

# Useful Information for full-time and part-time students

Institute of Journalism and Social Communication  
Faculty of Letters  
University of Wrocław

Do something. Think  
outside the box. Be  
interesting. Get  
involved.

IDiKS UWr.

Website of the institute: <http://dziennikarstwo.uni.wroc.pl/en/>

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

Facebook profile of the Institute: Instytut Dziennikarstwa i Komunikacji Społecznej UWr

Facebook group for international students: JSC/CM\_1st/2nd year\_group

Join us on our social media!

**Journalism and Social Communication**

Course Schedule – 1<sup>st</sup> Year

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8.30-10.00	<i>Public Relations</i> prof. Iłona Biernacka-Ligieża online	<i>Academic writing</i> Św. Jadwigi ¼ room 110 Dr. Magdalena Urbaniak	Polish Language Course 8.00-9.30		
10.15 – 11.45	<i>Communication Theory</i> prof. Iłona Biernacka-Ligieża online	<i>Media Genres</i> Św. Jadwigi ¼ room 3 Dr. Małgorzata Kolankowska			
12.00 – 13.30	<i>Polish and global culture in the 20th and 21st century</i> Dr. Agnieszka Poznańska online				
13.45 – 15.15	<i>Social Psychology</i> Ewelina Janusz-Patyk M.A. online		<i>Press Workshop</i> R 711 Mathematics Institute red. Grzegorz Chojnowski		
15.30-17.00			<i>Autopresentation and Public Speech</i> R wlk. zach Patrycjusz Słowiński, M.A		
17.15-18.45					

	<b>Friday</b>	
	<i>Group 1</i>	<i>Group 2</i>
8.30-10.00		
10.10 – 11.40	<i>Intercultural Communication</i> R 41 e Dorota Molodyńska - Kuntzel, M.A. mgr Bastian Kuntzel, M.A. 8.10.22.10.5.11.19.11.3.12.17.12.14.01.28.01	<i>Intercultural Communication</i> R 41 e Dorota Molodyńska - Kuntzel, M.A. mgr Bastian Kuntzel, M.A. 15.10.29.10.12.11.26.11.10.12.7.01.21.01.4.02
11.50 – 13.20	<i>Intercultural Communication</i> R 41 e Dorota Molodyńska - Kuntzel, M.A. mgr Bastian Kuntzel, M.A. 8.10.22.10.5.11.19.11.3.12.17.12.14.01.28.01	<i>Intercultural Communication</i> R 41 e Dorota Molodyńska - Kuntzel, M.A. mgr Bastian Kuntzel, M.A. 15.10.29.10.12.11.26.11.10.12.7.01.21.01.4.02
13.30 – 15.00	Polish Language Course R 11 or 12 Second building of the Institute Świętej Jadwigi st., ¼	
15.10-16.40		
16.50-18.20		

**Communication Management**

Course Schedule – 1<sup>st</sup> Year

	<b>Monday</b>	
	<i>Group 1</i>	<i>Group 2</i>
8.30-10.00		
10.10 – 11.40	<i>Design</i> Aldona Mioduszevska, M.A. online	
11.50 – 13.20	<i>Public Relations</i> prof. Iłona Biernacka-Ligieża online	
13.30 – 15.00	<i>Theories of Communication</i> prof. Iłona Biernacka-Ligieża online	
15.10-16.40		<i>Public Relations</i> prof. Iłona Biernacka-Ligieża online
16.50-18.20		
18.30-20.00		

Online classes on MS TEAMS | MS Office 365 for Uwr students

<https://portal.uwr.edu.pl/en/>

# The list of teachers (1st and 2nd year JSC/CM) with their contact details

Aldona Mioduszevska [aldonamioduszevska@gmail.com](mailto:aldonamioduszevska@gmail.com)  
Tomasz Kosek [tom.kosek@gmail.com](mailto:tom.kosek@gmail.com)  
Bastian Küntzel [bastian@incontro-training.org](mailto:bastian@incontro-training.org)  
Manuela Pliżga-Jonarska [manuelaplizga@hotmail.com](mailto:manuelaplizga@hotmail.com)  
Tomasz Draheim [tom.draheim@gmail.com](mailto:tom.draheim@gmail.com)  
Tomasz Woźny [woznytomek@gmail.com](mailto:woznytomek@gmail.com)  
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Aleksandra Matyja [aleksandra.matyja3@uwr.edu.pl](mailto:aleksandra.matyja3@uwr.edu.pl)  
Dorota Kokowicz [dorota.kokowicz@uwr.edu.pl](mailto:dorota.kokowicz@uwr.edu.pl)  
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Łukasz Żukowski [lukasz.zukowski@uwr.edu.pl](mailto:lukasz.zukowski@uwr.edu.pl)  
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Michał Garcarz [michal.garcarz@uwr.edu.pl](mailto:michal.garcarz@uwr.edu.pl)  
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Wojciech Cegielski [wojciech.cegielski@gmail.com](mailto:wojciech.cegielski@gmail.com)  
Agnieszka Poznańska [agnieszkaannapoznanska@gmail.com](mailto:agnieszkaannapoznanska@gmail.com)  
Paweł Baranowski [pawel.baranowski@uwr.edu.pl](mailto:pawel.baranowski@uwr.edu.pl)  
Patrycja Bylińska [pbilinska1601@gmail.com](mailto:pbilinska1601@gmail.com)

STUDENT INFO BOOK

DEAN'S OFFICE	<p><b>Dean</b> dr hab. Arkadiusz Lewicki, prof. UW, arkadiusz.lewicki@uwr.edu.pl pl. Nankiera 15b (pokój 9)</p>	<p><b>Vice-Dean for didactics and full-time studies</b> dr hab. Monika Zasko-Zielirska, prof. UW, prodziekan.WF.dss@uwr.edu.pl pl. Nankiera 15 b (room 13)</p> <p><i>full-time students</i></p>	<p><b>DEAN'S MATTERS</b></p> <p>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</p> <p>Issuing certificates about the student status</p> <p>Application for reactivation of studies addressed to the appropriate Dean</p> <p>Application for an Individual Study program addressed to the appropriate Dean</p> <p>Application for an extension of an exam session addressed to the appropriate Dean</p> <p>Application for recognition of grades from other universities/majors addressed to the appropriate Dean</p> <p>Application for a change of supervisor addressed to the appropriate Dean</p> <p>Application to update the student status after a lapse (e.g. due to a non-payment of tuition fees) addressed to the appropriate Dean</p> <p>Application to resume the studies in order to take the MA defense exam addressed to the appropriate Dean</p> <p>Application for granting a dean's leave addressed to the appropriate Dean</p> <p>Application to pay the tuition fees in installments, including the fees for repeated subjects, addressed to the appropriate Dean</p> <p>Application for an exam before a board addressed to the appropriate Dean</p>
	<p><b>Vice-Dean for the quality of education and part-time studies</b> dr hab. Anna Malgorzewska, prof. UW, prodziekan.WF.jks@uwr.edu.pl pl. Nankiera 15 b (room 13)</p> <p><i>part-time students</i></p>	<p><b>Administrative support</b> Ms. Joanna Augustyn joanna.augustyn@uwr.edu.pl pl. Nankiera 15 b (room 14)</p> <p><i>Journalism and Social Communication Communication Management Polish students</i></p>	
	<p><b>Administrative support</b> Ms. Katarzyna Stanikowska katarzyna.stanikowska@uwr.edu.pl pl. Nankiera 15 b (room 15)</p> <p><i>Journalism and Social Communication Communication Management non-Polish students</i></p>	<p><b>Office hours:</b> Mon, Wed, Fri: 10am-2pm Tue, Thu: contact only via university e-mail</p>	
INSTITUTE OFFICES	<p><b>Director</b> prof. dr hab. Jerzy Biniewicz, ul. Joliot-Curie 15 (room 213)</p> <p><i>The boss only deals with student affairs that really cannot be solved anywhere else.</i></p>	<p><b>Deputy Director</b> Dr. Patrycja Rozbicka ul. Joliot-Curie 15 (room 205) patrycja.rozbicka@uwr.edu.pl</p> <p><i>Deputy Director for international affairs and communication</i> Erasmus+ coordinator (incoming students) Communication management coordinator</p>	<p><b>SECRETARY'S OFFICE</b></p> <p>Secretary's Office at the Institute of Journalism and Social Communication ul. Joliot-Curie 15 (room 214)</p> <p><b>Administrative support</b> Ms. Dorota Pochwała</p> <p><i>full- and part-time studies in English ERASMUS+ students</i></p> <p><b>GENERAL OFFICES</b></p> <p><b>General administration</b> The International Office</p> <p>pl. Uniwersytecki 1, room 109 Mon-Fri: 9am-2pm wednesday closed <a href="https://international.uni.wroc.pl/">https://international.uni.wroc.pl/</a></p> <p><b>General administration</b> Halls of residence</p> <p>pl. Uniwersytecki 1, room 127 sprawy.studienskie@uwr.edu.pl phone +48 71 375 27 17</p> <p><b>General administration</b> Occupational Health and Safety Department</p> <p>ul. Kuźnica 49/55 bhp.pps@uni.wroc.pl phone +48 71 375 24 89,</p> <p><b>General administration</b> Foreign Language Centre</p> <p>pl. Nankiera 2/3 sekretariat.snp@uwr.edu.pl phone +48 71 375 27 45</p> <p><b>General administration</b> The School of Polish Language and Culture for Foreigners</p> <p>pl. Nankiera 15b, room 6 sipko@uwr.edu.pl phone +48 71 3752570</p>
	<p><b>Deputy Director</b> Dr. Paweł Urbaniak ul. Joliot-Curie 15 (room 208) pawel.urbaniak@uwr.edu.pl</p> <p><i>Deputy Director for teaching</i></p>	<p>written applications and matters relating to the ERASMUS+ exchange program (incoming students)</p> <p>approving the applications</p> <p>feedback regarding the curriculum; issues relating to teaching</p>	
	<p><b>Deputy Director</b> Dr. Szymon Wirblewski ul. Joliot-Curie 15 (room 212) szymon.wirblewski@uwr.edu.pl</p> <p><i>Deputy Director for student affairs</i></p>	<p>giving opinions on relevant applications to Dean</p> <p>matters related to the current process didactic (e.g. possible disruptions in the implementation of activities)</p> <p>vocation related matters specialties and requests to change them</p> <p>determining the differences in program</p> <p>curricula connected with a repetition of a semester/year and a reactivation of studies</p>	
	<p><b>Erasmus</b> Dr. Paweł Baranowski, ul. Joliot-Curie 15 (pokój 207) pawel.baranowski@uwr.edu.pl</p> <p><i>Erasmus+ coordinator (outgoing students)</i></p>	<p>written applications and matters relating to the ERASMUS+ exchange program (outgoing students)</p> <p>approving the applications</p>	
	<p><b>Coordinator</b> Dr. Małgorzata Kolanowska, ul. Joliot-Curie 15 (pokój 211) katarzyna.kolanowska@uwr.edu.pl</p> <p><i>Journalism and Social Communication coordinator</i></p>	<p>feedback regarding the curriculum; issues relating to teaching</p>	
	<p><b>PR AND PROMOTION</b></p> <p><b>PR</b> Zofia Nauka ul. Joliot-Curie 15 (room 205) zofia.nauka@uwr.edu.pl</p> <p>Website editor Social Media editor</p>	<p>USOS-related matters (e.g. group affiliation)</p> <p>Teaching-related matters (e.g. schedule changes, room assignment)</p> <p>Student activity-related matters (e.g. applications for student projects addressed to the Director of the Institute)</p> <p>matters relating to ERASMUS+ exchange program (outgoing students)</p> <p>Matters relating to the halls of residence</p> <p>Matters relating to the health and safety training</p> <p>Matters relating to foreign language courses</p> <p>Matters relating to the Polish language course</p>	

# What? Where? Student INFObook

<http://dziennikarstwo.uni.wroc.pl/en/students/infobook/>

## STUDENTS

Course schedules  
Internship information  
Erasmus+  
Scholarships  
Infobook  
**Important Documents**  
Regulation of studies

Dear students

Here you will find all the documents you may need during your studies.

# IMPORTANT DOCUMENTS

- ADDITIONAL COPY OF THE DIPLOMA IN ENGLISH
- CLEARANCE SLIP
- COPYRIGHT DECLARATION
- DIPLOMA THESIS OF A NONSTANDARD SIZE
- ECTS DEFICIT
- ERASMUS\_Extramural\_mode\_of\_validating\_subjects
- ERASMUS\_Yearly\_Account
- EXEMPTION FROM PAYMENTS FOR EDUCATION
- EXEMPTION FROM PAYMENTS FOR RETAKING COURSES
- EXTENDING THE EXAMINATION SESSION PERIOD
- ONLINE EXAMINATION
- POSSIBILITY TO PAY FOR RETAKING COURSES IN INSTALMENTS
- READMITTING TO STUDIES IN ORDER TO TAKE THE DIPLOMA EXAMINATION
- REINSTATING TO THE STUDENT LIST AFTER REMOVAL
- REQUEST FOR CHANGING THE SUPERVISOR
- REQUEST FOR READMITTING TO STUDIES
- REQUEST FOR RETAKING COURSES
- REQUEST FOR THE INDIVIDUAL ORGANISATION OF STUDIES
- RESIGNATION FROM STUDIES
- THE DEAN'S LEAVE
- THE RETROACTIVE DEAN'S LEAVE
- TRANSFERRING FROM ANOTHER UNIVERSITY



INFO



USOS



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# The Dean's Office

pl. Nankiera 15b

**dr hab. Monika Zaśko-Zielińska, prof. UWr**

**Vice-Dean for didactics and full-time studies** (prodziekan ds. dydaktyki i studiów stacjonarnych)

pl. Nankiera 15b | room 13

phone: 71 375-26-19

e-mail: [prodziekan.WF.dss@uwr.edu.pl](mailto:prodziekan.WF.dss@uwr.edu.pl)

**dr hab. Anna Małgorzewicz, prof. UWr**

**Vice-Dean for the quality of education and part-time studies** (prodziekan ds. jakości kształcenia i studiów niestacjonarnych)

pl. Nankiera 15b | room 13

phone: 71 375-26-19

e-mail: [prodziekan.WF.jksn@uwr.edu.pl](mailto:prodziekan.WF.jksn@uwr.edu.pl)



**Administrative support | Full-time , part-time studies | Polish students**

**Ms. Joanna Augustyn**

pl. Nankiera 15b | room 14

phone: 71 375-28-05

e-mail: [joanna.augustyn@uwr.edu.pl](mailto:joanna.augustyn@uwr.edu.pl)

Mon., Wed., Fri. 10am - 2pm

Tue., Thu. contact only via university e-mail

**Administrative support | Full-time, part-time studies | non-Polish students**

**Katarzyna Stanikowska**

pl. Nankiera 15b | room 12

phone: 71 375-25-13

e-mail: [katarzyna.stanikowska@uwr.edu.pl](mailto:katarzyna.stanikowska@uwr.edu.pl)

Mon., Wed., Fri. 10am - 2pm

Tue., Thu. contact only via university e-mail

- contracts and student IDs will be ready around mid-October
- USOS access: [https://usosweb.uni.wroc.pl/kontroler.php?\\_action=actionx%3Anews%2Fdefault%28%29&lang=en](https://usosweb.uni.wroc.pl/kontroler.php?_action=actionx%3Anews%2Fdefault%28%29&lang=en)

### **Dean's Office | Administrative support:**

- Issuing certificates about the student status
- Application for an Individual Organisation of Studies addressed to the appropriate Dean
- Application for an extension of an exam session addressed to the appropriate Dean
- Application for recognition of grades from other universities/majors addressed to the appropriate Dean
- Application for a change of supervisor addressed to the appropriate Dean
- Application for finishing a term with an ECTS point deficit and repetition of classes 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
- Application to resume the studies in order to take the MA defence exam addressed to the appropriate Dean
- Application for reactivation of studies addressed to the appropriate Dean
- Application to pay the tuition fees in instalments, including the fees for repeated subjects, addressed to the appropriate Dean
- Application for granting a dean's leave addressed to the appropriate Dean
- Application for an exam before a board addressed to the appropriate Dean

# Institute of Journalism and Social Communication

ul. Joliot-Curie 15

# Administrative support | Full- and part-time studies

Ms. Dorota Pochwała

phone: 71 375-79-00

e-mail:

[sekretariat.idks@uwr.edu.pl](mailto:sekretariat.idks@uwr.edu.pl)

Room 214 (2<sup>nd</sup> floor)

ul. Joliot-Curie 15

- 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

## Erasmus + Coordinator: Dr. Paweł Baranowski

- written applications and matters relating to the ERASMUS+ exchange program (outgoing students)

<http://dziennikarstwo.uni.wroc.pl/instytut/wykladowcy/pawel-baranowski/>

<http://dziennikarstwo.uni.wroc.pl/en/students/erasmus-/basic-information/>

## 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/>

Other important Units at the  
University of Wrocław

# The International Office

pl. Uniwersytecki 1 | room 109 and 36

phone: 71 375-28-77

e-mail: [international@uwr.edu.pl](mailto:international@uwr.edu.pl)

<https://international.uni.wroc.pl/en/international-office>

# Student Services Department (Dział Spraw Studenckich)

pl. Uniwersytecki 1 | room 127

Mon. - Fri. 9am - 2pm

phone: 71 343-06-18

e-mail: [sprawystudenckie@uwr.edu.pl](mailto:sprawystudenckie@uwr.edu.pl)

- Matters relating to dorms/halls of residence



# Occupational Health and Safety Department

(Dział Bezpieczeństwa i Higieny Pracy oraz Ochrony Przeciwpożarowej)

ul. Kuźnicza 49/55

phone: 71 375-24-89, 71 375-24-89

e-mail: [bhp.ppoz@uni.wroc.pl](mailto:bhp.ppoz@uni.wroc.pl)

- Matters relating to the ONLINE health and safety training
- Training is obligatory and must be done during the first semester (afterwards a fee of 150 PLN will be charged)

# Foreign Language Centre

(Studium Praktycznej Nauki Języków Obcych)

pl. Nankiera 2/3

phone: 71 375-27-45, 71 375-26-98

e-mail: [sekretariat.spnjo@uwr.edu.pl](mailto:sekretariat.spnjo@uwr.edu.pl)

- 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

phone: 71 375-25-70

e-mail: [sjpkc@uwr.edu.pl](mailto:sjpkc@uwr.edu.pl)

- Matters relating to the Polish language course

[www.sjpik.uni.wroc.pl](http://www.sjpik.uni.wroc.pl)

# Sport classes at the University Centre for Physical Education and Sport

(Uniwersyteckie Centrum Wychowania Fizycznego i Sportu)

ul. Przesmyckiego 10 | room B

Mon. - Fri. 9am - 2:00pm

phone: 71 375 6262

e-mail: [ucwfis@uni.wroc.pl](mailto:ucwfis@uni.wroc.pl)

# Academic Calendar 2021/2022

## Winter semester

1st October 2021 – 27th February 2022

Inauguration of the Academic Year – 1st October 2021

Lectures – 6th October 2021 – 7th February 2022\*

\*On Wednesday, 5th January 2022 – Thursday schedule of classes are to be held

Rector's Days – 4th October 2021 (Adaptation Day)

– 5th October 2021 (Adaptation Day)

– 2nd November 2021

– 12th November 2021

– 15th November 2021 (University Day)

Christmas holidays – 22nd December 2021 – 2nd January 2022

Examination session – 8th February 2022 – 20th February 2022

Retake examination session – 21st February 2022 – 27th February 2022

## Summer semester

28th February 2022 – 30th September 2022

Lectures – 28th February 2022 – 26th June 2022

Rector's Days – 2nd May 2022

– 12th May 2022 ("Juwenalia" Students' Festival)

– 15th June 2022

– 17th June 2022

Easter holidays – 15th April 2022 – 20th April 2022

Examination session – 27th June 2022 – 10th July 2022

Retake examination session – 1st September 2022 – 12th September 2022

Summer holidays – 11th July 2022 – 31st August 2022

– 13th September 2022 – 30th September 2022

If you're not able to participate  
in classes, please contact with  
each teacher.

# University of Wrocław during Covid

- Keep a safe distance 1,5-2 meters
- If you have a fever, cough, difficulty breathing - stay at home and inform your teachers
- Wear face masks or face shields – cover your mouth and nose
- Disinfect your hands often
- Apply appropriate protection when coughing or sneezing
- Each person entering a building of the university of Wroclaw is subjected to an anonymous, automatic, voluntary body temperature measurement. If temperature above 37.5 degrees Celsius is detected, it is recommended to take another body temperature measurement after 5 minutes, and if the temperature remains at 37.5 degrees Celsius, it is recommended that the person refrains from entering the building, including participating in classes and working there. In this case immediately inform your program coordinator.



Have a great academic year  
2021/2022!