

LIBERAL ARTS AND SCIENCES STUDENT HANDBOOK



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WELCOME TO THE LIBERAL ARTS AND SCIENCES



Dear Student,

Welcome to the Liberal Arts and Sciences (LAS) programme. We are delighted to have you with us as part of a vibrant, diverse, and intellectually curious community.

This handbook is your guide to navigating your LAS journey — from understanding the structure of the programme to making the most of your academic and personal development. Whether you're just beginning or continuing your studies, you'll find essential information here to help you make informed decisions, explore opportunities, and engage fully with the interdisciplinary spirit that defines LAS.

At the heart of this programme is a belief in flexibility, exploration, and critical engagement. You'll be encouraged to cross disciplinary boundaries, question assumptions, and take ownership of your learning. We're here to support you in becoming not only a thoughtful scholar, but also a creative problem-solver prepared for a world of change.

We wish you every success and inspiration during your time in LAS.

Warm regards,
The LAS Team



WHAT IS LAS?

Liberal Arts and Sciences is an exceptional BA programme. Rather than concentrating on a single field of knowledge, we integrate many. We believe that intellectual adventure goes hand in hand with acquiring the skills demanded by an ever-changing job market. Our students don't merely specialise, they synthesise. They connect ideas across disciplines, develop both critical and creative thinking, and cultivate a global outlook.

ORGANISATION AND PEOPLE

As part of the People and Organisation structure within LAS, you will be supported by several individuals and offices:

Your first point of contact for **general questions and everyday matters** are people responsible for student support. They can assist with a wide range of issues or point you in the right direction. Contact: **Marta Winkler** or **Maria Drajerczak**, email: clas@amu.edu.pl, room: 3.17 (Faculty of History), phone number: 61 829 13 50

The Students' Office (Polish: BOS) handles formal procedures such as tuition fee, documentation, and academic records. Your contact person is **Weronika Zaworska**, email: weronika.zaworska@amu.edu.pl, phone: 61 829 13 54

Your tutor (Polish: opiekun) is your academic advisor and a key source of support. If you're facing general difficulties or concerns during your time in the programme, you can reach out to: **Kamil Wasilkiewicz**, email: kamil.wasilkiewicz@amu.edu.pl, phone: 61 829 1506

For registration in the USOS (the university's student information system), please contact the USOS coordinator: **Karolina Filipowska**, email: karolina.filipowska@amu.edu.pl, phone: 61 829 14 68

Matters concerning **scholarships** are handled by **Katarzyna Jasiewicz-Olędzka**, email: jaka@amu.edu.pl, phone: 61 829 13 61

STUDYING AT ADAM MICKIEWICZ UNIVERSITY

DORMS

Adam Mickiewicz University in Poznań offers its students a wide variety of dormitories providing suitable living and studying conditions. Located in different parts of the city the dorms are well communicated with the public transport network, making it easy to move around the city.

Hanka Dormitory

There are mainly single rooms in Hanka Residence, though it also includes several doubles and even the so-called „family rooms”. The landmark building situated at Aleja Niepodległości no 26 in the Stare Miasto neighbourhood, in the strict centre of Poznań, has undergone a revamping and was put into service in February 2018 after a 2-year renovation. All rooms are equipped with full bathrooms. The building has also been adjusted to the needs of people with disabilities. Additionally, a students’ canteen, a sports and recreational facility, and administration offices are provided in the building.

Babilon Dormitory

Located at Dożynkowa Street no 9b in the vicinity of Citadel Park, aka „green lungs” of Poznań, Babilon Dormitory is also close to a public transport hub, taking you to different parts of the city in literary minutes. The Residence itself is a four-storey building, with the ground floor divided into two separate parts. Students are offered fully equipped single, double or triple rooms with free access to the Internet.

Zbyszko & Jagienka Dormitories

The Dormitories are located in the Winiary and Winogrody neighbourhood (ul. Piątkowska no 80) and offer modern accommodation in newly furnished single or double rooms. In order to fulfil our environmental commitments and promote a sustainable lifestyle, we adopt modern technologies, such as water heated by solar panels. All of these amenities, together with the immediate vicinity of a communication hub and a supermarket „Biedronka”, one of the food retail leaders in Poland, will make you feel at home.

Nieszawska Dormitory

The Dormitory is situated at Nieszawska Street no 3, in the immediate vicinity of Malta Hot Baths (Termy Maltańskie), exciting shopping centres, and a public communication hub, making it easy to get around the city quickly and seamlessly. Students have at their disposal single rooms as well as 2-bedroom high-standard suites with a full kitchen and bathroom.

Meteor

Meteor Student Residence is located on the Morasko Campus. The modern, five-storey building, completed in 2023, is divided into residential and service areas. It provides accommodation for more than 400 students. There are 160 single rooms and 120 double rooms in the Meteor, each with a kitchenette and bathroom. On each floor, a room for students with disabilities has been created. Furthermore, separate kitchens with dining areas and laundry rooms with drying facilities have been built on each floor.

PROGRAMME

The LAS programme includes three course types: core, disciplinary and elective.

Core courses establish a general framework for your future mastery of different fields of knowledge. They include philosophy, research methodology, logic, academic writing and many others. Disciplinary courses offer you specific knowledge from various disciplines, for example, biology, physics, geography, political sciences and history. Elective courses allow you to pursue your study interests. Starting from the second year of the programme, you can choose courses from the AMU-PIE platform.

A syllabus should be presented to you at the first class; you can find it later on the USOSweb system and at the [Syllabus AMU](#).

The timetable will be available on this page: [click](#).

Here is the grade system at our University:

- 2.0: Unsatisfactory (Fail)
- 3.0: Satisfactory
- 3.5: Satisfactory plus
- 4.0: Good
- 4.5: Good plus
- 5.0: Very good

In addition to the grading scale, there are HEIs in the European Credit Transfer System (ECTS) under which a certain number of credits are allocated to a given subject, independently of the grade awarded. To complete a year successfully, a student has to collect 60 credits (30 per semester). **Students are in charge of checking if they will have 30 points for each semester (especially while choosing electives).**

ELECTIVES

The first year of your studies is already programmed, you join **the regular classes**.

In the second year, each semester, you can **choose 4 subjects** from the **AMU-PIE Platform**, **EPICUR** courses (**those organised by our University**), and **the Faculty of History**. Each course must have **at least 3 ECTS** and at least **30h** (the **total** number of hours **must be at least 120h**).

In the third year, each semester, you will choose **3 subjects** from the same subject areas you had available in the second year. Each course must have at **least 3 ECTS** and the total number of hours must be **120h**.

Note: Students are in charge of scheduling their electives and checking if the number of ECTS credits and hours are correct. Some courses have both: laboratories and lectures - you should be attending both!

EPICUR

EPICUR, the European University Alliance, belongs to the first generation of European Alliances to pilot a new way of intensifying collaboration among Higher Education institutions through the creation of a European University. Twice a year, there is an enrollment period in which you can apply for courses. Note: If you want to choose them as one of your electives, they have to be organised by our University. There are also other possibilities, like blended courses or summer schools. We encourage you to take a look and sign up for some courses! For more information, check:

[Website](#)

[Instagram](#)

[Facebook](#)

[Linkedin](#)

REASERCH PROJECT

In the 5th semester, together with the lecturer you choose, you make a research project. It allows you to work on the relationship between the student and the master. It also gives you an opportunity to allow you to deepen your individual research interests.

ERASMUS+

You can choose every destination that is offered by the Faculty of History. You can apply only through the USOSweb System when the enrollment period starts. The recruitment is usually in February/March, for both winter, summer, and throughout the year, you have to follow the news from our faculty about the exact dates. As a student, you can spend 12 months in mobility. If you want to go already in the 2nd year of your studies, you have to register already in the first year!

Faculty Coordinator: prof. UAM dr hab. Maciej Dorna

e-mail: m.dorna@amu.edu.pl

phone: 61 829 1533

room: 3.147

Here you can find more information about the Erasmus+ programme at our University: [click](#).

If you have a problem with the application, you can also reach ESN UAM Poznań. They also help students from AMU go for an exchange and will provide information about different documents.

BACHELOR THESIS

In the last year of your studies, you write your Bachelor's Thesis, which at the end you will defend in front of your supervisor, reviewer, and lecturer who holds the title of professor.

The whole process of uploading a thesis to the system can be complicated at first sight, but don't worry! Here is the whole instruction: [click](#).

We prepared a list of steps that will help you go through the process smoothly! Check for what you are responsible for!

No.	Action	In accordance with the provision of the Ordinance	Responsible
1	Complete your diploma thesis, obtain approval from your thesis supervisor, receive a grade for the diploma seminar, and ensure all required course entries are recorded in USOS.		Student
2	Send the thesis details (title, committee composition: chairperson, supervisor, reviewer, and planned defense date) to the Student Office via university email or USOSWeb.	§2(1)	Student
3	Enter diploma thesis details in USOS.	§9(1)	Student Office
4	Enter the composition of the diploma examination committee in USOS.*	§9(2)	Student Office
5	Enter diploma thesis details in ADF.	§4(1)	Student
6	Approve the declaration in ADF confirming independent authorship of the diploma thesis.	§4(2)	Student
7	Submit the electronic version of the diploma thesis in ADF.	§4(3)	Student
8	Initiate thesis verification in ADF.	§6(1)	Supervisor
9	Initiate the thesis examination in JSA.	§6(1)(1)	Supervisor
10	Approve the examination report in JSA.	§6(1)(2a)	Supervisor
11	Confirm that the student has reviewed the report and that the thesis meets the requirements for admission to the degree program.	§6(1)(2b)	Supervisor
12	Submit the diploma thesis to ADF for entry of a review.	§6(2)	Supervisor
13	Enter the review of the diploma thesis (one day before the date of defense at the latest).	§7	Supervisor and Reviewer
14	Conduct the diploma examination.		Chairperson
15	Prepare and approve the diploma examination report. Signatures of the supervisor, reviewer, and chairperson of the committee are required on the examination minutes in ADF.	§8	Chairperson, Supervisor, Reviewer
16	Print and enter into the student personal file folder: minutes of the diploma examination, thesis review, Diploma Thesis Worksheet (all as printouts from the USOS system).	§9(3)	Student Office
17	Issue the diploma.		Student Affairs Unit
18	Issue a supplement to the diploma.		Student Office

SCHOLARSHIP

Financial aid benefits (need-based scholarships, special scholarships for students with disabilities, and one-time grants) are awarded by the Rector or the university scholarship board appointed by the Rector at the request of the Student Government Parliament.

Students of Adam Mickiewicz University in Poznań can apply for social benefits (need-based scholarship, special scholarship for students with disabilities, and one-time grant). For more information, please refer to the Information for persons applying for financial aid.

Under the Act of 20 July 2018 – Law on Higher Education and Science (English version here), Journal of Laws of 2018 item 1668, as amended, hereinafter referred to as 'the Act', students of all study modes may apply for financial aid, which includes:

- a need-based scholarship,
- a one-time grant,
- accommodation in a Student Dormitory.

You can read more about each of them here.

Additionally, you can apply for:

- Rector's Scholarship for the best students.

All application submissions are open at the USOSweb system.

STUDENT LIFE

CAMPUSES

Adam Mickiewicz University has **3 big campuses**:

In the northern part of the city, **the Morasko Campus** is located, where new faculty buildings can be found. It's the place where most of your classes will take part. Currently, it houses:

Faculty of Physics and Astronomy,
Faculty of Biology,
Faculty of Geographical and Geological Sciences,
Faculty of Mathematics and Computer Science,
Faculty of Political Science and Journalism,
Faculty of Chemistry,
Faculty of History,
Faculty of Archaeology,
Faculty of Human Geography and Planning.

The City Centre Campus consists of Adam Mickiewicz University buildings located in and around the centre of Poznań, in various locations. The City Centre Campus includes:

Faculty of Modern Languages and Literatures,
Faculty of English,
Faculty of Polish and Classical Philology,
Faculty of Law and Administration,
Faculty of Art Studies,
Faculty of Theology.

The Ogrody Campus is colloquially known as "Szamarzewo." The name comes from Szamarzewskiego Street, where the buildings that make up this campus are located. The Ogrody Campus consists of the following faculties:

Faculty of Educational Studies,
Faculty of Anthropology and Cultural Studies,
Faculty of Philosophy,
Faculty of Sociology,
Faculty of Psychology and Cognitive Science.

They are all connected by public transport or within walking distance!



SCIENCE CLUB SKN TRIVIUM ET QUADRIVIUM

Aims to expand knowledge in the field of the Liberal Arts and Sciences programme. You can follow their social media and contact them to join them! [Facebook](#) and [Instagram](#).

ESN UAM POZNAŃ

Organises events for international students, even if you're not on Erasmus. This is a great way to meet others going through similar experiences. You can follow their social media to be up with the events! [Facebook](#), [Instagram](#).

WELCOME CENTER AMU

Point of contact for foreign AMU guests carries out tasks like organising guided tours and providing training courses and workshops, but also provides help and assistance in solving issues related to visas, health insurance, or residence legalisation. Entry: corner of the ul. Św.Marcin/Kościuszki, straight from the street level, through the big glass sliding door. Address: ul. Św.Marcin 78. Social media: [Facebook](#), [Instagram](#).

AZS UAM UNIVERSITY CLUB

Joining sports teams - at our University you can find many sports places like a swimming pool, tennis courts, and gym. You can also join AZS UAM University Club where you can join classes on different levels in such disciplines as futsal, fencing, football, volleyball, swimming, aerobics, disciplines for students with disabilities, alpine skiing, and snowboarding, rowing, judo, squash, karate, yoga, powerlifting, mountain biking, basketball, and many more! Check out their [page](#) for more information.

MENTAL HEALTH

Our University has a Development and Psychological Support Clinic where you can come in case of difficult times in your life. The Clinic offers short-term psychological and therapeutic assistance for students, doctoral candidates, and employees of Adam Mickiewicz University in Poznań. This support is available to individuals experiencing difficulties in various areas of functioning, including:

- difficulties in relationships with others,
- difficulties in understanding, experiencing, and expressing emotions,
- difficulties adapting to the academic environment, finding one's place in a group,
- difficulties related to symptoms expressed through behaviour, as well as anxiety and fears,
- difficulties in setting goals and coping with new situations.
- Consultations at the Clinic are free of charge but require a prior appointment.

Schedule Appointment

CALL US.: 61 829 24 94 or 539 026 422

On Mondays at 13:00 - 14:00

On Tuesdays, Thursdays, and Fridays at 9:00-12:30

On Wednesdays at 13:00-14:30

Mail: poradniariwp@amu.edu.pl

Paula Siwik psych MA, will receive your call and provide you with all the details regarding psychological support. The AMU Psychological Development and Support Centre is located in the building of the "Hanka" student house at Aleja Niepodległości 26. Psychologists will meet you there.

Counselling sessions are kept strictly confidential and will not be disclosed to any third parties or University staff.

Important note: in case you want to cancel or reschedule, please inform us at least 24h in advance. By doing so, you will allow other students to benefit from available openings.

More information: [here](#).

MEDICAL HELP

University's clinic - Unimedyk:

Information

Call: +48 61 829 11 11 or +48 61 829 11 03

Address: Grunwaldzka 6, 60-780 Poznań

Documents confirming having health insurance:

Insurance agreement with the National Health Fund (NFZ)

Provide the original of the insurance agreement for inspection, along with current confirmation of payment of monthly contributions (from the day of the conclusion of the agreement until the day you receive your decision for residence permit).

Contributions for each calendar month are paid by the 15th day of the next month for the previous month.

Foreign insurance policy

Health insurance policies concluded in languages other than Polish should be translated into Polish by a sworn translator. The originals of both - the health insurance agreement and the certified translation should be presented for inspection.

Private insurance policy

Such insurance policy must cover the costs of medical care in Poland (medical assistance and hospital care). Accident insurance does not constitute proof of insurance covering the costs of medical treatment in Poland. Note that the policy must be valid on the day the decision on granting a residence permit is issued.

If you pay by instalments, make sure to submit proof of payment (original for inspection).

Source: Welcome Center AMU

ACADEMIC CALENDAR

The academic year is split into two semesters:

Winter semester (October - February)

Summer semester (February - June)

There is an exam period at the end of each:

Midterm exams: around February

Re-examination: end of February/beginning of March

Final exams: end of June/beginning of July

Re-examination: beginning of September

Every student has the right to retake an exam one time.

Here is the Academic calendar with exact days and extra University free days: [click](#).

In addition the following days are free from teaching

1 & 31 October
2 & 10 November
2, 6 & 24 May
5, 6 & 7 June

PUBLIC HOLIDAYS

Date	Holiday Name (English)	Polish Name
January 1	New Year's Day	Nowy Rok
January 6	Epiphany	Święto Trzech Króli
Easter Sunday	(date varies, March or April)	Wielkanoc
Easter Monday	(day after Easter Sunday)	Poniedziałek Wielkanocny
May 1	Labour Day	Święto Pracy
May 3	Constitution Day	Święto Konstytucji 3 Maja
Pentecost	(7th Sunday after Easter)	Zesłanie Ducha Świętego
Corpus Christi	(60 days after Easter Sunday)	Boże Ciało
August 15	Assumption of Mary	Wniebowzięcie Najświętszej Maryi Panny
November 1	All Saints' Day	Wszystkich Świętych
November 11	Independence Day	Narodowe Święto Niepodległości
December 25	Christmas Day	Boże Narodzenie
December 26	Second Day of Christmas (St. Stephen's Day)	Drugi Dzień Świąt Bożego Narodzenia

LAS SOCIAL MEDIA AND WEBPAGE

Webpage

We encourage you to check our webpage for documents or information. You can find there subpage called “Questions and answers” which has a lot of information you might need during your studies! Follow our social media:

Instagram

Facebook

SUM UP

Remember, you are not on this journey alone — there are people and resources available to support you both academically and personally. Stay curious, stay engaged, and don’t hesitate to ask for help when you need it.

We wish you every success in your time at LAS and beyond!

STUDENT'S SAVOIR-VIVRE

IN-PERSON CONTACT:

If you want to speak with the lecturer, do so only during their office hours or at another time specifically designated by them!

REMEMBER!

A lecturer teaches classes, conducts research, performs administrative duties, and also has a private life! **Respect their time.**

- Before entering the office, knock, wait until you hear "please/please come in", and after entering, ask whether you are not disturbing or if you may take a moment of their time.
- Do not offer a handshake to the lecturer.
- Always address them using "Sir / Madam + TITLE."

In academic settings, the following forms are used:

- Panie Profesorze / Pani Profesor → Professor (male/female)
- Panie Doktorze / Pani Doktor → Doctor (male/female)
- Panie Magistrze / Pani Magister → Master (male/female)

For **habilitated doctors** (doktor habilitowany), it is customary to address them as "**Professor**", even if they have not yet obtained a formal university professorship.

When addressing staff who serve as deans or directors, use the name of their function, omitting academic titles:

- Panie Dziekanie / Pani Dziekan → Dean (male/female)
- Vice-deans and deputy directors are courteously addressed using **the full title**, therefore:
 - Panie Dziekanie / Pani Dziekan → Dean (male/female)
 - Panie Dyrektore / Pani Dyrektor → Director (male/female)

Remember to check the person's title, academic degree, or position beforehand, especially if you are meeting them for the first time, so that you do not make a mistake! You can find them in the USOS system or by searching [here](#).

Never use a form like "Sir/Madam + FIRST NAME."

REMEMBER!

Write messages only when you truly need help, have doubts, or want to schedule office hours!

Emails to employees of AMU should be sent only from **your student email** with the domain **@st.amu.edu.pl** (if you send a message from your private email, do not expect a reply).

Do not start your EMAIL with phrases like "Greetings" or "Hello!" (in Polish „Witam" / „Witaj") — these forms are reserved for the host welcoming guests.

When writing to lecturers, always use polite forms and the correct title, degree, or position, for example:

- Szanowny Panie Dziekan / Szanowna Pani Dziekan → Dear Dean (male/female);
- Szanowna Pani Profesor / Szanowny Panie Profesorze → Dear Professor (female/male);
- Szanowna Pani Doktor / Szanowny Panie Doktorze → Dear Doctor (female/male), etc.

Every email **MUST** be signed with your **FIRST AND LAST NAME**, as well as your **YEAR** and **FIELD OF STUDY**.

In official correspondence addressed to lecturers, use closing phrases such as "Yours sincerely" or "With respect."

Messages should be short and concise. Do not write at length unless the nature of the matter truly requires it.

After writing the message, always read it again before sending and check for spelling or punctuation errors. Their presence not only reflects very poorly on the sender, but also signals a disrespectful attitude toward the recipient.

In official correspondence, **DO NOT USE EMOTICONS.**

If you are sending a message with an attachment, you must include a few words to the recipient. Do not send an empty message!

If the issue concerns the entire group, then the **group representative** (starosta) should contact the lecturer, not every individual member.

Dear Student!

Do not expect your message to be read at any time of day or night. An email may be sent at, for example, 3 a.m., but you cannot demand that it be read at that same hour. Lecturers handle matters concerning many students!

You must accept that the answer to your urgent question may arrive only after some time. However, if you truly require a quick response from the staff member you are contacting, politely explain why it is urgent, and apologise for any inconvenience your request may cause.

MY PERSONAL ETIQUETTE:

During classes, we turn off our mobile phones or switch them to silent or vibration mode.

We do not glance impatiently at the clock every 5 minutes, waiting for the class to end — it may distract the lecturer.

We do not eat during class! However, if necessary, no one will snatch a bottle of water or drink from your hands.

If you need to leave the classroom for a moment, apologise and briefly inform (without unnecessary details), using appropriate language, that you will be stepping out for a while.

Do not read newspapers, solve crosswords, or work on assignments from other classes during the lecture. Such behavior may be perceived by the instructor as disrespectful toward the course.

If you need to use a computer, smartphone, etc. during class, inform the lecturer beforehand. Use them responsibly — do not waste time playing games or browsing unrelated websites.

REMEMBER!

If the lecturer notices that you are using these devices inappropriately, they have the right to ask you to turn them off.

Without prior permission from the lecturer, you must not take photos (e.g., of slides), record the class, or share any copyrighted materials online — this is not only a matter of personal etiquette but also copyright law.

If you arrive late (**REMEMBER! THE “ACADEMIC QUARTER” OF 15 MINUTES IS TOLERATED — AFTER THAT, THE LECTURER HAS THE RIGHT NOT TO LET YOU IN!**) — enter quietly and take a seat without disturbing the group. After class, approach the lecturer, apologise, and briefly explain the reason for your tardiness.

Always check “who and where” your class is with. Be familiar with your class schedule (you can find it [here](#))

If you are absent and wish to excuse it, do not make up stories — be honest.

REMEMBER!

Frequent absences without exceptional reasons are a sign of disregard for your duties and for the lecturer.

If classes are conducted remotely via MS Teams — turn on your camera, at least for a moment, so that you can greet the lecturer.

During official ceremonies (e.g., matriculation, academic year inauguration, diploma award ceremonies) and during exams (especially oral ones), formal attire is required.

- Female students should remember to wear a white blouse and an appropriate skirt or trousers; blazers or a subtle, occasion-appropriate dress are also acceptable.
- Male students are required to wear a suit and a shirt.