FACULTY OF PSYCHOLOGY, UNIVERSITY OF WARSAW
Warsaw International Studies in Psychology

Warsaw International Studies in Psychology
University of Warsaw

Banacha 2D street, 02-097 Warsaw,
Poland tel. +48(22) 55-49-845;
+48(22) 55-49-722
www.wisp.uw.edu.pl office@wisp.uw.edu.pl

VISITING INSTRUCTORS' HANDBOOK

The Faculty of Psychology

In August 2025, the Faculty of Psychology of the University of Warsaw was successfully relocated from the Faculty's long-standing premises in the historic district of Muranów, at 5/7 Stawki street, to the new, modern facility located on the **Ochota Campus**.

The address of the Faculty is **2D Banacha street, 02-097 Warsaw.** The neighbourhood surrounding Campus Ochota**,** part of the University of Warsaw**,** features a blend of academic, residential, and institutional facilities. Notable elements in the vicinity include: the Warsaw University of Technology – the Faculty of Physics and other departments, the Polish Academy of Sciences, housing various research institutions and the Medical University of Warsaw, with several buildings and hospitals nearby. The area is notable for its academic atmosphere, diverse urban infrastructure, and its role as a significant center for science and education in Warsaw.

The Campus is located in close proximity to major streets such as Banacha Street, Grójecka Street and Żwirki i Wigury Avenue. Warszawa Zachodnia and Warsaw Central railway stations are within a short distance. The Campus is located approx. 5,5 km from the Warsaw Chopin Airport.

Nearby parks, such as Pole Mokotowskie, provide opportunities for leisure and outdoor activities. Pole Mokotowskie is a huge park complex located next to the Ochota Campus. It is a typical sports and recreation green space, with wide walking paths and bicycle paths. On sunny summer days, hundreds of people are to be found resting on the grass, or enjoying some food and drink at one of the park's famous bar-restaurants (the most popular being 'Lolek' and 'Bolek', and Jeff's American Restaurant).

The Faculty building

The Faculty is located in a new, state-of-the-art facility surrounded by greenery.
On the ground floor, you will find the reception area (a useful place, as this is where you will get the keys to the classrooms), a lecture theatre, laboratories and in the future also a canteen and a cafeteria.

The first floor houses most of the **administrative offices,** including the Dean's and Vice-Deans' offices, Students' Offices and the **WISP Office (room 1.69)**.

Classrooms and academic staff rooms are located on the second, third and fourth floor.

On the fourth floor there are **guestrooms for our visiting instructors** with shared kitchen facilities **(4.23)** and the Faculty library and reading room.
On the fifth floor you can find a quiet study area, a spacious terrace with a beautiful view of the city centre and workshop rooms; on the sixth floor - a nice roof garden.

Faculty Authorities:

- Dean of the Faculty of Psychology: prof. dr hab. Kamil Imbir
- Vice-Dean for Students' Affairs: dr hab. Kamilla BargielMatusiewicz, prof. UW
- Vice-Dean for Research: prof. dr hab. Anna Szuster-Kowalewicz

WISP Authorities:

WISP Director
Dr Ewa Dryll
edryll@psych.uw.edu.pl

Programme 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 Winiewski

Warsaw International Studies in Psychology (WISP) Office - room 1.69 (1st floor)

office@wisp.uw.edu.pl

Aleksandra Lindenberg, MA
Head of the Student Office
alinden@psych.uw.edu.pl
tel. +48 22 55 49 712

Magdalena Czekaj, MA
WISP Students
magdalena.czekaj@psych.uw.edu.pl
tel. +48 22 55 49 829

Agnieszka Jagodzińska, MA
WISP Students, Admissions, Visiting Instructors
agnieszka.jagodzinska@psych.uw.edu.pl
tel. +48 22 55 49 845

Keys

Keys to the classrooms are kept in the **reception/cloakroom area**. 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 cloakroom 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 room for visiting/external instructors is located in **room 2.12** on the 2nd floor. You can prepare for classes there or simply relax between sessions :) Please bring your own coffee though as we are still waiting for the cafeteria to open, but there's a decent canteen and coffee machines just opposite in the Faculty of Biology.

If you would like to use this room, please remember to collect the key from the cloakroom.

Classrooms and equipment

If you need additional equipment for a class e.g. a laptop, adapters, a 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**;
If any technical problems arise during the class, please call **22 55-49-737** or go directly to the IT room on the first floor **(room 1.55)**

Internet connection/Ususoweb access

The university staff have access to the Internet through the **eduroam WiFi network** once they obtain a personal login and password to Ususoweb. You will find all the details here:
https://welcome.uw.edu.pl/during-your-stay/it-services/
If you do not have access to Ususoweb please contact:

usosweb@psych.uw.edu.pl
tel. +48 22 55-49-735
room 1.55

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 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

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 in your USOSweb account **(Usosweb -> My Usosweb -> My Schedule) and the list of students (Usosweb -> My Usosweb -> Class Groups)**. 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 the Head of Studies Dr Ewa Dryll (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 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.

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 Usosweb 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 take one retake exam if they fail an obligatory course. If a student does not pass the retake 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/23/2022/07/uchwalaRD2020_9_egzaminowanie_eng-wersja-19-07-2022-tlum.-en.pdf

In order to put the grades in Usos you need to go to Ususosweb → staff section → exam reports → view/edit. Please note that this section will be active after the course finishes and there is a deadline for filling in the reports.

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 a tutor. **Each student is responsible for finding a tutor for their projects**. 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 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 in a yearly cycle. **A 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 fourth and fifth floor of the Faculty building. The library is open from 9 a.m. until 4 p.m. Monday to Friday.

Photocopying

The XERO room is located in **room 1.78** on the first floor. You can make copies there. If you wish to print something from your computer/laptop please visit the IT section (**room 1.55**) - they will generate a user account for you and install XERO drivers on your computer/laptop. The access card to open the Xerox room can be obtained from the main office (**room 1.83**).

Parking

If you wish to park your car in the Campus area please contact the building manager - Agnieszka Lubas at: agnieszka.lubas@psych.uw.edu.pl.

Contracts

In order to prepare your contract we will need your updated personal information and the details of your bank account (name, address, account number, swift code and iban). **The person responsible for your contract is Natalia Górecka:** natalia.gorecka@psych.uw.edu.pl**.**
If you have 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.

Visiting instructors:

Travel arrangements

Travel tickets are provided by our office via the **TravelBank** 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 and sent back to** us we will contact you in order to arrange 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 passport 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 not be possible** 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 located on the 4th floor of the Faculty building. The apartments consist of three comfortable, fully furnished rooms (hotel standard), each with a private bathroom, as well as a shared living room and kitchen area. This arrangement offers both privacy and a pleasant space to relax and socialize. The apartments have been thoughtfully prepared to provide a comfortable, welcoming, and convenient environment, ideally situated within the Faculty building to ensure that your stay is as smooth as possible.

Accommodation is restricted to the dates of your course, plus **1 day (or 2 days in case of instructors coming from USA, Australia) prior to, and 1 day after finishing your teaching.**

Transportation

Public transportation in Warsaw is efficient, reliable, and well-organized, making it easy to travel around the city. Buses, trams, and the metro form an extensive network that quickly connects different districts. On weekdays, these services generally operate from around 5:00 a.m. until about 11:00 p.m.

During the late night hours, between midnight and 5:00 a.m., the city is served by special night bus lines, marked with the letter "N" before the line number. Most of these night buses depart from stops located near the Central Station near the Złote Tarasy shopping centre.

Warsaw's metro system consists of two lines that connect the city centre (Śródmieście) with districts such as Bielany, Ursynów, Bemowo, and Targówek. Passengers can easily transfer between the two lines at Świętokrzyska station. The metro usually operates from about 5:00 a.m. until 1:00 a.m. However, on the nights from Friday to Saturday and from Saturday to Sunday, service is extended until 3:00 a.m., with trains running approximately every 15 minutes.

Jakdojade is a useful mobile application designed to help users efficiently plan journeys via public transport across numerous Polish cities. Highly recommended!

The nearest bus stops around the Ochota Campus are located on Banacha street (once you exit the Faculty, turn left and continue to the main street). The stops are called 'Banacha' and 'Banacha Szpital'. You can travel by buses 136, 128, 175, 186, 504, and others. You can also find numerous buses on Wawelska street (once you exit the Faculty building, turn right and go through the park). The stops are called 'Wawelska' or 'Pomnik Lotnika'. The bus lines here include lines 157, 191, 167, 182, 187, 523.

How to reach different places?

<u>Warsaw Central Station</u>

Buses no. 128, 175, 504. Go to Stefana Banacha Street to the stop 'Banacha-Szpital 02' and get off at the stop: 'Dworzec Centralny'.

Main Campus of the University
Bus no. 175. Go to Banacha street to the stop 'Banacha-Szpital 02' and get off at the stop 'Uniwersytet 02'.

Old Town
You can try walking or taking a ride to the nearby Metro Line M1 station (e.g. Pole Mokotowskie). Ride toward the north, and get off at 'Ratusz Arsenał' metro station – the closest station to the Old Town. Then it is a 5 min walk to the heart of the Old Town. You can also take bus no. 175 that will take you from Campus Ochota to the Old Town area.

Bus no. 180 leads through many interesting places in Warsaw – from the Powazki Cemetery through the 11km 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 start-up fee of 10 PLN). They can be ordered by phone (e.g. 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 are also available, cheaper and very popular.

Another recommended option is the Freenow app: https://www.free-now.com/de-en/.

Shopping

The closest shopping centres from the Faculty are Blue City (179 Jerozolimskie Avenue) and Atrium Reduta (148 Jerozolimskie Avenue 148), both located in the Ochota district. You can reach those by buses no. 191 and 187 (from the 'Wawelska' bus stop). International press can be purchased at Empik.
On Wawelska and Grójecka streets you can find small convenience stores.
Hale Banacha (95 Grójecka street), a 20 min walk from the Faculty, is a large indoor-outdoor market that offers fresh food, bakery goods, organic items and textile.

Other destinations for shopping are downtown - best to take the bus 175 or 128. Go to the 'Banacha Szpital 02' stop, get off at the Centrum stop and look around.

Culture
Warsaw has plenty to offer in terms of culture.

Historic and architectural landmarks:

Royal Castle (Zamek Królewski)

Located in the Old Town, this reconstructed royal residence was once the seat of Polish monarchs. It's filled with period furniture, art, and historical exhibitions.

Łazienki Park and Palace
A stunning 18th-century complex featuring neoclassical architecture, gardens, and a lakeside palace. The park also hosts open-air Chopin concerts in summer.

Wilanów Palace
Often called the "Polish Versailles," this baroque palace offers insight into Poland's royal past and features a museum and beautifully landscaped gardens.

Museums and Galleries:
Warsaw Uprising Museum
Dedicated to the 1944 uprising against Nazi occupation, this museum combines multimedia displays and personal stories to portray a key moment in Polish history. One of the newest and best museums in Warsaw.

National Museum in Warsaw
It houses an extensive collection of Polish and European art, from antiquities to modern works, including paintings by famous Polish artists like Jan Matejko.

POLIN Museum of the History of Polish Jews

A powerful, award-winning museum tracing 1,000 years of Jewish life in Poland. Its modern architecture and interactive exhibits make it one of Warsaw's most important cultural institutions.

Fryderyk Chopin Museum
Dedicated to Poland's most famous composer, this high-tech museum offers an immersive experience into Chopin's life and works.

Cinemas:
Movies in Poland are typically subtitled, not dubbed, except for films for children. Large cinema chains, such as Cinema City, Multikino or Helios, are showing the latest international and Polish releases. They are usually located in big shopping malls. Multikino at Atrium Reduta and Helios at Blue City are around 9 km from the Faculty. Cinema City at Galeria Moktów is rohgly the same distance.
In Warsaw you can also find a number of alternative/independent cinemas that focus on world cinema, documentaries, festivals, and Polish film classics., e.g. Kino Muranów, Kinoteka, etc.

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

Sport facilities
Opposite the Faculty building, at 2A Banacha street, there is the Physical Education and Sports Center of the University of Warsaw (a white and orange building). Opening hours: 6:30–22:00. Facilities include a 25×20 m eight-lane sports swimming pool, learning swimming pool, jacuzzi, large indoor sports hall and a climbing wall. Employees may obtain subsidized access through the university's office for personal social benefits (located at the Main University Campus).
There is a great biking/jogging path by the Vistula river. The path goes north towards Żoliborz and south to Łazienki.

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

The closest pharmacy from the Faculty is 'Apteka z Uśmiechem' (literally: 'Pharmacy with a Smile') located at 1A Banacha street. This is a 24-hour pharmacy and operates around the clock with services including e-prescription fulfilment.

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://rozklad.pkp.pl/bin/query.exe/en. Tickets then have to be purchased at the station (best to bring a printout 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