

WHAT'S UP ON THE



FLOOR?

GUIDE – MAGICAL TIPS FOR STUDENTS



2021/2022

THE MAGIC OF STUDYING

**Collegium
Civitas**

THE MAGIC OF STUDYING

Collegium Civitas

Dear future and present Students of Collegium Civitas,

we are happy to welcome you to Collegium Civitas - a modern university distinguished by a practical approach to education and a high level of internationalization. This guide provides answers to the most frequently asked questions, as well as many useful tips. Joining our university community you are probably wondering what the learning process will look like during the pandemic and what are the various restrictions that are imposed on educational institutions. We can assure you that, regardless of the situation, we are prepared to conduct face-to-face, online or blended classes following the highest standards. We sincerely hope that the pandemic will soon become a mere memory, but if we have to face the challenges of restrictions and social distancing yet for some time, we are prepared for it.

We wish you success in your studies!

***The Leadership and Staff
of Collegium Civitas***



We present you a guide where you will find answers to frequently asked questions, as well as many useful tips.

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I. IMPORTANT INFORMATION CONCERNING HEALTH SAFETY



NOTE! Vaccination against COVID-19 for foreigners legally residing in Poland is free of charge: <https://www.civitas.edu.pl/en/our-university/-covid-19-guidance-for-collegium-civitas-community>



Cover your mouth and nose only with a mask



Wash your hands frequently

Wash your hands frequently using soap and water and if you have no access to soap and water, use cleaning liquids/gels containing alcohol (at least 60%).



Use proper protection measures when coughing or sneezing

When coughing or sneezing cover your mouth and nose with your bent elbow or tissue – immediately throw away the tissue to a closed trash bin and clean your hands with soap water and if you have no access to soap and water, use cleaning liquids/gels containing alcohol (at least 60%).



Keep safe distance

Maintain at least 1.5 metre distance between yourself and other persons, especially those who cough, sneeze and have fever.



Avoid touching your eyes, nose and mouth

Your hands touch many surfaces which may be contaminated with the virus. If you touch your eyes, nose and mouth with contaminated hands you can transmit the virus onto your body. If you have fever, a cough or difficulty breathing, get medical assistance.

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

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



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 PLN. 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**
- 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 system of city bike rentals, available from March to November. You can register online. The first 20 minutes of driving are always free. Detailed information on the website: **www.veturilo.waw.pl**.

A fast ride around Warsaw is guaranteed by electric scooters, offered for example by the Lime company. To use them, you need to download the application to your phone, register an account and connect the card from which the money is directly withdrawn.



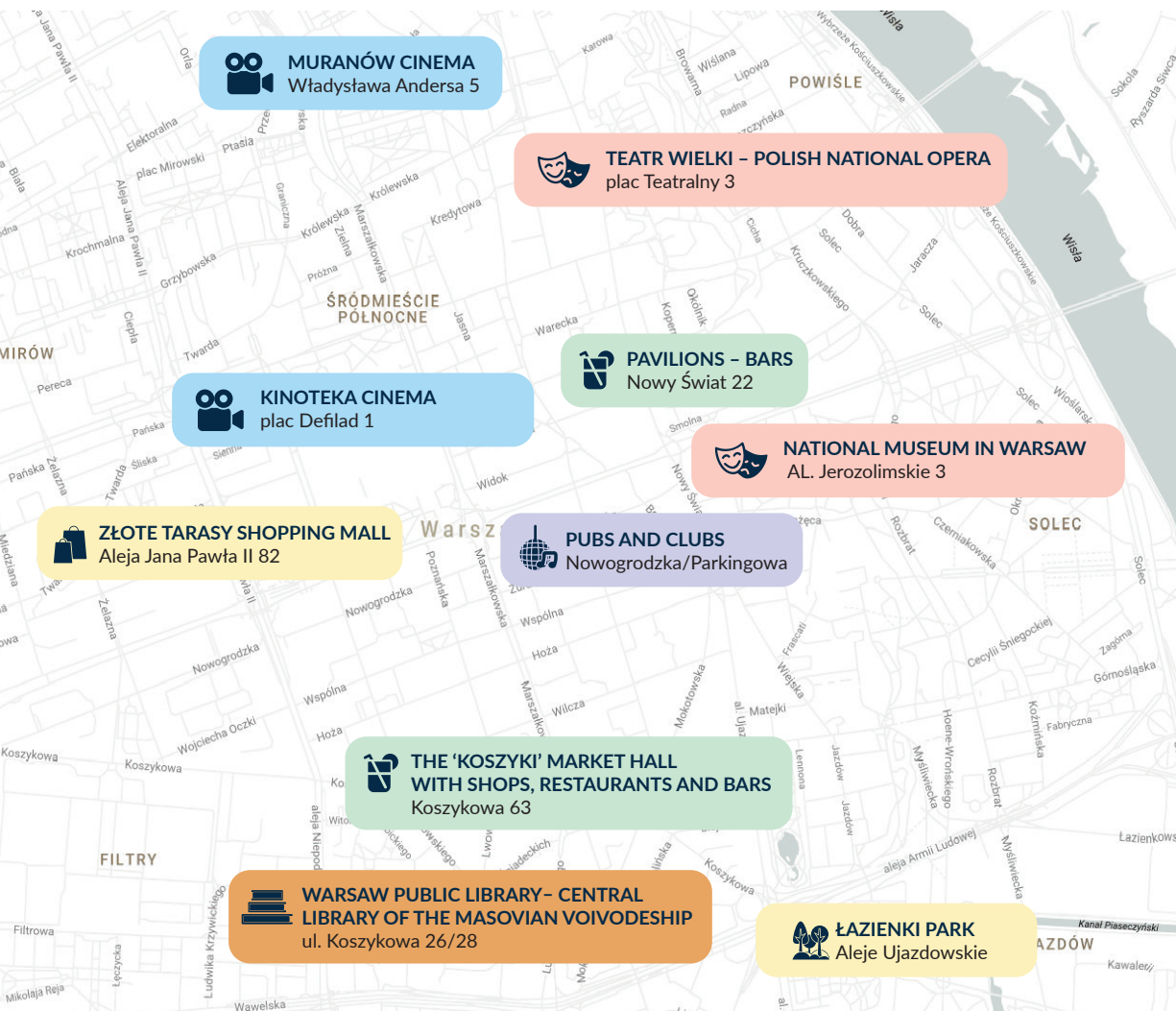
Download the Google Maps application, check out the most interesting places in the city and find out how to get there!

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
- 6th Floor Theatre
- Lalka Theatre



MUSEUMS

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



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



CINEMAS

- Kinoteka Cinema



RESTAURANTS / CAFES / BARS / CLUBS

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



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

VI. FIRST STEPS AT THE UNIVERSITY

ACADEMIC YEAR CALENDAR

FULL-TIME PROGRAMMES (WINTER TERM)

Pre-term registration	14 September – 21 September 2021
Inauguration of the academic year	4 October 2021
Commencement of classes	6 October 2021
Changes to course registration	30 September – 23 October 2021
Christmas break	22 December 2021 – 09 January 2022
End of classes	27 January 2022
Examination session	31 January – 11 February 2022
Winter holidays	14-20 February 2022
Resit examinations	21-25 February 2022

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (WINTER TERM)

Pre-term registration	21-28 September 2021
Changes to course registration	5-31 October 2021
October	9-10 October 2021; 23-24 October 2021
November	6-7 November 2021; 20-21 November 2021
December	4-5 December 2021; 18-19 December 2021
January	8-9 January 2022; 22-23 January 2022
Examination session	5-6 February 2022; 12-13 February 2022
Resit examinations	26-27 February 2022

All dates are inclusive.

FULL-TIME PROGRAMMES (SUMMER TERM)

Pre-term registration	14-20 February 2022
Commencement of classes	1 March 2022
Changes to course registration	28 February 2022-27 March 2022
Easter break	14-20 April 2022
End of classes	13 June 2022
Examination session	14-27 June 2022
Resit examinations	19-23 September 2022

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (SUMMER TERM)

Pre-term registration	23 February – 1 March 2022
Changes to course registration	8 March 2022 - 3 April 2022
March	12-13 March 2022; 26-27 March 2022
April	9-10 April 2022; 23-24 April 2022
May	7-8 May 2022; 21-22 May 2022
June	11-12 June 2022; 25-26 June 2022
Examination session	2-3 July 2022; 9-10 July 2022
Resit examinations	24-25 September 2022

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	17 April
Easter Monday	18 April
International Workers' Day	1 May
3rd May Constitution Day	3 May
Pentecost ("Green Holiday")	5 June
Corpus Christi	16 June



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

VIRTUAL UNIVERSITY

ONLINE STUDENT SERVICES

<https://wu.civitas.edu.pl>

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: e-uslugi.civitas.edu.pl

Should you have any questions, please contact the IT Department: helpdesk@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



NOTE! The rules for the functioning of the lending room and the library reading room depend on the current epidemiological situation. Before using our services, please check the current announcements on the library website.

tel. +48 22 656 71 96

@: library@civitas.edu.pl

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

<https://civitas.lib.mol.pl/>

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

- during operation, please cover your mouth and nose;
- book a visit to the library before or during book reservations;
- reserve your books in advance, you can do it through an on-line catalog or e-mail;

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

- a rich collection of teaching materials for classes available in the reading room and via OneDrive;
- electronic subscriptions of weekly news magazines: "Polityka" and "Newsweek Polska";
- Academica terminal with more than 3.5 million books and magazines in digital format;
- access to scientific databases such as EBSCO and JSTOR.



WORK HOURS:

We encourage you to visit library Monday to Thursday 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>



NOTE: Due to the epidemic situation, please check the schedule on a regular basis and booking books and appointments by e-mail.

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

- Combined Libraries of WFiS UW, IFiS PAN and PTF (<https://polaczonebibliotki.uw.edu.pl/>)
- Central Military Library (<https://cbw.wp.mil.pl/pl/#>)
- University of Warsaw Library (<https://www.buw.uw.edu.pl/>)
- National Library (<https://bn.org.pl/>)
- Warsaw Public Library – Central Library of the Masovian Voivodeship (<https://www.koszykowa.pl/>)

! **NOTE! Please verify yourself how the above facilities function during the pandemic.**

If you are interested, you may also complete a short course in the use of scientific databases, e.g. JSTOR and EBSCO.

To gain access to scientific 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

**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

room 1149, 11th floor
tel. + 48 503 070 12, @: beata.rembecka@civitas.edu.pl
tel. +48 5043921431, @: magda.dosz@civitas.edu.pl

**Until further notice
contact only:**



Work hours:

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

Phone contact:

Monday – Friday: 11:00 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

room 1252, 12th floor
tel. + 48 508 929 674, @: agnieszka.niekurzak@civitas.edu.pl
tel. + 48 509 505 622, @: adam.serafin@civitas.edu.pl
tel. + 48 507 984 802, @: michal.kosinski@civitas.edu.pl
tel. + 48 789 009 565, @: aneta.szankowska@civitas.edu.pl

**Until further notice
contact only:**



Work hours:

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

Phone contact:

Monday – Thursday: 11:00 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.

Head of Specialization	Specjalization	E-mail address
Prof. Małgorzata Baran	Project and Process Management	malgorzata.baran@civitas.edu.pl
Lisa Marie Bochniak	Social Media Management and Digital Commerce	lisa.marie@civitas.edu.pl
Łukasz Głombicki, editor	Multimedia Communication	lukasz.globicki@civitas.edu.pl
David Kalisz PhD	International Business Management	david.kalisz@civitas.edu.pl
Sławomir Klimkiewicz PhD	Media, Diplomacy and International Negotiations	slawomir.klimkiewicz@civitas.edu.pl
Magdalena Kraszewska PhD	Business Management	magdalena.kraszewska@civitas.edu.pl
Adrian Lis PhD	Data Analytics, Big Data and Coding	adrian.lis@civitas.edu.pl
Kerry Longhurst PhD	International History and Security Studies WVU	kerry.longhurst@civitas.edu.pl
Katarzyna Maniszewska PhD Paulina Piasecka PhD	Civil Society and Media Diplomacy International Security Studies	katarzyna.maniszewska@civitas.edu.pl paulina.piasecka@civitas.edu.pl
Agnieszka Nitza-Makowska PhD	International Business and Negotiations SDU International Relations International Relations ARU	agnieszka.nitza@civitas.edu.pl
Monika Nowicka PhD	Sociology	monika.nowicka@civitas.edu.pl
Ewa Opach	Digital Marketing	ewa.opach@civitas.edu.pl
Katarzyna Przybyła	Strategic Peace and Conflict Studies	katarzyna.przybyla@civitas.edu.pl
Izabela Rećko PhD	Digital society: transformation and research	izabela.recko@civitas.edu.pl
Marek Rybarczyk, editor	New Media and Journalism	marek.rybarczyk@civitas.edu.pl
Marta Salkowska PhD	Media and Diversity Studies	marta.salkowska@civitas.edu.pl
Katarzyna Skiert-Andrzejuk	English Studies	katarzyna.skiert@civitas.edu.pl
Agata Szyran-Resiak PhD	Public Relations, Marketing, New Media	agata.resiak@civitas.edu.pl
Przemysław Witkowski PhD	International Business and Marketing International Business and Negotiations	przemyslaw.witkowski@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 934, 9th floor
tel. +48 22 656 71 81
@ Fees: oplaty@civitas.edu.pl
@ Scholarships: stypendia@civitas.edu.pl

**Until further notice
contact only:**



Work hours:

Monday	11:00 a.m - 3:00 p.m
Tuesday	8:00 a.m - 11:00 a.m
Wednesday	11:00a.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 in each semester of the academic year. Please keep an eye out for a message containing the crucial dates and information sent to your students e-mail address.



DEPARTMENT OF INTERNATIONAL COOPERATION AND PROMOTION

room 1148, 11th floor
tel. +48 22 656 71 60/95
@: international@civitas.edu.pl

**Until further notice
contact only:**



Work hours:

Monday – Friday

10:00 a.m. – 4:00 p.m.

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

Collegium Civitas is recognized as one of the most international universities in Poland. 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. More than 50 of our students have a chance to travel abroad every year.

Do you know how to get a scholarship?

- You must have a good command of English and an appropriate grade average
- If you are 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 "Useful information → "International cooperation"
- You can take up an Erasmus+ internship during the summer break, e.g. in a foreign company or institution. This opportunity is also available to recent graduates, who may take up to 12 months of an internship abroad, starting right after graduation (thesis defense). The minimum duration of the internship is 2 months.
- The website of the Polish National Agency of the Erasmus+ program: www.erasmusplus.org.pl.



To be up to date with the latest news, follow us
on Facebook: [@CollegiumCivitas.English](https://www.facebook.com/CollegiumCivitas.English) and on the
Instagram: [@collegiumcivitas](https://www.instagram.com/collegiumcivitas).

CAREER CENTRE

room 1107, 11th floor
tel. +48 22 656 71 82
@: centrum.karier@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: We encourage you to visit our office from Tuesday to Thursday.

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

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 grzeszes
- We carry out preliminary recruitment interviews for employers who work with the Career Centre



Please follow the activity of the Career Centre on Facebook:
www.facebook.com/pracaikariera and on the website
www.ck.civitas.edu.pl

CAREER, PSYCHOLOGICAL AND LEGAL ASSISTANCE FOR STUDENTS

As part of the Career Centre activities, students are guaranteed free of charge, confidential, career advice, legal advice and psychological care.

We kindly ask you to send your message from your student address from the **@civitas.edu.pl** domain. We are unable to verify the identity of the person contacting us from private addresses, which may result in a risk of non-confidentiality of the information provided and documents sent.

If you need career advice, send an e-mail with a short description of your problem to the following address: **doradca.zawodowy@civitas.edu.pl**

If you experience any family, professional, university or partner problems, we encourage you to make an appointment with a specialist at: **karolina.maj@civitas.edu.pl** Collegium Civitas offers free legal assistance in the field of labour law and civil law contracts used on the labour market (mandate contracts, work contracts and internships) for students of Collegium Civitas.

If you need legal assistance, send an e-mail with a short description of your problem to the following address: **prawnik@civitas.edu.pl**

The consultations in the specified scope are free for students of our University. The costs are entirely borne by Collegium Civitas.

Welcome Point

room 1108, 11th floor
tel. +48 504 392 125 (contact between 10 a.m. to 4 p.m.)
@: welcome@civitas.edu.pl

**Until further notice
contact only:**



Work hours:

Monday - Friday 10:00 a.m. - 4:00 p.m.

- provides support in formal matters -related to studying at Collegium Civitas;
- provides basic information on official matters, including legalization of stay in Poland;
- share information about student initiatives, organizations and research clubs within Collegium Civitas;
- co-creates and implements processes related to cultural adaptation in the academic environment by organizing workshops, trainings, Culture Days, Adaptation Days;
- cares about building sense of independence and security among students and academics.

The consultations in the specified scope are free for students of our university.

The consultations are provided in Polish, English, Russian and Ukrainian.

VIII. STUDENT ORGANIZATIONS AND INITIATIVES

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



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.



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



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



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



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



SCIENCE CLUB RISK

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



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/>



"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.



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: **centrum.karier@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 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, PROMOTION AND ADMISSION

Małgorzata Mechanisz

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