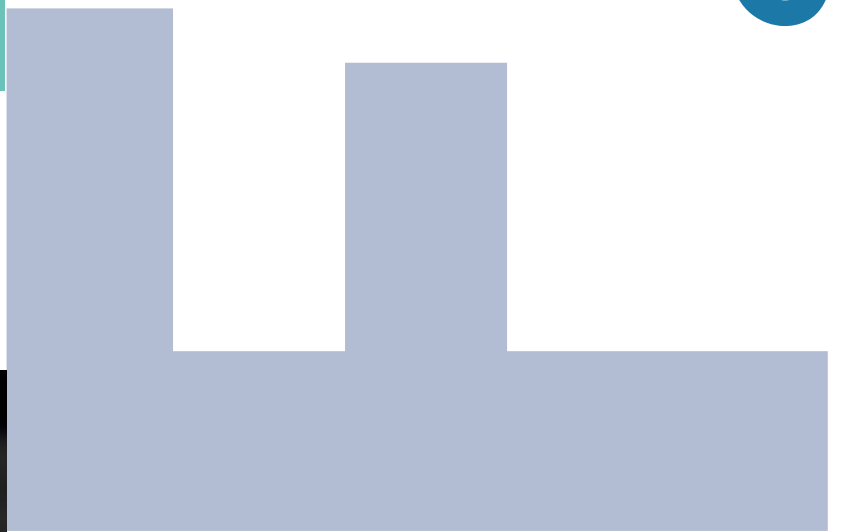
Accounts are created and sent automatically at the time of data personalisation for the student ID card or mID. New students receive an email (to the address provided during recruitment) containing a link to set up their password.





## What is the Central Login System (CSL)?

- Virtual Dean's Office
- KA e-learning platform
- Microsoft 365 account (Teams)
- Library Catalogue
- Wi-Fi network on the UAFM campus
- Moodle for the School of Foreign Languages





# 5. Organisation of the academic year



This is the division of the academic year into individual periods and stages, along with their respective dates. From the academic year organisation, you will learn, among other things, when examinations will take place, when classes will be suspended (for full-time studies), and when sessions are scheduled for part-time students. For the academic year 2025/2026, the organisation is as follows:

## WINTER SEMESTER

### Full-time studies:

**Teaching period:** 6 October 2025 — 6 February 2026 (standardised programmes at the UAFM Collegium Medicum begin on 1 October 2025);

**Days off:** 31 October 2025, 10—11 November 2025, 24 December 2025 — 8 January 2026;



**Examination session:**

9 February 2026 — 20 February 2026;

**Resit session:**

23 February 2026 — 26 February 2026.

**Part-time studies:**

**Teaching period:** 19 September 2025 — 8 February 2026

(Different study programs have a different number of meeting sessions)

**Examination session:**

13 February 2026 — 22 February 2026;

**Resit session:**

27 February 2026 — 1 March 2026.

**SUMMER SEMESTER**

**Full-time studies:**

**Teaching period:**

27 February 2026 — 19 June 2026;

**Days off:**

3—8 April 2026, 1 May 2026, 4 June 2026;

**Examination session:** 22 June 2026 — 3 July 2026;

**Resit session:**

7 September 2026 — 18 September 2026.

**Part-time studies:**

**Teaching period:** 27 February 2026 — 12 July 2026

(Different study programs have a different number of meeting sessions)

**Examination session:**

17 July 2026 — 26 July 2026;

**Resit session:**

4 September 2026 — 13 September 2026.



## 6. Student Identity Card

The process of obtaining a student identity card involves several necessary steps. It is important that each stage of the admission process is completed thoroughly, as any unmet requirements may lead to delays in issuing the card. Please note that personalisation of the card may take up to 21 working days.

**Student identity cards are available in two forms:**

- **Electronic Student Identity Card (plastic card)** — issued to students who have applied for it, as well as to students who do not have a PESEL number.
- **mStudent Identity Card (mLegitymacja)** — available to students who have a PESEL number.

**To collect an electronic student identity card, the following steps must be successfully completed:**

- 1.** Upload a photograph in the Ekstranet recruitment system.
- 2.** Select the option for the electronic (plastic) student identity card.
- 3.** Make the required payment.
- 4.** Complete the admission process.



The student identity card can be collected at the Student Service Office after the beginning of the academic year.

**To activate the mStudent Identity Card, the following steps must be successfully completed:**

- Upload a photograph in the Ekstranet recruitment system.
- Select the option for the mStudent Identity Card in the Ekstranet recruitment system.
- Complete the admission process.
- Configure the mObywatel application.
- Log in to the Central Login System and request the generation of the mStudent Identity Card.

The mStudent Identity Card can be activated from 1 October 2025.

Students with a PESEL number — if you did not choose the mStudent Identity Card during admission, you can still do so now.





# 7. Updating Personal Data

Students are obliged to ensure that their personal data is always up to date. Enrolment is only the beginning of your journey, during which various changes may occur — e.g. a change of phone number or surname. It is important to notify the Student Service Office immediately of any changes. This will help to avoid difficulties with communication or the correct issuing of certificates.

## Data requiring updates includes:

- first name/surname,
- correspondence address,
- email address,
- telephone number,
- passport number and series (if you are an international student and your previous passport has expired),
- details regarding the The Pole's Card (if it has expired).



## How to update your data:

- Download the “Personal/Contact Data Change Statement” form from: <https://bos.ua.fm.edu.pl/wnioski-i-oswiadczenia>.
- Scan the signed statement and send it by email to your programme supervisor at the Student Service Office.
- If the change concerns your first name/surname or an update of your identity document, you must report to the Student Service Office with the signed statement and your new document.





## 8. Examination Session and Grading System

Throughout the academic year, students take part in two examination sessions: **the winter session** (February/March) and **the summer session** (July/September). This is the period during which students sit exams/assessments and demonstrate the knowledge they have gained over the course of the semester. Each session also includes a so-called resit session, during which students can retake failed exams. Exams may take written, oral, or practical form.





During the examination period, the schedules of individual programmes, year groups, and forms of study include the dates of exams for specific subjects. We recommend that you check your timetables regularly.

In each session, you are entitled to two attempts. If you do not pass an exam on the first attempt, you are entitled to a resit for every failed subject.

If you are unsuccessful in the resit, you may apply for a conditional pass (repeating the subject), repeat the year, or take an examination before a board of examiners.





# 9. Library

The library is located on the first floor of **Building C** on campus. It offers lending services and reading rooms, including a specialised Medical Reading Room. The library provides dozens of study and leisure places, as well as several computer stations with internet access (including scanners).

More than 140,000 books are available for borrowing, and orders can be placed through a convenient online library system — you can even order a book from your own phone!

The library’s modern, ergonomic facilities are also adapted to the needs of students with disabilities.



Opening hours:

Monday	8:00-16:00
Tuesday	8:00-16:00
Wednesday	8:00-16:00
Thursday	8:00-16:00
Friday	8:00-18:00
Saturday	8:00-14:00
Sunday	closed

# 10. Sports and Recreational Activities & Occupational Health and Safety (OHS)

## Sports and Recreational Activities

### Sports and Recreational Activities

For most students, sports and recreational classes begin in the second semester of studies. However, if you are studying medicine, physiotherapy, nursing, or acting, you are required to complete the Physical Education course in your first semester.

**Registration for individual classes takes place online**, with the exception of AZS sports sections. The organisation of classes and the conditions for passing Physical Education are coordinated by the **Centre for Physical Education and Sport**.

Website: <https://swf.ua.fm.edu.pl/>

If you have any questions or problems with registration, please contact the Centre for Physical Education and Sport: [swf@ua.fm.edu.pl](mailto:swf@ua.fm.edu.pl)

Classes are compulsory for first-cycle full-time students and for long-cycle master's degree students.

The University has an AZS University Sports Club, which includes sections for futsal, men's and women's basketball, and men's and women's volleyball. Students take part in competitions and tournaments such as the Academic Championships of Małopolska and the Polish Championships.





# Occupational Health and Safety (OHS)

The OHS training course is compulsory and aims to familiarise students with health and safety regulations, as well as the rules of providing first aid in situations threatening life or health.

## Training for first-year students:

- must be completed in the first semester of studies,
- is delivered via the MS Teams platform,
- is assessed through a test conducted on the MS Teams platform,
- graduates of our University are exempt from this training.



# 11. UAFM Online Services



The UAFM Portal is an online platform where you will find links to all the most important digital systems and services used by students: <https://portal.uafm.edu.pl/en/>  
Login to AFM University's online services is carried out through the **Central Login System (CSL)**, using a single unified account.

Your username (login) takes the form:  
**00000@student-afm.edu.pl**, where 00000 is your student ID number.

An email with a link to create your password will be sent to your private email address provided in your admission form. This means you will have one login and one password for all University services.

Currently, the following services are integrated within CSL:

- **Virtual Dean's Office,**
- **Microsoft 365 account (student email, MS Teams),**
- **Library Catalogue,**
- **WiFi network on campus,**
- **Moodle for the Foreign Language Centre.**



After logging in to the portal, the services dedicated to you will be visible. Login issues form:  
<https://portal.ua.fm.edu.pl/formularz-kontaktowy>

**Virtual Dean's Office (WD)** — This online service for students provides information on:

- **timetables for classes and exams/assessments (Plans tab),**
- **list of subjects and grades (Subjects and Grades tab),**
- **calculated and settled payments (Finances tab),**
- **course of studies,**
- **current personal data.**

Login to WD: your student email address —

**studentID@student-afm.edu.pl**

Password: created by the user

For login issues, contact: **wdlogin@afm.edu.pl**

**MS Teams** — This tool is used by the University for distance learning (online classes) and offers students the following benefits:

- participation in all online classes in teams reflecting your class groups (lectures/tutorials),
- access to teaching materials uploaded by lecturers,
- maintaining constant contact with fellow students, lecturers, and the Student Service Office via MS Teams chat and video meetings,
- sharing materials, files, and assignments within teams.

For login issues with MS Teams, contact:

**ms365@afm.edu.pl**

**Stay in touch with us and download the MS Teams app!**

How to log in:

1. In your browser, go to <https://portal.ua.fm.edu.pl/>
2. In the top right corner, select Log in.
3. Username: e.g. 00000@student-afm.edu.pl (where 00000 is your student ID number) and your password.
4. You will be asked to enter a one-time code sent to your private email address provided during admission. Log in to your private email and copy the one-time code (valid for 5 minutes).
5. After successful login, select the MS Teams tile. Configuration will follow.

Classes will then be conducted in created teams, which will reflect your timetable (class schedule).

### Electronic Document Workflow (EOD)

The UAFM online system allows logged-in students to submit applications remotely regarding selected student matters. Your login and password for EOD are the same as for the Virtual Dean's Office. Simply log in using the same credentials as for other services.

### Student Email Account

As new students, you will receive an email address in the **@student-afm.edu.pl domain**. This account will be used for communication with lecturers, the Student Service Office, and other University units. Your student account is created automatically once your student ID card is issued. We strongly recommend checking your inbox regularly.





## 12. Office for Students with Disabilities

The Office for Students with Disabilities (BON) provides support to ensure that students with disabilities have equal opportunities to participate fully in the admission process, in their studies, and in research activities.

Andrzej Frycz Modrzewski University, through the Office for Students with Disabilities and the Rector's Plenipotentiary for Students with Disabilities, offers a wide range of assistance tailored to individual needs. Support is provided on a case-by-case basis and may include:

- individual consultations and direct support,
- psychological support (both in person and online),
- initiating activities to promote social integration within the academic community,
- lending specialist equipment to students with disabilities,
- reviewing applications for the appointment of assistants for students with disabilities.





# 13. Careers Office

## Plan your career with the Careers Office!

The Careers Office focuses primarily on providing up-to-date information about the labour market and opportunities for developing professional qualifications by organising training sessions, workshops, and meetings with employers.

The Office also offers one-to-one consultations with a careers advisor. During a meeting, you can:

- discuss your interests and strengths,
- develop a personalised career development plan,
- assess your professional aptitudes and potential,
- find courses and training programmes aligned with your goals,
- discover suitable job and internship offers,
- learn how to create a professional LinkedIn profile,
- get advice on writing your CV and cover letter, and on preparing for job interviews.

**Your career success starts here.  
Don't wait — take action today!**





Meet with the Careers Office staff in the way that suits you best: on campus or online.

**Contact:**

**ul. Gustawa Herlinga-Grudzińskiego 1,  
Building B, Room 120**

**Email: [biuro.karier@uafm.edu.pl](mailto:biuro.karier@uafm.edu.pl)**

**Phone: 12 252 45 11**





# 14. International Relations Office

The International Relations Office is responsible for developing partnerships with foreign universities and institutions, supporting academic mobility for students and staff, and assisting international students in their adaptation and integration within the academic community. Its tasks include organising exchange programmes, coordinating recruitment for study abroad opportunities, providing formal and substantive support for mobility participants, as well as promoting international cooperation and new educational initiatives.

## Erasmus+

Gain experience in an international environment, broaden your educational and professional horizons, and develop your linguistic and intercultural skills!

Through the programme you can:

- study at one of our partner universities abroad,
- undertake internships in foreign institutions and companies,
- take part in short-term mobilities combining in-person and virtual learning.

Detailed information about opportunities abroad, recruitment schedules, and required documents is available at the **International Relations Office, Room 205 B**.

You are most welcome!

## Orientation Week

Before the start of each semester, Erasmus+ international students are invited to a week full of activities — a chance to get to know the University, Kraków, and new friends. The programme includes visits to Collegium Maius, Wawel Castle, the Wieliczka Salt Mine, Nowa Huta, as well as various integration events.

## Buddy System

Would you like to get involved in the University's international activities?

Join the Buddy System and become a mentor for international students arriving within the Erasmus+ programme. This is an opportunity to support them with everyday organisational and adaptation matters, while at the same time developing your language skills, discovering new cultures, building international friendships, and gaining valuable experience.

The Buddy System supports international students who come within the Erasmus+ programme. Local students — “buddies” — help with formalities, provide advice on accommodation, transport, and daily life, and introduce newcomers to the University and the city. Thanks to their support, you will quickly feel at home in your new academic environment, discover the local culture, and establish international friendships.





We are delighted to welcome  
you to our community!



**#TEAMFRYCZ**