

STUDENT INFO BOOK

DEAN'S OFFICE	Dean dr hab. Arkadiusz Lewicki, prof. UWr. arkadiusz.lewicki@uwr.edu.pl pl. Nankiera 15b (pokój 9)	Vice-Dean for didactics and full-time studies dr hab. Monika Zaško-Zielińska, prof. UWr prodziekan.WF.dss@uwr.edu.pl pl. Nankiera 15 b (room 13)
	<i>full-time students</i>	
	Vice-Dean for the quality of education and part-time studies dr hab. Anna Małgorzewicz, prof. UWr prodziekan.WF.jksn@uwr.edu.pl pl. Nankiera 15 b (room 13)	Administrative support Ms. Joanna Augustyn joanna.augustyn@uwr.edu.pl pl. Nankiera 15 b (room 14)
	<i>part-time students</i>	<i>Journalism and Social Communication Communication Management Polish students</i>
	Administrative support Ms. Katarzyna Stanikowska katarzyna.stanikowska@uwr.edu.pl pl. Nankiera 15 b (room 15)	Office hours: Mon, Wed, Fri: 10am-2pm Tue. Thu. contact only via university e-mail
	<i>Journalism and Social Communication Communication Management non-Polish students</i>	

INSTITUTE OFFICES	Director prof. dr hab. Jerzy Biniewicz, ul Joliot-Curie 15 (room 213)	
	<i>The boss only deals with student affairs that really cannot be solved anywhere else.</i>	
	Deputy Director Dr. Patrycja Rozbicka ul Joliot-Curie 15 (room 205) patrycja.rozbicka@uwr.edu.pl	written applications and matters relating to the ERASMUS+ exchange program (incoming students)
	<i>Deputy Director for international affairs and communication Erasmus+ coordinator (incoming students) Communication management coordinator</i>	- approving the applications
	Deputy Director Dr. Paweł Urbaniak ul Joliot-Curie 15 (room 208) pawel.urbaniak@uwr.edu.pl	feedback regarding the curriculum; issues relating to teaching
	<i>Deputy Director for teaching</i>	giving opinions on relevant applications to Dean - matters related to the current process didactic (e.g. possible disruptions in the implementation of activities)
	Deputy Director Dr. Roman Wróblewski ul Joliot-Curie 15 (room 212) roman.wroblewski@uwr.edu.pl	vocation related matters specialties and requests to change them
	<i>Deputy Director for student affairs</i>	determining the differences in program
Erasmus Dr Paweł Baranowski, ul Joliot-Curie 15 (pokój 207) pawel.baranowski@uwr.edu.pl		curricula connected with a repetition of a semester/year and a reactivation of studies
<i>Erasmus+ coordinator (outgoing students)</i>		written applications and matters relating to the ERASMUS+ exchange program (outgoing students)
Coordinator Dr Małgorzata Kolankowska, ul Joliot-Curie 15 (pokój 211) katarzyna.kolankowska@uwr.edu.pl		approving the applications
<i>Journalism and Social Communication coordinator</i>		feedback regarding the curriculum; issues relating to teaching

PR AND PROMOTION	PR Zofia Nauka ul. Joliot-Curie 15 (room 205) zofia.nauka@uwr.edu.pl
	<i>Website editor Social Media editor</i>

DEAN'S MATTERS	You can go and talk to the Dean about the following issues. Make sure to address your application to the appropriate Dean. Please note that some applications must be approved beforehand by the appropriate director from the Institute of Journalism and Social Communication	
	Issuing certificates about the student status	Application for reactivation of studies addressed to the appropriate Dean
	Application for an Individual Study program 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 an extension of an exam session addressed to the appropriate Dean	Application for granting a dean's leave addressed to the appropriate Dean
	Application for recognition of grades from other universities/majors addressed to the appropriate Dean	Application to pay the tuition fees in installments, including the fees for repeated subjects, addressed to the appropriate Dean
	Application for a change of supervisor addressed to the appropriate Dean	Application for an exam before a board addressed to the appropriate Dean
	Application to update the student status after a lapse (e.g. due to a non-payment of tuition fees) addressed to the appropriate Dean	

SECRETARY'S OFFICE	Secretary's Office at the Institute of Journalism and Social Communication ul. Joliot-Curie 15 (room 214)	At the secretary's office we will be happy to help you out — we are there for you. You can take care of several things here.
		Signing-up: optional classes and MA seminars
	Administrative support Ms. Dorota Pochwała	USOS-related matters (e.g. group affiliation)
	<i>full- and part-time studies in English ERASMUS+ students</i>	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)

GENERAL OFFICES	General administration The International Office	matters relating to ERASMUS+ exchange program (outgoing students)
	pl. Uniwersytecki 1, room 109 Mon-Fri: 9am-2pm wednesday closed https://international.uni.wroc.pl/	
	General administration Halls of residence	Matters relating to the halls of residence
	pl. Uniwersytecki 1, room 127 sprawystudenckie@uwr.edu.pl phone +48 71 375 27 17	
	General administration Occupational Health and Safety Department	Matters relating to the health and safety training
	ul. Kuźnica 49/55 bhp.ppoz@uni.wroc.pl phone +48 71 375 24 89,	
	General administration Foreign Language Centre	Matters relating to foreign language courses
	pl. Nankiera 2/3 sekretariat.spnjo@uwr.edu.pl phone +48 71 375 27 45	
General administration The School of Polish Language and Culture for Foreigners		Matters relating to the Polish language course
pl. Nankiera 15b, room 6 sjpkc@uwr.edu.pl phone +48 71 3752570		