



# English-Polish glossary of the Faculty of Economic Sciences UW

## Glosariusz angielsko-polski terminów wydziałowych WNE UW

Version 1.1; May 2008

### Purpose

*This glossary has been developed for English-speaking academics and students who join the Faculty of Economic Sciences. The glossary translates and explains several terms and expressions they may encounter in their day-to-day activity at the Faculty.*

*Higher education systems all over the world follow diverse conventions when it comes to expressing things in English. Hence, several terms and expressions may sound alien to the user. Efforts have been made to choose universally recognisable English equivalents, yet several terms are country- or university-specific and need explanation.*

*When using the glossary, please keep in mind that the meanings provided are context-specific. The glossary does not aspire to provide information on meanings and use of items it features outside the context of our institution.*

### Structure

*The glossary consists of three parts.*

*Part 1 is an English-Polish dictionary of Faculty-specific terms, mostly connected to studies and research. Concepts which are supposed to be unfamiliar are marked with the > sign to refer users to Part 2 for explanations. Terms in Part 1 are grouped in thematic groups in order to enable comparison among words on similar topic. The groups are as follows:*

*Admissions and enrolment.*

*Courses – course types, course scheduling and participation.*

*Degrees – notions connected with dissertations, student degrees, degree exams.*

*Documents – vocabulary on study-related documents, forms and papers.*

*Financial – expressions related to tuition fees, charges, payments and financial aid.*

*Grades and credits – vocabulary connected with course assessment and course examinations.*

*Groups and bodies – names of a few authorities, committees and workgroups.*

*People – staff: names of academic degrees, functions and positions.*

*Places – names of places at the Faculty and types of Faculty units.*

*Student status – terms describing various types of student status and standing that can be ascribed at UW.*

*Studies and programmes – types of programmes, fields of study and majors.*

*Time – expressions on academic time periods.*

*Part 2 is a glossary of Polish terms selected from Part 1 which are peculiar to Polish HE system. These Polish expressions are marked by sign >. Part 2 is arranged according to Polish keywords and provides their English equivalents, explanations in English, and suggestion for more resources (if applicable) for each keyword.*

*Part 3 is a list of research units and degree programmes in English and their original names in Polish.*

## ADMISSIONS AND ENROLMENT

admissions	rekrutacja
application file	dokumenty kandydata
application form	kwestionariusz kandydata
application round	tura rekrutacji
to enrol (in a programme)	zapisać się (na studia)
enrolment	przyjęcie (na studia)
matriculation	immatrykulacja
recruitment	rekrutacja, procedura kwalifikacyjna

## COURSES

absent	nieobecny
class	zajęcia
class cancelled	zajęcia odwołane
class rescheduled	zajęcia przełożone
class withdrawn	zajęcia wycofane
course (some types of classes, e.g. lecture and discussions, may constitute one course)	przedmiot
course instructor	prowadzący zajęcia
course lecturer	wykładowca
course linkage	podpięcie przedmiotu
course registration	rejestracja > na zajęcia
course (weekly) schedule	plan zajęć
course syllabus	konspekt zajęć
course type	rodzaj zajęć
course, intensive	kurs intensywny
curricular disparity	różnica programowa
discussions	ćwiczenia
elective	do wyboru
eligible (for participation)	uprawniony do uczestnictwa w zajęciach
lab	laboratorium
lecture	wykład
mandatory	obowiązkowy
obligatory	obowiązkowy
present (in class)	obecny (na zajęciach)
registration period (main / additional)	rejestracja > (podstawowa / uzupełniająca)
sections	ćwiczenia
seminar	konwersatorium, seminarium
seminar, graduate	seminarium magisterskie
seminar, introductory	proseminarium >
seminar, undergraduate	seminarium dyplomowe / licencjackie
tutorial	zajęcia indywidualne

withdrawal (of a student from a course)	wyrejestrowanie z zajęć
workshops	warsztaty

## DEGREES

degree (academic rank)	tytuł zawodowy
degree (the document)	dyplom, dyplom ukończenia studiów wyższych
degree examination	egzamin dyplomowy
degree, graduate / second-cycle	magister, tytuł magistra
degree, undergraduate / first-cycle)	licencjat, tytuł licencjata
Diploma Supplement	Suplement do dyplomu
dissertation	praca dyplomowa
dissertation reviewer	recenzent
dissertation submission	złożenie pracy
dissertation supervisor	promotor
dissertation, graduate	praca magisterska
dissertation, undergraduate	praca dyplomowa/licencjacka
master thesis	praca magisterska
topic	temat (pracy)

## DOCUMENTS

application (letter)	podanie >
application form	kwestionariusz kandydata
certificate (non-degree qualification)	świadcstwo
certificate of student status	zaświadczenie o byciu studentem
Dean's approval (positive decision, usually in writing)	zgoda Dziekana
diploma	dyplom, dyplom ukończenia studiów wyższych
diploma duplicate	odpis dyplomu
diploma duplicate in foreign-language	odpis obcojęzyczny dyplomu
diploma, certified copy of	poświadczona kopia dyplomu
examination form	karta egzaminacyjna >
grade book	indeks >
letter to the Dean	podanie do Dziekana
qualification	dyplom, dyplom ukończenia studiów wyższych
regulations	regulamin >
request (in writing)	podanie >
student ID card	legitymacja studencka >ELS
student ID validity	ważność legitymacji
student ID validity extension	przedłużenie ważności legitymacji
transcript of records	wyciąg z karty ocen

**FINANCIAL**

account	konto
allowance ( <i>financial aid</i> )	dodatek stypendialny
award	stypendium ( <i>form of funding</i> ); nagroda ( <i>a prize</i> )
bank transfer (domestic)	przelew bankowy (krajowy)
bank transfer, international	przelew walutowy
benefit	stypendium ( <i>financial aid for students</i> ); świadczenie ( <i>non-university welfare benefit</i> )
bursary (scheme)	pomoc stypendialna
course retake fee	warunek >
fee-paying programme	studia płatne
fee-paying student	student płatny
financial aid	pomoc stypendialna
for charge	płatny
free of charge	bezpłatny
money order	przekaz pocztowy
payment	płatność, opłata
payment due date	data płatności
scholarship	stypendium
tuition fee	czesne
tuition fee refund	zwrot czesnego
tuition fee waiver	zwolnienie z czesnego
year retake fee	repeta >

**GRADES AND CREDITS**

assignment	referat, praca
course credit	zaliczenie ( <i>final grade</i> ); wpis ( <i>lecturer's entry in the indeks</i> )
examination	egzamin
examination, oral	zaliczenie ustne, egzamin ustny
examination, re-sit	egzamin poprawkowy
examination period	sesja egzaminacyjna
examination protocol	protokół egzaminacyjny
grade	ocena
mark	ocena
'pass' ( <i>grade</i> )	'zal' >
retake (course)	warunek
retake ( <i>examination</i> )	egzamin poprawkowy
retake ( <i>year, semester</i> )	repeta (roku, semestru)
test ( <i>in-class</i> )	kolokwium
test, end-term	zaliczenie
to complete a course	ukończyć przedmiot
to give a course credit	zaliczyć przedmiot ( <i>action of lecturer</i> )

to obtain a course credit

zaliczyć przedmiot

to pass a course

zaliczyć przedmiot

**GROUPS AND BODIES**

authorities	władze
committee	komisja
Curriculum Committee	Komisja Dydaktyczna
department (research group)	katedra >
Faculty Council	Rada Wydziału
Promotional Committee	Komisja ds. Promocji
Student Bursary Committee	Komisja stypendialna
student research group	koło naukowe
Students' Government	Samorząd studentów WNE

**PEOPLE**

associate dean	prodziekan
associate president, university	prorektor
bursar	kwestor
chairperson	przewodniczący
co-ordinator	kierownik ( <i>of an office</i> ); koordynator ( <i>of a project, etc.</i> )
deputy (adj.)	vice- ( <i>added before position</i> ); zastępca
dean	dziekan
director	kierownik
director of degree programme	kierownik studiów
doctor (degree)	doktor
faculty (people)	pracownicy naukowci / akademiccy ( <i>plural</i> )
faculty member	pracownik naukowy / akademicki ( <i>singular</i> )
head	kierownik
lecturer	wykładowca
office hours ( <i>time when staff is available for students</i> )	dyżur
Ph.D.	doktor
PhD with 'habilitation'	doktor habilitowany >
plenipotentiary	pełnomocnik
president (of the university)	rektor
professor	profesor
professor, assistant ( <i>often with an appointment period of 10 yrs</i> )	adiunkt
professor, associate	profesor nadzwyczajny / profesor UW

**PLACES**

canteen	bufet
cash window	okienko kasowe

centre (city)	centrum
centre (research centre)	ośrodek
classroom	sala
cloakroom	szatnia
computer laboratory	pracownia informatyczna
copy room	powielarnia
Dean's Office	dziekanat
department (research group)	katedra >
dormitory	akademik, dom studenta (DS)
faculty (unit)	wydział
financial division	sekcja finansowa
lecture room / hall	aula
library, central	BUW (biblioteka uniwersytecka)
library, local	biblioteka (wydziałowa)
reception desk	portiernia
Research Office	sekretariat naukowy
Students' Office	dziekanat studencki

## STUDENT STATUS

alumnus	absolwent
completion of studies without defending the degree	absolutorium >
conditional promotion	warunkowe zaliczenie roku
discontinuation	skreślenie ze studiów
discontinued	skreślony
exchange student	student wymiany
expelled	wydalony z uczelni
expulsion	wydalenie z uczelni
free mover	wolny słuchacz >
guest student	student goszczący
leave of absence	urlop dziekański
promotion (to the next year of study)	zaliczenie roku
reinstatement	przywrócenie na studia
reinstatement / readmission	wznowienie
student number	album >, numer albumu, numer indeksu
to count a year of study towards one's degree ( <i>action of Dean</i> )	zaliczyć rok (studiów)
to pass a year of study ( <i>action of student</i> )	zaliczyć rok (studiów)
transfer student	student z przeniesienia

## STUDIES AND PROGRAMMES

certificate ( <i>i.e. non-degree</i> )	studium podyplomowe >
programme	program studiów
curriculum	studia
degree programme	kierunek studiów >
field of study	kierunek studiów >, specjalność >
major	(studia) doktoranckie
post-graduate ( <i>doctoral</i> )	studium podyplomowe >
post-graduate ( <i>education for graduate professionals</i> )	specjalizacja >
specialisation	studia III stopnia, studia doktoranckie
studies, doctoral	studia niestacjonarne zaoczne
studies, extramural	studia I stopnia, studia licencjackie
studies, first-cycle	studia stacjonarne >
studies, full-time	studia II stopnia, studia magisterskie
studies, graduate	studia międzykierunkowe
studies, interdisciplinary	studia międzywydziałowe
studies, inter-faculty	studia jednolite magisterskie
studies, long-cycle	studia niestacjonarne >
studies, part-time	studia III stopnia, studia doktoranckie
studies, PhD	studia II stopnia, studia magisterskie
studies, second-cycle	studia III stopnia, studia doktoranckie
studies, third-cycle	

## TIME

academic year	rok akademicki
AY	rok ak.; r.ak.
biweekly (every two weeks)	co dwa tygodnie
break	przerwa
Fall Semester	semestr zimowy
holidays	wakacje
recess	przerwa semestralna
semester	semestr
Spring Semester	semestr letni
summer semester	okres wakacyjny ( <i>period for summer schools and courses</i> )
year of study	rok studiów

## PART 2 GLOSSARY OF POLISH TERMS

POLISH TERM	ENGLISH	DEFINITION and RELATED RESOURCES
<b>absolutorium</b>	completion of studies without a degree	<i>Absolutorium</i> occurs when student passes all courses required for their degree yet does not take the degree examination. Degree examination cannot be taken more than 2 years since <i>absolutorium</i> . <i>Current students &gt; Regulations &amp; procedures &gt; Principles of study...</i>
<b>album</b>	student number	University students record, today usually digital list of persons enrolled. Position on the list is the student number, key to all student-related information.
<b>doktor habilitowany</b>	PhD with 'habilitation'	A post-doctoral academic degree absent from Western higher education system which leads towards professorship. Abbreviated as <i>dr hab.</i> <i>Current students &gt; Regulations &amp; procedures &gt; Guide to HE in Poland</i>
<b>dzień dziekański</b>	no-class day	Day pronounced free of class by the Dean. <i>Current students &gt; Academic calendar</i>
<b>ELS</b>	electronic student ID card	Basic student document (a chip card) issued by the university, confirms student status. <i>Current students &gt; Regulations &amp; procedures &gt; Student ID card</i>
<b>indeks</b>	the indeks, grade book,	Student performance record, traditional in Poland. <i>Current students &gt; Regulations &amp; procedures &gt; The indeks</i>
<b>karta egaminacyjna</b>	examination form	A sheet of paper featuring all courses student takes in a semester filled out by student and lecturers. <i>Current students &gt; Regulations &amp; procedures &gt; The indeks</i>
<b>katedra</b>	department (research group)	Academics in UW Faculties are affiliated to units called <i>katedra</i> , which vaguely resemble research groups. At UW these are named departments, which may be confusing. Polish university structure does not translate into English well.
<b>kierunek studiów</b>	field of study	In Poland, the Ministry of Higher Education determines, what branches of science and arts can be studied. Fields of study are subdivided into specialties (see > <i>specjalność</i> ).
<b>matura</b>	secondary school-leaving certificate	<i>Świadectwo dojrzałości</i> , often called <i>matura</i> , is the document which entitles Polish students to higher education. <i>Current students &gt; Regulations &amp; procedures &gt; Guide to HE in Poland</i>
<b>podanie</b>	application, request, letter	A letter of request written by student or employee to their superior, answered in writing ( <i>zgoda &gt;</i> ) <i>Current students &gt; Regulations &amp; procedures &gt; Write a request</i>
<b>proseminarium</b>	introductory seminar	Any of introductory, one-semester seminars offered by lecturers to give students a notion of a certain field before they choose the topic of their dissertation. Offered usually in 5 <sup>th</sup> semester of the 1st cycle.
<b>przedmiot awansem</b>	course taken in advance	Course taken by student in a year of study prior to the year in which the course should be taken according to the curriculum. Dean's consent is necessary to take courses in advance. <i>Current students &gt; Regulations &amp; procedures &gt; Principles of study...</i>
<b>regulamin</b>	regulations (code of proceedings)	An official code of rules and procedures valid in the unit which established it, a binding reference. <i>Current students &gt; Regulations &amp; procedures</i>
<b>rejestracja</b>	course registration	Online registration for courses in the USOSWeb Faculty's intranet portal. Each semester, participants are obliged to subscribe online to all courses they are to take. This may be done during any of the three registration periods available per semester. <i>Current students &gt; Regulations &amp; procedures &gt; Intranet and e-mail</i> <i>Current students &gt; Course registration</i>
<b>repeta</b>	year retake (fee)	Decision of the Dean to make a student repeat a year of study; or the fee student pays for the repeat. <i>Current students &gt; Regulations &amp; procedures &gt; Principles of study...</i>
<b>specjalizacja</b>	specialisation	<i>Specjalizacja</i> is basically the same as <i>specjalność &gt;</i> , the difference is of formal character.
<b>specjalność</b>	specialty, major	<i>Specjalność</i> is a specification of the academic focus of a degree programme. Specialty is a subdivision field of study ( <i>kierunek &gt;</i> ), e.g. economics (field of study); public sector economics (specialty). Both are featured on the diploma.

<b>studia stacjonarne</b>	full-time studies	Two alternative study modes in Poland. Yet, correspondence between Polish and English expressions is not really adequate.
<b>studia niestacjonarne</b>	part-time studies	Previously, Polish law distinguished between <i>studia dzienne</i> (literally 'day studies') and <i>studia wieczorowe</i> (literally 'evening studies', fee-paying courses for professionals held after work hours). Since, prior to 2005, Polish law made no provision for charging tuition for full-time programmes at public universities, these had to label all fee-paying programmes 'part-time' ( <i>wieczorowe</i> ). Nevertheless, UW policy was to make no distinctions as to teaching content, quality, methods and requirements between tuition-free and for-charge programmes. In 2005 Polish law permitted public universities to charge for full-time programmes taught in foreign languages. Expressions 'day- / evening studies' were replaced by similarly vague ' <i>studia stacjonarne / niestacjonarne</i> '. <i>Current students &gt; Regulations &amp; procedures &gt; Guide to HE in Poland</i>
<b>studium podyplomowe</b>	certificate (i.e. non-degree) programme	<i>Studium podyplomowe</i> is a popular Polish form of continuing, post-graduate education for professional specialists. Usually, it is a one-year training programme of weekend sessions which aims at raising participants' professional qualifications. <i>Programmes &gt; Non-degree programmes</i>
<b>warunek</b>	course retake (fee)	When student fails a course he or she may obtain permission to take it again next year. More than 2 course retakes a year are not approved, and any course may be retaken only once. <i>Current students &gt; Regulations &amp; procedures &gt; Principles of study...</i>
<b>wolny sluchacz</b>	free mover ( <i>obsolete</i> )	A person who is not a student yet receives permission to take course(s) in a HEI (e.g. in order to pass a failed course retake or to take a course without enrolment). <i>Programmes &gt; Exchange programmes</i>
<b>'zal'</b>	'pass' ( <i>grade</i> ) ( <i>obsolete</i> )	Zal. short for <i>zaliczenie</i> , was a non-numerical passing grade, by default equivalent to 3. <i>Current students &gt; Regulations &amp; procedures &gt; Grading scale</i>
<b>zgoda Dziekana</b>	Dean's approval	Positive decision given to any written request (>podanie). Usually written in hand on the request, dated and signed.

### PART 3. FACULTY OF ECONOMIC SCIENCES – RESEARCH UNITS & PROGRAMMES

#### DEPARTMENTS (KATEDRY >)

Department of Banking and Finance	Katedra Bankowości i Finansów
Department of Demography	Katedra Demografii
Department of Political Economy	Katedra Ekonomii Politycznej
Department of Public Sector	Katedra Ekonomii Sfery Publicznej
Department of Economic History	Katedra Historii Gospodarczej
Department of History of Economic Thought	Katedra Historii Myśli Ekonomicznej
Department of Information Systems and Economic Analysis	Katedra Informatyki Gospodarczej i Analiz Ekonomicznych
Department of Macroeconomics and International Trade Theory	Katedra Makroekonomii i Teorii Handlu Zagranicznego
Department of Statistics and Econometrics	Katedra Statystyki i Ekonometrii
Department of Economic Strategy and Policy	Katedra Strategii i Polityki Gospodarczej
Department of Development Economics	Katedra Teorii Rozwoju Gospodarczego
Department of Microeconomics	Zakład Mikroekonomii

#### RESEARCH CENTRES

Central and East European Economic Research Centre	Centrum Badań Ekonomicznych Europy Środkowej i Wschodniej
Centre of Migration Research	Ośrodek Badań nad Migracjami
Centre for Privatisation Research	Ośrodek Badań nad Prywatyzacją
Centre for Labour Market Research	Ośrodek Badań Rynku Pracy
Warsaw Ecological Economics Center	Warszawski Ośrodek Ekonomii Ekologicznej

## DEGREE PROGRAMMES

Computer Science and Econometrics	Informatyka i ekonometria	F	PL
Development Economics	Development Economics	S	EN
Economics	Ekonomia	F	PL
Economics of the Firm	Ekonomia Przedsiębiorstwa	S	PL
European Finance and Banking	European Finance and Banking	S	EN
European Integration Economics	Ekonomia Integracji Europejskiej	S	PL
Finance and Accounting	Finanse i rachunkowość	F	PL
Interdisciplinary Economic-Managerial Studies (first cycle)	Międzykierunkowe Studia Ekonomiczno-Menedżerskie	M	PL
Interdisciplinary Economic-Mathematical Studies (first cycle)	Międzykierunkowe Studia Ekonomiczno-Matematyczne	M	PL
International Economics	International Economics	S	EN
Public Sector Economics	Ekonomia Sektora Publicznego	S	PL

*Third column shows whether the degree programme is a field of study (F / kierunek > ), specialty (S / specjalność > ) or an interdisciplinary programme offered jointly with another Faculty (M).*

*Last column indicates the language of instruction of the given programme.*

## POST-GRADUATE CERTIFICATE PROGRAMMES

Strategic Audit for Public and Private Sectors	Audyt strategiczny w instytucjach publicznych i prywatnych
Mortgage Banking and Real Estate Market	Bankowość Hipoteczna i Rynek Nieruchomości
Actuarial Studies	Edukacja Aktuarialna
Business Informatics	Informatyki Gospodarczej
Quality as the Key to Competitiveness in European Markets; from ISO to TQM	Jakość jako podstawa konkurencyjności na rynku europejskim
Educating Labour Service Officers in the Field of International Migration	Kształcenie służb zatrudnienia w zakresie migracji międzynarodowych
Warsaw Actuarial Summer School	Letnia Szkoła Nauk Aktuarialnych
Statistical Methods in Business	Metody statystyczne w biznesie
International Migration	Migracje Międzynarodowe
International Migration for Labour Service Officers	Migracje Międzynarodowe - dla Pracowników Służb Zatrudnienia
Law, Economics, and Management in Economic Activity*	Prawo, Ekonomia i Zarządzanie w Działalności Gospodarczej
Economic Analysis and Legal Regulations in Rescue and Bankruptcy Proceedings	Ryzyko operacyjne w zarządzaniu bankiem komercyjnym
Insurance	Podyplomowe studium ubezpieczeń
Commercial Bank Management; Money and Banking	Zarządzanie Bankiem Komercyjnym. Pieniądz i Bankowość
Facility Management	Zarządzanie Nieruchomościami
Enterprise Value Management	Zarządzanie Wartością Przedsiębiorstwa

*\*) Offered jointly with the Faculty of Law and Administration and the Faculty of Management UW.*