

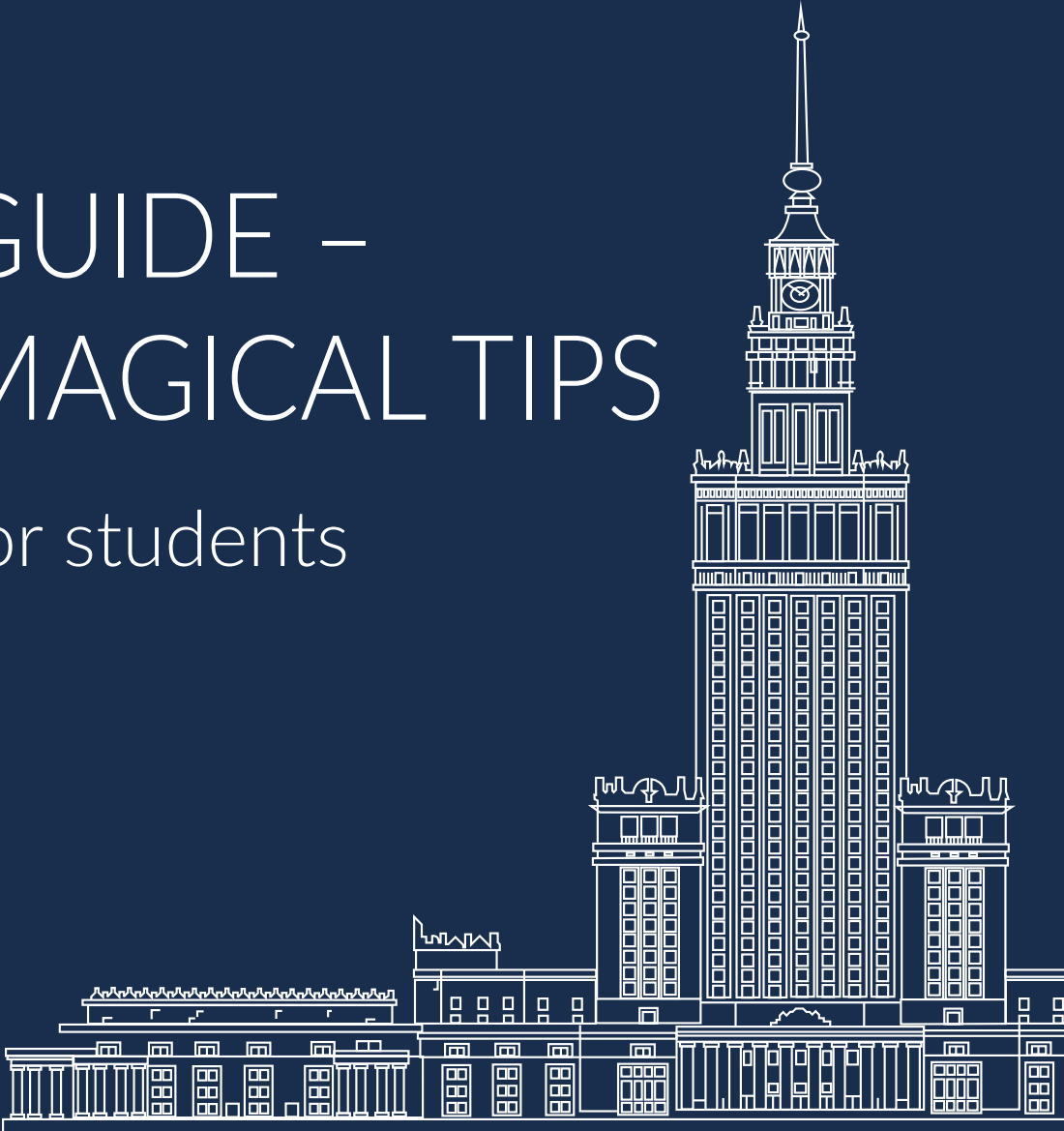
WHAT'S UP ON THE



FLOOR?

# GUIDE – MAGICAL TIPS

for students



**ACADEMIC YEAR**  
**2024/2025**

**Collegium**  
**Civitas**

# Collegium Civitas

***Dear Students of Collegium Civitas,***

*Welcome to Collegium Civitas, a vibrant and international university that has been a leader in higher education for over two decades. Our institution is proud to be home to esteemed lecturers and experts who are frequently featured in the media. They will be your guides, sharing their invaluable knowledge and practical experience throughout your academic journey.*

*This guidebook has been prepared to help you navigate university life. Inside, you'll find answers to frequently asked questions and a wealth of practical tips to make your time here as smooth and enriching as possible. Should you need any further assistance, our team is always here to support you—whether in person, by email, or by phone.*

*We strongly encourage you to immerse yourself in the academic and student community at Collegium Civitas. There are numerous opportunities to get involved, from participating in student organizations and research centers to joining various clubs like radio, theater, and film. Your engagement will be a key part of making the most of your university experience.*

*We are thrilled that you have chosen Collegium Civitas for your studies. May this be the beginning of an exciting and fruitful intellectual journey!*

***Wishing you all the best,  
The Rector's Team, Staff, and Employees  
Collegium Civitas***



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

# CONTENTS

- I. ACCOMMODATION.....4**
- II. PUBLIC TRANSPORT IN WARSAW.....5**
- III. MAJOR HIGHLIGHTS AND ATTRACTIONS IN THE CAPITAL CITY...6**
- IV. ATTRACTIONS OF THE PALACE OF CULTURE AND SCIENCE.....7**
- V. FIRST STEPS AT THE UNIVERSITY.....8**
  - Academic year calendar.....8
  - Virtual University.....9
  - Computer lab.....9
  - Library.....11
- VI. THE MOST IMPORTANT CONTACT DATA.....13**
  - Vice-Rector for International Relations.....13
  - Vice-Rector for Student Affairs.....13
  - Vice-Rector for Academic Affairs.....14
  - Academic Affairs Office and Academic Affairs Office  
for Studies in English .....15
  - Heads of Specializations.....16
  - Payment and Scholarship Office.....17
  - Students' Activity for the University.....18
  - International Cooperation and Promotion Office .....19
  - Academic Careers Office.....20
  - Career and psychological assistance for student .....21
  - Welcome Point .....21
- VII. STUDENT ORGANIZATIONS.....22**
  - General information about the meetings of student .....22
- VII. LEADERSHIP.....27**

# I. ACCOMMODATION

If you need to find an apartment in Warsaw, we will be happy to help you. For information about available rooms recommended by 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
- Accomodation in Warsaw
- Erasmus Warsaw (official group)
- Accomodation Warsaw for Erasmus (official)
- [www.pepehousing.com](http://www.pepehousing.com)
- <https://pokoj.waw.pl/>
- <https://studentdepot.pl/en/dormitory-warsaw>



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

A fast ride around Warsaw is guaranteed by electric scooters, offered for example by companies such as: Blinkee, Bolt, Dott, Lime, Tier. 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!

# 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



**NATIONAL MUSEUM IN WARSAW**  
Al. Jerozolimskie 3



**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



**WARSAW PUBLIC LIBRARY - CENTRAL  
LIBRARY OF THE MASOVIAN VOIVODESHIP**  
ul. Koszykowa 26/28



**ŁAZIENKI PARK**  
Aleje Ujazdowskie



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

# IV. 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 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
- Gwiazdy Blizej Gwiazd



## 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)

# V. FIRST STEPS AT THE UNIVERSITY

## ACADEMIC YEAR CALENDAR

### FULL-TIME PROGRAMMES (WINTER TERM)

Pre-term registration	19 September – 23 September 2024
Inauguration of the academic year	30 September 2024
Commencement of classes	10 October 2024
Changes to course registration	01 October – 27 October 2024
Christmas break	23 December 2024 – 07 January 2025
End of classes	03 February 2025
Examination session	04 February – 14 February 2025
Winter holidays	17-21 February 2025
Resit examinations	24-28 February 2025

*All dates are inclusive.*

### FULL-TIME PROGRAMMES (SUMMER TERM)

Pre-term registration	18-23 February 2025
Commencement of classes	3 March 2025
Changes to course registration	27 February - 23 March 2025
Easter break	19-23 April 2025
End of classes	6 June 2025
Examination session	16-27 June 2025
Resit examinations	22-26 September 2025

*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	20 April
Easter Monday	21 April
International Workers' Day	1 May
3rd May Constitution Day	3 May
Pentecost ("Green Holiday")	8 June
Corpus Christi	19 June



## 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.



LOGIN

**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://e-uslugi.civitas.edu.pl>

Should you have any questions, please contact the IT Office:

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

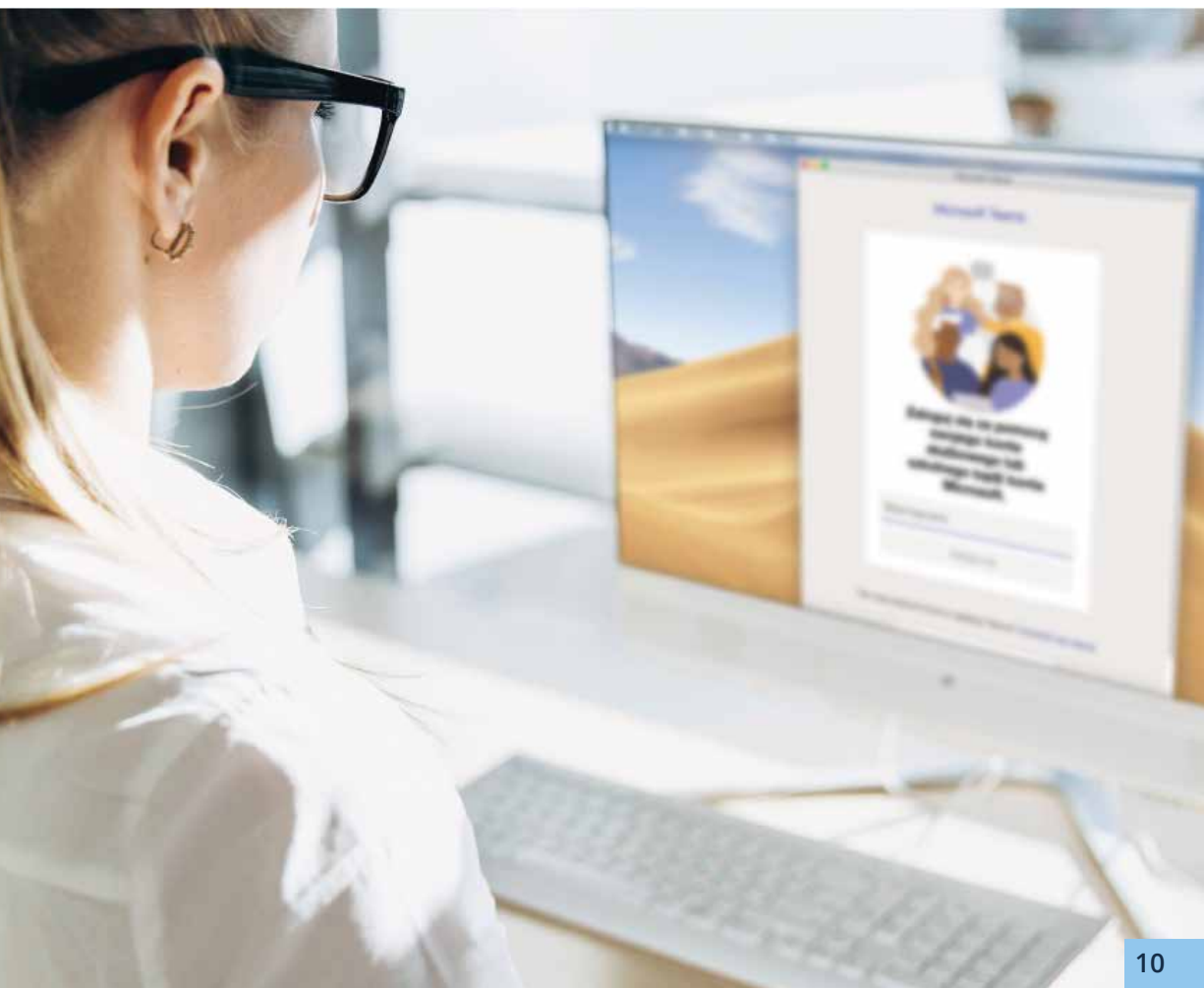
### IT OFFICE

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

### 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



tel. +48 22 656 71 96

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

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

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

## General rules for access to the library:

- before you borrow for the first time, apply for a library account;
- readers may borrow a maximum of 3 books to take home at a time for a period of 21 days;
- a student ID card or other document with a photo is required to make a borrowing request;
- a useful feature is the reservation of books through the online catalog (note – a necessary condition is the simultaneous reservation of an appointment in the library at <https://civitas.nakiedy.pl/>).

## 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 Library OneDrive;
- electronic subscriptions of news magazines;
- Academica terminal with more than 3.5 million books and magazines in digital format;
- access to scientific databases such as EBSCO and JSTOR.



## WORKING HOURS:

We encourage you to visit library Monday to Thursday (Friday remote service only) 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:**

- Combined Libraries of WFIS UW, IFIS PAN and PTF – after a paid library card, home borrowing is also possible (<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/>)

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.**



# 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 Office 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 Office, Student Affairs Office, Academic Affairs Office
- 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 Office 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 Office, Academic Affairs Office, Office for Diploma Affairs and Tuition Fees and Scholarships Office
- 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

### **Paulina Piasecka PhD**

room 1225, 12th floor

@: paulina.piasecka@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 Office 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 Office 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 OFFICE AND STUDENT AFFAIRS OFFICE FOR STUDIES IN ENGLISH

## STUDENT AFFAIRS OFFICE FOR STUDIES IN ENGLISH

room 1149, 11th floor

tel. + 48 503 070 121, @: beata.rembecka@civitas.edu.pl

tel. + 48 504 392 143, @: damian.deluga@civitas.edu.pl



### Working hours:

**Monday – Thursday**

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

– after making an appointment on website <https://civitas.nakiedy.pl/>

### Phone contact:

**Monday – Friday:**

11:00 a.m. – 4:00 p.m.



**NOTE: on Fridays the Academic Student Affairs Office 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 OFFICE

room 1149, 11th floor

tel. +48 502 067 504

@: tomasz.korol@civitas.edu.pl



### Working hours:

**Monday – Thursday**

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

– after making an appointment on website <https://civitas.nakiedy.pl/>



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

## HEADS OF SPECIALIZATIONS

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

Specialization	Head of Specialization	E-mail address
Asian Studies	Katarzyna Skiert-Andrzejuk	katarzyna.skiert@civitas.edu.pl
Business Management	Prof. Małgorzata Baran	malgorzata.baran@civitas.edu.pl
Communication Management And Design Thinking	Piotr Kosiak	piotr.kosiak@civitas.edu.pl
Data Analytics, Big Data and Coding	Adrian Lis PhD	adrian.lis@civitas.edu.pl
Digital Marketing	Ewa Opach	ewa.opach@civitas.edu.pl
Digital society: transformation and research	Anna Kuczyńska	kuczynska.anna@civitas.edu.pl
International Business and Marketing	Przemysław Witkowski PhD	przemyslaw.witkowski@civitas.edu.pl
International Business and Negotiations	Przemysław Witkowski PhD	przemyslaw.witkowski@civitas.edu.pl
International Business and Negotiations SDU	Katarzyna Skiert-Andrzejuk	katarzyna.skiert@civitas.edu.pl
International Business Management	Wioletta Malota PhD	wioletta.malota@civitas.edu.pl
International History and Security Studies WVU	Kerry Longhurst PhD	kerry.longhurst@civitas.edu.pl
International Relations	Katarzyna Skiert-Andrzejuk	katarzyna.skiert@civitas.edu.pl
International Security Studies	Katarzyna Maniszewska PhD Paulina Piasecka PhD	katarzyna.maniszewska@civitas.edu.pl paulina.piasecka@civitas.edu.pl
Investigative Journalism and Fact-Checking	Grzegorz Raczkowski	grzegorz.rzczkowski@civitas.edu.pl
Media, Diplomacy and International Negotiations	Sławomir Klimkiewicz PhD	slawomir.klimkiewicz@civitas.edu.pl
Multimedia Communication	Łukasz Głombicki, editor	lukasz.globicki@civitas.edu.pl
New Media and Journalism	Karolina Opolska, editor	karolina.opolska@civitas.edu.pl
Project and Process Management	Prof. Małgorzata Baran	malgorzata.baran@civitas.edu.pl
Public Relations, Marketing, New Media	Dorota Kowalska	dorota.kowalska@civitas.edu.pl
Social Media Management and Digital Commerce	Lisa Marie Bochneak	lisa.marie@civitas.edu.pl
Society and Sustainability	Katarzyna Iwińska PhD	katarzyna.iwinska@civitas.edu.pl
Sociology: 21st Century Societies	Monika Nowicka PhD	monika.nowicka@civitas.edu.pl
Sociology: Globalised Societies	Monika Nowicka PhD	monika.nowicka@civitas.edu.pl
Sustainable Manager	Krzysztof Kasianiuk PhD	krzysztof.kasianiuk@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 OFFICE

room 934, 9th floor  
tel. +48 22 656 71 81  
@ Fees: oplaty@civitas.edu.pl  
@ Scholarships: stypendia@civitas.edu.pl



### Working hours:

**Monday – Thursday**

11:00 a.m – 4:00 p.m

We kindly inform you that stationary service is possible only after booking an appointment via <https://civitas.nakiedy.pl/>



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

### In the Payment and Scholarship Office you can:

- clarify issues connected with settlements and financial overdues
- submit an application for a scholarship for high academic, sports and artistic 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
- financial aid
- Minister's scholarships for outstanding students
- maintenance grants
- maintenance grants for students with disabilities



**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 may/can receive tuition discounts. Terms and conditions on which discounts are granted can be found in the Rules and Regulations tab at the Virtual University.

### ACTIVE STUDENTS ARE THE ONES WHO AS PART OF THEIR STUDENT ORGANIZATION:

- organise events: meetings with interesting people, lectures, conferences, events related to the celebration of various holidays, such as Chirstmas Eve, Easter;
- run social media accounts of their scientific clubs, produce podcasts, write texts or create photos and videos;
- help organise Adaptation Days, Cultural 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.



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



## Working 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](mailto:international@civitas.edu.pl)**

Collegium Civitas is at the forefront of the most internationalized non-public 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: Australia, Indonesia, Japan, Canada, Kenya, Colombia, South Korea, Mexico, USA, and Vietnam).

## How to get a scholarship?

To receive a scholarship you need to:

- Submit application documents (access in the Virtual University / Wirtualna Uczelnia system after logging in).
- Complete at least the first semester of studies at CC.
- Know the language in which the exchange will take place at least at a communicative level.
- To earn extra points, it is also worth mentioning your activities in student organizations or other interesting activities outside of CC (important: activities must be documented) and remember to provide a motivation for your willingness to participate in the program.

## Remember!

- You can find the full list of partner universities and the exchange regulations in the Virtual University, under "General information" → "International Office".
- A semester or year completed abroad will be included in your curriculum (including subjects, grades, ECTS credits) and will be fully recognized by Collegium Civitas.
- As part of the program, you can also go on an internship abroad – to a company or other institution. This way, you can be credited for the mandatory internship at CC (applies to undergraduate studies). Internships can last from 2 to 12 months. Graduates also have this opportunity (the condition is to apply before the date of defense). The internship must begin and end within 12 months of graduation (defense).

Erasmus+ National Agency website: [www.erasmusplus.org.pl](http://www.erasmusplus.org.pl).



To be up to date with the latest news, follow us:  
Facebook: @CollegiumCivitas. English:  
Instagram: @collegiumcivitas.

# ACADEMIC CAREERS OFFICE

room 1107, 11th floor  
tel. + 48 789 009 563;  
tel. + 48 789 009 564;  
tel. + 48 789 009 548;  
@: abk@civitas.edu.pl



## Working hours:

**Monday –Friday**

**part-time study programmes:**

8:30 a.m. - 4:00 p.m.

8.30 a.m. - 4.00 p.m.

We kindly ask you to send your message from your student address from the **@civitas.edu.pl** domain.

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

- We will help you prepare professional application: CV and a letter of interest
- We may arrange individual consultations with a career advisor for you
- We organize free trainings to help you develop and enhance your soft skills and find your way in the labour market
- We look for job/internship/apprenticeship offers for you
- We organize webinars on how to easily navigate labour market, on site meetings with employers, Career Days, Student Organization Days.

Please follow the activity of the Academic Careers Office:



FB fanpage



Group with  
advertisements of jobs



Internships  
/voluntary service



OPEN THE DOOR TO YOUR CAREER!

## CAREER AND PSYCHOLOGICAL ASSISTANCE FOR STUDENTS

As part of the Academic Careers Office activities, students are guaranteed free of charge, confidential career advice and psychological care.

If you need career advice, please 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:  
**pomoc.psychologiczna@civitas.edu.pl**

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

## WELCOME POINT

room 1108, 11th floor  
tel. +48 504 392 125  
@: welcome@civitas.edu.pl



### Working hours:

<b>Monday-Thursday</b>	8:00 a.m. – 4:00 p.m.
<b>Friday</b>	10:00 a.m. – 6:00 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;

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

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

# VII. 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.



## STUDENT GOVERNMENT

Do you like adventures and challenges? Are you looking for the right place to discover your passion, be creative and develop new skills? Do you want to gain unique experience that's useful for your future employment? Join the Collegium Civitas Student Council today! Together we will represent the student community and engage in public affairs between university authorities, Student's Parliament of the Republic of Poland, Forum Uczelni Niepublicznych, Stołecznych Uczelni Niepublicznych, and collaborate with other Universities and their student councils to make student life easier and more attractive. We also have the critical responsibility of protecting student's rights and their comfort and well-being at the University. Activities you assist with the Collegium Civitas Student Council will give you a wide spectrum of opportunities through actions, planning events, and developing student projects. For us, studies are ultimately something more than just attending lectures, we want to push our engagement to the fullest! So it will be an excellent decision to participate in our community and join the Student Council! With us, you'll explore and appreciate student life from behind the scenes!

We can't wait for you to start your amazing journey with us!

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



## CC BUDDY PROGRAM

Our university created the Integration Support Team to support new international students in their transition in our CC family.

How does it work? Each new student from abroad can get a Buddy (Collegium Civitas student), which will provide all necessary information about the university and Warsaw, and help with different issues (finding the accommodation, Polish administration, public transport, etc.). It is a person you can grab a cup of coffee with and talk about life.

If you feel like you don't need a student to help, our team also organizes many integration events, such as city tours, dinners, journeys to different cities and more!

After two years of existence, more than 200 students have joined the Buddy Program, the assistance was provided for more than 100 international students, and many integration events were organized!

If you are interested in broadening your horizon, meet new people, improve your language skills, and explore new cultures, join the Program to create unforgettable year full of memories!

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



All students who wish to set up a student organization at Collegium Civitas are requested to contact the [welcome@civitas.edu.pl](mailto:welcome@civitas.edu.pl)



## PAŁACC RADIO

PAŁACC, a project that came to life with students of Collegium Civitas in mind. It's an initiative created by our students for our students. It's here we provide a chance for entrants from various fields of study to meet. We wish to give them the opportunity to gain valuable experience not only in the field of journalism. The universal character of our group enables its members to develop in marketing, management of editorial staff, recording and editing and more. A novel approach to media, broadening the horizons and continuous development are the main principles we value while at work. By doing what we love, we simultaneously create a medium where everyone can find something for themselves - regardless of their interests or beliefs. Step by step we aim to reach our goals. Our doors are always open, for everyone. We offer practical development, and we really mean it. Straightforward, without barriers, for everyone!

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



## RISK ASSOCIATION IS A CONTINUATION OF CROSS CULTURE AWARENESS ASSOCIATION

RISK is nothing but students of Collegium Civitas, who love to gain new experiences connected to people from all around the world. From the beginning we were international. We started with a group of few people who were curious of other nations and cultures. Students of Collegium Civitas are fascinated by problems of the world. Our association is connected with international relations and safety. We are focused on languages, ethnic differences, diversity of the world, especially middle and far east. But also, migrations in Africa, human rights, and many other conflicts. We would like to find many solutions for these problems. Our initiative is understanding and deepening knowledge in multiculturalism and problems of the world around us.

Contact: [kn.risk@civitas.edu.pl](mailto:kn.risk@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. We are waiting for YOU!

Contact: [kn.collegium.procuratio@civitas.edu.pl](mailto:kn.collegium.procuratio@civitas.edu.pl)





## SCIENCE CLUB OF SOCIOLOGY COLLEGIUM CIVITAS

Within the Sociology Science Club, we create a space where a passion for delving into the social sciences meets active engagement in academic and social life. This is a place where discussions and a scientific approach to the surrounding reality open doors to a deeper understanding of contemporary challenges. Membership in the club is not only an opportunity to participate in academic life, but also a chance for personal and professional development through involvement in various activities.

The meetings and workshops organized by the Club are an ideal opportunity to expand one's scientific knowledge. These gatherings, prepared with our university colleagues in mind, serve not only to share knowledge but also to inspire reflection and discussion on current social issues.

We encourage everyone, regardless of their level of expertise in sociology, to join our Club. It is a unique opportunity to develop scientific passions, exchange experiences with other sociology enthusiasts, and actively participate in academic life. Being active in the Sociology Science Club opens doors to acquiring new skills, meeting people with similar interests, and engaging in initiatives that can have a real impact on the reality around us. We invite you to join us in discovering how the social sciences can contribute to a better understanding and shaping of the world around us.

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



## ACADEMIC SPORTS ASSOCIATION (ASA)

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)



## SCIENCE CLUB "EUROPEAN UKRAINE"

The objective of the "European Ukraine" science 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 channel.

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



## 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)





## SCIENCE CLUB OF MARKETING ROZGLOS

Our Science Club was created out of the need for the development and self-improvement of its members. We combine theory with practice. Play our favorite game (Excel) with us, discover what people want (lectures on trends, methods of communication) and how to persuade them to buy what you sell (lectures on marketing).

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



## SOCIETAS INTERNATIONALIS

The student club Societas Internationalis aims to bring together students who wish to pursue international relations.

The main ideas of SI are the popularization of knowledge in the field of international relations, international and regional security, geopolitics, multiculturalism and issues of the surrounding world. We intend to bring these topics closer to the public by participating in scientific conferences, conducting scientific research, and cooperating with organizations with similar goals that guide the work of Societas Internationalis.

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



## BOOKWORMS

Have you always wanted to read Kafka or Shakespeare, but you lacked time or motivation?

Students' Organization "Bookworms" is a gathering of book lovers where you can meet interesting people and discuss your favorite books with us.

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



## GENERAL INFORMATION ABOUT THE MEETINGS OF STUDENTS

The representatives and members of students' organisations will be able to use the infrastructure of the CC in the Palace of Culture and Science. The applications are to be submitted to: [recepja@civitas.edu.pl](mailto:recepja@civitas.edu.pl)

- stay on the premises of the University for the amount of time of your previously arranged meeting
- when the session is over, leave the lecture room and return the key to the Reception desk

What information to include in the booking request email?

- the date of the meeting/event, (the subject of the meeting/event, if applicable); Anticipated start and end time of the meeting/event;
- information about any special needs related to the meeting (e.g. room with multimedia screen, arrangement of tables and chairs, water/coffee/tea for speakers);
- number of people attending the meeting and list of non-CC participants;
- details of the CC staff member or student (with telephone number) who is responsible for the meeting from an organisational point of view;
- details of the contact person outside CC (with telephone number) co-organising the meeting/event.



# VIII. LEADERSHIP

## EXECUTIVE LEADERSHIP



### RECTOR

Professor Stanisław Mocek



### PRESIDENT

Co-founder and the first Rector  
Professor Jadwiga Koralewicz



### CHANCELLOR

Roma Równiak



### FINANCE DIRECTOR

Magdalena Wypych

## ACADEMIC LEADERSHIP



VICE-RECTOR FOR  
INTERNATIONAL RELATIONS  
Katarzyna Maniszewska PhD



VICE-RECTOR FOR  
STUDENT AFFAIRS  
Paweł Maranowski PhD



VICE-RECTOR FOR  
ACADEMIC AFFAIRS  
Paulina Piasecka PhD




VICE-RECTOR FOR  
SCIENTIFIC RESEARCH  
Michał Szostak PhD, DSc

## RECTOR'S PLENIPOTENTIARIES



RECTOR'S PLENIPOTENTIARY  
FOR LIFELONG LEARNING  
Teresa Wierzbowska

*Discover  
the magic  
of studying  
with us!*

 @CollegiumCivitas.English

 @collegiumcivitas

 CollegiumCivitasCC

 @CollegiumC

# Collegium Civitas

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room 1211 (Polish-language studies)

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**[www.civitas.edu.pl/en](http://www.civitas.edu.pl/en)**