

## **SCHEDULE OF THE ADAPTATION DAYS**

academic year 2020/2021

1st degree full-time studies: International Economic Relations

**International Business specialisation**

**Meeting with Tomasz Gutowski, PhD**

**Deputy Dean for Student Affairs and Education: lecture hall "D"**

**September 30, 2020 (Wednesday) 11.00 a.m.**

### **Formalities in the Dean's office (IB students):**

**GROUP "10 IB"**    September 30    A. Żebrowska, room 125    **8.00 a.m.**

**GROUP "11 IB"**    September 30    A. Żebrowska, room 125    **12.00 p.m.**

**Students should be wearing masks to enter the Dean's office. Please bring your own pen.**

### **ATTENTION**

**Enrollment of students to exercise groups will be announced on September 22 on the faculty website in the "Plans and programs" tab.**

**LIBRARY RECORDS - Library account for students of the 1st year is set up automatically (free of charge), with the exception of students admitted during additional recruitment who have to enroll in person (free of charge). Required documents are as follows: student ID card and ID card. The cost of an account prolongation for a new academic year is PLN 5, the payment can be made in any library upon presenting a valid student ID card.**

**HEALTH AND SAFETY TRAINING (HSE TRAINING) is obligatory, otherwise you cannot complete the semester, for students of the 1st year, and is conducted via the Internet. The student is obliged to join the training and pass the test from 1 to 31 October 2020. Online training is available on the UG Educational Portal. The positive test evaluation (at the end of the training) will result in the completion of the training provided that the declaration of self-completion of the training and test is submitted to the Dean's office. There are two deadlines. Basic term and second term (within one month of the end of the first term). In the case of failing the test in these 2 terms, the student has the right to re-attend the training and join the test at an individually scheduled time. The fee for re-participation in the training and passing the test is PLN 100. The rules for completing the course are regulated by the Ordinance of the Rector of the University of Gdańsk No. 83 / R / 19 of September 26, 2019 on compulsory training on occupational health and safety for students and doctoral students at the University of Gdańsk. The obligation does not apply to students and doctoral students who have already completed such training at the University of Gdańsk during the last five years from the date of completing the HSE training.**

**Each student is obliged to sign an oath and contract on the rules for collecting and the amount of tuition fees provided by the University of Gdańsk. Contracts will be available during the Adaptation Days.**

Information about the date and the choice of the language course are on the Student's Portal. **The selection of the course must be made immediately after receiving the admission decision.**

**Granting the Rector's scholarships, social scholarships, scholarships for the disabled and allowances is handled by the Center for Scholarship Service for Students and Doctoral Students.**

**More info on page:**

[https://ug.edu.pl/studenci/stypendia\\_dla\\_studentow\\_i\\_doktorantow\\_szkol\\_doktorskich](https://ug.edu.pl/studenci/stypendia_dla_studentow_i_doktorantow_szkol_doktorskich)

**Information on the allocation of places in student dormitories of the University of Gdańsk can be found on the website of the Students' Parliament of the University of Gdańsk: <https://parlament.ug.edu.pl/akademiki/> and on the Student's Portal ([ps.ug.edu.pl](https://ps.ug.edu.pl)), in the "Student Dormitories" tab.**

**In order to withdraw the Student ID Card, the student must fill in the application for an electronic ID, submit a photo on the Portal and pay a fee of PLN 22 on the individual student account number generated in the Payments tab.**

**Tuition fee for IB studies: installment PLN 1 220,00 / semester PLN 3 500,00 / academic year PLN 6 600,00. The fees should be paid in the dates indicated as follows:**

- 1) six installment fees paid on the following dates: the first installment - within 14 days of the course beginning, the second installment - by 15 December, the third installment - by 15 January, the fourth installment - by 28 February, the fifth installment - by 31 March, the sixth installment - by 30 April
- 2) semester fee - paid: in the winter semester - within 14 days of the course beginning, and for the summer semester by 28 February
- 3) one-time annual fee - paid within 14 days of the course beginning

Information on studying can be found on the faculty website and in the **Student's TOOLBOX**:

[http://ekonom.ug.edu.pl/web/studenci/index.html?lang=en&ao=student s toolbox](http://ekonom.ug.edu.pl/web/studenci/index.html?lang=en&ao=student_s_toolbox)

We would like to kindly inform you that the IT Center of the University of Gdańsk has prepared online training courses for students on remote classes (one date to choose from). The trainings will be held on September 28, 29 and October 5, 6 as meetings in the MS Teams service. In order to take part in the training, you must first activate your account. The method of activating a student account in the MS Office 365 service is described in the "How to use" section at <https://ug.edu.pl/studenci/office365>. Links leading to trainings will be made available in messages on the Student's Portal.

We also encourage you to visit the faculty profile on facebook.