Faculty of Law and Administration of the University of Łódź, Ul. Kopcińskiego 8/12, 90-232 Łódź, Poland, www.wpia.uni.lodz.pl/en/

<table>
<thead>
<tr>
<th>name</th>
<th>room</th>
<th>duties</th>
<th>phone</th>
<th>e-mail</th>
<th>office hours</th>
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<tr>
<td>Erasmus Coordinator</td>
<td>3.33</td>
<td>Academic guidance and advice, changes to L.A.</td>
<td>42 635 63 88</td>
<td><a href="mailto:iskomerska@wpia.uni.lodz.pl">iskomerska@wpia.uni.lodz.pl</a></td>
<td>Monday-Friday, 10:00-11:30; Room 2.36 or 3.33</td>
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<td>2.36</td>
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<td>42 635 63 54</td>
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<tr>
<td>ECTS Coordinator</td>
<td>3.33</td>
<td>ECTS and transfer of academic records guidance and advice</td>
<td>42 635 63 88</td>
<td><a href="mailto:aczaplinska@wpia.uni.lodz.pl">aczaplinska@wpia.uni.lodz.pl</a></td>
<td>Tuesday, 15:00-17:00; Room 2.36 or 3.33</td>
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<td>42 635 63 54</td>
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<tr>
<td>International Office</td>
<td>2.10</td>
<td>Student ID cards, USOS, changes to L.A., timetables, information, problem solving, mediation, evaluation sheets, clearance slips, transcripts of academic records</td>
<td>42 635 46 16 (42 635 63 48)</td>
<td><a href="mailto:international.office@wpia.uni.lodz.pl">international.office@wpia.uni.lodz.pl</a></td>
<td>Monday, Tuesday, Thursday, Friday, 09:00-13:00; Room 2.10</td>
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**Academic year 2017/2018 – Winter semester**

Classes: 2 OCT 2017 – 21 JAN 2018

**Changes to Learning Agreement deadline:** 16 OCT 2017

**Rector’s Day due to All Saints Day:** 31 OCT 2017

**All Saints Day:** 1 NOV 2017

**Independence Day:** 11 NOV 2017

**Winter Holidays:** 23 DEC 2016 - 2 JAN 2018

**Epiphany Day:** 6 JAN 2018

**Exams:** 22 JAN – 4 FEB 2018

**Holidays between semesters:** 5 FEB – 11 FEB 2018

**Make-up exams:** 12 FEB – 18 FEB 2018

**Facilities in the Faculty building**

**Level 1:** Cafe, cloakroom, ELSA, ESN, Student Government

**Level 0:** Kiosk, photocopy store, cafeteria, computer room, Faculty Library.

**Level 2:** IT Office (2.35), International Office (2.13), Erasmus & ECTS Coordinators’ Office (2.36), Dean’s Office (2.40).

**Level 3:** Erasmus & ECTS Coordinators’ Room (3.33)

**Physical Education**

Physical education classes are 30 hrs. ECTS-possibilities are very limited. However, you may use the gym and the spots hall free of charge on Friday evenings and university swimming pool is 7 PLN (9 PLN after 4 PM & in weekends): [http://cwfs.uni.lodz.pl/godziny-wojsc-na-plywanie/](http://cwfs.uni.lodz.pl/godziny-wojsc-na-plywanie/)

**Foreign Language classes:**

There are limited possibilities of attending foreign language classes. Contact Ms. Marta Mucha – she will try to arrange something within the Faculty offer for you.

**Wi Fi** is available in the Faculty building on eduroam logins; [https://logowanie.uni.lodz.pl/login](https://logowanie.uni.lodz.pl/login)

Cable internet is available in the computer rooms by the Faculty library. If you need help please contact helpdesk@wpia.uni.lodz.pl or Marta Mucha. There also is a wireless hotspot in Matejki Park (website: [LodzWiFi](http://www.wifi.umlodz.pl/en)). For more details, see: [http://www.wifi.umlodz.pl/en](http://www.wifi.umlodz.pl/en)

**Lecturers’ search:** [https://www.wpia.uni.lodz.pl/en/about/staff](https://www.wpia.uni.lodz.pl/en/about/staff)

**Pre-paid printing and copying facilities**

There is a printer in computer room and a photocopier available in the library at the Faculty. The both facilities operate on service bases and the charge is taken off a pre-paid card. You can buy pre-paid cards of various value:

- 5 PLN – 25 copies
- 7,5 PLN – 50 copies
- 14 PLN – 100 copies
- 26 PLN – 200 copies
- 60 PLN – 500 copies

The pre-paid cards are to be bought at the Photocopy Store behind the Security Desk and they are only valid at the Faculty Library.

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SPECIAL OFFER for OCTOBER

- 12 PLN – 100 copies
- 23 PLN – 200 copies
- 50 PLN – 500 copies