

GUIDE FOR CSWU STUDENTS





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CSWU - GOOD CHOICE!

Dear Students,

The Cardinal Stefan Wyszyński University in Warsaw is a thriving state university whose scientific and educational activities address the needs of today's changing world. Its roots trace back to the oldest academic tradition in Poland. As of today, you are becoming part of that tradition.

We have prepared for you a special step-by-step guide that will help you learn about your chosen study program and find your way around in a new place.

One of the most majestic periods of your life awaits you – university life! You are embarking on a great adventure. The Cardinal Stefan Wyszyński University is the best place to study and start your professional career.

Let this be a special time of growth for you! I wish you many new friends, inspiring lectures and classes, and I hope you discover interesting passions.



Rev. Prof. Ryszard Czekalski, PhD
Rector of CSWU



The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

BEFORE THE CLASSES START

PICK UP YOUR STUDENT ID

You will find information about the pickup date and location on the website of **your Faculty**.

SIGN IN TO USOSweb

In order to sign in to the USOSweb system, use the login and password you received in an e-mail when you registered for your study program. Remember to set your password when you sign in for the first time. Remember the login and password, as you will use them when signing in to other systems, e.g. necessary for distance learning.

After signing in to USOSweb, you can register for classes by following the attached **instructions**, apply for scholarships, check grades, correspond with lecturers, and check a lot of other information you may need during your studies.

TAKE THE OATH

Remember that a person admitted to a university acquires the rights of a student upon taking the **oath**. If you do not take the oath, you will never become a student. Failure to take the oath may be considered a failure to pursue university studies, which justifies removal from the list of students.

First-year students are required to attend two mandatory training courses. Passing them is one of the conditions for passing the year.

OCCUPATIONAL HEALTH AND SAFETY TRAINING

The first training is held during the organizational days. During the academic year, there will be a further minimum of three other dates that you will be able to sign up for through the USOSweb platform.

LIBRARY AND INFORMATION TECHNOLOGY TRAINING

The training is mandatory for full-time and part-time students enrolled in first-cycle and second-cycle programs as well as students enrolled in long-cycle master's degree programs. The training is available on an e-learning platform. The prerequisite for passing the training is the successful completion of the final test.



The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

CAMPUSES

Our University consists of 12 faculties located on **two campuses** on Dewajtis Street and Wóycickiego Street. Construction of the CSWU Multidisciplinary Research Center in Dziekanów Leśny is nearing completion.

CSWU has an extensive **scientific and educational infrastructure**. Spacious lecture halls are equipped with advanced audiovisual equipment. Everything has been designed to increase the efficiency and convenience of the classes held. The facilities of the University include lecture halls, conference rooms, a sports hall, cafeterias and a kindergarten.



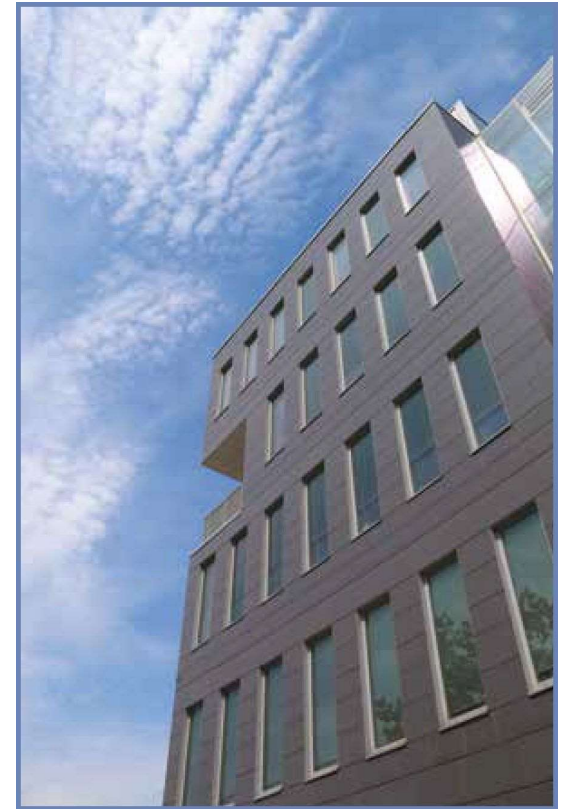
³The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

The **Wóycicki 1/3** campus is home to:

- Faculty of Biology and Environmental Sciences,
- Faculty of History,
- Faculty of Education,
- Faculty of Mathematics and Natural Sciences. School of Exact Sciences,
- Faculty of Christian Philosophy,
- Faculty of Social and Economic Sciences,
- Faculty of Law and Administration,
- Faculty of Medical Science. Collegium Medicum,
- Faculty of Family Studies.

The campus also houses:

- Laboratory Center for Natural Sciences,
- Career Office,
- International Cooperation Department,
- Department of Material Assistance,
- Foreign Language School,
- School of Physical Education,
- St. Joseph's Church,
- kindergarten,
- sports hall.



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The **Dewajtis 5** campus is home to:

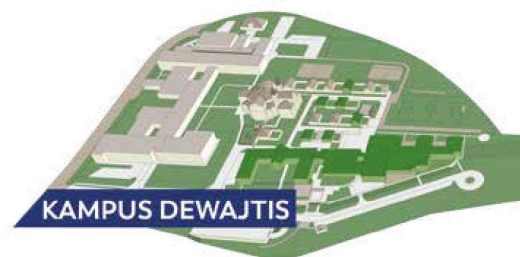
- Faculty of Humanities,
- Faculty of Theology,
- Faculty of Canon Law.

The campus also houses:

- Rector's Office,
- School of Polish Language and Culture for Foreign Nationals,
- CSWU Radio,
- Main Library.

You can get to the Dewajtis Campus by taking streetcars No. 17 and 6, buses No. 181, 103, 121, 150 as well as **by city bike**. You can reach the Wóycicki Campus by taking buses No. 114, 181, 303. Both campuses also offer **parking spaces** for students.

Both campuses have cafeterias, small food outlets – cafeterias and bars – and vending machines with coffee and snacks.



5The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

KAMPUS WÓYCICKIEGO	WÓYCICKI CAMPUS
KAMPUS DEWAJTIS	DEWAJTIS CAMPUS



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WHERE TO LOOK FOR INFORMATION?



You can find the most important information regarding study programs on the University's home page – www.uksw.edu.pl – and on the website of your Faculty. You can also go to the **dean's office** with any questions. Keep in mind, however, that it is open to students only during certain hours and may also be closed on selected days.

Dean's offices are responsible for:

- keeping personal files of students,
- organizing student and seminar groups,
- supervising student internships,
- issuing student certificates,
- issuing student record books, diplomas,
- issuing and renewing student IDs,
- calculating grade point averages.

Your schedule as well as contact hours of academic teachers are available after signing in to the USOSweb platform.

Check the dates of exam sessions and days off in the **academic calendar** - this will give you a general overview of both the winter and summer semesters.

To stay up-to-date, follow CSWU profiles on **Facebook** and **Instagram**.

You can also receive information at the **Student Support Center**.

Check the **Syllabus**, available on USOSweb – there you will find all the information about the subject, including the number of hours, range of topics, ECTS points, grading criterion, literature, etc.



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DORMITORIES

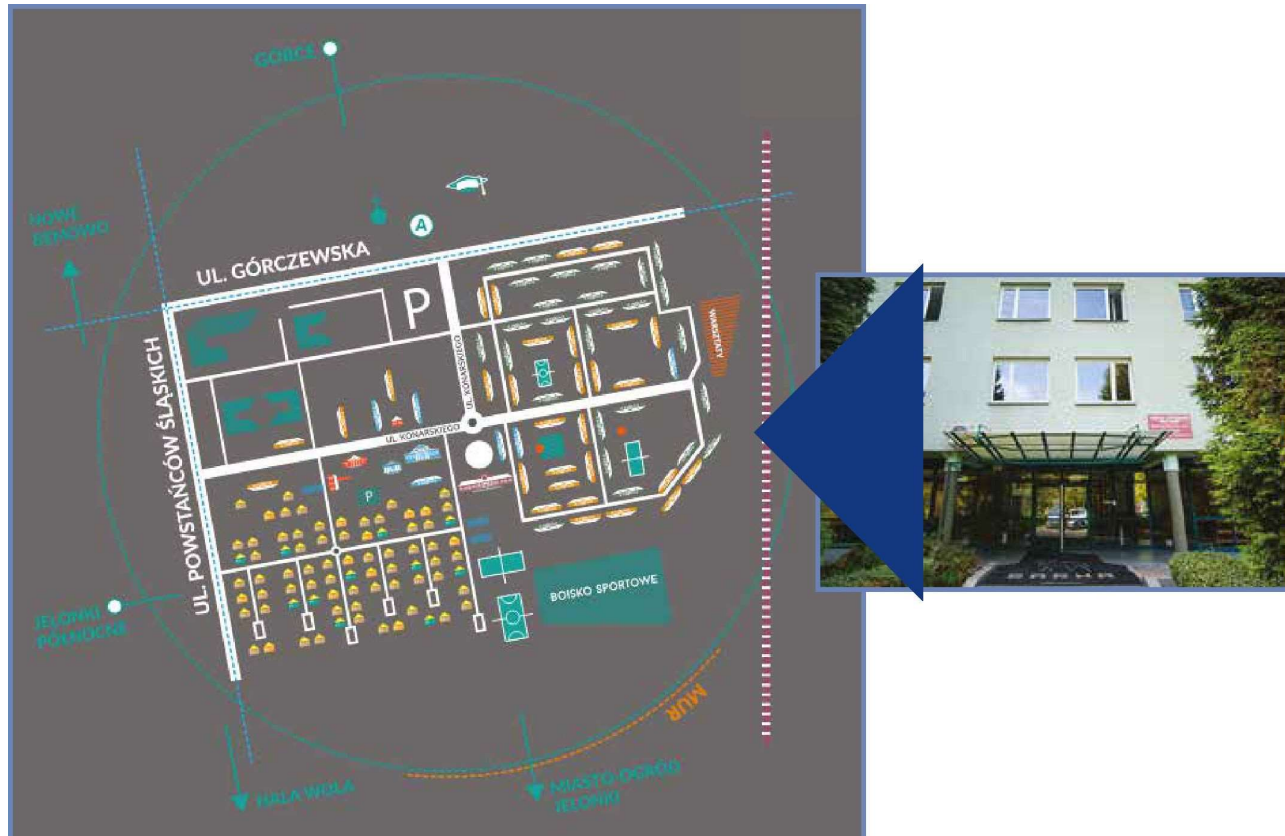
Students from outside Warsaw can apply for a place in the "Jelonek", "Rogaś", "Sarna" dormitories and in the so-called "old" student houses, located in the "Przyjaźń" estate at ul. Stanisława Konarskiego in Bemowo district.

The fee for a place in a single room ranges from PLN 520 to 680, whereas in a double room from PLN 480 to 680. A place in a student house is granted on the basis of an application submitted by the student. The model application, list of required documents and application submission deadlines can be found on the **DPMS website**.

More information about dormitories can be found at www.dpm.uksw.edu.pl.



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MOST IMPORTANT UNITS OF THE UNIVERSITY

STUDENT SUPPORT CENTER

The **Student Support Center** is university-wide administration unit of CSWU that provides assistance and support to students and doctoral students in matters related to education and student initiatives.

The duties of the SSC include:

- organizing initiatives supporting students,
- implementing the MOST (BRIDGE) program,
- supporting student research groups and organizations,
- providing psychological counselling for students.

Do you want to learn more? Visit www.cws.uksw.edu.pl.



CSWU ACADEMIC BUSINESS INCUBATOR

The **CSWU Academic Business Incubator** is a university-wide administrative unit whose goal is to support students in successfully entering and functioning effectively in today's job market and also to support them in implementing their own business ideas.

The ABI organizes Career Days for students during which there will be workshops and interviews with experts. It also provides one-on-one consultations on business development and consultations with a career counselor who will help you determine your professional aptitude, plan your career path and, if necessary, prepare a professional CV and cover letter. All you have to do to schedule free consultations is to fill out an application form.

For more information please see the Incubator website www.inkubator.uksw.edu.pl.

CAREER OFFICE

The **Career Office** is where you can receive assistance in organizing student internships. You will also find internship and apprenticeship opportunities, job offers and up-to-date information on career opportunities.

For more details visit www.bk.uksw.edu.pl.



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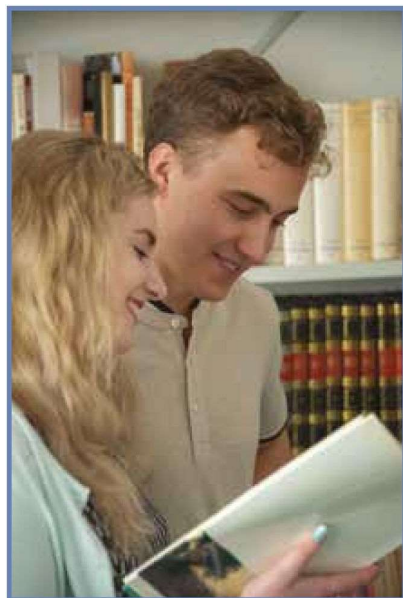
DEPARTMENT OF MATERIAL ASSISTANCE FOR STUDENTS

It is a university-wide unit whose purpose is to implement and coordinate material assistance for students and doctoral students of the University.

The duties of the Department include:

- granting scholarships,
- providing health insurance to students and doctoral students,
- managing dormitories.

Do you want to learn more? Visit www.dpm.uksw.edu.pl.



LIBRARY

When looking for literature for classes, you can use the resources of the CSWU Library, which together with other units forms a library and information system that operates on two university campuses – on Dewajtis Street and Wóycickiego Street. In accordance with modern standards, the library provides access to electronic databases, which include a wide range of journals, books and other documents in the form of full-text, bibliographic-abstract and bibliographic databases.

The CSWU Library makes its collections available on-site in the reading rooms: at the Dewajtis Campus – in the Theological and Canonical Reading Room and the Humanities Reading Room, and at the Wóycicki Campus – in the General Reading Room. In total, the library offers approximately 100 places for readers and nearly 30 computer workstations with access to the Internet and dozens of electronic databases.

It is also worth to take advantage of the opportunity to borrow books from other university libraries in Warsaw within the **BiblioWawa** system.

For more information about the CSWU book collection, visit www.biblioteka.uksw.edu.pl.

OFFICE FOR PERSONS WITH DISABILITIES

The Office initiates, supervises and coordinates tasks related to solving problems of people with disabilities: provides educational support, removes barriers to accessing information and educational resources.

For more information about the CSWU Office for Persons with Disabilities, visit www.bon.uksw.edu.pl.



SPORTS CLASSES AND FOREIGN LANGUAGE COURSES

Sport is health! That is why the CSWU School of Physical Education for second-year students organizes sports classes. You can choose from basketball, volleyball, aerobics, ballroom dancing, fitness, gym or self-defense classes.



Participation in classes is a prerequisite for passing the physical education course. Registration is carried out via the USOSweb platform. For more information, visit www.swf.uksw.edu.pl.



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SIX LANGUAGES

During their studies, CSWU students may choose to learn one of six foreign languages. Speaking several languages to at least a communicative degree is a skill that most of us dream of having. At our University, that dream is easy to achieve.

The University offers a choice of languages:

- English,
- French,
- Spanish,
- German,
- Russian,
- Italian.



For more information, please visit www.sjo.uksw.edu.pl.

SCHOLARSHIPS AND INSURANCE POLICIES



CSWU students can take advantage of a number of financial assistance opportunities. Individuals who have achieved outstanding academic results, scientific or artistic achievements, or sports achievements in competition at least at the national level are eligible for **the rector's scholarship**.

On the other hand, a person in a difficult life situation can apply for a **need-based scholarship**. A student who temporarily finds themselves in a difficult situation may also receive **financial aid**.

A separate fund has been set aside to **support students with disabilities**.

If you are 26 years old or older and you are not covered by insurance under a different policy, you can apply for **health insurance for students and doctoral students**.

Learn more about the terms and conditions for awarding social and academic benefits at the Department of Material Aid for Students. All necessary information and forms can be found at www.dpm.uksw.edu.pl.



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STUDENT LOAN

You can apply for a **student loan** regardless of other scholarship benefits you receive. It is enough that the income per person in your family does not exceed PLN 3,000 in a given year. The application procedure is a one-time process and you receive the loan throughout the entire period of studies.

Student loans are granted by selected commercial banks. Its preferential terms are made possible by subsidies from the **Student Loan Fund** financed from the state budget.

You can apply for a student loan year-round, provided you are under 30 years old. The credit decision should be made within 30 days. You can decide the amount of funds you want to receive from the bank during your studies. You can choose an amount from PLN 400 to PLN 1,000 per month, but you can change the amount you receive at any time, adjusting it to your current needs.

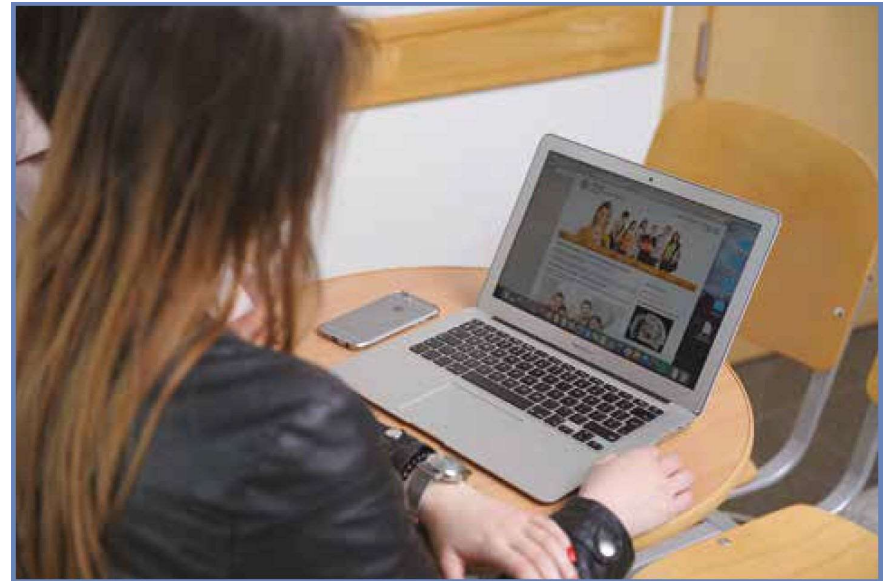
MEDICAL SCHOOL LOAN

If you are a part-time student enrolled in a medical study program, you can apply for a loan to finance the tuition fee. In order to receive the loan, you need to personally submit the application at any branch of Bank Pekao S.A. within 21 days after the start of the semester (for students applying for a loan for the year 2022/2023).



This loan can be forgiven in full, if you work for 10 years in public healthcare in Poland (within 12 years after you graduate) and during that time you obtain a specialty degree in a medical field considered a priority as at the date you begin specialty training.

For more information on student loans, visit www.gov.pl and www.bgk.pl.



¹⁷The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

LEGAL AND PSYCHOLOGICAL COUNSELLING

There are two student legal clinics and a psychological clinic operating at our University.

STUDENT LEGAL CLINIC AT THE FACULTY OF CANON LAW

It provides free legal counselling. Students and doctoral students can develop practical skills in communicating with customers and preparing legal opinions.

Participation in the Clinic and active involvement in its enterprises for two semesters can be counted as an apprenticeship, which is necessary to graduate from the Faculty of Canon Law.

Up-to-date information about the activities of the Clinic can be found on **Facebook**.

UNIVERSITY STUDENT LEGAL CLINIC AT THE FACULTY OF LAW AND ADMINISTRATION OF CSWU

It brings together students and doctoral students who are ready to help people with legal problems using the knowledge and skills they have acquired. Their activities are intended for those whose material situation does not allow to cover the costs of professional legal counselling provided by an attorney or legal counsel.

Counselling can be received free of charge. For students, each new case is a great challenge and an opportunity to test their own knowledge and expand it.

For more details, visit **Facebook**.

PSYCHOLOGICAL COUNSELLING

If you are experiencing any personal difficulties, you can get free help from a psychologist at our University. Counseling and consultation are aimed at students experiencing difficulties related to functioning in an academic environment, such as stress, emotional tensions, feelings of social exclusion, difficulties integrating into a group, anxiety, conflicts, personal problems, etc.

Do you want to receive psychological counselling? All you need to do is fill out a **form**.



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FOR PEOPLE WITH PASSION

There are 66 student and doctoral student research groups actively operating at our University. These are excellent places to pursue passion for science. You can develop your interests and, at the same time, strengthen your position on the labor market in the future. Check the student research groups operating at your Faculty on its website or check the CSWU Student Support Center website, where you can find an up-to-date **list of research groups**.

JOIN PASSIONATE PEOPLE

As a CSWU student, you have become part of the **Student Government** and you can also be active within its structures. The Student Government implements many interesting initiatives, including the Annual Student Festival, the Teacher of the Year Gala and integration camps for first-year students (Summer Camp, Camp Winter).

The University also has an active **Independent Students' Union**, which implements such projects as the Vampire Feast, Student Nobel Prize and Career Signposts. It is a student organization that connects people across the country. It supports the development of students on many levels - cultural, academic and social.

Do you like to sing? Join the **CSWU Choir**, where you will develop your passion for music. There is room for everyone: amateurs and professionals alike. Apply for auditions and develop your talent.

On the other hand, if you are a fan of physical activity, we recommend the **CSWU Academic Sports Association**. There are five sections to choose from: football, basketball, volleyball, judo and winter sports.

Join the **CSWU Radio**. It is formed by a large group of students not only from the Institute of Media Education and Journalism, but from all areas of the University. You can listen to different kinds of music 24 hours a day. The radio promotes young artists, including CSWU student bands.



You are also welcome to join the community of the **CSWU Academic Chaplaincy**.



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STUDENT GOVERNMENT

The Student Government is made up of all CSWU students. Its operation is based on your activity. The work of the Student Government is guided by two bodies – the Parliament (legislative body) and the Board (executive body). The Parliament is composed of delegates from each Faculty of the University, whereas the Board is composed of students appointed – from among all CSWU students – by the Parliament.

The duties of the Student Government include:

- defending student rights and interests at the faculty and university level,
- representing students in the collegiate bodies of the University, including the Senate and Faculty Councils,
- ensuring the development of student cultural and scientific activities, supporting student research groups and academic organizations,
- submitting applications and postulates concerning students to University authorities,
- supporting local and nationwide student initiatives,
- managing funds allocated for student activities,

The Student Government of CSWU:

- organizes the Initiation Ceremony, Mid-year Social, Carnival Party, Charity Events or Annual Student Festival (Juvenalia),
- organizes regular trips: New Year's Eve, May Day Picnic, Year "0" Adaptation Campus, Trip to Rome,
- cooperates with foreign entities,
- organizes events and sports competition promoting physical culture,
- cooperates with cinemas, theaters, dance schools, language schools.
- promotes the University in Warsaw and nationwide forums.

For more information on the Student Government, please visit

www.samorzad.uksw.edu.pl and keep up-to-date with the latest events on its **Facebook** profile.



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ERA OF MOBILITY

If you have recently become our student, you should know that you have the opportunity to complete a part of your study program at a different university in Poland or abroad as part of student exchange.

MOST PROGRAM

The **Mobility of Students and Doctoral Students** program is coordinated by the Student Support Center. The program allows students to study at one of nearly 30 top academic centers in Poland.

ERASMUS+ PROGRAM

It is the most popular international student exchange program. Under **Erasmus**, you can go abroad for a semester or two, depending on the cycle of education. In order to be eligible, you need to satisfy formal requirements, such as completing the first year of the study program and passing a foreign language exam. The program is coordinated by the **International Cooperation Department**.

MOST PROGRAM

If you like to meet new people from abroad, learn about new cultures and languages, would like to learn how to organize events, create unforgettable memories and have great fun, join the **CSWU Erasmus Student Network** section and become part of the largest student organization in Europe. Thanks to projects like #myESNcareer, each member receives tremendous opportunities for growth across all employment sectors.



21The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

DISTANCE LEARNING

Do not be afraid of distance learning. Thanks to dedicated online platforms, studying may be enjoyable even during the pandemic.

WE USE MOODLE

Moodle is an online educational platform for remote learning. It gives you access to the materials posted by the instructor and allows you to complete the posted tasks. You can sign in to Moodle using the USOSweb login and password.

Where can we find subjects on the platform that can be completed remotely?

The left **My courses** menu features all course being attended in the semester. Click on the course topic to learn where and when the meeting will be held. You will also find the link to a meeting that will be held using MS Teams.

WE USE THE MS TEAMS APPLICATION

You can use the MS Teams service via a web browser by signing in at **www.office365.uk-sw.edu.pl** using the login "albumnumber@uksw.edu.pl". Enter the same password as in the USOS system. Select Teams from among **Office 365** applications.

We recommend downloading the application on your computer. Click the "Teams" option on the left side of the screen and click the "Join an existing team or create a new team" button in the upper right corner. Paste the MS Teams team code copied to the clipboard from an e-mail into the "Join a team by entering a code" field and then click the "Join a team" button. You become a member of the team and can participate in its work.

Remember that you can use MS Teams on other mobile devices (tablet, phone, etc.). Create your own team in the MS Teams application, invite your friends and discover its possibilities together.

WE USE YOUTUBE

The lecturer can create an audio-video recording on a dedicated YouTube-training channel and post a link to that recording in the course (subject) on the Moodle platform.

You do not have a computer? Contact the Student Government, it is always there to help you.



BENEFITS

Office 365

Each CSWU student has the opportunity to install Microsoft Office software completely free of charge. The suite offers access to the latest versions of applications: Word, Excel, PowerPoint, OneNote, Outlook, Skype for businesses, Publisher, Access and 1 TB of personal storage space on a virtual OneDrive drive. You can install the suite on up to 5 PC or Mac computers, 5 tablets and 5 smartphones.

Details can be found on the USOSweb platform, under the "For all" tab.

Wolters Kluwer

WoltersKluwer LEX is one of the largest and best-known Polish legal information systems. CSWU Students and employees are free to use the resources of this system for educational and scientific purposes. The software allows to use a continuously updated and expanded database of legal acts, court decisions, commentaries, monographs and other original publications. It is possible to easily search for information using a dictionary, filters and passwords.



CSWU students can also use IBM SPSS® and STATISTICA software free of charge.

IBM SPSS® offers advanced statistical analyses, a rich library of machine learning algorithms, text analysis functions, and the ability to expand with open-source solutions, integrate with large datasets, and deploy seamlessly into applications.

The Statistica product line includes statistical and data mining packages as well as corporate analytics and big data platforms. They offer a very broad range of modern, easy-to-use analytical tools, high-quality data visualization, convenient management of data and analysis results.



23The Project co-financed by the Polish National Agency for Academic Exchange under the Welcome to Poland Programme (2022).

YOUR OPINION COUNTS

Your opinion matters to us. That is why, at the end of each semester, you will be able to evaluate the courses you attended by filling out an anonymous survey in USOS. The aggregate survey results go to the dean and influence the evaluation of academic teachers' work.

A ranking of practicals instructors and lecturers is also created based on student feedback, with the highest-rated teachers from each faculty being awarded the Teacher of the Year statuettes, presented at an official gala organized in March by the CSWU Student Government.

You can evaluate not only classes, but also the overall functioning of the University as a whole. The "Rate the University" survey is conducted by the Teaching Support Center once every two years, at the end of the academic year. Thanks to years of research, we systematically provide the University authorities with information on how the University is perceived by students and what, from their perspective, should be done to improve learning conditions and the quality of education.



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USOSweb

AKTUALNOŚĆ KATALOG MOJ USOSWEB DLA STUDENTÓW DLA PRACOWNIKÓW DLA WSZYSTKICH

DOKUMENTY

- strona główna
- Instrukcje
- poradniki
- Karta Absolwenta
- Biuro Karier
- Listy rankingowe
- RODO

KALENDARZ REJESTRACJI

KONTAKT

Unia Europejska

ostatnia modyfikacja danych ok. 2 godziny temu ostatnia modyfikacja tego dokumentu 28.04.2020

Witaj w systemie USOSweb Uniwersytetu Kardynała Stefana Wyszyńskiego w Warszawie

Komunikat

Prorektora ds. studenckich i kształcenia dr hab. Anny Fidełus, prof. ucz. na temat formy i terminów składania wniosków o stypendia socjalne, stypendia rektora, stypendia dla osób niepełnosprawnych i zapasów w roku akademickim 2020/2021

ZOBACZ KOMUNIKAT

Komunikat

Prorektor ds. Studenckich i Kształcenia Uniwersytetu Kardynała Stefana Wyszyńskiego w Warszawie z dnia 28 kwietnia 2020 roku dotyczący formy i sposobu składania wniosków o świadczenia oraz zasad ich przyznawania

ZOBACZ KOMUNIKAT

Termin składania wniosków o akademik na rok akademicki 2021/2022

Studenci i doktoranci, którzy zostali przyjęci na I rok studiów w roku akademickim 2021/2022, bądź przeniosł się z innej uczelni mogą składać wnioski o akademik w terminie: od 1 września do 31 września 2021r. Do wniosku o akademik należy dołączyć oświadczenie o dochodach za miesiąc SERPENA 2021r. – zał. nr 20. Drodzy Studenci, w obecnej sytuacji epidemiologicznej rekomendujemy, aby składanie ww/w wniosków wraz z dokumentami odbywało się za pośrednictwem POCZTY POLSKIEJ. W sytuacjach skomplikowanych, w których niezbędny jest kontakt osobisty, studenci/doktoranci będą obsługiwani przez pracowników DPMs po uzgodnieniu umówieniu się telefonicznie lub mailowo z osobą zajmującą się danym wydziałem. Prosimy o zaopatrzenie się we własne artykuły piśmiennicze (długopis) i środki ochrony indywidualnej: maseczka ochronna/przyłbica. Wnioski o akademik znajdują się na stronie www.dpm.usw.edu.pl w zakładce: Formularze do pobrania dla studentów/doktorantów.

Termin składania wniosków o akademik na rok akademicki 2021/2022

Studenci II – VI roku oraz doktoranci II – IV roku: od 1 czerwca do 17 czerwca 2021r.

Do wniosku o akademik należy dołączyć oświadczenie o dochodach za miesiąc MAJ 2021r. – zał. nr 20 Drodzy Studenci, w obecnej sytuacji epidemiologicznej rekomendujemy, aby składanie ww/w wniosków wraz z dokumentami odbywało się za pośrednictwem POCZTY POLSKIEJ. W sytuacjach skomplikowanych, w których niezbędny jest kontakt osobisty, studenci/doktoranci będą obsługiwani przez pracowników DPMs po uzgodnieniu umówieniu się telefonicznie lub mailowo z osobą zajmującą się danym wydziałem. Prosimy o zaopatrzenie się we własne artykuły piśmiennicze (długopis) i środki ochrony indywidualnej: maseczka ochronna/przyłbica. Wnioski o akademik znajdują się na stronie www.dpm.usw.edu.pl w zakładce: Formularze do pobrania dla studentów/doktorantów.



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MOST IMPORTANT REGULATIONS



Look into the regulations. They define your rights and responsibilities.

ACT OF 20 JULY 2018 – LAW ON HIGHER EDUCATION AND SCIENCE

This is a basic set of rules common to all universities in the country, which mainly contains provisions concerning the functioning of universities and studying. From the Act we will learn what are the types of universities, what is the first, second and third level of study programs, what are the terms of payment for certain educational services, what is the so-called PKA (State Accreditation Commission), what is the role of the Student Parliament of the Republic of Poland as a representative of all students, what it means that the University is autonomous, who is who at the University and what powers they have, and what is the students' freedoms. Furthermore, it regulates the grounds of disciplinary responsibility and stipulates reasons for removal from the list of students.

STATUTE OF THE CARDINAL STEFAN WYSZYŃSKI UNIVERSITY IN WARSAW

By reading the Statute you will learn more about the structure of CSWU, the powers of its bodies and how their members are elected. Its provisions also lay down the provisions concerning employees, administration, management and property of the University. For us, however, the most important provisions are § 165 to 168 concerning studies and students.

ACADEMIC REGULATIONS AT THE CARDINAL STEFAN WYSZYŃSKI UNIVERSITY IN WARSAW

This is the most important document applicable to a CSWU student and should be mandatory reading for everyone. It sets forth the rights and obligations of the student. You will also find information on basic rules for passing courses, terms for granting leaves, calculating the grade point average, etc.

STUDENT CODE OF ETHICS

The promotion of and compliance with the Student Code of Ethics is mandatory for each student and results from the awareness regarding the importance of adhering to moral principles and ethical standards in order to achieve the highest academic standards for building a civil society.

OTHER LEGAL ACTS

The student's situation at the University is also affected by other legal acts, issued primarily in the form of ordinances of the Rector or resolution of the Senate of CSWU. All applicable regulations can be found in the **CSWU Gazette**.



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STUDENT GLOSSARY

CSWU – the Cardinal Stefan Wyszyński University

Practicals – a form of classes, most often accompanied by and supplementing a lecture. In most cases, it requires students to be engaged and to learn on a continuous basis, and consists primarily in the instructor verifying whether students understand the relevant topic.

Dean's leave – in justified cases, the student is entitled to a leave, at their own request. The leave can be short-term, lasting no more than 10 weeks, or long-term – covering two consecutive semesters (three consecutive trimesters).

Dean's Office – one of the most important places at the University. This is where every student's journey begins and ends. It is the workplace of the dean and other individuals who make up the administrative staff. The Dean's Office plans class schedules, accepts all requests, makes all kinds of decisions that are of importance to each and every student.

ECTS – credits that represent a measure of the average student workload required to achieve learning outcomes. One ECTS credit corresponds to learning outcomes, requiring 25 - 30 hours of work.

Examination – one of the forms of testing the student's knowledge by lecturers during the examination session. It concludes the course and covers all of the topics addressed in the class. The examination may be conducted either in writing or orally.

Board exam – an additional examination date, organized at the request of the student.

Individual Curriculum Plan (IOS) – a flexible system of studies consisting in the separate selection of methods and forms of education depending on student interests and talents.

Academic Calendar – determines the organization of the academic year, taking into account the teaching workload, examination sessions and days off.

Test – a form of testing the knowledge of students during the academic year.

Student Research Group – a form of student association, the purpose of which is scientific activity and self-education of its members. The student research group operates by organizing meetings, debates, conferences, scientific workshops.



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Conversation – a form of classes that combines a lecture and practicals. The instructor imparts knowledge on students and then puts it into practice. This form is the most similar to school lessons.

Foreign language course – foreign language classes.

Academic year – the name that describes the period of academic classes between October and September of the following year. It includes two examination sessions and two make-up examination sessions.

Seminar – a form of instruction that requires the greatest student engagement, culminating in the independent writing of a credit assignment. There are also diploma seminars during which a bachelor's or master's thesis is drafted (in cooperation with the promoter).

Student status – admission as a student occurs upon matriculation and after taking the oath, but not earlier than the beginning of the academic year. Graduation takes place on the day of the diploma examination.

Syllabus – an information sheet containing the syllabus for a specific course, requirements and examination criteria.

Zero term – the so-called **zero term exam**; an examination date that falls before the examination session, on which the student may undertake the examination. In certain fields of study, taking a zero term exam is conditional on passing practicals with a certain grade.

USOS – University Student Services System; an online service through which you can register for classes, check exam results and submit applications.

Prerequisite – a conditional entry; a student who has not passed a course within the time limits may apply for conditional entry. This means that after paying an appropriate fee, they are enrolled in the next stage of the study program on a conditional basis, with a specific deadline by which the outstanding course must be passed.

Lecture – a form of instruction during which the lecturer conveys material to students in the form of a monologue. It is possible to sporadically pose questions. As a rule, attending a lecture is not mandatory.

Non-graded credit – a form of course credit assessment without a grade.





CONTACT US:

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DESIGN AND IMPLEMENTATION: CSWU COMMUNICATION AND PROMOTION OFFICE



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