

„HOUSE RULES”

1. The academic year at our University is divided into two terms (winter and summer term) each ending with a so-called ‘exam session’. To download your class schedule go to

<http://www.geogr.uni.wroc.pl/while-studying-news-documents>.

There is also a general plan of the academic year available online at the same website. It lists all the important days including the holidays, as well as the days that were announced free of classes by the Rector of the University.

2. **Tourism and Hospitality** is a Master Degree specialization provided within GEOGRAPHY studies. General information regarding your studies you have most probably already checked is available here:

<http://www.geogr.uni.wroc.pl/overview>,

whereas your class syllabuses can be downloaded from the same website.

3. Our courses take the form of **lectures** or lectures accompanied by **classes**. The latter are sometimes referred to as ‘exercises’. It is crucial to remember that **attending classes** is **obligatory**. The lecturer explains the rules for each course during the first meeting, so make sure that you are there and that you take notes. Some rules might be tailored to the course; however, the general University Statute states that attending classes is OBLIGATORY. You are allowed two absences with no explanation necessary, but more than that is unacceptable.

In individual cases like a longer sick leave etc., make sure to inform your lecturer about it. We are here to help you; nevertheless, if you miss more than two classes and we do not know the reason for your absence, we need to report it to the Dean's Office.

4. **Coming late** to class is acceptable only in urgent cases within the framework of 15 minutes (we call it ‘**the academic quarter**’) – more is unacceptable – you can be asked not to enter the room so as not to disturb other students and the lecturer.
5. ‘**The academic quarter**’ applies to your lecturers as well, so if they are running late, you are required to wait for up to 15 minutes only.
6. Every course has its **rules, requirements, and schedule** – your lecturer will provide and explain them during the first meeting. Lectures and classes can be cancelled due to the lecturer’s illness or his/her other duties, like conference attendance. In the second case, your meeting will take place some other time, and you will be informed about it in advance.

7. Every lecturer is available during his/her **office hours** (up-to-date info on that is always available in USOS). You can also contact your lecturers using their official emails: name.surname@uwr.edu.pl. Sometimes it is better to email us before you decide to come and see us in person, as we might have to reschedule our office hours due to other duties. You can always ask questions after the class, but remember, that on such occasion we might not have enough time to answer them since we can be in a hurry for the next class.
 8. Course evaluation can either take the form of **exams**, **tests** or **projects** (depends on the subject). Tests and projects are to be taken or finished by the end of the term, whereas **exams** are scheduled for the exam session. If you fail the first attempt, you can always retake your exam in the so-called 'make-up exam session'. Mind you, in the summer term, it is scheduled for September. Please remember that in the Polish educational system **5** is the highest positive grade you can get, **2** is the lowest, and of course negative).
 9. Our summer term ends earlier than at other Faculties since we have the so-called '**field classes**'. Tourism and Hospitality students organize the trip to Italy. It lasts about 7 days and costs circa 350 Euros.
 10. To facilitate the lecturer-student communication our university uses an electronic platform called USOS. Just click https://usosweb.uni.wroc.pl/kontroler.php?_action=actionx%3Anews%2Fdefault%28%29&lang=en and **log in** using your **index number** (Polish: numer albumu). This way you can check your final grades, up-to-date information on the lecturers' office hours and much more.
 11. You are asked not to take photos of slides presented by your lecturers. They will inform you whether you will be provided with the presentations, or not. The lecture content is their intellectual property and cannot be copied or recorded without receiving official permission.
 12. You can check about Wrocław experiences in Facebook pages your colleagues from Tourism and Hospitality course have created as an exercise:
<https://www.facebook.com/interapples/>
<https://www.facebook.com/International-Students-of-Wroc%C5%82aw-University-1827959994194270/>
<https://www.facebook.com/dwarfflorianek/?fref=tag>
<https://www.facebook.com/Wroclaw-Calling-176772272974075/?fref=tag>
 13. If you want to visit the city and find more activities go to:
<https://www.wroclaw.pl/go/events>
<https://visitwroclaw.eu/en>
- Should you have any questions, remarks, or problems, please do not hesitate to contact me by email: magdalena.duda-seifert@uwr.edu.pl or in person during my office hours.

WELCOME TO WROCLAW AND OUR UNIVERSITY!