

Useful Information Full- and part-time Students in English

Class schedule can be found here: <http://dziennikarstwo.uni.wroc.pl/studenci/plany-zajec/>

The Dean's Office (pl. Nankiera 15b)

Prof. **Bogumiła Staniów**,
the Associate Dean ("prodziekan ds. dydaktyki")
room 13
Wed 12.30 – 1.30pm, Fri 10.30 – 11.30am

Administrative support:
room 14
Ms. Joanna Augustyn

Mon, Wed, Fri – 10am-2pm
Thu – 11am-3pm
TUESDAYS CLOSED

- contracts and student IDs will be ready around mid-October
- USOS access

- Issuing certificates about the student status,
- Application for an Individual Study program addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application for an extension of an exam session addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application for recognition of grades from other universities/majors addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application for a change of supervisor addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application for finishing a term with an ECTS point deficit and repetition of classes addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application to update the student status after a lapse (e.g. due to a non-payment of tuition fees) addressed to the appropriate Dean,
- Application to resume the studies in order to take the MA defense exam addressed to the appropriate Dean,
- Application for reactivation of studies addressed to the appropriate Dean,
- Application to pay the tuition fees in installments, including the fees for repeated subjects, addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development),
- Application for granting a dean's leave addressed to the appropriate Dean,
- Application for an exam before a board addressed to the appropriate Dean (earlier approved by dr. Katarzyna Konarska, Deputy Director for Research and Development).

Secretary's Office at the Institute of Journalism and Social Communication ("Sekretariat Instytutu Dziennikarstwa i Komunikacji Społecznej") (ul. Joliot-Curie 15, room 214)

Full- and part-time studies in English

Administrative support:

Ms. Dorota Pochwała

sekretariat@dziennikarstwo.uni.wroc.pl

Mon-Fri 10am-2pm (TUESDAYS
CLOSED)

- Signing-up: optional classes and MA seminars
- USOS-related matters (e.g. group affiliation)
- Teaching-related matters (e.g. schedule changes, room assignment)
- Student activity-related matters (e.g. applications for student projects addressed to the Director of the Institute)

Dr. Katarzyna Konarska, Deputy Director for Research and Development:

- written applications,
- approving the applications mentioned in no. 1,
- determining the differences in program curricula connected with a repetition of a semester/year and a reactivation of studies,
- <http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/katarzyna-konarska/>

Dr. Katarzyna Kopecka-Piech

- written applications and matters relating to the ERASMUS+ exchange program (outgoing students)
- <http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/katarzyna-kopecka-piech/>

Journalism and Social Communication Coordinator – Dr. Małgorzata Kolankowska:

- feedback regarding the curriculum;
- issues relating to teaching,

Communication Management Coordinator – Dr. Patrycja Rozbicka:

- feedback regarding the curriculum;
- issues relating to teaching;
- <http://dziennikarstwo.uni.wroc.pl/en/institute/lecturers/patrycja-rozbicka/>

**The International Office (pl. Uniwersytecki 1, room 109)
Mon-Fri 9am-2pm (WEDNESDAYS CLOSED)**

- matters relating to ERASMUS+ exchange program (outgoing students)

**Student Services Department (“Dział Spraw Studenckich”) (pl. Uniwersytecki 1; room 127;
sprawystudenckie@uni.wroc.pl; phone +48 713430618; Mon-Fri 9am-2pm)**

- Matters relating to dorms/halls of residence

**Occupational Health and Safety Department (“Dział Bezpieczeństwa i Higieny Pracy oraz
Ochrony Przeciwpożarowej”) (ul. Kuźnicza 49/55; bhp.ppoz@uni.wroc.pl; phone +48 71 375 24
89, +48 71 375 24 89):**

- Matters relating to the ONLINE health and safety training
- Information (in English and in Polish) about the training available as of October 15th in the USOS system
- Training is obligatory and must be done during the first semester (afterwards a fee of 150PLN will be charged)

**Foreign Language Centre (“Studium Praktycznej Nauki Języków Obcych”) (pl. Nankiera 2/3;
sekretariat.spnjo@uwr.edu.pl; phone +48 71 375 27 45, +48 71 37526 98, +48 71 375 23 00):**

- Matters relating to the foreign language courses
- <http://www.spnjo.uni.wroc.pl>

**The School of Polish Language and Culture for Foreigners (“Studium Języka Polskiego i
Kultury dla Cudzoziemców”) (pl. Nankiera 15b, room 6, sjpkc@uwr.edu.pl; phone +48 71
3752570)**

- Matters relating to the Polish language course
- Fill out an application form ASAP: <http://sjpik.uni.wroc.pl/en/s/5/28>
- Polish class begins October 8th (twice a week)
- Lists (assignments to the groups) will be posted on October 6th
(www.sjpik.uni.wroc.pl → full-time students, and at the school next to the secretary's office).

University representative in matters relating to the student safety (“Pełnomocnik ds.
bezpieczeństwa studentów i doktorantów na Wydziale Filologicznym”) - Prof. Grzegorz Kowal, the
Vice-Dean (“Prodzikan ds. Studenckich”), grzegorz.kowal@uwr.edu.pl

Psychological support - Ms. Magdalena Piosek (magdalenapiosek@gmail.com)

**SPORT CLASSES FOR INTERNATIONAL STUDENTS at the University Centre for Physical
Education and Sport** (“Uniwersyteckie Centrum Wychowania Fizycznego i Sportu”; ul.
Przesmyckiego 10, room B; Office Hours: Monday - Friday 9:00am - 2:00pm; +48 71 375 6262;
ucwfis@uni.wroc.pl)

Academic Calendar 2018/2019

Winter term 10/1/2018 – 2/20/2019

Inauguration – 10/1/2018

Adaptation Day – 10/2/2018

Classes – 10/3/2018 – 1/31/2019

Rector's Days (days off) – 10/31/2018, 11/2/2018, 11/15/2018

Christmas Break – 12/22/2018 – 1/2/2019

Exam session – 2/1/2019 – 2/13/2019

Second exam session – 2/14/2019 – 2/20/2019

Summer term – 2/21/2019 – 9/30/2019

Classes – 2/21/2019 – 6/14/2019

Rector's Days (days off) – 5/2/2019, 5/9/2019,

Easter Break – 4/19/2019 – 4/23/2019

Exam session – 6/15/2019 – 7/2/2019

Second exam session – 9/1/2019 – 9/10/2019