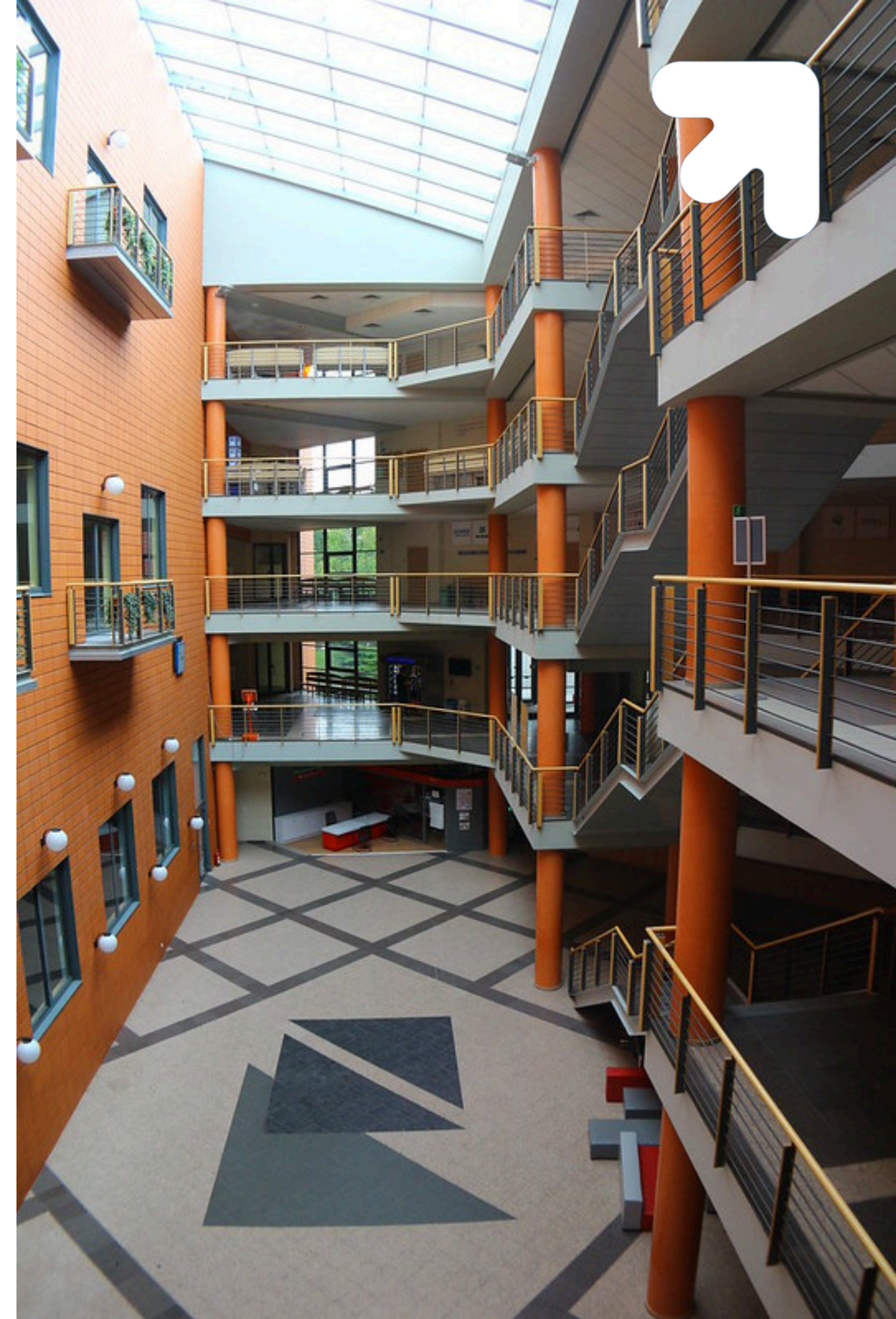


WELCOME ON BOARD!

**Student Guide
Faculty of Management,
University of Lodz**

STARTER PACK



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1. Vice-Dean for Student Affairs
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VICE-DEAN FOR STUDENT AFFAIRS



Małgorzata Striker, PhD

What issues can you discuss with the Vice-Dean?

- If you need to take a break from your studies for personal or health reasons, the Vice-Dean for Student Affairs will review your request for a leave of absence.
- Exam session extensions: If you fall ill during exams, the Vice-Dean decides on rescheduling your assessment deadlines.
- Repeating a semester or academic year: If you fail a course, you submit a petition to the Vice-Dean for conditional enrollment (conditional pass) or to repeat a type of your studies.
- Individual Course of Study (IOS): If you have important family responsibilities, or practice sports professionally, the Vice-Dean for Student Affairs can approve a flexible schedule and alternative exam dates.
- Changing your mode of study or major: The Vice-Dean for Student Affairs decides on transfers (e.g., from part-time to full-time studies, or from another university to the Faculty of Management at the University of Lodz).

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ACADEMIC & GROUP ADVISORS



Jerzy Czarnecki, PhD
Academic Advisor and
Group 1 Advisor
Business Management

[View Profile](#)



Dominik Skowroński, PhD
Group 2 Advisor
Business Management

[View Profile](#)



Bartłomiej Kurzyk, PhD
Academic and Group Advisor
**Digital Communication and
Social Media for Management**

[View Profile](#)



Jan Michalak, PhD
Academic and Group 1
Advisor
Management and Finance

[View Profile](#)



Przemysław Czajor, PhD
Group 2 Advisor
Management and Finance

[View Profile](#)

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QUALITY OF EDUCATION AND STUDENT SERVICES UNIT



This is where you will handle most of your university matters

**Business Management,
Management and Finance,
Digital Communication and
Social Media for Management:**

Room 16

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TICKET MACHINE

How to visit the Quality of Education and Student Services Unit? We use an Electronic Queue System. To handle your paperwork, simply use the special ticket machine.

STUDENT ID CARD

The University of Lodz uses the mLegitymacja (digital student ID), which has replaced traditional student ID cards.



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MS OFFICE & UNIVERSITY ACCOUNTS

As a UniLodz student, you get access to an @edu.uni.lodz.pl account, which gives you:

- Full access to Microsoft Office 365 Professional Plus (can be installed on up to 15 personal devices: 5 computers, 5 tablets, and 5 phones)
- Personal storage space on OneDrive - Setting up accounts for new students is currently underway.

If you haven't received your email yet, don't worry – it's on the way! However, if you are concerned or have any issues, please contact the Quality of Education and Student Services Unit.

[Find out more](#)

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MANDATORY USE OF UNIVERSITY EMAIL



When you start your studies at UniLodz, you receive an official email account in the university domain: @edu.uni.lodz.pl

Important!

The University of Lodz sends all electronic correspondence **ONLY** to your university email address.

You will **NOT** receive any university messages on your private email account.

Check your university inbox regularly!

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EMAIL SIGNATURE



Remember to set up your email signature. It should include:

- First and last name
- Student ID number
- Field of study
- Year of study
- Study mode (full-time, part-time)

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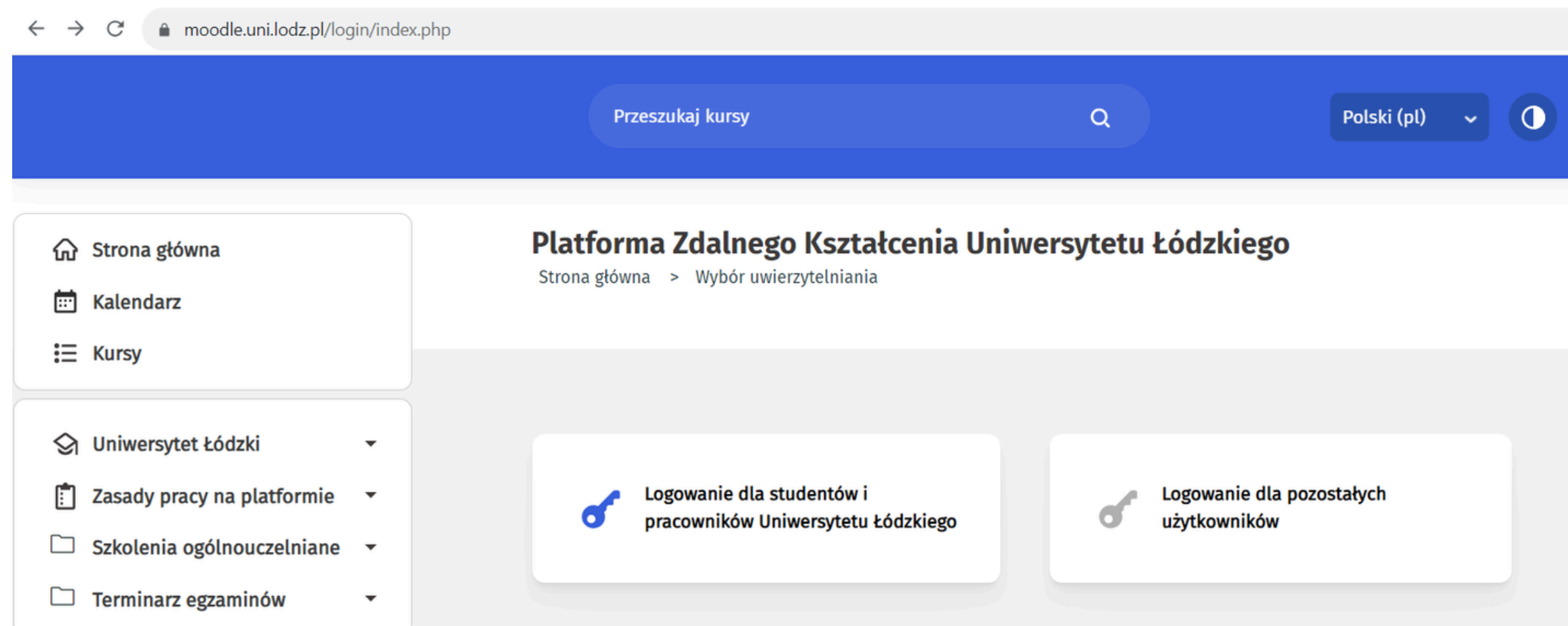
MANDATORY TRAINING: HEALTH & SAFETY AND COPYRIGHT LAW



Completing them is **required** to pass your first semester.

You can complete these courses online via the [Remote Learning Platform](#) (Platforma Zdalnego Kształcenia).

All Faculty of Management students already have active profiles in the system.



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PHYSICAL EDUCATION

PE is a mandatory course and lasts for two semesters.

- Registration: you sign up via USOS using token registration. Every student receives two tokens - one for each semester.
- Medical exemptions: only students with an official disability certificate can get a course credit based on a medical note.
- Health alternatives: if you have other health issues, you can sign up for classes tailored to your needs.
- 18 sports to choose from: from popular volleyball, basketball, swimming, and table tennis to yoga, pilates, or nordic walking.

[Find out more](#)

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WEBSITE – STUDENT ZONE

When visiting the Faculty's website, make sure to use the Student Zone.

There you will find:

- News & Updates
- Events
- Class Schedules
- Organizational Matters
- Contests & Competitions
- Jobs, Internships & Traineeships
- Domestic & International Exchange Programs
- Scholarships

[Student Zone](#)



FACULTY OF
MANAGEMENT
University of Lodz



STUDENT ZONE

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CAMPUS WI-FI



You can use the wireless Internet throughout the Faculty building.

To access the Wi-Fi network, simply follow these steps:



[Instructions](#)

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WHAT'S NEXT?



Check out the other parts of the guide,
where you will find:

- Knowledge Base – crucial info to get you started,
- What and Where at the Faculty of Management?
- Life Beyond Classes

