**• Most common students’ issues**

[**https://vistula.wsstage.kerris.co/kontakt/studenta/listy-popularnych-spraw/**](https://vistula.wsstage.kerris.co/kontakt/studenta/listy-popularnych-spraw/)

**1. Dean’s Office**

Where can I collect my student ID card?

**2. Planning Department**

I don’t understand my timetable. Who can help me?

**3. IT Department**

I have a problem accessing University websites. Where can get support?

**4. Bursar’s Office**

I don’t know how to pay for my studies. Who can help me?

**5. Careers and Internships Department**

Where can I get support when looking for internships, student placements or job offers?

**6. Erasmus+**

How can I apply for the Erasmus + program?

**7. Library**

Where can I find information about the library training and how can I pass it?

**8. Medical care**

I need to consult a doctor, where can I find contact information?

**• Medical care**

Vistula students can benefit from medical and psychological care provided in the formula that is most convenient for them. You can consult an internist and a psychologist at our University in room No. 24. Students who are in Poland and use a telephone supported by a Polish mobile network can also use medical advice by telephone - after prior registration via our website: https: //book.vistula.edu.pl. Telephone contact takes place on the confirmed consultation date and hour. During a telephone consultation you can get a referral for the COVID-19 vaccination (passport number must be provided).

**IMPORTANT, during an on-line consultation, the doctor does not issue health certificates required during the recruitment process for candidates for studies.**

**• Procedure for linguistic verification of diploma theses**

All diploma theses that are not written in the student’s native language, except for theses written at the Faculty of Philology, must be verified for their linguistic correctness.

On obtaining an initial approval from the supervisor, the student uploads the thesis into the APD system. The thesis is then forwarded to the Foreign Languages Centre, which provides the supervisor with information on a positive or negative result of the language verification within 7 working days.

After obtaining a positive result, the supervisor accepts the thesis for the subsequent diploma procedures. When the result is negative, the supervisor withdraws the thesis based on the justification for the withdrawal provided by the Foreign Languages Centre.

A student writing a thesis in his/her native language is required to present an appropriate declaration signed by the supervisor.