

## Faculty of Philology, UO

### Student support checklist

If you are looking for help in the following topics, the University of Opole and the Faculty of Philology offer support:

Support regarding the study programme	Support regarding studying at UO
<ol style="list-style-type: none"> <li>1. Study Programme coordinator</li> <li>2. Academic Staff</li> <li>3. Study Programme Website</li> <li>4. Library</li> <li>5. Safety</li> <li>6. USOSweb</li> <li>7. Academic year organisation</li> <li>8. University-wide courses</li> <li>9. Elective modules</li> <li>10. Elective courses</li> <li>11. Physical education</li> <li>12. Foreign language course</li> <li>13. Internship</li> </ol>	<ol style="list-style-type: none"> <li>14. Study Regulations</li> <li>15. Dean's Office support</li> <li>16. Dean's support</li> <li>17. Secretary's Office support</li> <li>18. International mobility support</li> <li>19. State mobility support</li> <li>20. Student Council support</li> <li>21. Accommodation support</li> <li>22. Financial support</li> <li>23. Disability support</li> <li>24. Student Equality support</li> <li>25. Psychological support</li> <li>26. Legal support</li> <li>27. Health insurance</li> <li>28. Medical and dental care</li> <li>29. Academic Business Incubator</li> <li>30. OneDrive cloud</li> </ol>

The following survey is directed to 1 year students in the study programmes offered by the Faculty of Philology UO. Please complete the survey at the end of the first semester to estimate the flow of information on various forms of support that a student of the Faculty of Philology UO can count on.

#### SUPPORT REGARDING THE STUDY PROGRAMME

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| 1. Do you know who the <b>coordinator</b> of your study programme is?              | Yes /No |
| Do you know what matters the coordinator handles?                                  | Yes /No |
| Do you know where and when the coordinator holds office hours for student affairs? | Yes /No |

If the answer is "No" - check the information on website of the Faculty of Philology

<https://wfil.uni.opole.pl/wladze-wydzialu/>

Suggest modifications regarding the contact with the coordinator.

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| 2. Do you know how to contact <b>academic teachers</b> of your study programme? | Yes /No |
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If the answer is "No" - check the information on the USOSweb website

Suggest modifications regarding the student's contact with the teachers conducting the classes

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| 3. Have you visited the <b>website</b> of your study programme? | Yes /No |
| Is the available information comprehensible?                    | Yes /No |
| Is the available information sufficient?                        | Yes /No |

If the answer is "No" - check the information on the website of your study programme - through the faculty site

<https://wfil.uni.opole.pl/strefa-studenta/>

Suggest modifications regarding information published on your study programme's website.

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| 4. Have you participated in <b>library training</b> ?        | Yes /No |
| Do you know how to use the main library resources?           | Yes /No |
| Do you know how to use the resources of the faculty library? | Yes /No |
| Do you know how to borrow a book?                            | Yes /No |

If the answer is "No" - check the information on the Main Library website

<http://bg.uni.opole.pl/>

Suggest modifications regarding library training.

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| 5. Have you participated in <b>health and safety training</b> ? | Yes /No |
| Do you know what the evacuation procedure is?                   | Yes /No |
| Do you know how to give first aid?                              | Yes /No |

If the answer is "No" – contact the BHP trainer – Beata Derus or your study programme coordinator.

Suggest modifications regarding health and safety training.

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| 6. Do you know how to use <b>USOSweb</b> ?                           | Yes /No |
| Do you know how to monitor your subjects in USOSweb?                 | Yes /No |
| Do you know how to use the USOSweb mailbox?                          | Yes /No |
| Do you know who to contact in case of technical problems in USOSweb? | Yes /No |

If the answer is "No" - check the information on the IT Center website

<https://uni.opole.pl/usos/>

<https://cnt.uni.opole.pl/>

Suggest modifications regarding the use of USOSweb.

7. Do you know where to find **Academic year organisation** for the current academic year? Yes /No

If the answer is "No" - check the information

<https://uni.opole.pl/kalendarz-akademicki/>

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| 8. Do you know how to enroll in a <b>university-wide course</b> ?              | Yes /No |
| Do you know if you need to enroll a university-wide course?                    |         |
| Do you know where to find information on proposed university-wide courses?     | Yes /No |
| Do you know what to do if the course you selected was not formed?              | Yes /No |
| Do you know who to contact to sign up for a university-wide course "manually"? | Yes /No |

If the answer is "No" - check the information on the UO website

<https://bss.uni.opole.pl/kursy-zmienne-ogolnuczelniane/>

Suggest modifications regarding enrollment in university-wide courses

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| 9. Do you know how to sign up for an <b>elective module</b> ?                      | Yes /No |
| Do you know where to find information on elective modules in your study programme? | Yes /No |
| Do you know who to contact to sign up for an elective module "manually"?           | Yes /No |

If the answer is "No" - check the information on your study programme website and USOSweb account

Suggest modifications regarding registration for elective modules.

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| 10. Do you know how to sign up for an <b>elective course</b> ?                     | Yes /No |
| Do you know where to find information on elective courses in your study programme? | Yes /No |
| Do you know who to contact to sign up for an elective course "manually"?           | Yes /No |

If the answer is "No" - check the information on your study programme website or USOSweb account

Suggest modifications regarding registration for elective courses.

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| 11. Do you know how to sign up for <b>physical education</b> ? | Yes /No |
| Do you know where to find information on proposed PE groups?   | Yes /No |
| Do you know who to contact for information on PE?              | Yes /No |

If the answer is "No" - check the information on the SWF website (Physical Education Center)

<http://sport.uni.opole.pl/>

Suggest modifications regarding registration on PE.

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12. Do you know how to sign up for a **foreign language course**? Yes /No  
Do you know where to find information on proposed foreign language groups? Yes /No  
Do you know who to contact to get information about a foreign language course? Yes /No

If the answer is "No" - check the information on the CJO website (Foreign Language Center)

<http://cjo.uni.opole.pl/>

Suggest modifications regarding registration for a foreign language course.

13. Do you know how to sign up for an **Internship**? Yes /No  
Do you know where to find information on Internship? Yes /No  
Do you know who to contact for information on Internship? Yes /No

If the answer is "No" - check the information on the website of your study programme - Internship

and on the website of the Student Affairs Office <https://praktyki.uni.opole.pl/>

Suggest modifications regarding accessing information on Internship.

**SUPPORT REGARDING STUDYING AT UO**

14. Do you know the University of Opole **study regulations**? Yes /No  
Do you know where to find UO study regulations? Yes /No  
Do you know when to refer to UO study regulations? Yes /No

If the answer is "No" - check the information on the website of the University of Opole chrome-

[https://wfil.uni.opole.pl/wp-content/uploads/sites/81/tj\\_zal\\_US-UO-13-2024-2028-Regulaminu-Studiow-UO.pdf](https://wfil.uni.opole.pl/wp-content/uploads/sites/81/tj_zal_US-UO-13-2024-2028-Regulaminu-Studiow-UO.pdf)

15. Do you know what matters the **dean's office** of the Faculty of Philology handles? Yes /No  
Do you know where to find the dean's office of the Faculty of Philology? Yes /No  
Do you know who to contact to get information about your situation as a student? Yes /No  
Do you know what days / hours the dean's office deals with student affairs? Yes /No

If the answer is "No" - check the information on the website of the Faculty of Philology

<https://wfil.uni.opole.pl/dzieknanat/>

Suggest modifications regarding the dean's office work and student services.

16. Do you know who the **Dean** of the Faculty of Philology is? Yes /No  
Do you know what matters the Dean handles? Yes /No  
Do you know in what matters to contact the Dean? Yes /No  
Do you know where to find application forms to the Dean? Yes /No  
Do you know where and when the Dean holds office hours for student affairs? Yes /No

If the answer is "No," check the information on the website of the Faculty of Philology

<https://wfil.uni.opole.pl/wladze-wydzialu/>

17. Do you know what matters the **secretary's office** of the Faculty of Philology handles? Yes /No  
Do you know where to find the secretary's office of the Faculty of Philology? Yes /No  
Do you know who to contact to get information about classes in your study programme? Yes /No  
Do you know what days / hours the secretary's office deals with student affairs? Yes /No

If the answer is "No," check the information on the website of the Faculty of Philology

<https://wfil.uni.opole.pl/import/sekretariat/>

see also <https://wfil.uni.opole.pl/> Ogłoszenia/Latest News – for current information

Suggest modifications regarding secretary's office work and student services.

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| 18. Do you know what matters the <b>Erasmus Office</b> deals with?         | Yes /No |
| Do you know where to find information on the Erasmus Plus program?         | Yes /No |
| Do you know who to contact for information on international mobility?      | Yes /No |
| Do you know what documents are required for an internship or study abroad? | Yes /No |
| Do you know who the mobility coordinator in your study programme is?       | Yes /No |

If the answer is "No" - check the information on the Erasmus Plus website

<https://erasmusplus.uni.opole.pl/>

Suggest modifications regarding matters related to the student mobility program abroad.

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| 19. Do you know what <b>MOST</b> is?                                        | Yes No  |
| Do you know where to find information on the MOST student exchange program? | Yes No  |
| Do you know who to contact for information on state student mobility?       | Yes No  |
| Do you know who the mobility coordinator in your study programme is?        | Yes /No |

If the answer is "No" - check the information on the MOST Program website

<http://most.amu.edu.pl>

Suggest modifications regarding matters related to the state student mobility programme.

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| 20. Do you know what matters the <b>Student Council</b> deals with?                  | Yes No |
| Do you know where to find information on the activities of the Student Council?      | Yes No |
| Do you know who to contact for information on the activities of the Student Council? | Yes No |
| Do you know what information appears on the FACEBOOK website of the Student Council? | Yes No |

If the answer is "No" - check the information on the Student Council website

<https://samorzad.uni.opole.pl/>

Suggest modifications regarding the activities of the Student Council

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| 21. Do you know what conditions must be met to get a place in the <b>student's dormitory</b> ? | Yes /No |
| Do you know where to find information on student accommodation?                                | Yes /No |
| Do you know who handles student accommodation at UO?                                           | Yes /No |

If the answer is "No" - check the information on the UO campus website

<https://ds.uni.opole.pl/>

Suggest modifications regarding student accommodation.

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| 22. Do you know what conditions must be met to receive a <b>scholarship</b> ? | Yes /No |
| Do you know where to find information on scholarships?                        | Yes /No |
| Do you know who deals with student scholarship matters at UO?                 | Yes /No |

If the answer is "No," check the information on the Student Affairs website

<https://bss.uni.opole.pl/>

Suggest modifications regarding scholarships for students.

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| 23. Do you know what conditions must be met to get <b>disability</b> support? | Yes /No |
| Do you know where to find information on disability support?                  | Yes /No |
| Do you know who handles matters regarding disability support at UO?           | Yes /No |

If the answer is "No" - check the information on the website of the Disabled People's Office

<https://bon.uni.opole.pl/>

Suggest modifications regarding disability support for students.

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24. Do you know in which cases you can get support regarding **equal treatment**? Yes /No  
Do you know where to find information on the equal treatment support? Yes /No  
Do you know who the representative for equal treatment at UO is? Yes /No

If the answer is "No" - check the website of the UO Representative for equal treatment

<http://rownosc.uni.opole.pl/>

Suggest modifications regarding access to information on equal treatment of students.

25. Do you know that you can get **psychological** support? Yes /No  
Do you know where to find information on psychological support? Yes /No  
Do you know who offers psychological support for students at UO? Yes /No

If the answer is "No" - check the information on the website

<https://cwpt.uni.opole.pl/>

Suggest modifications regarding access to information on psychological support for students.

26. Do you know that you can get **legal support**? Yes /No  
Do you know where to find information on legal advice? Yes /No  
Do you know who gives legal advice to students? Yes /No

If the answer is "No" - check the information on the website of the Legal Clinic

<https://wpia.uni.opole.pl/klinika-prawa>

Suggest modifications regarding access to legal advice for students.

27. Do you know that you can get **a health insurance** as a student of UO? Yes /No  
Do you know where to find information on student health insurance? Yes /No

If the answer is "No" - check the information on the website

<https://bss.uni.opole.pl/ubezpieczenia-zdrowotne/>

Suggest modifications regarding access to information about filing for a health insurance.

28. Do you know where to look for **medical and dental care** as a student of UO? Yes /No  
Do you know where to find information on student health insurance? Yes /No

If the answer is "No" - check the information on the website

<https://centrum.przychodniemiastaopole.pl/poradnie-1/poradnia-studencka>

Suggest modifications regarding access to information about medical and dental care for students

29. Do you know that the university has an Academic Business Incubator? Yes /No  
Do you know what that office does for students of UO? Yes /No  
Do you know where to find information on the Academic Business Incubator Yes /No

If the answer is "No" - check the information on the website

<https://uni.opole.pl/akademicki-inkubator-przedsiębiorczości/>

Suggest modifications regarding access to information about ABI.

30. Do you know that the university offers students the **OneDrive** university cloud? Yes/No  
Do you know how to log in to this cloud? Yes/No

OneDrive is a secure place for storing files (documents, photos) in the cloud, with access from any device and sharing capabilities. Users (students, employees) typically have much more space (even terabytes) than with free versions and full access to Microsoft 365 applications (Word, Excel, PowerPoint), making collaboration and learning easier. Login is done through a university account, usually via the microsoft365.com portal. UO students need their student account login and password (via their student email) to log in.

Check the website for information. <https://cnt.uni.opole.pl/poczta-dla-studentow/>