

WHAT'S UP ON THE



FLOOR?

GUIDE – MAGICAL TIPS

for students



ACADEMIC YEAR
2022/2023

Collegium
Civitas **25**
YEARS

Dear future and present Students of Collegium Civitas,

We are happy to welcome you to Collegium Civitas, a modern and international university, which for over 20 years has been ranked high in prestigious rankings. Our lecturers are renowned experts, featured in the media on a daily basis, and it is them who will pass on their invaluable knowledge and practical experience to you during the classes.

We are providing you with a guidebook, in which you will find answers to the most frequently asked questions, as well as many useful tips. If anything is still unclear, we are at your disposal: in person, by email and by phone.

You are probably wondering what the learning process will look like in the coming academic year 2022/2023. We study in a blended system, which means that in full-time and part-time studies the classes will be carried out approximately 60% at the University, and the remaining 40% - remotely.

We encourage you to actively participate in scientific and student life, as well as in events proposed by individual organizational units, Institutes, Research Centers and departments of Collegium Civitas. Student organizations, scientific circles, radio, theater and film clubs are very active at the University and they count on your involvement. We are extremely pleased that you have chosen Collegium Civitas.

We wish you a fruitful, intellectual journey! Good luck!

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.

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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
- <https://studentdepot.pl/en/>
- <https://pokoj.waw.pl/>



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
- 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 companies such as: Blinkee, Bolt, Dott, Lime. 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
- 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
- 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

V. FIRST STEPS AT THE UNIVERSITY

ACADEMIC YEAR CALENDAR

FULL-TIME PROGRAMMES (WINTER TERM)

Pre-term registration	14 September – 20 September 2022
Inauguration of the academic year	3 October 2022
Commencement of classes	4 October 2022
Changes to course registration	29 September – 23 October 2022
Christmas break	21 December 2022 – 08 January 2023
End of classes	27 January 2023
Examination session	30 January – 10 February 2023
Winter holidays	13-17 February 2023
Resit examinations	20-24 February 2023

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (WINTER TERM)

Pre-term registration	21-29 September 2022
Changes to course registration	5-30 October 2022
October	8-9 October 2022; 22-23 October 2022
November	5-6 November 2022; 19-20 November 2022
December	3-4 December 2022; 17-18 December 2022
January	7-8 January 2023; 21-22 January 2023
Examination session	4-5 February 2023; 11-12 February 2023
Resit examinations	25-26 February 2023

All dates are inclusive.

FULL-TIME PROGRAMMES (SUMMER TERM)

Pre-term registration	14-19 February 2023
Commencement of classes	1 March 2023
Changes to course registration	28 February 2023-19 March 2023
Easter break	6-12 April 2023
End of classes	13 June 2023
Examination session	19-30 June 2023
Resit examinations	18-22 September 2023

All dates are inclusive.

PART-TIME (EXTRAMURAL) PROGRAMMES (SUMMER TERM)

Pre-term registration	21 February – 26 February 2023
Changes to course registration	2 March 2023 - 26 March 2023
March	4-5 March 2023; 18-19 March 2023
April	1-2 April 2023; 22-23 April 2023
May	6-7 May 2023; 20-21 May 2023
June	3-4 June 2023; 17-18 June 2023
Examination session	24-25 June 2023; 1-2 July 2023;
Resit examinations	23-24 September 2023

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	9 April
Easter Monday	10 April
International Workers' Day	1 May
3rd May Constitution Day	3 May
Pentecost ("Green Holiday")	28 May
Corpus Christi	8 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 Department: helpdesk@civitas.edu.pl

IT DEPARTMENT

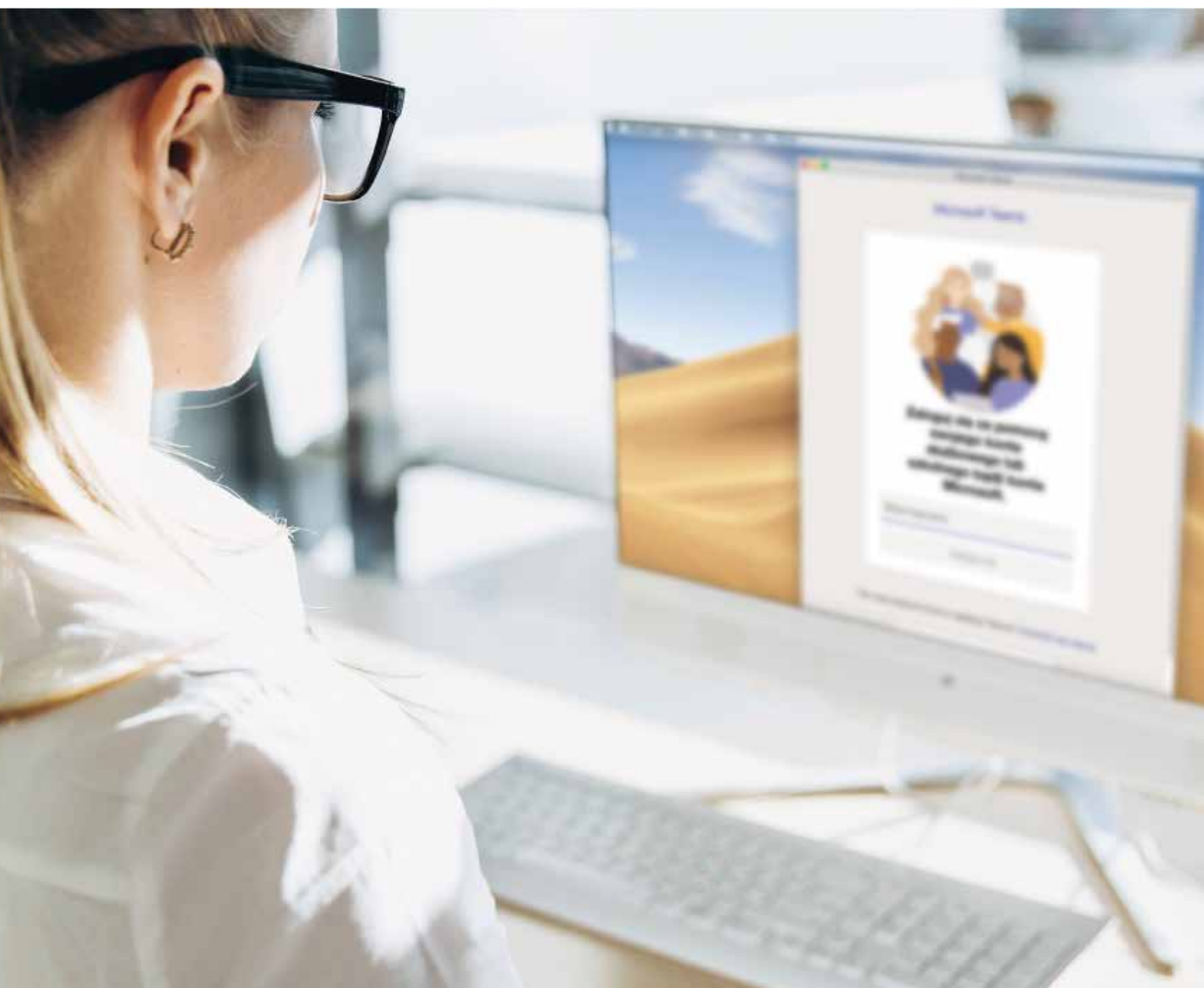
room 909, 9th floor

tel. +48 22 656 71 83 zzz

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

<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.



WORK 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 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 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 FOR STUDIES IN ENGLISH

room 1149, 11th floor

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

tel. + 48 504 392 143, @: magda.dosz@civitas.edu.pl



Work 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 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



Work 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 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
Wioletta Małota PhD	International Business Management	wioletta.malota@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 WWU	kerry.longhurst@civitas.edu.pl
Katarzyna Maniszewska PhD Paulina Piasecka PhD	International Security Studies	katarzyna.maniszewska@civitas.edu.pl paulina.piasecka@civitas.edu.pl
Przemysław Witkowski PhD	International Business and Negotiations SDU	przemyslaw.witkowski@civitas.edu.pl
Paulina Piasecka PhD	International Relations	paulina.piasecka@civitas.edu.pl
Monika Nowicka PhD	Sociology	monika.nowicka@civitas.edu.pl
Ewa Opach	Digital Marketing	ewa.opach@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
Dorota Kowalska	Public Relations, Marketing, New Media	dorota.kowalska@civitas.edu.pl
Przemysław Witkowski PhD	International Business and Marketing International Business and Negotiations	przemyslaw.witkowski@civitas.edu.pl
Krzysztof Kasianiuk PhD	Sustainable Manager	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 DEPARTMENT

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



Work hours:

Monday – Tuesday

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 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
- 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 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



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 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 "Useful information" → "Cooperation abroad".
- 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 or placement abroad, for example to a company or other organization/institution. This way, you can be credited for the mandatory internship at CC (applies to undergraduate studies). Internship placements 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.



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

CAREER CENTRE

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



Work hours:

Monday –Friday
all weekend sessions

8:30 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.

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.

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



Please follow the activity of the Career Centre on Facebook page: www.facebook.com/pracaikariera and group with advertisements of jobs/placements/internships/voluntary service: <https://www.facebook.com/groups/centrumkariercc>

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.

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
@: welcome@civitas.edu.pl



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;

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.



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



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



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



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



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



SCIENCE CLUB OF SOCIOLOGY COLLEGIUM CIVITAS

The main goal of the Science club is to integrate students of Collegium Civitas around various research, cultural and social activities. The organization is open to any ideas and initiatives related to a widely understood field of the interests of sociology.

Contact: adam.konopka@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



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: europejskauraina@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



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



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: info@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



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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the magic
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Collegium Civitas 25 YEARS

Palace of Culture and Science

room 1210 (English-language studies)

room 1211 (Polish-language studies)

Plac Defilad 1, 00-901 Warszawa

phone: **+48 22 620 28 78, +48 500 807 885**

e-mail: **admissions@civitas.edu.pl**

www.civitas.edu.pl/en