

WHAT'S UP ON THE



FLOOR?

# GUIDE – MAGICAL TIPS FOR STUDENTS



## 2020/2021

THE MAGIC OF STUDYING

**Collegium  
Civitas**

***Dear future and current Students of Collegium Civitas,***

*We hoped to meet you soon and have direct contact within our Collegial community. However, out of care for your safety and health, due to the ongoing and still dire pandemic situation in Poland and other countries, the Rector has decided that all classes in the Winter semester of 2020/2021 academic year in 1st and 2nd level degree courses will be conducted online.*

*Also, the administrative staff will continue working online, ensuring the smooth and effective functioning of the entire University as well as its areas and departments. This uniquely difficult decision is dictated by the University care for you, your families and friends.*

*Since March 26th, classes at Collegium Civitas have been conducted only through the e-learning method, without any harm to the curricula and courses, and at the same time maintaining the highest quality of education.*

*This has been confirmed by your assessment: as many as 92% of students give a positive opinion on the transition to the e-learning method and how the University organised the process. In total, 3386 online classes were conducted in 1st and 2nd level degree courses at Collegium Civitas, including 1348 lectures and 2038 practical exercise classes, in Polish and in English, as well as 1772 foreign language classes conducted in small groups.*

*The post-graduate study sessions were carried out entirely online, too: in total, there were 1046 session units. Also, the process of defending Bachelor's and Master's theses went smoothly, although in a changed formula, i.e. entirely online, with the use of IT infrastructure. Especially for you, we have developed various forms of support, including significant psychological and financial assistance.*

*In the upcoming semester, we will do our best to satisfy your needs in the scope of free access to classes, lecturers and administrative staff, using IT and e-learning tools and professional advice of our experts — all that to provide you with the comfort of education and well-being.*

***I am looking forward to seeing you online in the new Academic Year 2020/2021!***

***Paweł Maranowski, Ph.D.***

***Vice-Rector for Student Affairs***

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# I. IMPORTANT INFORMATION CONCERNING HEALTH SAFETY

In connection with the ongoing COVID-19 pandemic, below you will find crucial information and contact details useful in case of a suspected infection, as well as rules on how to use the infrastructure of Collegium Civitas during the pandemic.

## Useful websites:

The information as well as the remote advice portal, register of Primary healthcare Institutions, Sanitary Inspectorate stations is also available at <https://www.gov.pl/web/koronawirus>



## Official Twitter profiles:

Ministry of Health: [https://twitter.com/MZ\\_GOV\\_PL](https://twitter.com/MZ_GOV_PL)

Office of the Prime Minister: <https://twitter.com/PremierRP>

## Do you suspect you may have coronavirus?

### The primary symptoms are:

- difficulty breathing
- low-grade fever (body temperature between 37°C and 38°C)
- cold-like symptoms



### IF YES, THEN:

- call your nearest sanitary and epidemiological station or use the remote consultation service of your GP
- also please notify the University about your suspected illness, actual illness or quarantine imposed by the Sanitary Inspectorate (by phone at 22 656-71-87 or by e-mail to [rektorat@civitas.edu.pl](mailto:rektorat@civitas.edu.pl))

### The symptoms of COVID-19 disease caused by the coronavirus (SARS-CoV-19) may also include:

- fever
- cough
- shortness of breath and difficulty breathing
- muscle pains and general fatigue
- loss of smell or taste



## **IN CASE YOU SUSPECT A COVID-19 INFECTION:**

- immediately call the nearest sanitary and epidemiological station and tell them about your symptoms
- use individual means of transport to get to a hospital with an infectious diseases ward or with a monitoring and contagious diseases ward, where the physicians will determine the further course of medical action; under no circumstances should you use public transport or taxis — by doing so, you would endanger others by exposing them to the infection

If you had contact with a person infected with the coronavirus or an ill person, immediately call a sanitary and epidemiological station and inform them about your situation. You will receive instructions on how to proceed.

**Number to free-of-charge 24/7 hotline of the National Health Fund on how to proceed in case of a suspected coronavirus infection: 800-190-590** (if you wish to obtain information in Russian or Ukrainian, choose option "6" once your call is received).

**The number for persons calling from abroad:**  
**+48 22 125 66 00**

### **The consultants will inform you:**

- what coronavirus is
- how to protect yourself against coronavirus
- where you can find the nearest sanitary inspectorate station or infectious diseases hospital ward, and how to contact them
- what to do if you have any doubts on how to proceed in case of a suspected coronavirus infection

### **Sanitary rules at the University within the premises of the Palace of Culture and Science:**

- wear a nose and mouth cover (a mask or a visor)
- maintain a safe distance from others (about 1.5 m)
- wash hands with water and soap, and disinfect dried hands with an alcohol-based disinfectant
- when coughing or sneezing, cover your mouth and nose with your bent elbow or with a tissue, and then throw the tissue to a rubbish bin and wash your hands
- do not touch your face (especially the mouth, nose and eyes)

## II. ACCOMMODATION

If you need to find an apartment in Warsaw, we will be happy to help you. For information about available rooms in student dormitories of Collegium Civitas please visit the website: [www.civitas.edu.pl/en/for-students/housing](http://www.civitas.edu.pl/en/for-students/housing)

**If you prefer to find an accommodation on your own, here are some useful Facebook groups and links:**

- Erasmus in Warsaw
- Accommodation in Warsaw
- Erasmus Warsaw (official group)
- Accommodation Warsaw for Erasmus (official)
- [www.pepehousing.com](http://www.pepehousing.com)



Do you want to pay less for your accommodation?  
Rent an apartment with a friend from your year group!  
It will be cheaper and more fun!

### III. PUBLIC TRANSPORT IN WARSAW

Warsaw has an efficient public transport service, which is run by ZTM (Public Transport Authority). You can travel fast and easily by bus, tram and metro (2 lines: M1 and M2). Collegium Civitas is located in the very centre of Warsaw, at the Palace of Culture and Science (Plac Defilad 1). There are convenient public transport connections to Collegium Civitas from anywhere in the city.



#### Public transport tickets

- Tickets can be bought from ticket machines (at stops), in kiosks and in some trams, buses and metro stations. With the student fare, a 20-minute ticket costs 1.7 zloty. Please make sure you have valid student ID card with you
- The best deal is to purchase a Warsaw City Card, i.e. long-term tickets. 30-day or 90-day ones. For detailed information, please visit the website: **[www.wtp.waw.pl](http://www.wtp.waw.pl)**
- Use the **[www.jakdojade.pl](http://www.jakdojade.pl)** application! It is a travel planner application that takes into account all means of public transport in the city

**You can use alternative travel options to get to our university or to other places.**



In Warsaw, there is a very well-developed city bike rental system, available from March to November. Users may register online. For the first 20 minutes, users can ride bicycles free of charge. For detailed information, please visit the website:

**[www.veturilo.waw.pl](http://www.veturilo.waw.pl)**



Uber/Taxify – cheap travel by car, an alternative for taxi services.

For more information please refer to the website:

**[www.uber.com](http://www.uber.com)** or **<https://taxify.eu/pl/>**



Download the Google Maps application, check out the most interesting places in the city and find out how to get there!

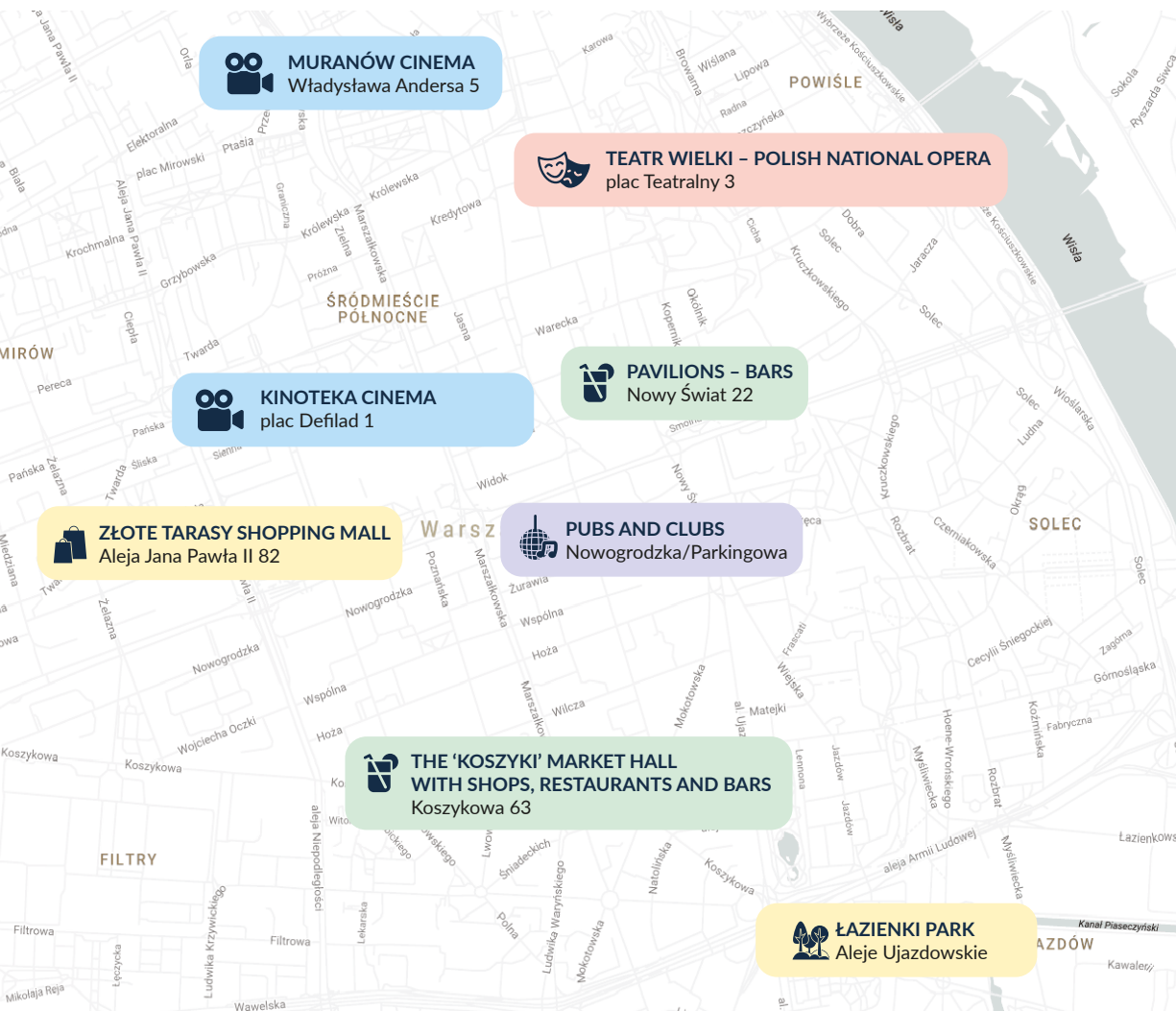


# IV. MAJOR HIGHLIGHTS AND ATTRACTIONS IN THE CAPITAL CITY

## Warsaw offers countless attractions for students!

There is a wide range of events that take place in the capital every day: concerts, performances, exhibitions, outdoor events and sports shows. For those tired of sightseeing, there are numerous cinemas, theatres, pubs and clubs, which you can explore together with your friends from university! A few examples located near Collegium Civitas are presented below.

In Warsaw, you will find many shopping malls and popular chain stores, where you can buy everything you need.



Check <https://warsawtour.pl/en/>



# V. ATTRACTIONS OF THE PALACE OF CULTURE AND SCIENCE



## **THEATRES**

- Drama Theatre of the Capital City of Warsaw
- Studio Theatre
- 6<sup>th</sup> Floor Theatre
- Lalka Theatre



## **MUSEUMS**

- National Museum of Technology
- Museum of Warsaw
- Museum of Evolution of Polish Academy of Sciences
- Dollhouse Museum



## **CINEMAS**

- Kinoteka Cinema



## **RESTAURANTS / CAFES / BARS / CLUBS**

- Studio Bar
- Cafe Kulturalna
- Bistro Trojka
- So!Coffee
- Mirage Club
- Kinoteka Café
- Green Coffee Nero



## **TERRACE ON THE 30TH FLOOR WITH A PANORAMIC VIEW OF THE CITY**



## **ATTRACTIVE TEMPORARY EXHIBITIONS**



Information on all attractions offered by the Palace of Culture and Science can be found on the website [www.pkin.pl/eng](http://www.pkin.pl/eng)

# VI. FIRST STEPS AT THE UNIVERSITY

## ACADEMIC YEAR CALENDAR

### FULL-TIME PROGRAMMES (WINTER TERM)

Pre-term registration	15 September – 22 September 2020
Inauguration of the academic year	28 September 2020
Commencement of classes	5 October 2020
Changes to course registration	30 September – 25 October 2020
Christmas break	21 December 2019 – 10 January 2021
End of classes	27 January 2021
Pre-session days	28-31 January 2020
Examination session	1 February – 12 February 2021
Winter holidays	15-19 February 2021
Resit examinations	22-26 February 2021

*All dates are inclusive.*

### PART-TIME (EXTRAMURAL) PROGRAMMES (WINTER TERM)

Pre-term registration	22-29 September 2020
Changes to course registration	6-31 October 2020
October	10-11 October 2020; 24-25 October 2020
November	7-8 November 2020; 21-22 November 2020
December	5-6 December 2020; 19-20 December 2020
January	9-10 January 2021; 23-24 January 2021
Examination session	6-7 February 2021; 13-14 February 2021
Resit examinations	27-28 February 2021

*All dates are inclusive.*

### FULL-TIME PROGRAMMES (SUMMER TERM)

Pre-term registration	11-17 February 2021
Commencement of classes	1 March 2021
Changes to course registration	1-21 March 2021
Easter break	1-7 April 2021
End of classes	11 June 2021
Examination session	14-25 June 2021
Resit examinations	20-24 September 2021

*All dates are inclusive.*

## PART-TIME (EXTRAMURAL) PROGRAMMES (SUMMER TERM)

Pre-term registration	23 February – 2 March 2021
Changes to course registration	9-29 March 2021
March	13-14 March 2021; 27-28 March 2021
April	10-11 April 2021; 24-25 April 2021
May	8-9 May 2021; 29-30 May 2021
June	5-6 June 2021; 19-20 June 2021
Examination session	26-27 June 2021; 3-4 July 2021
Resit examinations	25-26 September 2021

*All dates are inclusive.*

## DAYS OFF – HOLIDAYS

All Saints' Day	1 November
National Independence Day	11 November
Christmas Day	25 December
Boxing Day	26 December
New Year	1 January
Epiphany (Three Kings' Day)	6 January
Easter Sunday	4 April
Easter Monday	5 April
International Workers' Day	1 May
3rd May Constitution Day	3 May
Pentecost ("Green Holiday")	23 May
Corpus Christi	3 June



Collegium Civitas is fully prepared for online teaching in case of prolongation of the coronavirus related restrictions.

## VIRTUAL UNIVERSITY ONLINE STUDENT SERVICES

Virtual University (VU) is a system which provides student services online. It contains information on study programmes, class schedules, lecturers' duty hours, financial account balance with the number of an individual account to which tuition fees should be paid, as well as other information. Via the Virtual University, you can submit a student application, enrol for classes, check your grades for course components, grades from exams and your grade average.



**General login information:**



**Login:** sxxxx@civitas.edu.pl (where you type your album number in place of xxxx)

**Password:** date of birth (YYMMDD format and it is a string: the last two digits of the year of birth, the two digits of the month of birth, the 2 digits of the day of birth)

## COMPUTER LAB

To use computers in the computer lab, just enter your student ID number in accordance with the instructions available in the computer lab. If you are interested in using the EDUROAM wireless network, please visit the website <https://eduroam.civitas.edu.pl>

Office 365 Cloud and free version of Microsoft Office Pro+ for students can be found at <https://portal.civitas.edu.pl> Electronic flow of documents: <https://dms.civitas.edu.pl>

Should you have any questions, please contact the IT Department: [it@civitas.edu.pl](mailto:it@civitas.edu.pl)

### IT DEPARTMENT

room 909, 9th floor  
tel. +48 22 656 71 83

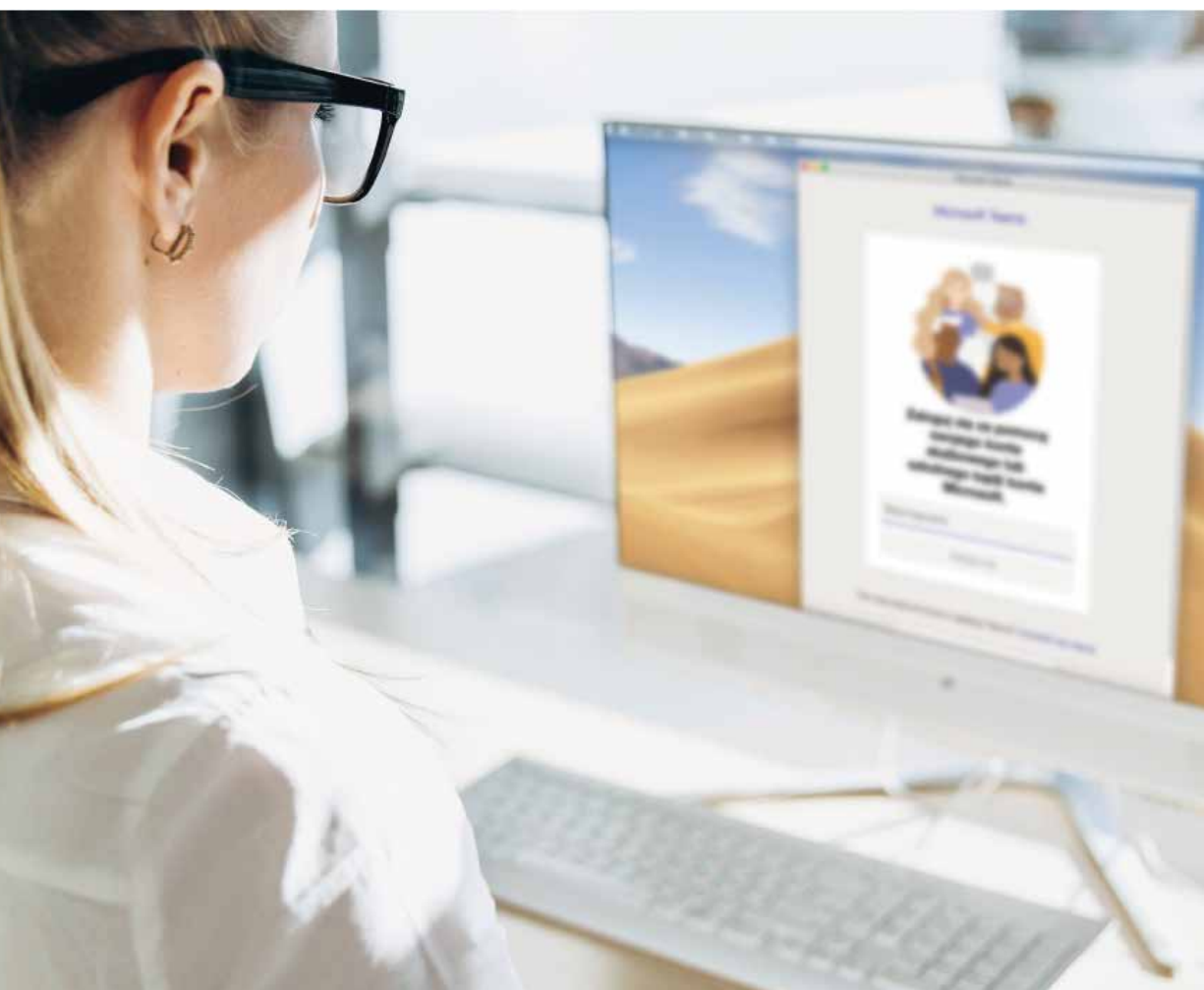
**Until further notice  
contact only:**



### General rules on how to use computer rooms:

- you have access to two rooms with computer stations
- in each room, there is a limit of persons present at one time
- the rooms are open: Monday-Friday 8:30 a.m. - 4:30 p.m. and during session weekends from 8:00 a.m. to 6:00 p.m.

- reserve computer stations through the queue system at least a few days in advance, by providing the surname of the reserving person, contact telephone number, date and time of start and finish of work on the computer
- have your own headphones (with mini-Jack or USB port)
- you can remain on the premises of the University for the amount of time of your previously arranged reservation of the computer station
- when on the premises of the University and using computer stations, observe the rules of health and safety applicable during the pandemic at CC and in the Palace of Culture and Science
- if you are using electronic equipment, disinfect your hands and the work station both before and after using the infrastructure of the University
- when the computer station reservation time expires, leave the computer room





room 1106, 11th floor

The current library service is provided through the mobile library station located at the door of room 1106. When engaging with the service, remember to cover your mouth and nose.

tel. +48 22 656 71 96

@: [library@civitas.edu.pl](mailto:library@civitas.edu.pl)

<http://biblioteka.civitas.edu.pl/libraopacen.dll>

## **General rules on how to use the library and the reading room during the pandemic:**

- try as far as possible to check out books online
- books can be returned to the specially dedicated box located at the Reception desk for the duration of the pandemic
- the return to full use of the library and the Reading Room will take place in stages, in accordance with the specific instruction prepared by the Head of the Library

## **The Collegium Civitas library is a friendly place where you can find:**

- a rich collection of educational resources
- electronic archives of "Gazeta Wyborcza" (Polish daily newspaper) and "Rzeczpospolita" (daily economic and legal newspaper) and electronic subscriptions of weekly news magazines: "Polityka", "Newsweek" and "Wprost"
- Academica terminal with more than 3 million books and magazines in digital format



### **WORK HOURS:**

The library is open from Monday to Friday and at session weekends, exact times can be found on the library's website at:

<https://www.civitas.edu.pl/en/our-university/library-about-us-our-university>

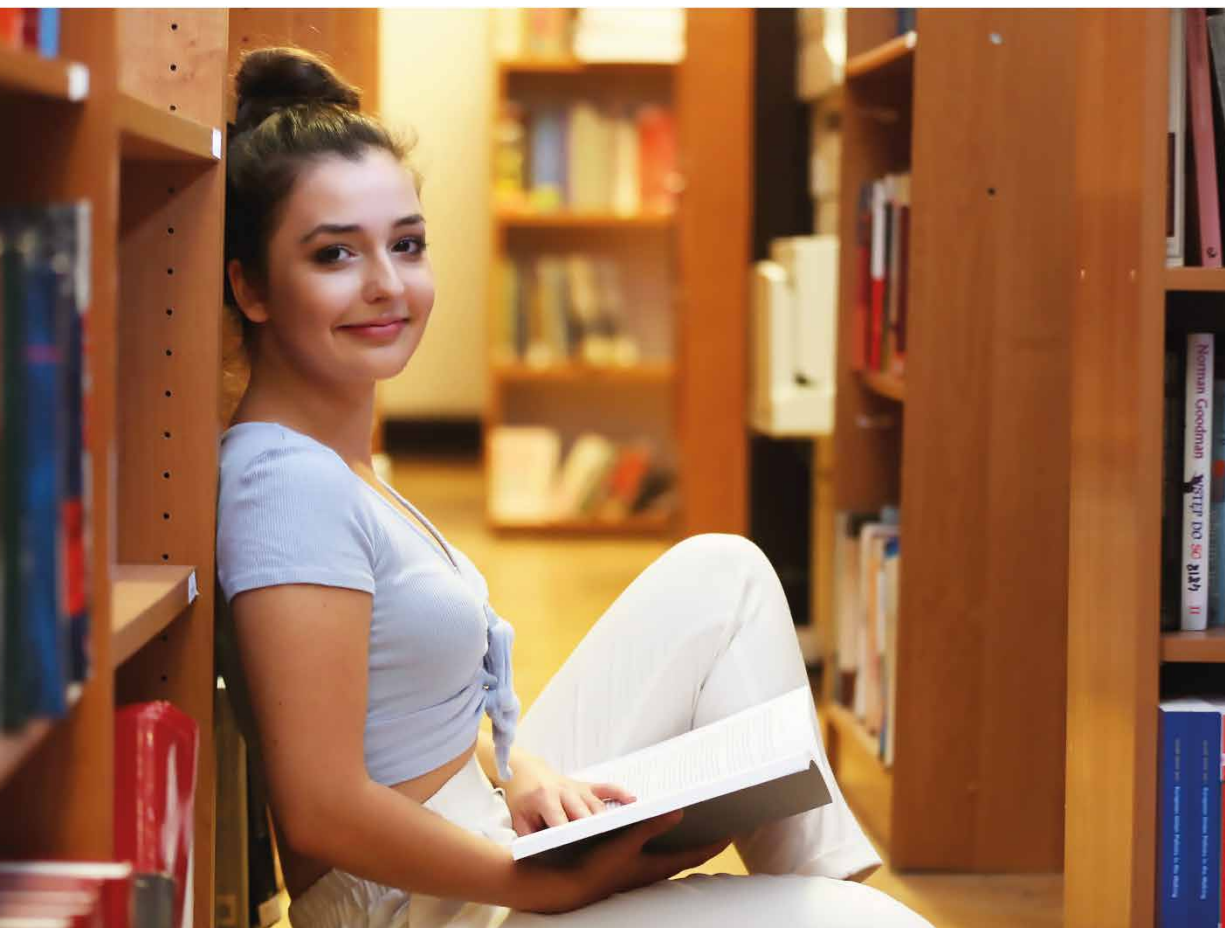


### Collegium Civitas students may also use resources of the reading rooms of:

- Institute of Philosophy and Sociology of the Polish Academy of Sciences (where you can check out books to take home)
- Central Military Library
- Foundation of the House of Literature and Creative Work Houses
- Library of the University of Warsaw
- National Library

If you are interested, you may also complete a short course in the use of digital libraries of academic journals, e.g. JSTOR and EBSCO.

**!** **NOTE! In connection with the pandemic, please read the information about accessing book collections by phone or on websites of individual reading rooms. To gain access to databases from home computers, please contact the library.**





# VII. THE MOST IMPORTANT CONTACT DATA

## VICE-RECTOR FOR INTERNATIONAL RELATIONS

**Katarzyna Maniszewska PhD**

room 1223, 12th floor

@: katarzyna.maniszewska@civitas.edu.pl

**Until further notice  
contact only:**



Information on the current duty hours can be found on the website Virtual University, in the tab "Teaching staff search engine" → "Duty hours".

**Please – if possible – make appointments in the International Cooperation and Promotion Department in advance.**

**The Vice-Rector may be contacted in the case of:**

- all matters associated with studying at our university and intercultural issues that cannot be resolved with assistance of the International Cooperation and Promotion Department, Student Affairs Department, Academic Affairs Department
- the need to share reflections, remarks, suggestions, critical feedback, connected with studying and the functioning of the university
- ideas and initiatives that involve English speaking students in activities for the benefit of the academic community of our university

## VICE-RECTOR FOR STUDENT AFFAIRS

**Paweł Maranowski PhD**

room 1253, 12th floor

@: pawel.maranowski@civitas.edu.pl

**Until further notice  
contact only:**



Information on the current duty hours can be found on the website Virtual University, in the tab "Teaching staff search engine" → "Duty hours".

**Please make appointments in the Student Affairs Department in advance.**

**The Vice-Rector may be contacted in the case of:**

- all matters associated with studying at our university that cannot be resolved with assistance of the Student Affairs Department, Academic Affairs Department, Thesis Defence Department and Tuition Fees and Scholarships Department
- difficult problems or matters of delicate nature
- the need to share reflections, remarks, suggestions, also critical ones, connected with studying and the functioning of the university
- ideas and initiatives that involve students in activities for the benefit of the academic community of our university (scientific circles, hobby clubs, theatre, parties, workshops and other activities)

## VICE-RECTOR FOR ACADEMIC AFFAIRS

**Roland Zarzycki PhD PhD**

room 1253, 12th floor

@: [roland.zarzycki@civitas.edu.pl](mailto:roland.zarzycki@civitas.edu.pl)

**Until further notice  
contact only:**



Information on the current duty hours can be found on the website Virtual University, in the tab "Teaching staff search engine" → "Duty hours".

**Please make appointments in the Student Affairs Department in advance.**

**The Vice-Rector may be contacted in the case of:**

- complex and problematic academic issues that cannot be resolved with assistance of the Academic Affairs Department and Heads of Specializations
- ideas, initiatives, reflections and critical remarks about teaching and academic issues that you wish to present
- requests for advice concerning the education process, career planning, self-development
- any other matter that, in your opinion, needs to be discussed individually with the Vice-Rector



# ACADEMIC AFFAIRS DEPARTMENT AND ACADEMIC AFFAIRS DEPARTMENT FOR STUDIES IN ENGLISH

## ACADEMIC AFFAIRS DEPARTMENT FOR STUDIES IN ENGLISH

**Until further notice  
contact only:**

room 1250, 12th floor  
tel. + 48 503 070 121  
tel. +48 22 656 7186



### Work hours:

**Monday – Thursday**

11:00 a.m. - 4:00 p.m.

### Phone contact:

**Monday – Friday:**

10:00 a.m. – 4:00 p.m.

 **NOTE: on Fridays the Academic Affairs Department for Studies in English is closed.**

## Check what we do and how we can help you!

- we update and store students' documents
- we prepare various types of certificates in Polish and English
- we renew student ID cards
- we accept student applications and then we submit them to the University Authorities for decision
- we maintain students' documentation connected with the activities of the disciplinary committee
- we check the student's personal file before the thesis defence (grade average, ECTS credit points, internships, personal documents)

## ACADEMIC AFFAIRS DEPARTMENT

**Until further notice  
contact only:**

room 1251, 12th floor  
tel. + 48 508 929 669  
tel. + 48 508 156 682



### Work hours:

**Monday – Thursday**

**Saturday** (during weekend sessions)

**Sunday** (during weekend sessions)

11:00 a.m. - 4:00 p.m.

8:00 a.m. - 2:00 p.m.

8:00 a.m. - 1:00 p.m.

### Phone contact:

**Monday – Thursday:**

10:00 a.m. – 4:00 p.m.

 **NOTE: on Fridays the Academic Affairs Department is closed.**

## HEADS OF SPECIALIZATIONS

Particular fields of study at Collegium Civitas are looked after by the designated Heads of Specializations.

First name and surname	Heads of Specializations	E-mail address
Marek Rybarczyk, editor	New Media and Journalism	marek.rybarczyk@civitas.edu.pl
Lisa Marie Bochniak MBA	Social Media Management & Digital Commerce	lbochniak@civitas.edu.pl
Amb. Grzegorz Dziemidowicz	Diplomacy of the XXI Century. Challenges and Practice	grzegorz.dziemidowicz@civitas.edu.pl
Łukasz Głombicki, editor	Multimedia Communication	lukasz.glombicki@civitas.edu.pl
Amb. Sławomir Klimkiewicz PhD	Media, Diplomacy and International Negotiations	slawomir.klimkiewicz@civitas.edu.pl
Magdalena Kraszewska PhD	Business Management	magdalena.kraszewska@civitas.edu.pl
Kerry Longhurst PhD	International History and Security Studies	kerry.longhurst@civitas.edu.pl
Katarzyna Maniszewska PhD Paulina Piasecka PhD	International Security Studies	katarzyna.maniszewska@civitas.edu.pl paulina.piasecka@civitas.edu.pl
Agnieszka Nitza-Makowska PhD	International Business and Marketing International Business and Negotiations International Relations	agnieszka.nitza@civitas.edu.pl
Monika Nowicka PhD	Sociology Criminal Justice	monika.nowicka@civitas.edu.pl
Ewa Opach	Digital Marketing	ewa.opach@civitas.edu.pl
Katarzyna Przybyła	International Peace and Conflict Studies	katarzyna.przybyla@civitas.edu.pl
Agata Szyran-Resiak PhD	Public Relations, Marketing, New Media	agata.resiak@civitas.edu.pl
David Kalisz PhD	International Business Management	dawid.kalisz@civitas.edu.pl



The Head of Specialization is your first-line contact person in all matters concerning the study programme and class syllabuses.

# PAYMENT AND SCHOLARSHIP DEPARTMENT

room 1250, 12th floor  
tel. +48 22 656 71 81  
@ Fees: oplaty@civitas.edu.pl  
@ Grants: stypendia@civitas.edu.pl

**Until further notice  
contact only:**



## **Work hours:**

<b>Monday</b>	11:00 a.m. - 3:00 p.m.
<b>Tuesday</b>	8:00 a.m. - 11:00 a.m.
<b>Wednesday</b>	11:00 a.m. - 3:00 p.m.

## **Phone contact:**

**Monday – Thursday:** 11:00 a.m. – 4:00 p.m.



**NOTE: on Fridays the Payment and Scholarship Department is closed.**

## **In the Payment and Scholarship Department you can:**

- clarify issues connected with settlements and financial overdues
- submit an application for a scholarship for high academic and sports achievements
- obtain financial support – on the basis of the previously submitted application

**Collegium Civitas offers an extensive system of scholarships that effectively reduce the costs of studying. You can also apply for financial support from the state budget.**

## **We offer:**

- Rector's scholarships for the best students
- maintenance grants
- maintenance grants for students with disabilities
- financial aid
- Minister's scholarships for outstanding students



**Students who are actively involved in the life of the university, e.g. are active in scientific circles or support the work of the administrative departments, can apply for attractive reductions of tuition fees.**



**Eligibility criteria, application forms and detailed rules can be found on the websites of the Virtual University.**



# STUDENTS' ACTIVITY FOR THE UNIVERSITY

We encourage you to participate in the life of Collegium Civitas.



**Persons who take an active part in the University life, by e.g. attending science clubs or supporting the work of administrative divisions receive tuition discounts.**

## ACTIVE STUDENTS ARE THE ONES WHO:

- as part of their science clubs, produce podcasts, write texts, create videos and run social media accounts of their scientific clubs
- organise events: Cultural Days, meetings with interesting people, lectures, secret Santa events, catering for holidays, such as Christmas Eve, Easter
- help organise Adaptation Days, take part in the Buddy programme at CC; cooperate with different Divisions in the scope of promotion of the University (taking part in a promotional video or a photoshoot), or assist students from the Erasmus+ programme



**The amount of the discount is awarded based on the activity of a given student and may reach up to 30% if the student has taken part in multiple.**

The discounts are awarded based on a form sent by e-mail.



# DEPARTMENT OF INTERNATIONAL COOPERATION AND PROMOTION

room 1108, 11th floor  
tel. +48 22 656 71 60/95  
@: international@civitas.edu.pl

**Until further notice  
contact only:**



**Work hours:**

**Tuesday – Thursday** 11:00 a.m. – 4:00 p.m.

**Do not hesitate to contact us outside the working hours  
at international@civitas.edu.pl**



**NOTE: on Fridays the Department of International Cooperation  
and Promotion is closed.**

Collegium Civitas is recognized as one of the most international universities in Poland (5th place among all universities in Poland according to "Perspektywy" magazine ranking 2020). Our university participates in the Erasmus+ programme and has a wide network of partner universities from abroad, not only from EU countries, for example: USA, Canada, Kazakhstan, Turkey, Russia, Ukraine, Georgia, Taiwan and Japan. Over 100 of our students have a chance to travel abroad every year.

Within the framework of Erasmus+, we offer learning opportunities at more than 70 partner universities!

Do you know how to get a scholarship?

- You must have a good command of English and an appropriate average grade
- If become involved in activities for the benefit of the university, you will obtain additional points (important: such activity must be documented)



**Remember!**

- A term or year successfully completed abroad will be fully accepted by Collegium Civitas as a period of study
- A full list of partner universities and Erasmus+ rules and regulations can be found in the Virtual University, in the tab "General information" → "International cooperation"



To be up to date with the latest news from abroad,  
follow us on Facebook: Collegium Civitas International  
and on the Instagram page of Collegium Civitas.



## CAREER CENTRE

room 1107, 11th floor  
tel. +48 22 656 71 82  
@: kariera@civitas.edu.pl

**Until further notice  
contact only:**



### **Work hours:**

**Tuesday – Thursday  
all weekend sessions**

11:00 a.m. - 4:00 p.m.  
8:00 a.m. - 2:00 p.m.

### **phone contact:**

**Monday – Friday**

8:00 a.m. - 4:00 p.m.



**NOTE: on Mondays and Fridays the Career Centre is closed.**

Starting from the very first year of their studies, students have a wide range of jobs/placements/internships to choose from. We offer:

- consultations
- newsletter
- website and Facebook page ([www.facebook.com/pracaikariera](https://www.facebook.com/pracaikariera)) with advertisements of jobs/placements/internships/voluntary service
- notice boards on the 11th and 12th floors Collegium Civitas Alumni Club

### **Check what we do and how we can help you!**

- We will help you to prepare your applications: CV and a letter of interest
- We may arrange individual consultations with a career counsellor for you
- We organize free training in the so-called soft skills to help you find your way in the labour market
- We look for offers of work/placements/internships/voluntary service for you
- We organize “Meetings with Employers”, “Career Days”, meetings with university graduates
- We carry out preliminary recruitment interviews for employers who work with the Career Centre
- We arrange support of the Academic Entrepreneurship Incubator in starting up your own business



Please follow the activity of the Career Centre on Facebook,  
in our newsletter and on the website [www.ck.civitas.edu.pl](http://www.ck.civitas.edu.pl)

## FREE PSYCHOLOGICAL AND ADVISORY ASSISTANCE FOR COLLEGIUM CIVITAS STUDENTS

Are you experiencing a bad mood, stress, anxiety, loneliness? Do you have problems coping with the current situation or just want to talk?\*

Do you wish to discuss your CV and cover letter, or maybe learn about the current trends on the job market?

Send us an e-mail entitled **HELP** and specify the kind of consultations you need (psychologist, coach, job advisor) to **pomoc@civitas.edu.pl**

### LEGAL ASSISTANCE

Collegium Civitas offers **free legal assistance** for the students of Collegium Civitas.

Send us an e-mail entitled "Legal Assistance" with a brief description to: **prawnik@civitas.edu.pl**

The fees for all consultations for our students are covered in full by Collegium Civitas.

## STUDENT ADAPTATION CONSULTANT

room 1107, 11th floor  
tel. +48 22 656 71 76  
@: [kariera@civitas.edu.pl](mailto:kariera@civitas.edu.pl)

**Until further notice  
contact only:**



**Work hours:**

**Tuesday – Thursday** 11:00 a.m. - 4:00 p.m.

If you experience adaptation-related problems, please contact Career Centre. Consultations are provided free of charge in the following languages: Polish and English.

**Please make an appointment in advance.**

**Collegium Civitas ensures individual support to help students to adapt to the academic environment. This support covers:**

- studying process
- formalities associated with obtaining a stay permit in Poland
- labour market counselling
- healthcare
- insurance

\*there is a limit of three meetings per semester

## VIII. STUDENT ORGANIZATIONS

At Collegium Civitas, you can develop your interests, put creative ideas and social projects into practice and broaden your horizons. Please find below information about student organizations that are active at our university.



### STUDENTS' UNION

This is the basic forum for social activity at the university. It operates under the Agreement of the Universities of Warsaw. The Students' Union is actively involved in the organization of Juvenalia and Ursynalia (higher education students' holidays) and represents Collegium Civitas in the Student Parliament of the Republic of Poland.  
Contact: [samorzad@civitas.edu.pl](mailto:samorzad@civitas.edu.pl)



### ACADEMIC SPORTS ASSOCIATION

Its main objective is to encourage physical culture and activity, to promote a healthy lifestyle and to foster a spirit of sports competition among students. In the Academic Sports Association, students can take part in practice sessions and matches of the football section.

Contact: [azs@civitas.edu.pl](mailto:azs@civitas.edu.pl)



### "EUROPEAN UKRAINE" RESEARCH CLUB

The objective of the "European Ukraine" research club is to bring together students of various departments and act for the benefit of broadening the knowledge of Ukraine and Ukrainians. One of the key platforms of the club is the continuously growing YouTube.



### "HIKERS" STUDENTS' TOURIST CLUB

The club arranges countrywide and regional tourist events, prepares workshops on the latest trends in tourism and helps students to integrate during trips.

If travelling is your passion, join us!

Contact: [hikers\\_zarzad@civitas.edu.pl](mailto:hikers_zarzad@civitas.edu.pl)



### EMBASSY OF CONCILIUM CIVITAS

Concilium Civitas brings together Polish-scholars of social sciences (sociologists, psychologists, political scientists, economists, historians) working at leading foreign universities.

Students can also join in the creation of this initiative and debate on the most important political events in Poland, Europe and the world. The Embassy of Concilium Civitas begins its activity from October 2019 in the form of optional classes, which is open to every Collegium Civitas student.



### THEATRE

The theatre was established in February 2002. The theatre is co-created by students, graduates and students of the University of the Third Age. To mark the 20th anniversary of the university, the group staged a performance entitled "Birthday", and in the academic year 2017/2018 it put on a play inspired by the history of the Palace of Culture and Science, entitled "PEKIN". Both plays can be seen on the university website and in the YouTube CC channel. Currently, CC Theater is led by Agnieszka Korytkowska-Mazur – director, theater specialist, culture expert, scriptwriter, producer and editor.

Contact: [korytkowska@o2.pl](mailto:korytkowska@o2.pl)



All students who wish to set up a student organization at Collegium Civitas are requested to contact the Career Center: [kariera@civitas.edu.pl](mailto:kariera@civitas.edu.pl). Students may apply for additional funds for their respective organizations.



## PAŁACC RADIO

The radio was established to help students who wish to gain valuable experience not only in the area of journalism, but also in the field of marketing, editorial management or recording. Innovative approaches to the media, broadening students' horizons, practical experience and continuous personal development - these are the main aspects that we focus on. On the PAŁACC radio everyone can find something for themselves - regardless of their interests or views.

In a straightforward manner! With no barriers! For everyone!

Contact: [radiopalacc@gmail.com](mailto:radiopalacc@gmail.com)

<http://radiopalacc.pl/>



## YOUTH FOR PEACE

The student association aims to engage the student community and promote youth participation in peace-building efforts through education, research projects and volunteering. "Youth for Peace" wants to develop and spread peace initiatives to become a recognizable student organization in both Collegium Civitas and the academic community. Students want to provide both lecturers and students with the necessary tools and theoretical knowledge in order for them to have the ability to become active creators of peace both in their communities and outside of them.

Contact: [youthforpeace@civitas.edu.pl](mailto:youthforpeace@civitas.edu.pl)



## COLLEGIUM PROCURATIO

If you are interested in promoting an entrepreneurial attitude in the academic environment, wish to gain practical knowledge in business operations, and most of all you would like to build something from scratch and be able to control the development of your venture, Collegium Procuratio Scientific Club will give you this opportunity! The Club's activity includes three pillars: self-education, teaching and creating foundations for future employment.



## CROSS CULTURAL AWARENESS ASSOCIATION

The scientific database for students was set up to enable students to extend their knowledge on interdisciplinary topics beyond curricular requirements, including topics such as international relations and diplomacy. The database is mainly intended to support comprehensive development of Collegium Civitas, in particular its social, informational, cultural, scientific and educational activities, in order to make countries and states more aware of the significance of intercultural communication and to strengthen their convergence.

Contact: [ccaa@civitas.edu.pl](mailto:ccaa@civitas.edu.pl)



## MARKETING CLUB ROZGŁOS

Our Student association was created from the need of development and self-improvement. We combine theory and practice. Play our favorite game with us (Excel), discover people's needs (trend lectures, ways of communication) and learn how to convince them to buy your product (marketing lectures).

[rozglos.cc@civitas.edu.pl](mailto:rozglos.cc@civitas.edu.pl)



## SOCIOLOGY CLUB

The main objective of the club is to conduct research. At present, students are carrying out a study on the social distance between CC students and foreign nationals.

Contact: [kns\\_cc@civitas.edu.pl](mailto:kns_cc@civitas.edu.pl)



## CHOIR

Since the 2004/2005 academic year, Collegium Civitas has been working with the ARS CANTATA choir, which brings together enthusiasts of the art of singing.

Contact: [info@arscantata.pl](mailto:info@arscantata.pl)

# GENERAL INFORMATION ABOUT THE MEETINGS OF STUDENTS'

## ORGANISATIONS AT COLLEGIUM CIVITAS:

- in exceptional cases, the representatives and members of students' organisations will be able to use the infrastructure of the CC in the Palace of Culture and Science — only after obtaining consent from the Deputy Rector for Students' Affairs. The applications are to be submitted to the Career Centre: **[kariera@civitas.edu.pl](mailto:kariera@civitas.edu.pl)**
- stay on the premises of the University for the amount of time of your previously arranged meeting
- in meetings, observe the health and safety rules applicable during the pandemic on the premises of CC and in the Palace of Culture and Science
- when the session is over, leave the lecture room and return the key to the Reception desk
- disinfect your hands and the work station both before and after using the University infrastructure



## IX. LEADERSHIP



### **RECTOR**

Professor Stanisław Mocek



### **PRESIDENT**

**Co-founder and the first Rector**

Professor Jadwiga Koralewicz



### **CHANCELLOR**

Magdalena Wypych



### **VICE-RECTOR FOR STRATEGIC DEVELOPMENT**

Professor Małgorzata Baran



### **VICE-RECTOR FOR ACADEMIC AFFAIRS**

Roland Zarzycki PhD PhD



### **VICE-RECTOR FOR SCIENTIFIC RESEARCH**

Katarzyna Iwińska PhD



### **VICE-RECTOR FOR INTERNATIONAL RELATIONS**

Katarzyna Maniszewska PhD



### **VICE-RECTOR FOR STUDENT AFFAIRS**

Paweł Maranowski PhD

## RECTOR'S PLENIPOTENTIARIES



### **RECTOR'S PLENIPOTENTIARY FOR LIFELONG LEARNING**

Teresa Wierzbowska



### **RECTOR'S PLENIPOTENTIARY FOR MARKETING AND PROMOTION**

Małgorzata Mechanisz

*Discover  
the magic  
of studying  
with us!*



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@CollegiumC





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