

Ladies and gentlemen,

Welcome to AWF Wrocław! We are pleased that you have chosen our University as your place of work, research and professional development.

Within the scope of the Welcome to AWF project financed from the funds of the Polish National Agency for Academic Exchange NAWA, we have prepared a package of activities and information materials for you. We have also launched the AWF Welcome Centre – a place where every member of the staff and visitor from abroad will find help and support.

This guide is addressed in particular to university staff from abroad. It contains plenty of useful information that will help you find your way around the academic community, in Wrocław and in Poland. We hope that it will help you learn more about the University, organise your stay and enjoy all opportunities that our University offers. You will find here basic information for a start. On behalf of the entire University community, we wish you success and...

> Welcome to AWF! AWF Welcome Centre Team



## About the University

The Wroclaw University of Health and Sport Sciences (AWF Wrocław) is a two-faculty university with a Faculty of Physical Education and Sport and a Faculty of Physiotherapy. It offers degree programmes within six fields of study at the level of first-cycle studies, second-cycle studies, long-cycle master studies and postgraduate studies. The University also provides education at PhD level and as a part of the Doctoral School. It has full academic rights to confer bachelor's and master's degrees, as well as doctoral and post-doctoral degrees in the field of medical sciences and health sciences, in the discipline of physical culture sciences. The University actively conducts research and publication activities in the discipline of physical culture sciences.

## Mission of the University

The mission of the University is to contribute to the improvement of the level of health and quality of life of Poles by creating, broadening and disseminating knowledge in the field of physical culture; educating students in the field of physical culture sciences: shaping the skills of using knowledge by professional specialists in the areas of physical education, physical recreation, sport and physiotherapy - for the benefit of individual citizens and the whole society, as well as by influencing the improvement of the state of physical culture in Poland. The mission of the University is also to cultivate and develop academic traditions and to reinforce the ethos of knowledge, freedom and respect for European democratic principles.

## Structure and management of the University

The activities of the AWF are managed by the Rector, whose tasks include, among others: managing the University, deciding on the most important matters for the University, managing the funds of the University, approving the University organisational regulations which define its organisational structure and the division of tasks, as well as representing the University externally.

The Rector appoints Vice-Rectors to perform managerial functions in such areas as, among others, teaching and education of students and PhD students, scientific activity, international cooperation, students' affairs or organisational matters and cooperation with the socio-economic environment of the University.



## There are four Vice-Rectors appointed in the AWF.

#### Vice-Rector for Teaching, whose duties include:

- organising, coordinating and supervising the teaching process
- planning and accounting for teaching hours
- supervising the activities of the Foreign Language Centre, the University Centre for Physical Education and Sport, and the University of the Third Age

Vice-Rector for Science and International Cooperation, responsible for:

- supervising research and publication activities of the University staff
- determining the directions and scope of international cooperation of the University and implementing the current plans for international cooperation
- coordinating and supervising projects concerning scientific activities and international cooperation financed by the University's own resources and by external funds

#### Vice-Rector for Students' Affairs and Academic Sport, whose responsibilities include:

- planning and supervising the use of financial resources for the implementation of material aid for students and PhD students, as well as the implementation of the programme of educational activities
- taking action to ensure the development of academic sport through cooperation with sports associations and clubs, other universities of physical education and sports schools, as well as creating conditions for the development of general sport for students of the University
- → supervising the activities of the University Student Government Council, PhD Student Government, Student Science Association as well as other student organisations and forms of student activity at the University

Vice-Rector for Organisational Affairs and cooperation with the Socio-economic Environment, responsible for:

- organisation of cooperation activities between the University and the institutional environment, including public authorities and local government bodies
- representing the University in its relations with the community and promoting its achievements
- monitoring and initiating activities related to the modernisation of the University
- → supervising the functioning of the Rector's Office, the Promotion Office, the Centre for Staff Development, the organisation of university ceremonies and events, and the promotional activities of the University

## Faculties and deans

Education at the University is provided within two faculties:

Faculty of Physical Education and Sport
Faculty of Physiotherapy

Functioning of each of the faculties is directed by the Dean, who is the superior of the academic staff, PhD students and students of the Faculty as well as represents the unit externally.



## **Registration at the AWF Welcome Centre**

Upon arrival in Wrocław, visit our Welcome Centre, where you will receive a welcome pack containing guides, tips and information necessary to get around the University and Wrocław.

The AWF Welcome Centre is the place where:

- you will receive the necessary information and support regarding the organisation of work at the AWF,
- you will receive guides, information, brochures etc., that will help you discover the academic life in Poland,
- we will help you in formal and organisational matters related to life in Poland
- we will assist you in arranging official, banking and housing formalities or making a doctor's appointment,
- you will receive the Welcome Pack.

Welcome Centre

- Hala Wielofunkcyjna,
- [Multifunctional Hall], main lounge
- mail: welcome@awf.wroc.pl
- telefon: +48 71 347 30 30





## Legalisation of stay and work permit

As a foreigner coming to Poland to work or conduct scientific research, you are subject to the regulations governing residence in Poland. The requirements for legalisation of residence for work or scientific activities are different for EU/EFTA and non-EU/ EFTA citizens.

EU and EFTA citizens

- Residence up to 3 months an EU and EFTA citizen may enter and stay in Poland for up to 3 months on the basis of a valid travel document (passport) or other valid document confirming identity and citizenship.
- Residence over 3 months as an EU and EFTA citizen you are obliged to legalise your stay and obtain a residence permit. To do so, you must submit an application for a residence permit to the head of the province having relevant jurisdiction over the place of residence. If your place of residence is Wrocław submit your application to the Lower Silesian Governor's Office. The application should be submitted during a legal stay in the territory of the Republic of Poland, no later than on the day following the expiry of 3 months from entry into the territory of Poland.



## Non-UE citizens

Citizens from outside the EU and from countries not covered by the visa-free regime should have a valid visa entitling them to enter and stay in the territory of the Republic of Poland. Information about the types of visas and the procedure for obtaining them are provided by the embassy or consulate of the Republic of Poland operating in the given country.

# Documents of legal residence in Poland entitling to work

A work permit is a document that, together with a document legalising your stay, entitles you to work in Poland. The work permit is a document issued at the request of the employer, for up to 3 years, with the possibility of extension. The temporary residence and work permit is a document that entitles you both to reside and to work in Poland. It is possible to apply for the permit yourself, but obtaining it will require the cooperation of the employer. An application for the granting of the aforementioned permit must be submitted in person during the legal stay in Poland to the head of the province having relevant jurisdiction over the place of residence.



## Health insurance

All members of the academic staff who are not Polish citizens are subject to compulsory social security and health insurance, and enjoy all the rights accorded to Polish citizens who are in an employment relationship with an employer. As employee of the University, you should have compulsory health insurance.

In addition, you can purchase a private medical insurance. There is a wide range of private health insurance services available in Poland. If you decide to sign up for private insurance, be sure to choose the offer that addresses your needs.

Important information:

https://www.gov.pl/web/zdrowie/finansowanie--leczenia-cudzoziemcow-w-polsce



#### Work at AWF – long-term stays

Before starting work at AWF Wrocław, you have to complete all formalities and undergo mandatory training. In the Employee Affairs Department, you will sign an employment contract, fill in all the necessary forms and receive a referral for an occupational health examination, which you are obliged to undergo no later than on your first day of work at AWF. You must also take part in the OHS and fire protection training before starting work.

#### Employee Affairs Department

Hala Wielofunkcyjna [Multifunctional Hall]

dzial.kadr@awf.wroc.pl

## **Occupational Health & Safety**

and Fire Safety Inspectorate.
 WOSS building
 ▶ bhp@awf.wroc.pl

Employee, personnel and payroll matters

Personnel, social and payroll matters are handled by the Employee Affairs Department, where you will deal with issues related to, among others:

- contracts and responsibilities
- remuneration and additional tasks
- insurance
- social benefits
- holidavs
- work-related travels

#### Study plans and organisation of teaching

Prior to the start of each semester of the academic year, study plans and timetables are published on the University's website. The process of organisation and implementation of teaching is supervised by the Vice-Rector for Teaching together with the teaching department team. If you need to plan your classes individually, e.g. make changes to your plan or book a specific practice or lecture room, please contact the teaching department. Members of the teaching staff can also book rooms through the electronic dean's office system.

The Dean's Office of the Faculty of Physical Education

and Sport takes care of students of the following fields:

## Teaching Department

🔀 dzial.nauczania@awf.wroc.pl



#### Dean's offices

The dean's offices provide services to students and academic staff in the scope of documentation and course of studies, teaching activities in the individual fields, the awarding of grades, programmes of study, etc.

Sport

Physical Education

Tourism and Recreation

**Dean's Office of the Faculty** 

Wultifunctional Hall, Room 70

Z dziekanat.wf@awf.wroc.pl

+48 71 347 34 76

of Physical Education and Sport

The Dean's Office of the Faculty of Physiotherapy takes care of students of the following fields:

- Physiotherapy
- Occupational Therapy

#### Dean's Office of the Faculty of Physiotherapy

🥜 Building P-4, Room 2 / 23-37

Z dziekanat.fizjoterapii@awf.wroc.pl

+48 71 347 30 80



#### IT systems for the academic staff

In order to manage the teaching process and improve the functioning of the University, members of the teaching staff have access to the IT infrastructure which includes:

- Central User Database
- HCM Employee Portal (HR matters, holidays, work-related travels)
- Electronic dean's office application
- Financial Control System
- Moodle e-learning platform
- ZOOM and Cisco Webex video-conferencing system
- university internal system Intranet
- university e-mail address



To obtain the university e-mail address, you have to submit a request for access to resources to the IT Centre. The e-mail address you obtain: **name.surname@awf.wroc.pl** is also the login to the AWF internal system (Intranet). The AWF internal system contains all information addressed directly to employees, including current regulations, access to information systems (teaching, HR matters), forms, instructions, regulations, circulars.

Documentation of the course of studies is carried out electronically via the electronic dean's office application, where members of the academic staff can enter class and exam grades, print credit and exam protocols, etc.

#### E-learning – Moodle, Zoom, Webex

E-learning at AWF is conducted through:

- MOODLE platform,
- ZOOM video-conferencing system
- Cisco Webex Meeting

For detailed rules on the use of e-learning, please contact the IT Centre.



## Employee evaluation

As a university teacher, you will be subject to periodic evaluation covering, among other things, your scientific activity, development and training, as well as teaching and organisational activity. The principles and criteria of evaluation are determined by the Rector's ordinance and the evaluation is performed by an Evaluation Committee appointed by the Rector.



#### Procedures for applying for funding

As a member of the teaching, research or teaching and research staff, you can apply for various types of grants as well as research, education or development projects from both university and external funding sources. The University periodically organises calls for funding of scientific projects dedicated to both young scientists and experienced researchers. The University also encourages and supports its employees in their efforts to obtain funds for scientific, educational or development activities from external institutions, such as the National Science Centre, the Polish National Agency for Academic Exchange NAWA or the Erasmus+ Programme.



#### Erasmus+ Programme

Erasmus is a well-known European Union programme in the field of higher education and training. One of its goals is to support the international mobility of university students and academic staff. Under the Erasmus+ programme, members of the academic staff can take part in two types of mobility – teaching and training. Mobility for the purpose of teaching allows you to develop and improve your teaching skills in an international environment, while the training mobility gives you the opportunity to take part in training courses, workshops, short job shadowing visits to develop your professional skills and interests. As part of the Erasmus+ programme, members of the academic staff can go to one of more than 70 partner universities as well as to institutions and organisations from the social and economic environment

For more information, contact the Erasmus Office or the Erasmus Spot:



#### Library and terms of use

The thematic scope of the Library resources encompasses physical culture, physical education and sport, tourism and recreation, motor rehabilitation, occupational therapy, cosmetology, natural sciences, human and social sciences in the aspect of physical culture. The Library has also a rich collection of IBUK Libra e-books.

In order to sign up to the Library, you have to present your employee ID card and other proof of identity. Members of the academic staff who do not have an employee ID card may present the employment contract they received from the Employee Affairs Department.

Lending rules:

- Account validity: for the period of employment
  Limit of borrowed books: 25
- Borrowing period: 1 year
  - Borrowing period. Tyear

#### **Reading Room**

Members of the academic staff can also use a reference library, books, magazines, encyclopaedias, lexicons and other items available in the Reading Room. In the Reading Room, there are computer stations with access to databases, electronic magazines, collections of the ACADEMICA interlibrary digital lending room, as well as a station designed for visually impaired persons equipped with an enlarger for reading purposes. The resources available in the Reading Room can be used only on the spot, and readers have free access to books.

In order to use the Reading Room, you need a valid library account. The Reading Room is located in the building of the Main Library.

- Main Library of AWF Wrocław
- ▼ ul. Mickiewicza 98, AWF Campus
- bg@awf.wroc.pl
- +48 71 347 33 14
- bg.awf.wroc.pl
- facebook.com/bg.awf.wroc
- instagram.com/biblioteka\_awf\_wroclaw

## Teaching infrastructure

The University has an extensive teaching and sports infrastructure, located in two main locations – on the main campus at the Olympic Stadium, as well as at 25 Witelona Street and 11 Banacha Street. The Olympic Stadium complex includes the following didactic and sports buildings:

- Building P-1
- Building P-2
- Building P-3
- Building P-4
- Building P-5, at Mickiewicza
   Street
- WOSS building

In addition, sports as well as education and sports camps for students are organised at the Educational & Sports Centre of AWF in Olejnica (Wielkopolska Province).

## Scientific and research infrastructure

Scientific and research activities are carried out with the use of modern and specialised infrastructure, as well as scientific and research equipment. The University has its own Central Research Laboratory, where comprehensive research in the fields of anthropokinetics, biomechanics, physiology, physiotherapy and psychology is carried out, both on request of external companies or organisations and as part of scientific or research projects carried out with the University's resources and external funds. As part of the aforementioned research activity, the University cooperates with physiotherapists, coaches, athletes or sports clubs and organisations.

The Central Laboratory includes two ISO-certified Faculty Laboratories:

- Research Laboratory of the Faculty of Physical Education and Sport
  - Laboratory of Biokinetics
  - Laboratory of Stress Tests
  - Laboratory of Biomechanical Analysis
  - Laboratory of Research on Movement in Natural Environment
  - Laboratory of Research on Psychosocial Aspects
     of Health and Physical Culture
  - Laboratory of Research on Ball Games
  - · Laboratory of Statistical Analysis

#### Scientific and Research Laboratory of the Faculty of Physiotherapy

- Functional Research Laboratory of the Department of Rehabilitation in Internal Diseases
- Research Laboratory of the Department of Physiotherapy in Dysfunctions of the Motor System
- Research Laboratory of the Department
   of Cosmetology
- Research Laboratory of the Department
   of Physiotherapy
- Research Laboratory of the Department of Occupational Therapy
- Research Laboratory of the Department
   of Kinesiology

#### Sports infrastructure and rules of use

The University has a rich and varied sports infrastructure. Employees have a number of sports facilities at their disposal, including:

- Swimming pool
- Athletic stadium
- Team games halls
- Martial arts halls
- Fencing hall
- Gym
- Beach volleyball field
- Tennis and badminton courts

In order to use the aforementioned facilities, contact the Department of Exploitation and Rental of Facilities: dzial.eksploatacji@awf.wroc.pl

#### Swimming pool

The Swimming Pool has two pools: a sports pool with a length of 25 m and a depth of 1.4-1.8 m and a recreation pool with dimensions of 16 m x 4.5 m and a depth of 0.9 m.

As an employee, you can use the swimming pool as part of the University's employee benefits. Passes are issued by the Employee Affairs Department.

#### **Didactic and Sport Centre in Olejnica**

The university has a Didactic and Sport Centre in Olejnica (Wielkopolska Province). The centre is the place of summer sports camps for AWF students, instructor degree courses and training sessions in yachting, windsurfing and kayaking. Camps and training sessions in, among others, swimming, sailing, rowing and windsurfing (confirmed by a certificate of fitness on the recreational level). Water equipment rental point: sailboats, rowboats, windsurfing boards, kayaks and pedalos (etc.).

ww: olejnica.awf.wroc.pl/

## **Employee benefits**

#### **Holiday subsidies**

AWF subsidises employees' summer and bank-holiday vacations from the University Employee Benefits Fund. According to the Employee Vacation Subsidy Regulations, payment is made on the basis of the current holiday leave taken (at least 14 calendar days). Applications should be submitted to the Employee Affairs Department.

#### Loans and aids

Loans and aids Within the framework of the University Employee Be-nefits Fund, an employee who is in a very difficult life, material, family or health situation may apply for an aid or loan. The Fund's resources are used to finance social activities such as, among others, financial as-sistance, holiday subsidies, co-financing of holidays for children and youth, winter holidays, camps, health camps. Employees can also join an employee savin-gs and loan association. Social assistance and em-ployee support are dealt with by the Employee Affairs Department, where you can find out which measures are available to members of the academic staff from are available to members of the academic staff from abroad.

#### Holiday rest in the Didactic and Sport Centre in Olejnica

The didactic and sport centre of the Wroclaw University of Health and Sport Sciences in Olejnica is located in a picturesque forest complex of the Przemet Landscape Park by the Olejnickie and Górskie lakes. It is an accommodation facility offering apartments, as well as single, double and triple rooms with for 3-8 people with bathroom, toilet and kitchenette. Attractions on site:

- bathing site with a beach

- volleyball, basketball, football and badminton co-
- marina with full equipment (canoes, boats, pedalos, etc.)

Employees can apply to the Employee Affairs Depart-ment to book a cottage in the summer on favourable

#### http://olejnica.awf.wroc.pl/



## **Univeristy Life**

#### **AWFalia**

AWFalia is an event celebrated by AWF students every year in May. It starts with a symbolic handover of the keys to the university gates to students by the Rector. For the entire month of May, events, concerts, competitions, contests and many other student initiatives are held.

#### Refresh vourself at the annual sport and recreation festival

Every year the university organises the Sport and Recreation Festival 'Przewietrz sie na Olimpijskim'. Activities and initiatives are addressed to Wrocław inhabitants of every age: children, young people, adults and seniors. The picnic is organised to encourage active and sporting leisure. Participants of the picnic have an opportunity to test their skills in various sports: football, beach volleyball, basketball, badminton, water rescue shows at an indoor swimming pool. On that day, you can undergo fitness and endurance tests in diagnostic laboratories of the Central Research Laboratory of AWF.

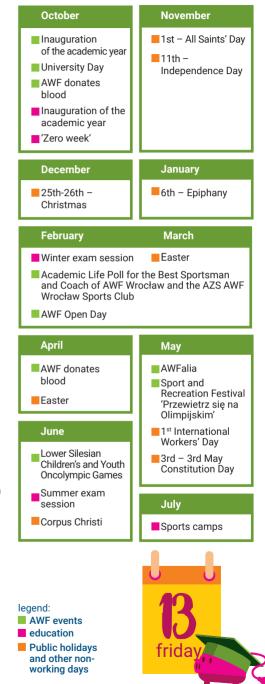
#### Kalina Song and Dance Group

Kalina is an artistic group of the Wroclaw University of Health and Sport Sciences presenting Polish national and regional dances in an artistically elaborated form. If you want to get to know better Polish culture and tradition, we invite you to dance with us! Join Kalina!

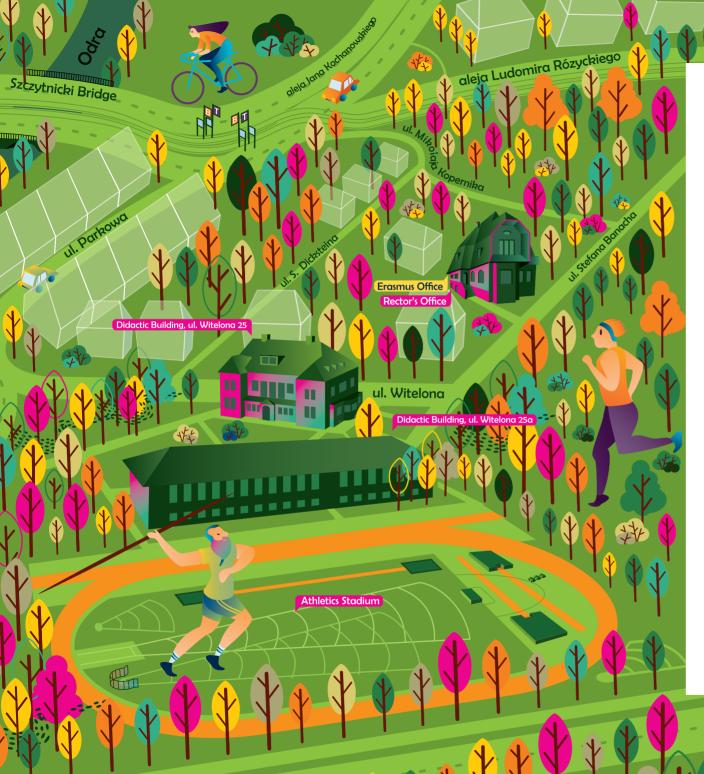
- Kalina Song and Dance Group of AWF Wrocław
- Zameczek, ul. Rzeźbiarska 4 +48 71 347 3615
- kalina@awf.wroc.pl
- kalina.awf.wroc.pl
- https://www.facebook.com/awfka-lina/



## Academic calendar







# AWF Wrocław

#### Main Campus, aleja Ignacego Jana Paderewskiego 35 **Didactic buildings:** Sport facilities: • P1 Athletic stadium Indoor swimming pool • P2 • P3 Indoor Football Fields • P4 Tennis hall • P5 Football fields Multifunctional Hall Beach volleyball courts Student services and facilities: • Spartakus Student Dorm, ul. Mickiewicza 98 • Canteen (Spartakus building, side entrance) Gym (Multifunctional Hall) • Xerox point How to get to AWF Wrocław Main Campus – public transport Tram no. 9. 17. 33 Tram stops: Stadion Olimpijski, Godebskiego (AWF Wrocław), Sępolno Bus no.: 115 Bus stops: Godebskiego (AWF Wrocław), Sępolno Small Campus, ulica Witelona 25 **Didactic buildings:** Didactic Building, ul. Witelona 25 Didactic Building, ul. Witelona 25a • Rector's Office, ul. Stefana Banacha 11 Student dorm Olimpia How to get to AWF Wrocław Campus at Witelona – public transport Tram no.: 9, 17, 33, or 1, 2, 4, 10 Tram stops: Kochanowskiego (9, 17, 33) or Hala Stulecia (1, 2, 4, 10) Bus no.: 131, 141 or 115 Bus stops: Kochanowskiego (131, 141) or Mickiewicza (115) Erasmus services and facilities: • Erasmus Spot - information and contact point Multifunctional Hall, Main Campus

- Erasmus Meeting Point place for meetings, studying, Erasmus events, etc. Library building, Main Campus
- Erasmus Office Small Campus, Rector's Office, 1st floor, room 2/3

#### Erasmus contact information:

- office@awf.wroc.pl  $\sim$ f facebook.com/ErasmusAWFWroclaw
- +48 71 347 31 13 +48 71 347 31 03 +48 71 347 34 66 (Erasmus Spot)

# Wroclaw

Wrocław is a city of churches, bridges, rivers, dwarves and students:). Wrocław is one of the most 'student' cities in Poland with a unique atmosphere and infrastructure, an attractive tourist, educational and business offer, as well as great employment and development prospects, particularly for students.

#### Surroundings of AWF Wrocław

The AWF campus is located in a picturesque green part of the city called the Great Island. In the neighbourhood, there is the beautiful Szczytnicki Park and the Centennial Hall – a world-class monument inscribed on the UNESCO World Heritage list, as well as a well-known and popular Zoo. In the area of the University, there are many food stores, pizza bars, beach bars, ice-cream shops, etc. The main campus of AWF is located ca. 4 km away from Pasaż Grunwaldzki – one of the biggest shopping malls with almost 200 shops, a food zone and a cinema.



## Primary tourist attractions:

- Old Town Market Square and Plac Solny
- Ostrów Tumski and Cathedral of St. John the Baptist
- Centennial Hall (inscribed on the UNESCO list), Pergola and multimedia fountain
- National Museum
- Four Denominations District
- Aula Leopoldina and Oratorium Marianum
- Panorama of the Battle
   of Racławice
- Hydropolis
- Wrocław Zoo and Afrykarium
- Neon Light Gallery
- Wrocław Dwarves

#### Selected events (including cyclic events):

- Wratislavia Cantans
- Jazz on the Oder
- Brave Festival
- T-Mobile New Horizons International Film Festival
- Literary Port



#### A few facts about Wrocław:

#### •••

117 bridges, 5 rivers flowing across the city and 12 islands located within the city area

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The Wrocław Zoo is the largest in Poland.

•••

The Wrocław Technology Park brings together over **250** companies from ca. **60** different industries

•••

## 28 universities, ca. 130,000 students

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Wrocław is a city of greenery – you can find here over **40** parks, **29** forests, **9** natural monuments, a **6.5** km long natural and educational path, and habitats for protected birds and animals near the city.

#### •••

**9** berths where you can hire a kayak, boat or pedalo, take a cruise by passenger ship or get a sailing licence.

#### 

**10** officially marked running tracks of varied distance

#### ....

horse-racing track at Partynice

#### ...

ca. **20** swimming pools, an aquapark open all year round and outdoor swimming pools, including a bathing area transformed into WakePark

#### •••

5 ice-rinks in the winter season

•••

for over 30 years, a marathon has been taking part on the streets of Wrocław

•••

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#### Electric scooters

Transport in Wrocław

In Wrocław, there are two electric scooter (e-scooter) rentals: hive and Lime. The use of electric scooters is simple and pleasant. But do not forget about the rules of safety!

#### Travelling from Wrocław

#### **Copernicus Airport Wrocław**

The Copernicus Airport Wrocław is an international airport located in Wrocław, ca. 10 km west of the centre. The Airport serves international and domestic flights. You can get to the airport by public transport (bus) from the city centre or by taxi or Uber.

#### **Rail and Central Railway Station**

In the centre of Wrocław, there is the Wrocław Central Railway Station – the biggest railway station in Lower Silesia and in south-western Poland. The Wrocław railway station is not only an important transport hub, but also an imposing and important monument of Wrocław. The railway station serves many domestic and international railway connections. Trains depart from there not only to Karkonosze, to the Baltic coast and other regions of Poland, but also to Prague and Berlin.

Dworzec Główny PKP Wrocław ul. Marszałka Józefa Piłsudskiego 105

#### Buses and bus station

In the centre of Wrocław, not far from the Wrocław Central Railway Station, there is a bus station. The station serves many regional, domestic and international routes.







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