



**Faculty of Psychology**  
**Warsaw International Studies in Psychology**  
**Stawki 5/7, 00-183 Warsaw**  
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[wisp.uw.edu.pl](http://wisp.uw.edu.pl)

## **WISP - VISITING INSTRUCTORS' HANDBOOK**

### **Faculty of Psychology**

The Faculty of Psychology of 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.

The address of the Faculty is 5/7 Stawki Street, 00-183 Warsaw.

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. **WISP is located on the fourth floor.**

### **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](mailto: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

### **WISP Office - room 423 (on the 4th floor)**

[office@wisp.uw.edu.pl](mailto:office@wisp.uw.edu.pl)

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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). 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). When you finish your class, lock the door and return the key to the reception. 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, desks, bookshelves, etc.

## **Classrooms and equipment**

Our classes are usually held in classrooms **on the 4th floor**. 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](mailto: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://it.uw.edu.pl/en/uslugi/UslugiInternetWiFiEduroam/>

## **Photocopying**

In order to have access to the photocopier/printer 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.

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

## **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. 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 also have 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

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.

### **Your classes and students**

**You will find your class schedule and a list of students on your USOSweb account.** All students who are in class should be on the class list. We accept Erasmus (European exchange program) students. They will also be on the class list and should be treated according to the same rules as our students.

### **Absences**

Students of 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). 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.

**Grades should be registered in Usos 14 days after the exam at the latest 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+	A good plus
C	4	Good
D	3+	A satisfactory plus
E	3	Satisfactory
F	2	Unsatisfactory

A student may take an exam in a given subject in a retake examination session if he/she has not taken an exam in this subject before or has obtained an unsatisfactory grade in it. The resit exam is carried out in the same form as the main exam.

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 discussed with the WISP Director. 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.**

### **Teaching Evaluations - student surveys**

Students 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 4 class. 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.

### **What to do in case of an emergency or sickness**

If you know that you will be absent from class you need to first of all notify your students. Go to Usosweb → My Usosweb → Usosmail and write an email to your students with a copy to [usosweb@psych.uw.edu.pl](mailto:usosweb@psych.uw.edu.pl) and [office@wisp.uw.edu.pl](mailto:office@wisp.uw.edu.pl). Then you need to arrange a make-up class with the usosweb section at [usosweb@psych.uw.edu.pl](mailto:usosweb@psych.uw.edu.pl).

### **Library**

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