

VISITING INSTRUCTORS' HANDBOOK

The Faculty of Psychology

The Faculty of Psychology at the University of Warsaw is not located in the Main University Campus. We are located in the historic district of Muranow, not far from the Old Town, and in the center of what once was the Jewish Ghetto during the Second World War. Walking around the neighborhood, you will see many monuments and relics of this era.

The address of the Faculty is ulica Stawki 5/7, 00-183 Warsaw. The Faculty is located in an old building with a lovely garden.

The Faculty is organized more or less thematically. On the ground floor, you will find the reception area (a useful place, as this is where you get all the keys to the rooms). The first floor houses the Psychology Library and IT section as well as the Departments of Psychopathology and Psychotherapy, Child and Family Clinical Psychology, Health Psychology, and Neuropsychology. On the second floor are most of the administrative offices, and the Departments of Cognitive Psychology, Developmental Psychology, and Rehabilitation Psychology. The third floor consists of classrooms and the Departments of Personality, Social Psychology, Individual Differences, and Biological Psychology. Classrooms also take up the fourth floor, along with the Institute for Social Studies.

Faculty Authorities:

Dean of the Faculty of Psychology: [dr hab. Kamil Imbir, prof. ucz.](#)

Vice-deans:

- Vice-Dean for Students Affairs: [dr hab. Kamilla Bargiel-Matusiewicz, prof.ucz.](#)
- Vice-Dean for Research: [prof. dr hab. Anna Szuster-Kowalewicz](#)

WISP Authorities:

WISP Director

Ewa Dryll, PhD

edryll@psych.uw.edu.pl

Program Board:

Chairman: Dr Wouter de Raad

Members:

Dr Ewa Dryll

Prof. Małgorzata Gambin

Dr Ewa Malinowska

Dr Karolina Małek

Dr Monika Prusik

Dr Dorota Rutkowska

Dr Mikołaj Wiśniewski

The members of the Program Board are often at school if you need anything or would like a companion for coffee. Ewa Dryll can be found in room 224 and Wouter de Raad can be found in room 422b. Feel free to stop by if you have any questions or want to chat!

Warsaw International Studies in Psychology (WISP) Office - room 423 (4th floor)

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Keys

Keys to the rooms in the Psychology building are kept in the reception (the window immediately on the right at the entrance to the building). To get the key you need to point out the number of the key you need. Keys must be signed out and returned when the room is no longer in use (you sign them out in a special key logbook in the reception area). This is particularly important for classrooms, which are usually booked for classes with 15-minute breaks. When you finish your class, lock the door and return the key to the classroom to the reception immediately. These classrooms are used by many instructors and if the key isn't returned it will be hunted for! Before you close the door make sure that all equipment is turned off and the windows are closed.

Instructors' office

The office for visiting instructors is room **103** (on the first floor). This is a two-person office. It is equipped with a computer, phone, bookshelves, etc. Please be aware and considerate of others who use this room. You can contribute by purchasing coffee or tea when it is running low.

Classrooms and equipment

Our classes are usually held in classrooms **404, 405 and 412** on the 4th floor. Keep in mind that the elevators are not large and are often quite busy between classes, so consider taking the stairs (we of course encourage the students to do this too!).

If you require additional equipment for a class e.g. computer, adapters, pointer; please contact the IT Section at least 2 days before the planned class:

- e-mail: admin@psych.uw.edu.pl

- tel. 22 55-49-737; 22 55-49-727

If any technical problems arise during the class, please call 532 350 327 or go directly to rooms 46, 55 or 56 on the first floor.

Internet connection

The university staff have access to the Internet through the **eduroam WiFi network** once they obtain a personal login and password to USOSWeb. You will find all the details here:

<https://welcome.uw.edu.pl/during-your-stay/it-services/>

Syllabus

A detailed syllabus, including literature, specific grading requirements, and class schedule must be made available to students at least one month prior to the first class meeting. This syllabus will be considered binding. Grading requirements cannot be changed after this time. Instructors should go over the syllabus during the first class period and answer any questions students have. Students register for courses based on the syllabus. In case of regular courses the students can drop a course after it has started within three weeks. Students have also the right to drop a course twice during the entire course of studies.

Class registration limits

Upper limits to registration are set by the instructor. Lower limits are set by the Psychology Deans and are as follows:

1. for a lecture: 25 students
2. for a seminar: 15 students
3. for workshops/labs: 8 students

Classes for which fewer students are registered will (probably) not open. If a class is under-registered it will be opened to Polish studies or Cognitive Science students on a first-come first-serve basis until the upper limit is reached. We will let you know as early as possible if there is a chance that your class is under-registered, so we can discuss what to do about it!

Your classes and students

You will find your class schedule and a list of students on your USOSweb account. This list will be formed based on registration according to the conditions set in advance (max number of students, year of study, etc.). All students who are in class should be on the class list. We accept Erasmus (European exchange program) students in our classes. They will also be on the class list and should be treated according to the same rules as our students.

Absences: Students at the University of Warsaw are typically allowed two absences per 30-hour class without penalty. If attendance is crucial to your class, THIS MUST BE MADE CLEAR IN THE SYLLABUS. You can require students to make up for their absences with additional assignments. In the case of students who miss more than two classes per a 30-hour class, absences can be excused by a note from a doctor (for absences due to medical reasons) or by a note from Ewa Dryll, PhD, (for all non-medical reasons). Policies regarding passing a course with more than 2 absences should be discussed in the syllabus.

Grading

If you are planning to hold an exam or major test at the end of your class, we will enter it into our "exam schedule" which we distribute to students to allow them to plan their studying. Please let us and the students know ideally *on the first day of class* about the date of the exam or any tests, and your policy about missing tests or exams.

If you are teaching a blocked class and would like to hold the exam after you leave to allow more time for studying, this can also be arranged. (In fact, we encourage this practice.)

Cheating is a problem. We have received a number of complaints from students about instructors who leave classrooms during exams or who allow cheating to take place. PLEASE TAKE PRECAUTIONS to limit the possibility of cheating during tests and exams. It is demoralizing for students who study and try to pass based on their own knowledge.

Grades should be registered in usos at the latest 14 days after the exam or after the end of classes.

Examination records are kept confidential by the examiner for three years following the date of the examination. Documentation of credits in the form of assessed papers, together with grades and comments, shall be retained by the academic teacher for a period of three months after the end of the stage of study in which the course was completed.

Grades should be assigned according to the scheme below:

A!	5!	Excellent
A	5	Very good
B	4+	Good plus
C	4	Good
D	3+	Satisfactory plus
E	3	Satisfactory
FX	2	Unsatisfactory

Students have the right to one make-up exam if they fail an obligatory course. If you are leaving directly after the first exam, the make-up exam and grading scheme should be left in the WISP office (room 423). If a student does not pass the make-up exam, s/he has the right to a "committee" exam. This committee is made up of a Dean, a competent instructor, a member of the student government, and the Director of the Warsaw International Studies in Psychology. If students fail an elective/specialization course, it is your choice if you give them a possibility to make up their grade. Final grades cannot be entered in USOS later than during the exam session.

Here is a link to the examination and grading rules:

<https://wisp.uw.edu.pl/wp-content/uploads/sites/23/2023/05/Photocopier-User-Manual-na-strone.pdf>

Teaching Evaluations

Students can complete the survey on USOSweb or using the USOS mobile app.

Please conduct the surveys during the last class of the semester and allocate 15 minutes of class time for this. If there is a final assignment/test during the last class, the survey should be conducted during the penultimate

class. It is important that you encourage students to answer the survey questions at this time. Please also provide them with information on how to access the surveys.

Surveys are available in Polish and English.

Here is a description of how to access the survey system:

On the USOSweb site: Go to the section *For students*, select *Surveys*, and then go to the survey for the given classes.

In the UW Mobile USOS application: In the main menu of the application, select *Surveys*, and then go to the survey for the given classes.

The instructor will receive a summary of the evaluations and comments after grades are submitted. These evaluations are an excellent source of feedback to improve teaching and form the basis for our future hiring decisions, so it is very important that they are conducted and filled out by the students anonymously.

Blocked classes

Classes that meet over the course of less than 6 weeks are considered "blocked". It is crucial that a detailed syllabus is available for students as early as possible, so that they can make informed registration decisions.

Empirical paper (3rd year supervised individual research)

Students complete empirical research in Year 3. Supervised research is passed on the basis of year-long projects. This year-long project is completed under the supervision of an academic advisor (tutor). Each student is responsible for finding a tutor for their projects. Students are encouraged to seek out different tutors for the paper. The tutor advises and aids the student in preparing a schedule of work as well as in all other aspects of studying. The tutor's responsibilities include:

- aiding the student in choice of a sensible topic
- aiding the student in seeking relevant literature
- meeting the student to discuss progress
- reading and commenting a draft of the paper before the final paper is submitted for grading
- finding an independent competent reviewer for the paper

Supervised research is passed on a yearly cycle. Year-long research project is evaluated by the student's tutor and by an independent reviewer. The final grade is an average of these two evaluations (rounded up, if necessary). The project must be completed in time for review and grading by the end of the summer exam session. If the project is not completed, the student does not receive a passing grade for supervised research. When a student fails to pass supervised research it is equivalent to not passing an obligatory course. The student can in such a case request conditional registration for the next academic year and the possibility of repeating the course then.

Library

The Psychology Library is on the first floor of the Psychology Building. The library is open from 9 a.m. until 8 p.m. Monday to Friday.

Photocopying

In order to have access to XERO you need to visit the IT section - they will generate a user account for you and install XERO drivers on your computer. Access to XERO (as a printer) is possible from a computer connected (by wire) to the network of the Faculty of Psychology. In the absence of a suitable cable, please contact the IT Section. The XERO room is located in room 6B (ground floor next to the stairs). The room is secured with a code, which will be given to you by the IT Section.

You will find a detailed manual here:

<https://wisp.uw.edu.pl/wp-content/uploads/sites/23/2023/05/Photocopier-User-Manual-na-strone.pdf>

Contracts

In order to prepare your contract we will need your updated personal information and all details of your bank account (name, address, account number, swift code and iban). If you have already visited us before, but your personal data has changed since your last visit, please make sure to let us know. Please note that transfer of money can take up to 30 days. Please remember that the wages listed in the contract will be gross amounts – the net amount will be lower due to taxes withheld. The taxes are withheld by the university.

Travel arrangements

Travel tickets are provided by our office via the whynotravel.pl agency which cooperates with the university in all matters regarding travel arrangements. As soon as your class schedule is arranged and your contract is signed we will contact you in order to fix the travel details. In order to buy the tickets we will need the following information: your name and surname (exactly the same as in your travel document), your passport number and expiry date, your citizenship, the exact dates of your arrival, the name of the airport where the route will start and finish.

Ticket reservation will be made after we receive the above information and will be confirmed as soon as you accept it. Once the reservation is confirmed, it will be impossible to change the date(s), hours, airports etc. or cancel the ticket.

Please note that all flights we offer are return flights in economy class with one piece of checked (registered) baggage.

Accommodation

Our visiting lecturers are accommodated in apartments offered by Capital Apartments (CA) located close to the Faculty building and around the Old Town. Here is the CA website, so you can see what their apartments look like: http://www.capitalapart.pl/en/warsaw_apartments. We have a number of guests from different countries each year and all of them are satisfied with the standard of the accommodation when they stay there. We will contact you before your arrival to arrange the details.

Accommodation is restricted to the dates of your course, plus **no more than 1 day (or 2 days in case of instructors coming from USA, Australia) prior to, and 1 day after finishing your teaching**. If you plan to stay in Poland a bit longer, you need to make the arrangements with Capital Apartments (based on availability) and cover the cost of your own lodging.

Bathrooms

The symbols for bathrooms in Poland may vary, but usually circles denote women's rooms, triangles denote men's rooms. In the Faculty building, women's rooms can be found on the ground, 2nd and 3rd floors. Men's rooms can be found on the ground, 1st and 4th floors. Keep in mind that in Poland we count the ground floor as floor "0".

Transportation

Public transportation is very good in Warsaw. Busses, trams, and of course the metro all move people around very efficiently. They operate between approximately 5 am and 11 pm (weekdays). Between midnight and 5 am the city is served by night lines, designated by an "N" in front of the line number. They all stop outside Central Station on the Golden Terrace side. Two metro lines connect Śródmieście with Bielany, Ursynów, Bemowo and

Targówek districts with the possible change at Świętokrzyska station. The metro runs approximately from 5 am to 1 am. On the nights from Friday to Saturday and from Saturday to Sunday, the metro operation is extended until 3.00 am with a fixed frequency of about 15 minutes.

The no. 16 tram stops directly outside the Faculty building (don't cross the street) and goes downtown via Marszałkowska to the center. If you exit the faculty and go right, following the curve of the street past Andersa to Bonifraterska (pass the Ibis hotel on Your left), there is a bus stop where many busses going to the Old Town (stop: Plac Zamkowy) and along the Royal Route go. These buses can be taken to get to the Main Campus of the University (stop: Uniwersytet Warszawski). Bus no. 180 (stops on the other side of the Ghetto Heroes Monument, on Anielewicza) leads through many interesting places in Warsaw – from the Powazki Cemetery through the 11-km long Royal Route out to the Wilanow Palace. This is a cheap and easy way to see the essential tourist attractions of the city.

Buses, trams, and the metro cost 3,40, 4,40 or 7 PLN depending on the ticket. Another convenient option is the one-day ticket which entitles to an unlimited number of journeys for 24 hours from its validation - it costs 15 PLN. There are also 3-day tickets and weekend tickets available. You can buy the tickets at ticket machines (there are also machines on the buses and most trams). You will find all the information about transportation here <https://www.wtp.waw.pl/en/where-to-buy-a-ticket/>

The maximum taxi fare from September 2024 is 5 PLN per 1 km (with the startup fee of 10 PLN). They can be ordered by phone (eg. Eco Taxi 22 644 22 22) or hailed on the street. If you hail a cab on the street, make sure that the fees are posted and visible to you (they should be on the rear window), so you aren't surprised later on... Uber and Bolt is also available, cheaper and very popular. Another option is Freenow.

Shopping

The most convenient shopping center is Arkadia, about 10-minutes' away from the Faculty (exit the grounds, turn left, at the first lights turn right, cross the street, continue along until the street ends...and keep going. You'll see the mammoth mall across the street. International press can be purchased at Empik.

Other destinations for shopping are downtown—best to take the tram (16) to the Centrum stop and look around... You'll see the gigantic billboards...

Culture

Warsaw has plenty to offer in terms of culture. The Faculty is located in the area of the old Jewish Ghetto, so we are surrounded by monuments and historical relics from history. Warsaw Old Town is just a few minutes' walk away, past Andersa and Bonifraterska Streets. Lazienki Park is located a 15-minute bus ride away from the faculty. Bus number 116 goes directly to the heart of the Old Town (get off at Plac Zamkowy) and to Lazienki Park (the bus stop is called Łazienki Królewskie). The Museum of the Polish Uprising is an easy tram ride from Arkadia (tram # 1 or #22, get off at Muzeum Powstania) and is one of the newest and best museums in Warsaw.

There are quite a few movie theatres accessible from the Faculty—there is a multiplex on the top floor of Arkadia, and a cinema in the Palace of Culture and Science. Movies are typically subtitled, not dubbed, except for films for children.

You will find more information on what to see and where to go here <https://go2warsaw.pl/en/main-page/>.

Sport facilities

There is a swimming pool not far from the Faculty, on Inflancka Street. It's open from Mon-Fri: 06:00-22:00 (last entry 8:30 pm), Sat-Sun: 06:30-22:00 (last entry 20:30).

There is also a gym: Mon-Fri: 06:00-21:30, Sat-Sun: 06:30-21:30 and a sauna complex: Mon-Fri: 13:00-21:30 (last entry 20:30), Sat-Sun: 09:30-21:00 (last entry 20:00).

There is a great biking/jogging path by the Wisla, which can be accessed by exiting the faculty and going right, and following the street past Andersa and past Bonifraterska and down the slope. The path goes north towards

Zoliborz and South to Lazienki.

Do not hesitate to ask members of the Program Board for help or advice if you wish to practice other sports. There are plenty of various clubs in Warsaw, practically for every sport you want.

Health care

Beginning on 1 May 2004, EU citizens are entitled to free health service in public health centres providing they present:

1. a current passport or other ID card/ID document

2. one of the following insurance certificates:

- European Health Insurance Card or

- Insurance Certificate issued in a home country or

- a certificate issued in Poland by the National Health Fund (NFZ - Narodowy Fundusz Zdrowia). More information about the Polish health care system and information for foreigners (in English) can be found on <http://www.nfz.gov.pl/ue/?katnr=5&dzialnr=2&artnr=716&czartnr=2>. You can also contact the National Health Fund directly at Centrala Narodowego Funduszu Zdrowia - Biuro Współpracy Międzynarodowej (the Head Office of the National Health Fund - The International Cooperation Office), located on 8 Chałubińskiego St. Phone: (+48) 22 5828440 36, or 22 5828442.

For non-EU residents we recommend purchasing third party health insurance.

You may also consider visiting a private health centre where you can usually see a doctor almost immediately but you have to pay (in cash, in Polish zloty, a rough equivalent of 50 EUR per visit or more). In most cases the standard is good and there is a fair chance of getting an English-speaking doctor on request.

Pharmacy (exit the grounds, turn left, at the first lights turn right, cross the street, continue along for about 20m; there is an "apteka" on the right.

You will find more practical information here:

https://drive.google.com/file/d/1QFdDg9UEUA4AmN750V308s-LfjX_SD6q/view

What to do with a free weekend?

Within Poland, there are a number of cities worth taking a look at for a day or two: Cracow, Gdansk, Wroclaw, Lodz. In general, trains are a great way to get around and connections can be researched online in English at <http://rozkład.pkp.pl/bin/query.exe/en>. Tickets then have to be purchased at the station (best to bring a print-out of the schedule you'd like to book).

Outside of Poland the nearest cities that warrant your interest include Prague, Budapest, Berlin, Vilnius. Warsaw has excellent train connections to all these cities (Prague, Budapest, and Vilnius are accessible with an overnight train).

Driving license

If you're an EU citizen or otherwise have a valid driving license issued by an EU or EEA country, then in fact it is fairly simple. Your EU driving license is valid in Poland until its standard date of expiration.

If you're from outside the EU, that's when it starts to get a bit more tricky. Luckily, there are a number of international conventions that cover driving overseas on a foreign driving license, and Poland is a signatory to all of them. What this means for you is that if your country is also a signatory, you can drive in Poland for up to months with an International Driving Permit.

U.S. Citizens: you must have a U.S. driver's license and International Driving Permit (IDP) in order to drive in

Poland. U.S. citizens cannot obtain IDPs in Poland.

Important phone numbers

Police: 997 from landlines or 112 if you are using a mobile phone

Fire brigade: 998 from landlines or 112 if you are using a mobile phone

Ambulance: 999 from landlines or 112 if you are using a mobile phone