

WHAT'S UP ON THE



FLOOR?

GUIDE –
MAGICAL
TIPS
FOR
STUDENTS



2019/2020

THE MAGIC OF STUDYING

**Collegium
Civitas**

THE MAGIC OF STUDYING

Collegium Civitas

We are happy to welcome you at Collegium Civitas – a modern university recognized for its practical approach to education and a high level of internationalization. In this guide, you will find answers to the most frequently asked questions, as well as many useful tips.

We wish you every success in your studies!

*Leadership and staff of
Collegium Civitas*



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I. 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.

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

- Erasmus in Warsaw
- Accomodation in Warsaw
- Erasmus Warsaw (official group)
- Accomodation Warsaw for Erasmus (official)
- 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!

II. 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 trains. 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.ztm.waw.pl.
- Use the 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.



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

For more information please refer to the website:

www.uber.com or <https://taxify.eu/pl/>.



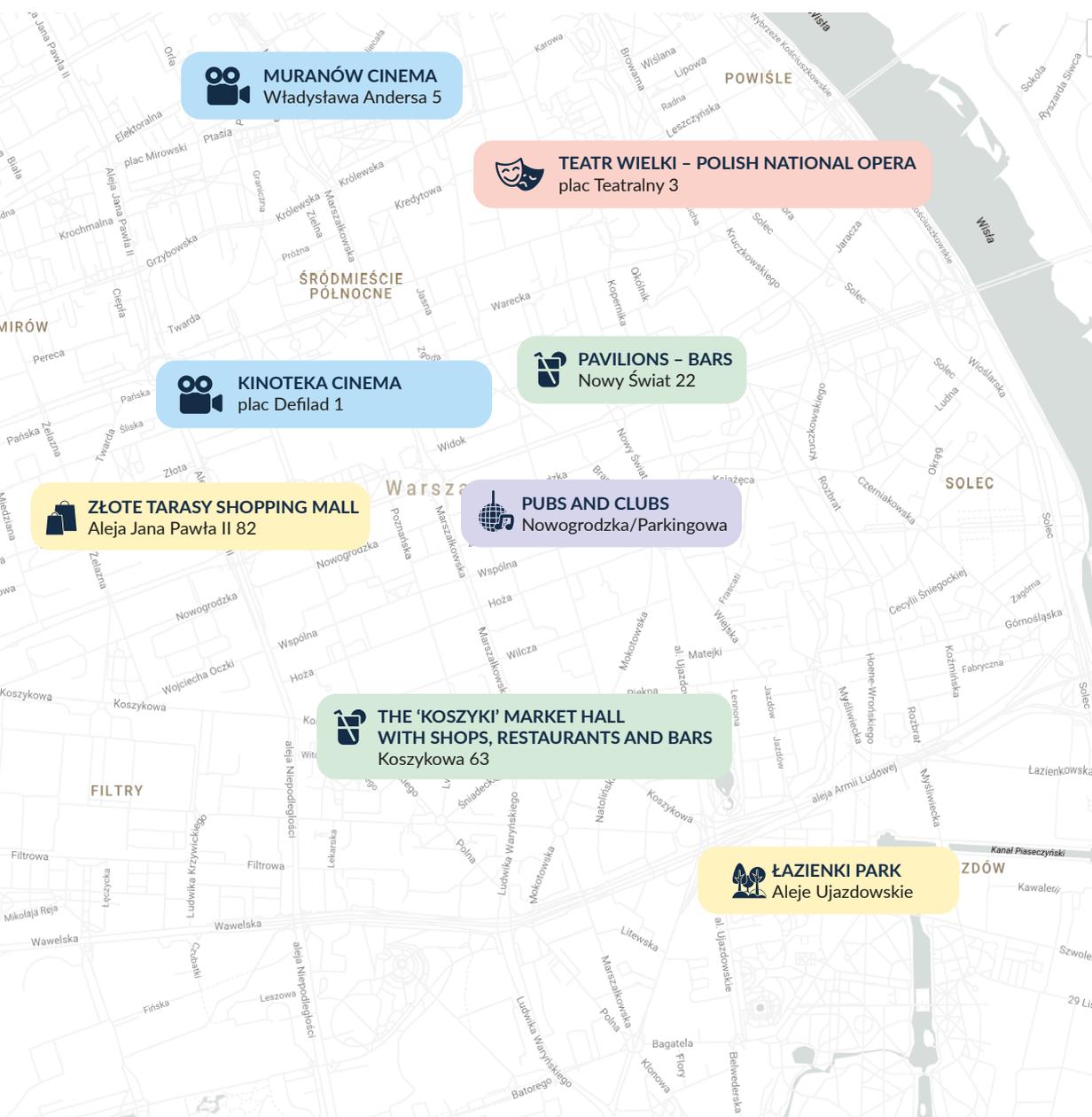
Download the Google Maps application, check out the most interesting places in the city and find out how to get there!

III. 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.



MURANÓW CINEMA
Władysława Andersa 5



TEATR WIELKI - POLISH NATIONAL OPERA
plac Teatralny 3



KINOTEKA CINEMA
plac Defilad 1



PAVILIONS - BARS
Nowy Świat 22



ZŁOTE TARASY SHOPPING MALL
Aleja Jana Pawła II 82



PUBS AND CLUBS
Nowogrodzka/Parkingowa



**THE 'KOSZYKI' MARKET HALL
WITH SHOPS, RESTAURANTS AND BARS**
Koszykowa 63



ŁAZIENKI PARK
Aleje Ujazdowskie

IV. ATTRACTIONS OF THE PALACE OF CULTURE AND SCIENCE



THEATRES

- Drama Theatre of the Capital City of Warsaw
- Studio Theatre
- 6th Floor Theatre
- Studio Theatre



MUSEUMS

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



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



CINEMAS

- Kinoteka Cinema



RESTAURANTS / CAFES / BARS / CLUBS

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



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.

V. FIRST STEPS AT THE UNIVERSITY

ACADEMIC YEAR CALENDAR

FULL-TIME PROGRAMMES (WINTER TERM)

Pre-term registration	17-24 September 2019
Inauguration of the academic year	30 September 2019
Commencement of classes	3 October 2019
Changes to course registration	30 September – 20 October 2019
Christmas break	23 December 2019 – 10 January 2020
End of classes	27 January 2020
Pre-session days	28-31 January 2020
Examination session	2 February – 8 February 2020
Winter holidays	17-28 February 2020
Resit examinations	24-28 February 2020

All dates are inclusive.

FULL-TIME PROGRAMMES (SUMMER TERM)

Pre-term registration	11-18 February 2020
Commencement of classes	2 March 2020
Changes to course registration	2 March 2020
Easter break	11-14 April 2020
End of classes	5 June 2020
Pre-session week	8-12 June 2020
Examination session	15-26 June 2020
Resit examinations	21-25 September 2020

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (WINTER TERM)

Pre-term registration	19-29 September 2019
Changes to course registration	3-31 October 2019
October	5-6 October 2019; 19-20 October 2019
November	9-10 November 2019; 23-24 November 2019
December	7-8 December 2019; 21-22 December 2019
January	11-12 January 2020; 25-26 January 2020
Examination session	1-2 February 2020; 8-9 February 2020
Resit examinations	22-23 February 2020

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (SUMMER TERM)

Pre-term registration	20 February – 26 February 2020
Changes to course registration	5-29 March 2020
March	7-8 March 2020; 21-22 March 2020
April	4-5 April 2020; 25-26 April 2020
May	9-10 May 2020; 23-24 May 2020
June	6-7 June 2020; 20-21 June 2020
Examination session	27-28 June 2020; 4-5 July 2020
Resit examinations	19-20 September 2020

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	12 April
Easter Monday	13 April
International Workers' Day	1 May
3rd May Constitution Day	3 May
Pentecost ("Green Holiday")	31 May
Corpus Christi	11 June



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.

⌘ **LOGIN** <https://wu.civitas.edu.pl>

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>.

Should you have any questions, please contact the IT Department.

IT DEPARTMENT

room 1212, 12th floor
tel. 22 656 71 83



LIBRARY

room 1106, 11th floor

tel. 22 656 71 96

@: biblioteka@civitas.edu.pl

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

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.

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.



OPENING HOURS:

Monday	9 a.m. - 5 p.m.
Tuesday	8 a.m. - 6 p.m.
Wednesday	9 a.m. - 5 p.m.
Thursday	9 a.m. - 5 p.m.
Friday	8 a.m. - 4 p.m.
Saturday	8 a.m. - 3 p.m.* or 8.30 a.m. - 2.30 p.m.***
Sunday	8 a.m. - 1 p.m.*

*During part-time studies sessions

**Weekend sessions of postgraduate students

VI. THE MOST IMPORTANT CONTACT DATA

VICE-RECTOR FOR INTERNATIONAL RELATIONS

Katarzyna Maniszewska PhD

room 1223, 12th floor

@: katarzyna.maniszewska@civitas.edu.pl

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

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

room 1253, 12th floor

@: roland.zarzycki@civitas.edu.pl

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

room 1250, 12th floor
tel.: 22 656 71 86



WORK HOURS:

Monday – Thursday

11 a.m. - 4 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

room 1251, 12th floor
tel.: 22 656 71 77/79



WORK HOURS:

Monday – Thursday

Saturday (during weekend sessions)

Sunday (during weekend sessions)

11 a.m. - 4 p.m.

8 a.m. - 2 p.m.

8 a.m. - 1 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
Joanna Berendt, editor	New Media and Journalism	joanna.berendt@civitas.edu.pl
Kerry Longhurst PhD	International History and Security Studies	kerry.longhurst@civitas.edu.pl
Łukasz Głombicki, editor	Multimedia Communication	lukasz.globicki@civitas.edu.pl
David Kalisz PhD	International Business and Marketing International Business Management	david.kalisz@civitas.edu.pl
Agata Szyran-Resiak PhD	Public Relations, Marketing, New Media	agata.resiak@civitas.edu.pl
Agnieszka Nitza-Makowska PhD	International Relations	agnieszka.nitza@civitas.edu.pl
Lisa Marie Bochniak MBA	Social Media Management & Digital Commerce	lbochniak@civitas.edu.pl
Małgorzata Baran, Professor	Business Management	malgorzata.baran@civitas.edu.pl
Katarzyna Maniszewska PhD Paulina Piasecka PhD	International Security Studies	katarzyna.maniszewska@civitas.edu.pl paulina.piasecka@civitas.edu.pl
Monika Nowicka PhD	Sociology	monika.nowicka@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. 22 656 71 81



Work hours:

Monday – Thursday

11 a.m. - 4 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.

DEPARTMENT OF INTERNATIONAL COOPERATION AND PROMOTION

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



Work hours:

Tuesday – Thursday 12 noon – 4 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 (it is third according to the 2018 ranking by “Perspektywy” magazine). 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!

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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 credit 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.

STUDENT ADAPTATION CONSULTANT

room 1107, 11th floor
22 656 71 76
@: kariera@civitas.edu.pl



Work hours:

Tuesday – Thursday 11 a.m. - 4 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.



CAREER CENTRE

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



Work hours:

Tuesday - Thursday
all weekend sessions

11 a.m. - 4 p.m.
8 a.m. - 2 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) with advertisements of jobs/placements/internships/voluntary service,
- notice boards on the 11th and 12th floors Collegium Civitas Alumni Club on Facebook.

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.

VII. 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



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



"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_zarxad@civitas.edu.pl



EMBASSY OF CONCILIVM 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



All students who wish to set up a student organization at Collegium Civitas are requested to contact the Career Center: 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

<http://radiopalacc.pl/>



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: caa@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



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



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



VIII. 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



**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!*

 @CollegiumCvitas.English

 @collegiumcivitas

 Collegium Civitas

 @CollegiumC



Collegium Civitas
Plac Defilad 1, 12th floor
00-901 Warsaw

