STUDY GUIDE 2010/2011
for exchange
and visiting students

THE STATE COLLEGE OF COMPUTER SCIENCE
AND BUSSINES ADMINISTRATION IN ŁOMŻA

ŁOMŻA – POLAND – EUROPE
STUDY GUIDE 2010-2011

for exchange
and visiting students

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Dear potential students,

I warmly invite you all – come to Łomża and study at the State College of Computer Sciences and Business Administration. We offer you interesting courses and exceptional conditions for studying. Here you will not only find outstanding lecturers, professors and assistants who are true specialists in their fields, but also a wonderful friendly atmosphere.

The SCCS&BA in Łomża is an institution that teaches at level 1 studies in accordance with the Bologne System. The diversity of offered courses cause that they gain an interdisciplinary character. As we are very close to the local social community, we have very good contacts with regional companies which increases the chances of our graduates in finding employment as well as having the possibility of interesting practices during the course of study.

If you decide to study in Łomża, I guarantee that you will acquaint yourself with the true Polish atmosphere. You will meet people who are open and friendly. You will learn our culture an life that turns at a normal speed and not that of a big city. Friends that you meet during lectures will take you to clubs where they spend their free time, or perhaps you will also enjoy our untouched natural environment of which we are so proud. Łomża is a man size kind of town. You do not have to cover great distances or spend hours in a car or municipal transport. Here you can taste the peaceful life and have plenty of time for study and entertainment.

I urge you to familiarize yourself with the offer which we have prepared and can be found further on in this guide – and when you finally do come here, why don’t we meet personally so that we could get to know each other.

Robert Charmas
Rector
Łomża has an attractive geographical location. It is situated at the distance of merely 140 km from Warsaw, which is the capital of Poland and 75 km from Białystok, which is the capital of the region. The town is an important knot of international automobile transport on the way to the boundary passages in Kuźnica (138 km) and Odrodzenie (146 km).

Łomża is situated in the area of the country renowned for its clean air and pristine countryside earning the region the name of the “Green Lungs” of Poland. It is located on an exclusively beautiful moraine, around unique swampy areas. Łomża and its suburbs are a perfect place for those who are able to appreciate the inimitable nature of the region.

Almost 64 thousand inhabitants live here and the territory of Łomża occupies 3 271 ha.

Adjacent to the town is the Narew River and its flood plain that make up the Narew River Landscape Park. Not very far away (20 km) you can also find the Biebrza National Park, protected under the Ramsar Convention, which covers an area of over 59,000 hectares and is known throughout Europe for its rare, and often unique, flora and fauna. Łomża functions as the main economic and cultural center of the region. The North-Eastern part of the town, known as a transitional area between ground moraines, presents a picturesque landscape, which is characterized by a diversified relief.
The State
College of Computer Science & Business Administration
– general information – map of the town

The College is situated at 14 Akademicka Street at the south edge of the town, near the main road to Warsaw. The distance to the bus station is about 2 km and to the center of the town - 3 km. We are a multidisciplinary leading institution providing higher education and research services in the region. The State College of Computer Science and Business Administration in Łomża (Państwowa Wyższa Szkoła Informatyki i Przedsiębiorczości w Łomży) is financially maintained by the Ministry of Science and Higher Education.

Professional Degrees Awarded to the Graduates in SCCS&BA
The graduates of our institution receive following degrees:

- **licentiate** [licencjat] – a degree obtained on completion of a professional higher education course lasting 3 years;
- **engineer** [inżynier] - a degree obtained on completion of a professional higher education course in a field of engineering, agriculture or economics, lasting 3.5 years;
- **master** [magister] and equivalent degrees: master of nursing – awarded on completion of 2 years postgraduate master's course for holders of a higher professional education diploma (bachelor's degree).

Our main objective is to educate specialists of modern standards in the field of advanced technologies and profiles closely connected with the regional and national economy. We prepare the professionals for labour market and develop their abilities to create new small and medium-sized enterprises.
Authorities

College Authorities:

Rector
Professor Robert Charmas, PhD
e-mail: rektor(at)pwsip.edu.pl

Vice-Rector
Professor Antoni Jakubczak
e-mail: ajakubczak(at)pwsip.edu.pl

Vice-Rector
Krystyna Leszczewska, PhD
e-mail: kleszczewska(at)pwsip.edu.pl
# Academic Calendar 2010 – 2011

## Winter Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inauguration Ceremony of the new academic year</td>
<td>04 Oct 2010</td>
<td>04 Feb 2011</td>
</tr>
<tr>
<td>First study period</td>
<td>04 Oct 2010</td>
<td>09 Nov 2010</td>
</tr>
<tr>
<td>Holiday</td>
<td>11 Nov 2010</td>
<td>12 Nov 2010</td>
</tr>
<tr>
<td>Second study period (continuation)</td>
<td>15 Nov 2010</td>
<td>17 Dec 2010</td>
</tr>
<tr>
<td>Winter holiday</td>
<td>20 Dec 2010</td>
<td>31 Dec 2010</td>
</tr>
<tr>
<td>Third study period (continuation)</td>
<td>03 Jan 2011</td>
<td>04 Feb 2011</td>
</tr>
<tr>
<td>Winter examinations</td>
<td>07 Feb 2011</td>
<td>18 Feb 2011</td>
</tr>
<tr>
<td>Inter-semester break</td>
<td>21 Feb 2011</td>
<td>25 Feb 2011</td>
</tr>
</tbody>
</table>

## Summer Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First study period</td>
<td>28 Feb 2011</td>
<td>19 Apr 2011</td>
</tr>
<tr>
<td>Spring break</td>
<td>20 Apr 2011</td>
<td>26 Apr 2011</td>
</tr>
<tr>
<td>Second study period</td>
<td>27 Apr 2011</td>
<td>24 Jun 2011</td>
</tr>
<tr>
<td>Summer examinations</td>
<td>27 Jun 2011</td>
<td>08 July 2011</td>
</tr>
<tr>
<td>Summer vacation</td>
<td>11 July 2011</td>
<td>01 Sep 2011</td>
</tr>
<tr>
<td>Summer examinations (resits)</td>
<td>05 Sep 2011</td>
<td>16 Sep 2011</td>
</tr>
<tr>
<td>Grades awarding for the summer semester</td>
<td>19 Sep 2011</td>
<td>23 Sep 2011</td>
</tr>
</tbody>
</table>
## National Holidays

<table>
<thead>
<tr>
<th>Name</th>
<th>Polish name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Nowy Rok</td>
<td>1st January</td>
</tr>
<tr>
<td>Easter</td>
<td>Wielkanoc</td>
<td>Different each year but generally at the end of March or beginning of April</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Święto Pracy</td>
<td>1st May</td>
</tr>
<tr>
<td>Constitution Day</td>
<td>Konstytucji 3 maja</td>
<td>3rd May</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>Boże Ciało</td>
<td>The ninth Thursday after Easter (May or June)</td>
</tr>
<tr>
<td>Feast of the Assumption of the Blessed Virgin Mary/Polish Army Day</td>
<td>Wniebowzięcie Najświętszej Maryi Panny/Święto Wojska Polskiego</td>
<td>15th August</td>
</tr>
<tr>
<td>All Saint’s Day/All Soul’s Day</td>
<td>Wszystkich Świętych</td>
<td>1st/2nd November</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Dzień Niepodległości</td>
<td>11th November</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Wigilia</td>
<td>24th December</td>
</tr>
<tr>
<td>Christmas Day/Boxing Day</td>
<td>Boże Narodzenie</td>
<td>25th/26th December</td>
</tr>
</tbody>
</table>

### Other Festivities:

<table>
<thead>
<tr>
<th>Name</th>
<th>Polish name</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carnival</td>
<td>Karnawał</td>
<td>New Year’s Day until the start of Lent (40 days before Easter)</td>
</tr>
<tr>
<td>Lent</td>
<td>Post</td>
<td>the 40 days before Easter. Traditionally this is the time of abstinence for Poles and, although many young people don't observe this tradition, you will generally find that pubs and other places of entertainment are quieter than at other times of the year.</td>
</tr>
<tr>
<td>Fat Thursday</td>
<td>Tłusty czwartek</td>
<td>The Thursday of the last week of Carnival when Poles eat lots of donuts.</td>
</tr>
<tr>
<td>“Andrzejki”</td>
<td></td>
<td>30th November, an evening of fortune telling and the last opportunity for entertainment before the start of Advent.</td>
</tr>
<tr>
<td>Name Days</td>
<td>Imieniny</td>
<td>Each day of the year is assigned to one or more people’s names and it is common for people having the name associated with a particular day to have a small celebration on that day.</td>
</tr>
</tbody>
</table>
Educational Opportunities

The SCCS&BA provides the study period of three and a half years or seven semesters, after which successful students will receive either a Bachelor or Engineering Degree depending upon the chosen study area. Included within the curricula is an opportunity for a range of extramural activities and bridging studies allowing students to broaden their learning experience.

There are 5 Institutes and 7 Majors in our College

- Computer Science and Automation
- Automation and Robotics
- Business Administration
- Medical Department
- Cosmetology
- Nursing
- Food Technology
- Physical Education

Computer Science Institute

MAJOR - AUTOMATION AND ROBOTICS

The Institute Authorities:

Director: Professor Romuald Kotowski PhD Engineer
Deputy Director Ryszard Szczebiot PhD, Engineer
E-mail: rysbiot@pwsip.edu.pl
Deputy Director, Departmental Coordinator: Eugenia Busłowska PhD, Engineer
Tel: +48 86 216 82 62
E-mail: ebuslowska@pwsip.edu.pl

INTRAMURAL MODE:
Computer Science – 3.5-year engineer study programme
No of students – ca 120

EXTRAMURAL MODE (paid):
Computer Science – 3.5-year engineer study programme
No of students – ca 120
Semester fee – PLN1,800
SPECIALIZATION:
Programming Systems
The graduate receives a professional title of Engineer.
The graduate of engineering programme possesses the knowledge and skills of using computer hardware and software. The graduate can be employed as an operator of medium-sized computer systems, a programmer, or a master of the information systems service.

AUTOMATION AND ROBOTICS
SPECIALIZATION:
Automation of processes

INTRAMURAL MODE:
Automation of processes – 3.5-year engineer study programme
No of students – ca 60

EXTRAMURAL MODE (paid):
Automation of processes – 3.5-year engineer study programme
No of students – ca 60
Semester fee – PLN 1,800

The graduate will be prepared to implement and operate systems of automation in various lines of business

Business Administration Institute
The Institute Authorities:
Director – Professor Bogusław Plawgo, PhD,
Deputy Director and Departmental Coordinator – Grażyna Michalczuk, PhD,
Tel: +48 86 215 66 04;
E-mail: gmichalczuk@pwsip.edu.pl
E-mail: michal149@vp.pl

Accreditation

We have obtained the accreditation for the Management Major till 2014.

The State Accreditation Committee examined the education students receive at the Management Major last December and assessed it positively. The accreditation has been awarded for five years, which means that the next assessment will take place in the academic year 2013/2014.
We congratulate the College Authorities and the Directors of the Institute of Business Administration on the assessment.
MAJOR - MANAGEMENT

SPECIALIZATIONS
1. Small and medium-size enterprise management
2. Organizational finance management
3. Local development management

INTRAMURAL MODE
Major: Management, 3-year bachelor study programme
No of students ca 120

EXTRAMURAL MODE (paid)
Major: Management, 3-year bachelor study programme
No of students ca 120
Semester fee – PLN1,400

The graduate is awarded the title of Bachelor of Science.

The Medical Institute

Institute Authorities:
Acting Director – Barbara Jankowiak, MD
Tel: +48 86 215 66 07
E-mail: bjankowiak@pwsip.edu.pl
E-mail: basiajankowiak@poczta.onet.pl
Deputy Director – Krystyna Wróblewska, MSc

Accreditation

On the 17th June 2008, the Institute received the accreditation to run Cosmetology major.

MAJOR - COSMETOLOGY

INTRAMURAL MODE:
Cosmetology – 3-year bachelor study programme
No of students – ca 60

EXTRAMURAL MODE (paid):
Cosmetology – 3-year bachelor study programme
No of students – ca 60
Semester fee – PLN2,600

The courses admit secondary school graduates.
The total number of teaching hours is 2200 with 180 ECTS points available.
Cosmetology is a science whose aim is to delay the outer symptoms of ageing and to help to stay fit longer. It is also concerned with treatment of skin diseases, especially those which negatively affect the appearance. Within the scope of its interest there are also components of cosmetics, their applications and impact on various skin types. Cosmetology is an interdisciplinary science covering such areas as: anatomy, cell histology and physiology, physiology, biochemistry, cosmetic chemistry, dermatology, esthetical medicine, plastic surgery, geriatrics, oncology, promotion of healthy lifestyle, endocrinology, internal diseases, dietetics.

The graduate of the Cosmetology major possesses the general knowledge of health sciences and the detailed knowledge of cosmetology and is prepared to be employed in beauty parlors, laboratories, biological regeneration centres, rehabilitation centres, spas, cosmetic companies, schools of cosmetology, or run their own business.

MAJOR NURSING

INTRAMURAL MODE:

First-degree:

Nursing – 3-year bachelor study programme
No of students – ca 60
Total no of teaching hours – 4815

The title of the Bachelor of Nursing awarded by the SCCS&BA is recognized in all EU countries. The students enjoy the opportunity of getting various grants.

INTRAMURAL MODE:

Second-degree 2-year master study programme – free of charge, for the candidates with the Bachelor of Nursing title
No of students – ca 60

The total no of teaching hours – 1300 – comprises 780 hours of theory, 200 hours of laboratories, 320 hours of professional training. The title of the Master of Nursing awarded by the SCCS&BA is recognized in all EU countries. The students enjoy the opportunity of getting various grants.

EXTRAMURAL MODE:

Second-degree 2-year master study programme – for the candidates with the Bachelor of Nursing title – a semester fee is PLN2,400
Bridging studies (paid) for graduates of 2-year secondary medical vocational schools and 5-year secondary medical schools who commenced their education in at least 1980/81 with Nursing major, holding the certificate of secondary education, a diploma of a nurse and the license to practise the profession of a nurse.

The programme offers the opportunity to participate free of charge in:

- 3 courses which grant indispensable qualifications to work as a nurse
- post-graduate training, comprising courses granting the Certificate of the Central Chamber of Nurses and Midwifery in Warsaw
- regional training organized in cooperation with the Medical University of Białystok
The programme comprises the theoretical course (at least 33% of the programme) and the clinical training (at least 50% of the programme). Students may get a credit for the practical part after they submit relevant documents proving their professional experience in accordance with actual years of practice and the scope of activities.

The students enjoy the opportunity of getting various grants.
Graduates obtain the title of Bachelor of Nursing, which is recognized in all EU countries.

We are happy to inform the students of extramural bridging studies that in 2008/2009 academic year the SCCS&BA won a tender for EU co-financing of bridging studies started in October 2008. This allowed 50 students who started the programme in the academic year 2008/2009 to do it free of charge!

**Food Technology Institute**

**MAJOR - FOOD TECHNOLOGY AND HUMAN NUTRITION**

The Institute Authorities

*Director: Prof. Piotr Paweł Lewicki, Engineer*
Tel: +48 86 216 82 67
E-mail: plewicki@pwsip.edu.pl
E-mail: piotr_lewicki@sggw.pl
Deputy Director: Roman Niesteruk, PhD, Engineer

**INTRAMURAL MODE:**

Food Technology – 3.5-year engineer study programme
Approximate no of students – ca 120

**EXTRAMURAL MODE (paid):**

Food Technology – 3.5-year engineer study programme
Approximate no of students – ca 120

**SPECIALIZATIONS**

1. Food Engineering and Production Management
2. Automation Processes
3. Technology of Energetic Biomass

Technology is a part of technique which comprises knowledge of processing (production) of raw materials, products and half-finished products. Thus, food technology comprises food production, processing, storage and preservation.

Food technology is an interdisciplinary science. It combines technology, chemistry, biology, as well as medicine, economy and marketing.

Our curricula comply with the standards contained on the website: http://www.bip.nauka.gov.pl/bipmein

Our graduate is a specialist in food processing, preservation, storage and quality control. The graduate is prepared to hold an engineering position and organize the production process including the choice of proper machines and facilities as well as to make economic analysis. The specialist understands the basis of the market and knows the rules of marketing products as well as services connected with food industry. The graduate uses properly computer technology in both food technology and business administration.
Our graduates can find employment in the following fields:

- food production and quality control,
- food production plant (various responsibilities ranging from production management to research and development),
- food sales,
- design and modernization of food production plants,
- catering companies,
- government units responsible for food industry.

During the course of studies, the first four semesters are the same for all specializations, which are to be chosen in the fifth semester. Classes, lectures and laboratories are held by SCCS&BA teachers and by the teachers from the Technical University of Białystok and Warsaw University of Life Sciences.

They offer both high quality of teaching and friendly atmosphere.

The graduate obtains the diploma of engineer of food technology and human nutrition. The first-degree programme can be continued for three semesters (1.5 year) to the master engineer degree obtained at other schools.

**Physical Education Institute**

The Institute Authorities:

**Director: Tomasz Niźnikowski, PhD.**

Tel:+48 86 216 82 77  
E-mail: tniznikowski@pwsip.edu.pl

**Deputy Director: Jerzy Miller, M.P.Ed, Taekwondo Coach of the First Category**

E-mail: jmiller@pwsip.edu.pl

The only major of this type at state schools in the Podlaskie province!

**INTRAMURAL MODE:**

Physical Education – 3-year bachelor study programme  
Approximate no of students – ca 120

**EXTRAMURAL MODE (paid):**

Physical Education – 3-year bachelor study programme  
Approximate no of students – ca 120  
Semester fee – PLN1,800
We offer:

- a three-year bachelor study programme in intramural and extramural modes;
- the possibility of taking up optional specialization in various fields of sports, physical education and health education (to obtain qualifications of: a sports coach, a personal coach, a sports instructor, a sports manager, a correction exercises expert, and a biological regeneration expert);
- the possibility to be employed by primary schools, junior secondary and secondary schools, out-of-school educational centres, sports clubs, as well as physical culture and tourism associations;
- the possibility of further education at Józef Piłsudski Academy of Physical Education in Warsaw or in the Faculty of Physical Education in Biała Podlaska) at the two-year complementary master programme (thanks to the agreement signed by both Schools);
- the possibility of excelling at various sports at the Academic Sports Association (AZS);
- the possibility of studying and training abroad within the LLP-Erasmus Programme.

We provide:

- highly qualified academic staff, including professors and academic teachers from the Academy of Physical Education in Warsaw, as well as a team of coaches and instructors with vast experience.

The application process involves physical fitness test, including optional swimming, gymnastics, track and fields, team sports (football, handball, volleyball, basketball).

Graduates obtain the degree of Bachelor of Physical Education

Department of Foreign Languages

The Head of the Department: Marzena Lewko, MA  
Tel: +48 86 216 82 65  
E-mail: mlewko@pwsip.edu.pl

Foreign Languages Department provides English, German and Russian courses to intramural students of all departments:

1. Computer Science Institute: 180 hours, 6 semesters; general and computer English;
2. Business Administration Institute:
   - first language: 180 hours, 3 semesters; general and business English;
   - second language: 60 hours, 2 semesters; Russian or German;
3. Food Technology Institute: 180 hours, 3 semesters; general English;
4. Medical Institute: 120 hours, 4 semesters; general and medical English;
5. Physical Education Institute: 120 hours, 4 semesters; general English.
Extramural students receive the following number of teaching hours:

1. Computer Science Institute: 96 hours, 6 semesters; general and computer English;
2. Business Administration Institute:
   - first language: 108 hours, 4 semesters; general and business English;
   - second language: 48 hours, 2 semesters; Russian or German;
3. Food Technology Institute: 105 hours, 5 semesters; general English;
4. Medical Institute;
5. Physical Education Institute: 120 hours, 5 semesters; general English.

Most students take a final exam at the end of the course. During the course they get credits for various tasks, including presentations, translation, presenting dialogues, written assignments.

The Department prepares students to function in the English-speaking environment, both professional and everyday. Moreover, students have an opportunity to take the London Chamber of Commerce and Industry International Qualifications Exam in our School as we are the Registered Centre of LCCI.

The teachers of the Department are qualified, with an MA in English Philology.

**ECTS**

The ECTS grading scale has been developed to help the home institution interpret student’s grade awarded at a foreign institution. It provides additional information on achievements of student but does not replace the grades awarded at the institution. Higher educations institutions make their own decisions on how to apply the ECTS grading scale to their own system.

1. The achievements of the exchange students are approved in accordance with European Credit Transfer System (ECTS).
2. The correlation between the College scale and ESTC grades runs as follows:

<table>
<thead>
<tr>
<th>College grade</th>
<th>Description</th>
<th>ECTS grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Bardzo dobry</td>
<td>A (Excellent)</td>
</tr>
<tr>
<td>4,5 (4+)</td>
<td>Dobry plus</td>
<td>B (Very Good)</td>
</tr>
<tr>
<td>4</td>
<td>Dobry</td>
<td>C (Good)</td>
</tr>
<tr>
<td>3,5 (3+)</td>
<td>Dostateczny plus</td>
<td>D (Satisfactory)</td>
</tr>
<tr>
<td>3</td>
<td>Dostateczny</td>
<td>E (Sufficient)</td>
</tr>
<tr>
<td>2</td>
<td>Niedostateczny</td>
<td>FX, F (Fail)</td>
</tr>
</tbody>
</table>
The College Library

Director: Krystyna Hoffman MA
Tel: +48 86 215 66 06
E-mail: khoffman@pwsip.edu.pl

The College Library is situated on the ground floor of the main building. The collection of books comprises students’ books as well as scientific literature helpful in a vast range of subjects taught in all the programmes offered by the College. We have a variety of students’ books, dictionaries and didactic help such as audio and video tapes, CDs for studying of foreign languages, mainly English and German.

The book collection also includes many titles of the specialist journals, regional magazines, national weekly magazines, national daily and regional press. All the magazines are currently available in the reading hall. The library also has the reading hall of electronic documents with an access to the Internet at its disposal, which is available for the readers. The readers are also granted an access to scientific data bases and articles in the scientific foreign and national magazines.

In the halls of the library there is a picture gallery called „Na Przedmieściu” (In the Suburbs). Periodical exhibitions present works of the artists of the Łomża region as well as the national and foreign ones. We invite to attend the exhibitions not only the students of the SCCS&BA, but also residents of the town.

Student Government and Clubs

The College encourages various activities of student societies. Guided by their teachers students are involved in a range of projects, which enhance students’ interests. The Society of Young Business People functions at the Institute of Business Administration, The Society of Computer Engineers – at the Institute of Computer Science and The Society of Medical Students – at the Medical Institute respectively. The students also take an active part in scientific conferences where they present the results of their research.

The members of the student self-government, which is an important link between the students and the College administration, represent the students and organize different cultural, tourist and sports activities. There is a number of events regularly organized by the students, such as annual events the Initiation Ceremony, Christmas Eve party, the Student Festival etc.

International Relations Office (IRO)

Lilianna Rywacka, MSc
Head of International Relations Department
Institutional Erasmus Coordinator
Tel.: +48 86 215 66 08
Fax: +48 86 215 66 00
E-mail: lrywacka@pwsip.edu.pl
The College has been developing international cooperation since its foundation in accordance with The International Policy of the College adopted by the College Senate, the Erasmus Programme and the strategy of educational process.

The International Relations Office (IRO) is the unit that was established in October 2006 under authority of the Vice-Rector for the Science and International Cooperation.

Its main objective is to support the activity of the SCCS&BA in gaining new experience in international cooperation and to involve with a variety of events aimed at even vaster internationalization.

The activities undertaken by IRO comprise coordination and participation of our College in the International Programmes such as Lifelong Learning Programme.

The International Office promotes the College at the international level, but first and foremost, supplies the students and teaching staff with up-to-date information on available offers concerning International Cooperation and exchange opportunities between the Partnership Institutions as well as participation in international projects.

The International Office provides a range of documentation, statistics and general information on studying abroad for the benefit of students. Our duty is to disseminate information on teacher exchange programmes too. The European development projects are carried out through our regular visits to College departments and distribution of relevant information on the subject.

Additionally, the International Office provides cultural information alongside with a range of activities in order to help new students adapt to their new environment and fully integrate into College life.

All the students admitted to SCCS&BA within the framework of the Erasmus exchange programme are given help in finding suitable and affordable accommodation. In addition, all such students receive ongoing administrative and social support during their period of study at the College. Equally high level of support is provided to teachers visiting the College under the exchange programme.

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**Daily life – general information for international students (cost of living in Łomża, where to stay-accommodation, how to reach Łomża)**

**Average cost of living:**

The standard of living in Łomża corresponds to that of most cities in Eastern Poland and is relatively cheap compared to other areas of Europe. The prices listed below give an approximate indication of the prices in the area:
Accommodation:
- Average rent for a studio flat (per month): €110
- Average rent for a two-roomed flat (per month): €150
- Average rent for a single room in private flats (per month): €70
- Average rent for a double room in private flats (per month): €80 – 120
- Cost of a single room in a 3-star Hotel (per night): €40 - 50

The College of Computer Science and Business Administration in Łomża does not offer campus accommodation, but our International Office will help exchange students with finding suitable lodgings.

The College offers modern accommodation in the Student’s House “Żak”, which is next to the College. The rooms are adjusted for 2-3 people. The rooms are fully furnished with access to the Internet. Students do not have to bring their own bed clothes (blankets, sheets etc.) as well as additional equipment such as kitchen utensils. The rent is about €70 a month, including electricity, water and Internet. Students will have to pay a deposit of €70, which is returned when leaving if there are no claims.

If you think you will need help in finding accommodation in Łomża, please contact the International Relations Office.

Travel (students receive a 50% discount)
- Single bus ticket: €0.50 (student rate €0.25)
- Monthly bus Season Ticket: €8.50 (student rate €4.25)
- Taxis: €0.50 per km

Food:
- One-week supermarket shopping: approx. €30.00
- Pizza: approx. €5.00
- A meal in a typical Polish restaurant: approx. €10.00
- Breakfast in a café (cappuccino and croissant): approx. €2.00
- Meal at the College cafeteria: €4.00

Example Supermarket Food Prices:
- Milk (litre): €0.30
- Loaf of bread: €0.30
- Butter (200g): €0.60
- Cheese (kg): €3.00 - €10.00
- Meat (kg): €2.00 - €7.00
- Eggs (carton of 6 eggs): €0.30
- Fruit (kg): €0.40 - €4.00
- Potatoes (kg): €0.25

Entertainment:
- Disco-pub: approx. €3.00 but most do not charge admission
- Cinema (premières): €4.5
- Beer: €1.00 - €1.50
Computer facilities

Access to computer facilities and the Internet is provided at the College for student use, both in the Library and the Internet Café.

Travel

There is a regular bus service between the College and the town centre with the last bus going at about 10:30 p.m. Taxis are however available 24 hours a day.
Buses to Warsaw (hourly service) and other main towns in the area are available from the central bus station and buses travel on most days of the year except for one or two days during the Christmas and Easter holidays.
From Warsaw, there are air, train and bus services throughout Poland and the entire world.

Health Care

Poland has a ‘free’ health care system based on national health insurance contributions. Anyone paying national health insurance is entitled to use the health services on the territory of Poland at any medical establishment having a contract with the National Health Fund (NFZ - Narodowy Fundusz Zdrowia).
All citizens of member countries of the EU are entitled to use most of the health care services in Poland free of charge provided they have either form E111 or a European Health Insurance Card and some form of identity such as a passport.

The services that can be used for free are:

- primary health care
- specialist out-patient care
- hospital treatment
- dental treatment
- rescue services
- ambulance transport

Please note that if you do not have the necessary documents you will have to pay for your treatment yourself.
In addition to the national health service Poland also has a well-developed private health care sector and it is advisable for students to take out private health care insurance. Special student health insurance is available in many countries at very reasonable rates.

How to reach Łomża

From Warsaw Airport, which is situated 145 km from Łomża the cheapest way to get to the city is by bus. But firstly you have to get to the Stadion Bus Station in Warsaw Praga district. You can get there by bus, tram or taxi. From this station there is a regular bus service between Warsaw and Łomża.

How to reach the College in Łomża

The Central Bus Station in Łomża is at Al. Legionów, not very far from the College – 2 km. You can get to the College at 14 Akademicka Street by taxi or by bus No: 1, 2, 4, 15.
Useful telephone numbers - contacts

Rector's Office
Monday to Friday, 8 – 16
Tel: +48 86 215 59 50
Fax :+48 86 215 66 00
E-mail: mforfa@pwsip.edu.pl

Dean's Office
Monday 9-12
Tuesday 12-15
Thursday 12-15
Friday 10-18
Saturday 9-12
Tel: +48 86 215 5958
E-mail: dziekanat@pwsip.edu.pl

Student government
Tel: +48 728 287 375
E-mail: ss@pwsip.edu.pl

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>National information</td>
<td>118 913</td>
</tr>
<tr>
<td>International information</td>
<td>118 912</td>
</tr>
<tr>
<td>Emergency Telephone Number</td>
<td>112</td>
</tr>
<tr>
<td>Local Police Department</td>
<td>+48 86 216 12 92; +48 86 216 12 90</td>
</tr>
<tr>
<td>ul. Wojska Polskiego 6</td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>997</td>
</tr>
<tr>
<td>Fire Department</td>
<td>998</td>
</tr>
<tr>
<td>Emergency Health Service</td>
<td>999</td>
</tr>
<tr>
<td>Local Hospital</td>
<td>+48 86 473 33 00</td>
</tr>
</tbody>
</table>

Private Clinics:

Eskulap
Tel. 086 215 27 40
Al. Piłsudskiego 82
Monday-Friday 7-18
Centrum Medyczne Makowa w Łomży
ul. Makowa 28
Tel: 086 216 65 56, Fax: 086 216 66 64
E-mail: sekretariat@medycyna.lomza.pl

Dental Clinics:

Duo-Dent NZOZ
ul. Hipokratesa 31
Tel: 086 216 55 76

Bodent
ul. Dworna 13
Tel: 086 216 35 83

Dentysta NZOZ
ul. Polowa 15
Tel: 086 216 28 68

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<thead>
<tr>
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<tbody>
<tr>
<td>Taxi</td>
<td>9624/800 25 25 24</td>
</tr>
<tr>
<td>Main Post Office</td>
<td>+48 86 216 52 76</td>
</tr>
<tr>
<td>ul. Plac Pocztowy 1</td>
<td>+48 86 216 52 76</td>
</tr>
</tbody>
</table>
### Useful phrases in Polish

<table>
<thead>
<tr>
<th>English</th>
<th>Polish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello</td>
<td>Cześć</td>
</tr>
<tr>
<td>Good bye</td>
<td>Do widzenia</td>
</tr>
<tr>
<td>Good morning</td>
<td>Dzień dobry</td>
</tr>
<tr>
<td>Good evening</td>
<td>Dobry wieczór</td>
</tr>
<tr>
<td>Good night</td>
<td>Dobranoc</td>
</tr>
<tr>
<td>Yes/No</td>
<td>Tak/Nie</td>
</tr>
<tr>
<td>Thank you</td>
<td>Dziękuję</td>
</tr>
<tr>
<td>You’re welcome/here you are</td>
<td>Proszę</td>
</tr>
<tr>
<td>Excuse me/I’m sorry</td>
<td>Przepraszam</td>
</tr>
<tr>
<td>How are you ?</td>
<td>Jak się masz ?</td>
</tr>
<tr>
<td>I’m fine, thank you</td>
<td>Dziękuję, dobrze</td>
</tr>
<tr>
<td>What is your name ?</td>
<td>Jak się nazywasz ?</td>
</tr>
<tr>
<td>My name is ...</td>
<td>Mam na imię ...</td>
</tr>
<tr>
<td>Where do you come from ?</td>
<td>Skąd jesteś ?</td>
</tr>
<tr>
<td>I come from ...</td>
<td>Pochodzę z ...</td>
</tr>
<tr>
<td>Nice to meet you</td>
<td>Miło cię poznać</td>
</tr>
<tr>
<td>How old are you ?</td>
<td>Ile masz lat ?</td>
</tr>
<tr>
<td>I am ... years old</td>
<td>Mam ... lat</td>
</tr>
<tr>
<td>I am a student</td>
<td>Jestem studentem</td>
</tr>
<tr>
<td>I don’t understand</td>
<td>Nie rozumiem</td>
</tr>
<tr>
<td>Can you help me ?</td>
<td>Czy możesz mi pomóc?</td>
</tr>
<tr>
<td>How much does it cost ?</td>
<td>Ile to kosztuje ?</td>
</tr>
<tr>
<td>I would like to buy</td>
<td>Chciałbym kupić</td>
</tr>
<tr>
<td>I would like to get to ...</td>
<td>Chciałbym się dostac do ...</td>
</tr>
<tr>
<td>I lost myself</td>
<td>Zgubiłem się</td>
</tr>
<tr>
<td>My address ...</td>
<td>Mój adres ...</td>
</tr>
</tbody>
</table>

### Useful links

- [http://www.pwsip.edu.pl](http://www.pwsip.edu.pl) — The official College website
- [http://www.eng.nauka.gov.pl](http://www.eng.nauka.gov.pl) — Ministry of Science and Education
- [http://www.wrotapodlasia.en](http://www.wrotapodlasia.en) — The Gate of Podlasie
- [http://www.lomza.pl](http://www.lomza.pl) — The official Łomża portal

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**Państwowa Wyższa Szkoła Informatyki i Przedsiębiorczości w Łomży**  
www.pwsip.edu.pl
FORMAL REQUIREMENTS FOR INCOMING STUDENTS

In order to be accepted as an ERASMUS exchange student, you must be a student of a partner university which has signed the ERASMUS Bilateral Agreement with the State College of Computer Science and Business Administration in Łomża.

The candidates are requested to submit:
1. **Application Form for incoming students**, which must be signed by ERASMUS Coordinator from your Home University
2. **Learning Agreement**, which must be accepted by your Home University
3. **Application Form for accommodation** (for interested students)

and send it together with **two photographs** to the following address:

The State College of Computer Science and Business Administration in Łomża
International Relations Office
14 Akademicka St. 18-400 Łomża, Poland

**The deadlines** for returning the completed Application Forms are as follows:

- **30 May** - for the winter semester of the following academic year
- **30 November** - for the summer semester of the following academic year