Useful Information Full- and part-time Students in English

Class schedule can be found here: [http://dziennikarstwo.uni.wroc.pl/studenci/plany-zajec/](http://dziennikarstwo.uni.wroc.pl/studenci/plany-zajec/)

**The Dean’s Office** (pl. Nankiera 15b)

Prof. Bogumila Staniów,
the Associate Dean ("prodziekan ds. dydaktyki")
room 13
bogumila.staniow@uwr.edu.pl
[http://wfil.uni.wroc.pl/o-wydziale/wladze/prodziekani/](http://wfil.uni.wroc.pl/o-wydziale/wladze/prodziekani/)

Wednesdays 12.30 – 1.30 pm
Fridays 10.30 am – 11.30 am

Administrative support:
room 14
Ms. Joanna Augustyn
joanna.augustyn@uwr.edu.pl

Mon, Wed, Fri 10 am – 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. Paweł Baranowski

- written applications and matters relating to the ERASMUS+ exchange program (outgoing students)
- http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/pawel-baranowski/

Journalism and Social Communication Coordinator – Dr. Małgorzata Kolankowska:

- feedback regarding the curriculum
- issues relating to teaching
- http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/malgorzata-kolankowska/

Communication Management Coordinator – Dr. Patrycja Rozbicka:

- feedback regarding the curriculum
- issues relating to teaching
- http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/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 Przeciwpowojennej") (ul. Kuźnicza 49/55; bhp.ppoz@uni.wroc.pl; phone +48 71375 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
- 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 ("Prodekan 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 semester

Lectures: 02.10.2019 – 04.02.2020
Exams: 05.02.2020 – 13.02.2020
Resit exams: 14.02.2019 – 18.02.2020
Christmas Holidays: 23.12.2019 – 06.01.2020
Rector’s Days: 31.10.2019, 15.11.2019

Summer semester

Lectures: 26.02.2020 – 19.06.2020
Exams: 22.06.2020 – 05.07.2020
Rector’s Days: 07.05.2020, 12.06.2020
Re-sit examination period: 01.09.2019 – 10.09.2019
Important information for the students of Full-degree studies in English Bachelor and Master programmes
in the academic year of 2019/2020:

1. Application form - each student of Full-degree studies Bachelor and Master programmes is kindly asked to send their application form no later than by 3.10.2019 http://sjpik.uni.wroc.pl/en/s/5/28

2. The division into groups will be performed based on the information about the language proficiency given in the application form.

NOTE – very important:

1. In accordance with the regulations about personal data protection, the group lists will be posted in front of the school’s office between 4.10 and 20.10.2019. Please check the lists accordingly.

2. Details will be sent to your email addresses. If you will not receive an email with all the information, please contact via email (sjpkc@uwr.edu.pl), or personally by visiting our office (Department of Philology, pl. Nankiera 15b, ground floor, room 6). The school's office is opened on Monday-Wednesday from 9:00 till 15:30, and Thursday-Friday from 9:00 till 12:00.

3. The classes for Full-degree studies students will begin on the 7.10.2019. Please, check carefully on which days, in which groups, and in which building your group’s classes will be taking place. Be advised, the classes take place in two separate buildings – Nankiera 15b and Św. Jadwigi 3/4.

4. Finally, we would like to kindly ask you to follow the updates on our website and read through all the information posted there.

http://www.sjpik.uni.wroc.pl/en/s/5
5. We would like to kindly inform you that the placement test is organized only for the participants of the semester course. Please, do not show up to the placement test on the 2.10.2019 at 17:00.

Pl. Nankiera 15 b ul. Św. Jadwigi 3/4