



UNIWERSYTET RADOMSKI
im. Kazimierza Pułaskiego

GUIDE FOR FIRST-YEAR STUDENTS



WYDZIAŁ
FILOLOGICZNO-PEDAGOGICZNY



Table of contents

Welcome...

University authorities...

Rector's Office...

Student Services Office...

Library...

Organization of the academic year...

Location...

Class schedule...

A few tips...

University etiquette...

Glossary...



Dear Students!

Welcome to Casimir Pulaski Radom University. We are starting the new academic year. On this occasion, we have prepared a guide for you, which will be a source of practical information and tips, especially for those of you who are just beginning your adventure with university studies.

We wish you every success and enjoyment
in your studies.

See you soon! 😊



The authorities of Casimir Pulaski Radom University

Rector

Prof. Sławomir Bukowski



Prorektorzy



**dr hab. inż. Elżbieta Sałata,
prof. URad.**

PROREKTOR DS. DYDAKTYCZNYCH I
STUDENCKICH



**dr hab. inż. Waldemar Nowakowski
prof. URad.**

PROREKTOR DS. NAUKI I WSPÓŁPRACY Z
ZAGRANICĄ



**prof. dr hab. inż. Wojciech
Żurowski**

PROREKTOR DS. BADAŃ NAUKOWYCH



Dean of the Faculty of Philology and Pedagogy:



Anna Zamkowska, PhD, Prof. URad.

Tel. +48 48 361 73 61

e-mail: dziekan.wfp@urad.edu.pl

a.zamkowska@urad.edu.pl

room 109 (Pentagon)

room 2 (Olimp)

Vice-Deans:



Justyna Bojanowicz, PhD, Prof. URad

Tel. +48 48 361 73 61

e-mail: j.bojanowicz@urad.edu.pl

room 2 (Olimp), room 307 (Olimp)

(field of study: pedagogy, special education, preschool and early school education, psychology)



Agata Buda, PhD, Prof. URad

Tel.

e-mail: abuda@urad.edu.pl

room 2 (Olimp)

(field of study: philology, applied linguistics, journalism, journalism and new media, physical education)

Rector's Office – seat of the University authorities



The Rector's Office is located at 29 Malczewskiego Street.
This is where the recruitment process took place. However, it is worth knowing that the Rector's Office also houses **the Career Office** and **the Department of Science and International Cooperation**, where you can obtain information and assistance regarding the Erasmus+ program, as well as the Student Affairs Department, which processes your scholarship applications.



UNIWERSYTET RADOMSKI

im. Kazimierza Pułaskiego

Student Service Office (BOS)

BOS No. 1 serves students of the Faculty of Philology and Pedagogy

Location: ul. Malczewskiego 29, 26-600 Radom



(Faculty of Transport, Electrical Engineering, and Computer Science building)



KIEROWNIK BOS 1

mgr Iwona Majewska
i.majewska@uthrad.pl
tel. [+48 48 361 7771](tel:+48483617771)



PRACOWNICY BOS 1

mgr Małgorzata Grzeszczyk
m.grzeszczyk@uthrad.pl
+48 48 361 7437
mgr Monika Dolega
m.dolega@uthrad.pl
tel. +48 48 361 7365

- Małgorzata Grzeszczyk, MA (field of study: pedagogy, special education, preschool and early school education, psychology)
- Monika Dolega, MA (fields of study: philology, applied linguistics, journalism, journalism and new media, physical education)



Office hours

Mondays closed

Tuesdays 9.00-12.00

Wednesdays 09.00-12.00

Thursdays 09.00-12.00

Fridays 12.00-15.00

Saturdays (part-time studies days) 9.00-13.00

BOS is a place where you can take care of most of your student affairs. These include, among others:

- collection and stamping of student ID cards,
- certificates, applications,
- taking the oath.

Library

BIBLIOTEKA UNIWERSYTECKA

Uniwersytetu Radomskiego im. Kazimierza Pułaskiego

ul. Chrobrego 33, 26-600 RADOM





CZYTELNIĄ KSIĄŻEK I CZASOPISM

tel. +48 48 361 7910, +48 48 361 7919

poniedziałek – piątek 9.00 – 19.00

sobota 9.00 – 15.00

uslugi@uthrad.pl



WYPOŻYCZALNIA GŁÓWNA

tel. +48 48 361 7904

poniedziałek 12.00 – 19.00

wtorek – piątek 9.00 – 19.00

sobota 9.00 – 15.00

For more information, please visit:

<https://biblioteka.uniwersytetradom.pl/>

Classes begin on October 1!

Organization of the Academic Year 2025-2026

is available is available at the following link:

[Organizacja roku akademickiego - Student](#)

Even **week** – marked with the letter "**P**" in the academic year
calendar

Odd week – marked with the letter "**N**" in the academic calendar



Location

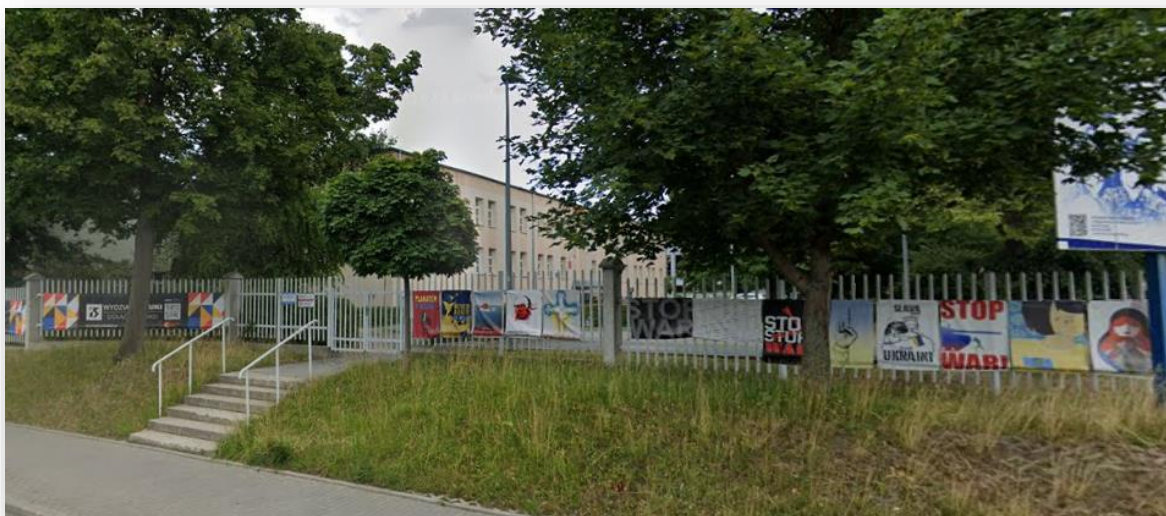
The Faculty of Philology and Pedagogy is located in two buildings:

- **Olimp** - 20a Malczewskiego Street



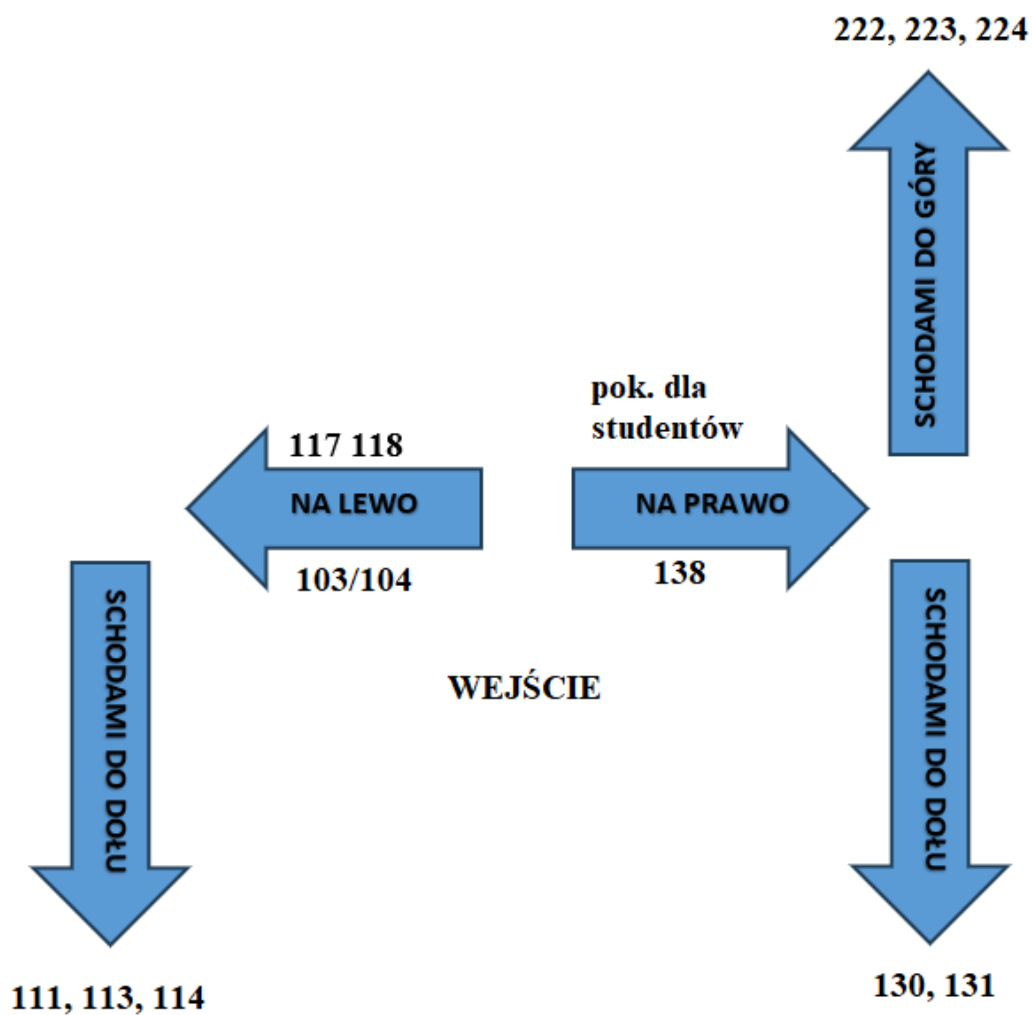


- **Pentagon - 22 Malczewskiego Street**





Room layout in "Pentagon "



The class schedule can be found on the Faculty's website.

There is a brief instruction below:



Uniwersytet Radom wydział FP



Wydział Filologiczno-Pedagogiczny

<https://wfp.uniwersytetradom.pl>



[Wydział Filologiczno-Pedagogiczny: Home](#)

Kierunki · Dziennikarstwo · Dziennikarstwo i nowe media · Filologia angielska · Filologia germańska · Lingwistyka stosowana · Pedagogika · Pedagogika przedszkolna i ...

[Plan zajęć](#) · [Student](#) · [Władze wydziału](#) · [Kontakt](#)

Erasmus +

Pomoc zdalna

Poczta UTH

Wirtualna uczelnia

bip



Szukaj...



WYDZIAŁ
FILOLOGICZNO-PEDAGOGICZNY

[Aktualności](#)

[Wydział](#)

[Kierunki studiów](#)

[Student](#)

[Erasmus+](#)

[Projekty](#)

[CAT](#)

[Kontakt](#)

[Rekrutacja](#)

DLA STUDENTA

[Plan zajęć](#)

[Harmonogram sesji egzaminacyjnej](#)

[Zasady dyplomowania](#)

[Praktyki](#)

[Świadczenia dla studentów](#)

[Organizacja roku akademickiego](#)

[Konsultacje](#)

[Programy studiów](#)

[Indywidualna organizacja studiów](#)

[Egzamin PNJA](#)



The schedules will be available a few days before the start of the academic year. They may also be subject to change in the initial period, so stay tuned. 😊

Pay attention to even and odd weeks!



If no week is indicated, classes are held every week.

You can find your group assignment in your Virtual University (Wirtualna Uczelnia) account by selecting: My Studies (Moje studia)- Study Plan (Groups) (Plan studiów (grupy) and the group name; for example, “Workshop 02” (Ćwiczenia 02) refers to Group 2 in the “Workshop” (ćwiczenia) course.

A few tips...

- **Parking** – there are few parking spaces near the buildings of the Faculty of Philology and Pedagogy, so we encourage you to use public transport.
- **Tutor of the year** – check the WFP website to find out who your year supervisor is. This is the person who will help you take your first steps at the university and support you throughout your studies.
- **Students` room** – both the Olimp and the Pentagon buildings have a place where you can spend your free time.
- **Cafeteria** – we do not have a cafeteria, but you can eat something warm in Galeria Słoneczna, which is adjacent to our faculty.
- **Vending machines** – both in the Pentagon and Olimp buildings, you will find vending machines with hot drinks and snacks.



Olimp



Pentagon



University etiquette...

During your studies, you should address lecturers according to their title or academic degree:

- Professor, Doctor, Master.
- A person with a postdoctoral degree (dr hab.) should be addressed as Professor.
- Functional persons should be addressed as follows:
 - Rector - Rector, Vice-Rector, Dean, Vice-Dean .

It is best to start an email with the following phrase:

- Dear Professor/Doctor/Master, and end with: Sincerely/ With respect and signature (first name, last name, field of study, and year of study).
- Work email addresses for employees: **first letter of first name.last name without Polish** letters@urad.edu.pl e.g., a.nowak@urad.edu.pl

Remember:

- Be punctual! If you are late, try to enter the room discreetly (only use the student quarter of an hour in exceptional circumstances).
- Turn off or mute your phone before class.
- Do not talk during class unless the lecturer initiates a discussion.
- Listen carefully and take notes during class. Do not take photos of materials presented by the lecturer without their prior consent.

Glossary...

Rector's day or hours - a day or selected hours when classes are not held and do not need to be made up.

Test - assessment of the student's knowledge.

Language classes - classes in foreign languages chosen by the student.

Rector - the most important person at the university, who manages it.

Vice-rector - replaces the rector and is responsible for a certain range of tasks, e.g. matters concerning students.

Dean - the person in charge of a faculty.

Supervisor - an academic teacher chosen by the student, entrusted by the dean with conducting a diploma seminar.

Tutor of the year - university employees who support a designated group of students during their studies.

Class representative - a representative of the group who, on behalf of the other students, liaises with lecturers on behalf of the other students.

ECTS credits - credits awarded for passing a course; used in the European Higher Education Area, they allow students to continue or undertake studies at other European universities.

Exam session – the period during which subject exams are taken.

Lecture - consists of the presentation of content by the lecturer. The task of the students is to absorb the information and take notes.

Exercises - their purpose is to expand on the topics covered in lectures. They are held in small groups, allowing students to put their knowledge into practice (e.g., during discussions).

Seminar - this involves discussion between the lecturer and students and joint problem-solving of theoretical and practical issues. It takes place in small groups.

Specialization - narrowing the educational path to professional interests in which the student feels comfortable and wants to work.

Syllabus - a description of the course, including educational objectives, learning outcomes, conditions for passing, curriculum content, and literature.

Resit session - if a student fails a course on the first or second attempt, they have the right to apply for a resit during the resit exam session.



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See you soon



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