



# Workshop for VIRTUAL Mentors ESN UL



# THANK YOU FOR YOUR PARTICIPATION!

- You are about to become a Mentor of an international student coming to UL
- each person who attends the workshop and takes care of new international students, will get a special Mentor's hoodie!



## MENTOR'S PACKAGE:

- Jerseys (hoodies)
- Printed guides



# „WELCOME TO POLAND” PROGRAMME

- A grant project financed by the NAWA - Polish National Agency for Academic Exchange titled "Building competences of academic and administrative staff and improving institutional capacity for internationalization of the University of Lodz" (BUILD UP).
- varied project activities addressed to a significant part of academic and administrative staff of the University of Lodz, as well as university students
- International students will gain extra support in integration with the multicultural and diverse environment of the academic city of Łódź
- BWZ–ESN UL cooperation.



# PROGRAMME MENTOR ESN UL

- Being helpful makes the world better!
- you will be their first contact person in Poland and (often) first friend;
- your support is invaluable – a life revolution for the mentee / fellow student.



 ESN  
Erasmus Student Network  
UL Łódź

 UNIVERSITY  
OF ŁÓDŹ

# ERASMUS STUDENT NETWORK UL

“Students helping Students”

- Erasmus Student Network is **one of the largest international student organizations in Europe** with a section at our university - ESN UL
- ESN UL members: 60 members at almost all faculties of the University of Lodz
- **Our working groups:** Event, Travel, Tandem, LEO, Party, Social Inclusion, Erasmus Games, Mentor
- **Tasks:** take care of students of international exchanges, organization of entertainment and cultural events for foreign students, language exchange, promotion of Erasmus + exchange, promotion of values such as tolerance, equality and cultural diversity
- **Contact:** Facebook: Erasmus Student Network University of Lodz, email: [president.uni.lodz@esn.pl](mailto:president.uni.lodz@esn.pl)





# INTERCULTURAL WORKSHOP





# Cultural differences / religion

Cultural difference / religion as a chance for stimulating adventure, rather than an obstacle to put up with. Do not be afraid of behaving in a non-standard way.

# Untolerance

## Untolerance – how to react?

- Taunts or unkind remarks: stay away from reacting with violence or anger – just ignore and pass such people by, because it is no use discussing their speech
- BUT: if your mentee student says he or she faces such situations daily, from particular people, you can't just be silent about it – please react. Contact the IRO directly, or the Head of the Dormitory (if this happens there) or the Police in critical cases.
- if you witness unkindness in a public place – do not be afraid to approach the person under attack and start a conversation with him or her, ignoring the aggressor.







# CV booster

## Intercultural experience as a CV booster:

- to potential employers, you will appear outgoing, sociable and ready to embrace new experience
- this proves your language skills
- international cooperation experience is more and more often seen as a necessary part of your professional life.



# GUIDE FOR MENTORS



# COVID-19 info in English

- [uni.lodz.pl/en/covid-19](https://uni.lodz.pl/en/covid-19)
- [gov.pl/web/coronavirus](https://gov.pl/web/coronavirus)



# TASKS OF A MENTOR

1. Keep in touch
2. Make the student feel comfortable and answer their questions
3. **Meet and greet your Mentee – if it's safe!**
4. Help him/her/them sort things out at the University



# KEEP IN TOUCH

- You will **contact your assigned student(s)** mostly via the Internet; please make sure that you check your social media or email
- Facebook, Instagram, WhatsApp or anything else is up to you, just **make sure your student(s) know how to reach you.**



# Make the student feel comfortable and **provide answers**

- You will be the source of wisdom and knowledge (no joke!)
- don't worry if you don't know something – that is why you have the entire network of Mentors ESN and IRO to help
- don't be afraid to ask questions on FB Mentor ESN group or directly to IRO.



# Meet and greet your Mentee – but only if it's safe

Very helpful: meeting your student when he/she arrives in Łódź  
or: meet soon after your student arrives

**NOTE** that you are never required to collect your Mentee from another city! If your student has a flight to Warsaw, help them find the best connection to Łódź and meet them here.



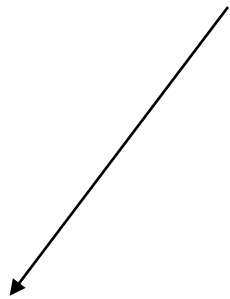
UNIVERSITY  
OF ŁÓDŹ



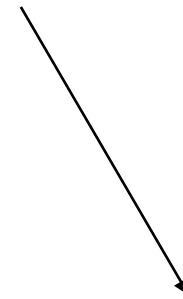
European Union  
European Social Fund



# Types of students/mentees



**Exchange: Erasmus+  
and bilateral agreements**



**Full time (degree) students:  
studying in Polish or in English**





# HELP STUDENTS SORT THINGS OUT AT THE UNIVERSITY: EXCHANGE STUDENTS

Exchange students should send documents to University International Relations Office (known as IRO/iso in English or BWZ in Polish).

The basic documents needed are:

- Proof of health insurance (for EU citizens, the blue EHIC card is enough)
- Learning Agreement
- Confirmation of arrival requested by their home university (if applicable).



# CONTACT FOR EXCHANGE STUDENTS

International Relations Office, aka Biuro Współpracy z Zagranicą (BWZ) in Polish, provides information and counselling for incoming exchange students.

The contact details of IRO are:

e-mail: [iso@uni.lodz.pl](mailto:iso@uni.lodz.pl)

Telephone number: (+48) 42 635 47 90

Address: ul. Uniwersytecka 3, 90-137 Łódź

Office hours: Monday to Friday, from 7:30 am to 3:30 pm



# HELP STUDENTS SORT THINGS OUT AT THE UNIVERSITY: FULL-TIME STUDENTS

As soon as they arrive, they should visit the University International Relations Office (known as IRO/iso in English or BWZ in Polish). The basic documents needed are:

- Application Form
- Original school certificates and diplomas
- Transcript of Records
- Eligibility statement
- Cover Letter (signed)
- Passport with visa
- Health insurance
- 2 passport photographs
- Language certificate
- Administrative and Tuition Fee proof of payment
- Signed Statutory Obligation
- Accommodation Request (if needed)



# HELP STUDENTS SORT THINGS OUT AT THE UNIVERSITY: **FULL-TIME STUDENTS**

## ATTENTION!

When the candidate is admitted for degree studies, he/she is obliged to **deliver all original documents to the International Relations Office** upon arriving in Poland, until 30.09.2021 at the latest. Only then a candidate can officially become a student of the University of Lodz.



# CONTACT FOR FULL-TIME STUDENTS

International Relations Office, aka Biuro Współpracy z Zagranicą (BWZ) in Polish, provides information and counselling for international degree students.

The contact details of IRO are:

e-mail: [admission@uni.lodz.pl](mailto:admission@uni.lodz.pl)

Telephone number: (+48) 42 635 42 37

Address: ul. Uniwersytecka 3, 90-137 Łódź

Office hours: Monday to Friday, from 7:30am to 3:30pm, **room 1**





# AT THE UNIVERSITY



# Courses – online or presencial?

„...the mode of education at the University of Lodz will be **presencial.**”

Only if pandemic situation becomes more dangerous, classes will switch to hybrid or online mode.

[Rector's announcement \(PL\) - link](#)



# Dormitories

- The dorms' reception desks are **open 24/7**
- check-in to the dormitory: all the important information and rules (deposit, rent, night time curfew, accepting guests in their room, gym, washing machines and drying rooms, sheets exchange etc.)
- students will also be asked to pay the deposit, so they should have money with them when they arrive. If not, they will need to settle the deposit payment the next day after arrival.





# Special sanitary regime is still active

- **Face masks should be worn** every time you leave your room: in areas of common use (corridors, kitchens, laundry rooms, quiet reading rooms) and when you talk with dorm staff or other residents; face masks should cover both mouth and nose (the University will provide mask vending machines at the ground floor); it is also mandatory to disinfect hands (disinfectant liquid dispensers are found near the reception desk).
- **No gatherings.**
- The Dormitory Reception has the right to check every entry and going out of its residents. They will ask you: why you leave the building, where are you going and when will you return. They will also check if you are coming back at the declared time. Each time you must sign in, when you go out and return to the dormitory.



# Renting a place to stay in Łódź

- It may be quite a challenge to find a place to stay in (as students rush back from holidays)
- it is possible that your Mentee will ask you for help in finding a place in a private dormitory or an apartment
- remember: it is not your “duty” to find it for them – you are here to help and support, not to do all the work
- we recommend sending your Mentee links to popular websites where they can look for apartments (IRO is also sending them useful links).



# University matters

## Student ID card

Before students arrive, IRO sends them payment directions for the Polish Student ID Card (it costs 22 PLN). They will need to pay the amount in a bank, by ordering a transfer. After the mentees have paid for their Student ID, they should contact their Dean's Office (Dziekanat). The ID will be ready after about 2 weeks and they can pick it up at the Dean's Office (upon earlier notification).

## Faculty

All students should know the Faculty of the University of Lodz they were admitted/ assigned to before they even come here. But if your Mentee is not sure which Faculty they will study at, you can check this with IRO.



# University matters

## Class schedule

The schedules are published by the Faculties.

Exchange students may attend different courses, belonging to different degree programmes, and sometimes even at different Faculties or departments.

## Faculty-level Exchange Coordinators

Each UL Faculty has at least one person responsible for the coordination of all matters connected to the international student exchanges. All students already received email with details of all Faculty Coordinators (their names, e-mail addresses, office hours and office room numbers).



# University matters

## @edu.uni.lodz.pl account

Every student is obliged to activate and use the @edu.uni.lodz.pl account!

- USOSweb (schedules, grades, etc.).
- Wi-Fi in UL buildings.
- MS Office.
- UL Staff will contact you only by this email!



# Public transport in Łódź

- Make sure to explain your Mentee how to use our city's public transport. Tell them where to buy tickets and underline that they can only use the reduced tickets after they have their Polish Student ID Card. Until they have the Card, they must use regular, full price tickets
- once the student has the Polish Student ID, it's probably the best idea to buy a long-term ticket (Migawka) – please remember to tell them that it exists and how to get one.



# Health Insurance (European Union)

Students who come from:

EEA countries (EU + Iceland, Liechtenstein, Norway, Switzerland)

have public health insurance provided by the state (just like Polish citizens), so they don't really need to worry about it. All they need to do is get the European Health Insurance Card from their local national authorities and bring it with them to Łódź. The card looks almost the same for all countries, it's always blue and easy to obtain. This is the proof of their health insurance; with this card they will not need to pay for a wide range of public medical services in Poland – the bills will be automatically covered by their country insurance.



# Health Insurance (Non-EU)

All students of the University of Lodz are obliged to be insured, either in the National Health Fund (NFZ; after coming to Poland) or by any other private provider who will insure a student for his/her period of stay in Poland. A **student MUST have a valid health insurance at all times**. A copy of the insurance must be delivered to the IRO as well as the Dean's Office each year. The University of Lodz is not responsible for any medical payments.

**NFZ – the most convenient form of medical insurance (no need to pay for visit)**





# Medical Assistance

In case your Mentee gets sick, catches a cold, is not feeling well, it is usually easiest to visit Medical Centre near the place of their stay.

If your Mentee needs a hospital, the ones closest to the Lumumby Campus are:

- 251 Pomorska Str., UMeD Hospital
- 22 Kopcińskiego Str., Barlicki University Hospital.

In case of emergencies, try the **Emergency Medical Point** at 137/141 Sienkiewicza Str.





# COMMUNICATION SKILLS

- Ability to work under pressure, or resistance to stress
- caring for good relationships and communication in the team
- conflict-solving
- compromise-making
- logical thinking
- being creative and innovative
- being polite and well-mannered
- self-development and lifelong learning
- choosing the appropriate approach to different people and cases.





# QUESTIONS?





# Thank you for helping others!

IRO UL, ESN UL

Contact: [weronika.cmielewska@uni.lodz.pl](mailto:weronika.cmielewska@uni.lodz.pl)  
[patrycja.gorzkievicz@uni.lodz.pl](mailto:patrycja.gorzkievicz@uni.lodz.pl)