

DEAR CANDIDATE, WE ARE GLAD THAT YOU CHOSE STUDIES AT THE FACULTY OF OCEANOGRAPHY AND GEOGRAPHY, UG.

CONGRATULATIONS ON ADMISSION TO THE FIRST YEAR OF STUDY IN THE FIELD OF MARINE BIOTECHNOLOGY.

TO JOIN THE ACADEMIC COMMUNITY OF THE UNIVERSITY OF GDAŃSK AND ENJOY THE STATUS OF ITS FULL MEMBER, YOU SHOULD COMPLETE THE FOLLOWING FORMALITIES:

I. THE CANDIDATE'S FIRST STEPS

STEP 1:

- within 7 days of the announcement date of the list of admitted students, import login data to the Student Portal (PS) via the IRK system.

<https://ps.ug.edu.pl/> a colour photo for the Electronic Student ID (ELS),
- apply for ELS,
- pay (PLN 22) for ELS to an individual bank account number generated in PS
Students who previously had ELS do not submit an application and do not pay fees for it



STEP 2:

- perform medical examinations (free medical examinations, after prior telephone registration, available at: Copernicus Health Care Center, Wałowa 27, Gdańsk. Telephone number for registration 58 300 56 76 ext. 214 or by e-mail: e-mail: skierowania.mp@copernicus.gda.pl



STEP 3:

BEFORE VISITING THE DEAN'S OFFICE, PLEASE ACCEPT ON THE STUDENT'S PORTAL:

1. an oath act
2. rules for charging fees and fees amounts*, (NOTE: you have 14 days from the date of signing the oath)



STEP 4:

OBLIGATORY VISIT TO THE DEAN'S OFFICE

on October 2, 2023 (Gdynia, al. Marszałka Piłsudskiego 46, main building, 2nd floor, room 205)

1. receive your Electronic Student ID. Remember to update it once a semester,
2. submit a medical certificate.

DEAN'S OFFICE - all matters related to studies are settled by students in the dean's office with the officer responsible for the given field of study. You can find the contact details of the Dean's Office at: <https://oig.ug.edu.pl/wydzial/dziekanat>

SCHEDULE OF ADMISSION OF CANDIDATES AT THE DEAN'S OFFICE OF THE FACULTY OF OCEANOGRAPHY AND GEOGRAPHY (WOiG) on October 2, 2023

hours	Surnames starting with a letter	hours	Surnames starting with a letter
07.45-09.15	A - K	09.15-10.15	L - Ź

II. MATRICULATION

On October 2, 2023, between 11.30-12.30 the candidate is required to attend the solemn matriculation (formal clothes required) and a meeting with the Year's Tutor and a representative of the Career Office, which will take place in the Auditorium Oceanographorum, on the ground floor of the building of the Faculty of Oceanography and Geography in Gdynia, al. Marszałka Piłsudskiego 46. At 6 p.m., via the MS Teams application, an information meeting will be held with the Deputy Dean for Education.

INFORMATION FOR CANDIDATES ADMITTED TO THE FIRST YEAR
OF FULL-TIME STUDIES OF THE FIRST CYCLE IN THE FIELD OF
MARINE BIOTECHNOLOGY

III. MANDATORY LIBRARY TRAINING AND WORK SAFETY REGULATIONS TRAINING

In order to fully use the resources of the UG Library, the student is required to complete the library training. The training will be available on-line (in the period from October 1, 2023 to June 30, 2024) on the UG educational platform (<https://pe.ug.edu.pl/>). The Reader's Account (active after passing the test on completion of the library training) allows you to borrow books at the Main Library and in specialist libraries of the University of Gdańsk, as well as to order books on-line.

The second mandatory training is the work safety regulations training (in the extended scope!!!), which will be made available to you on-line on the UG educational platform (<https://pe.ug.edu.pl/>) from October 1, 2023.

IMPORTANT!!! The period of time to complete the work safety regulations training and pass the test lasts from October 1 to October 31, 2023. The second deadline for completing the training expires 30 days from the end of the basic period. A student who fails to complete the training on the basic and second dates is obliged to undergo a PAID training, on an individual date, after obtaining the consent of the Vice-Rector responsible for student affairs (Regulation of the Rector of the University of Gdańsk No. 105/R/22).

IV. ACCIDENT INSURANCE

Interested persons may purchase an accident insurance policy (NNW). Detailed information is available from the Students' Parliament of the University of Gdańsk (e-mail contact: Parlament.studentow@ug.edu.pl).

V. TIMETABLE

The timetable of classes will be posted on the WOIG website by September 15, 2023: https://oig.ug.edu.pl/studenci/plany_zajec
Classes start on **October 5, 2023**.

VI. STUDENT EMAIL ADDRESS

Before starting classes, the student is obliged to create, via the Student Portal (Office 365 tab), his/her individual e-mail address with the ...@studms.ug.edu.pl domain (**THIS IS THE ONLY WAY** you can contact the dean's office and administration employees and it will enable remote connection via MS Teams with lecturers).

CASES CONCERNING FINANCIAL ASSISTANCE FOR STUDENTS OF THE FACULTY OF OCEANOGRAPHY AND GEOGRAPHY

SOCIAL AFFAIRS OF STUDENTS (social scholarships, social scholarships in an increased amount, scholarships for the disabled students, Rector's scholarships, etc.) are dealt with by the Scholarship Office located in Gdańsk, in the building at ul. Jana Bażyńskiego 1a, on the first floor, in rooms 110, 116 and 117 (tel. 58 523 20 52, 58 523 21 87 or 58 523 24 30, e-mail: stypendia@ug.edu.pl). The applications of students of the Faculty of Oceanography and Geography are handled by Mr Maciej Ciemny (tel. 58 523 20 52, e-mail: maciej.ciemny@ug.edu.pl).

Applications for Rector's scholarships, social scholarships, social scholarships in an increased amount, scholarships for disabled students for the academic year 2023/24 can be submitted in person at the Scholarship Office or sent by mail from mid-September to mid-October 2023. Detailed deadlines for accepting applications will be provided in the first half of September at: <https://ug.edu.pl/studenci/stypendia-dla-studentow-i-doktorantow-szkol-doktorskich> and in messages sent on the Student Portal. As every year, each application for the Rector's scholarship should be accompanied by the information on the average grade for the previous academic year, which can be obtained from the relevant dean's office. **Students starting their studies in October 2023 are exempt from this obligation.**

Applications to download: <https://ug.edu.pl/studenci/stypendia-dla-studentow-i-doktorantow-szkol-doktorskich/wnioski-do-pobrania>

ACCOMMODATION IN STUDENT HOUSE

Important information! Classes will be held both on the main university campus in Gdańsk as well as in Gdynia (Faculty of Oceanography and Geography UG).

A place/room in a UG Student House will be awarded by the University Accommodation Committee. In order to obtain a place/room, an application must be submitted in the electronic system via the Student Portal, together with the relevant and mandatory documents. The basic criterion for awarding places will be the income per family member in the household and the distance from the permanent place of residence. There is only an electronic application system for:

1. granting a place/room for the academic year, 2. replacing an already allocated place, 3. appealing against a negative decision of the University Accommodation Committee.

Applications for the academic year 2023/2024 should be submitted along with relevant and necessary documents through the Student Portal in the Student Dormitories tab.

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I Deadline:

Application deadline from 30 July to 08 August 2023
Deadline for processing applications 16 August 2023.

II Deadline:

Application deadline from 22 September to 25 September 2023
Deadline for processing applications 28 September 2023

III Deadline: for students who did not submit an application on time, from additional recruitment, who were denied a place in the appeal

Application deadline from 01 October to 05 October 2023
Deadline for processing applications 08 October 2023

Questions regarding places/rooms in UG Student Houses and their allocation should be sent to the following addresses: beata.weber@ug.edu.pl and iwona.mazurkiewicz@ug.edu.pl or by phone 58 523 24 25 and 58 523 24 44

More information:

- 1) Ordinance of the Chancellor 5/K/23 on the allocation and use of places in student houses of the University of Gdańsk: https://bip.ug.edu.pl/akty_normacyjny/115187/zarzarzenie_nr_5k23_kanclerza_uniwersytetu_gdanskiego_of_dnia_26_June_2_023_roku_zmieniajace_zarzarzenie_nr_10k21_kanclerza_ug_w_sprawa_przyznawanie
- 2) Regulations for granting places and accommodation in UG student houses (pdf) https://bip.ug.edu.pl/sites/default/files/nodes/akty_normacyjny/105752/files/regulamin_przyznaowania_place_i_kwaterow_ania.pdf

* link to the Rector's Ordinance: [Zarządzenie nr 77/R/23 Rektora Uniwersytetu Gdańskiego z dnia 31 maja 2023 roku w sprawie ustalenia wysokości opłat pobieranych na studiach rozpoczynających się w roku akademickim 2023/2024 | Biuletyn Informacji Publicznej](#)

Get to know the academic etiquette that will make student life a bit easier:

https://oig.ug.edu.pl/strona/106560/etykieta_akademicka