



Faculty
of Political Science
and Journalism

STARTER

The background of the slide features a faded, light grey image of a school building with multiple windows and a brick section. Overlaid on this are several strings of bunting flags in dark blue and orange, arranged in a circular pattern around the central text.

Welcome!

**This file will support you
on your journey at our faculty!**



Who is who?



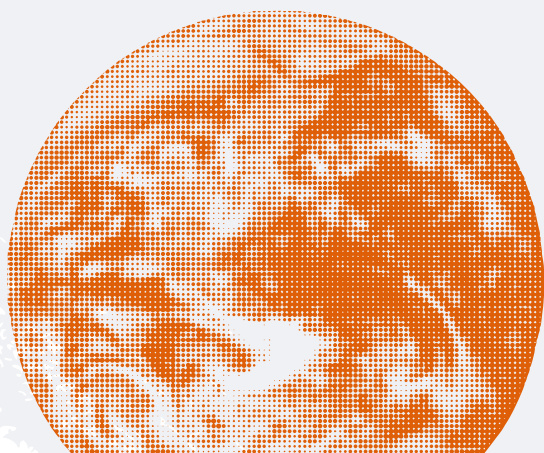
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Dean of **Faculty of Political Science and Journalism**

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📍 Collegium Politicum – room 45



Who is who?



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Who is who?



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Faculty of Political Science and Journalism – Student Office (Biuro Obsługi Studentów) – Rooms: 46 and 48



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Who is who?

Faculty of Political Science and Journalism
Student Office Rooms – 46 and 48

Opening Hours:

Monday: 9:30 a.m. – 5:00 p.m.

Tuesday-Friday: 9:30 a.m. – 3:00 p.m.

Saturday: 8:00 a.m. – 2:00 p.m.

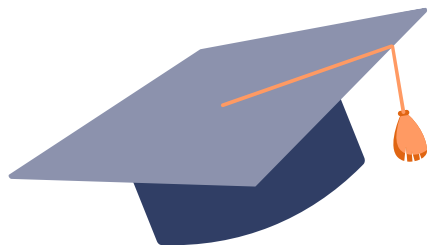
At Rooms 46 and 48, students can (depending on their field of study):

- extend the validity of their student ID card,
- submit a request or letter to the Vice-Dean for Student Affairs,
- obtain a certificate confirming student status,
- seek advice on matters related to their course of studies.

In Room 46 you can obtain information on, among other things:

- student housing and dormitory matters,
- accommodation allocation procedures,
- the Rector's Scholarship and the Social Scholarship.





Student Glossary

Absolutorium – Graduation Ceremony

A formal celebration marking the completion of a study programme. Although it does not constitute the official conclusion of studies (as the diploma is awarded at a later date), this ceremony serves as a symbolic and motivational event. During the celebration, students bid farewell to the university and are encouraged to complete and submit their final theses.

Ćwiczenia / Konwersatoria / Laboratoria Classes / Tutorials / Laboratory Sessions

Compulsory practical courses, usually conducted as workshops or discussions.

Attendance, preparation, and active participation are typically required and assessed.

Dziekan – Dean

The head of a faculty, responsible for organising education, supervising academic and administrative staff and students, representing the faculty externally, and ensuring its academic and administrative development.

E-obiegówka – Electronic Clearance Form (E-obiegówka)

A digital form required to obtain a diploma and formally complete one's studies.

It appears automatically in the USOSweb system a few days after the thesis defence, once the diploma number has been assigned.

The form can be confirmed only after all library materials have been returned and any financial obligations to the university have been settled.

Eduroam – Free Academic Wi-Fi

Eduroam is a free Wi-Fi network available at most universities in Poland and worldwide. It provides students and staff with secure internet access on campus, in dormitories, and while visiting other participating institutions abroad.

To log in, use your university email address and password. Once configured, your device will automatically connect to the Eduroam network wherever it is available – no need to log in again at each location.

Egzamin – Exam

An assessment of a students' knowledge and skills.

After passing the exam, a grade is awarded.

Each subject exam can be taken twice – the regular exam and, if necessary, a resit exam.

A failing grade in the resit exam means the student must retake the course in the following academic year (a so-called conditional pass or repeat).

Egzamin dyplomowy (obrona)

Diploma Examination (Thesis Defence)

The final examination concluding the study programme, during which the student defends their bachelor's, engineering, or master's thesis.

During the defence, the examination committee asks questions related to the thesis and its subject area.

Passing the diploma examination leads to the award of a Bachelor's, Engineer's, or Master's degree.

Egzamin komisyjny (pot. komis) –

Examination by Committee (colloquially: "komis")

A special form of examination that a student may request if the previous exam was conducted improperly – for example, under unsuitable conditions or in violation of procedures.

A student may also request the presence of an observer, such as a lecturer or a representative of the Student Council.

Student Glossary

Godziny dziekańskie – Dean's Hours

A period free from classes announced by the Dean, for example before public holidays, faculty conferences, or important academic events.

Dean's Hours apply only to students of the faculty that announced them.

Godziny / dni rektorskie – Rector's Hours / Rector's Days

Hours or entire days free from classes, announced by the Rector. They are usually granted on special occasions such as the university's anniversary, student festivals (Juwenalia), or major university events. Information about Rector's Hours or Days is typically published on the university's website or social media channels.

Individual Organisation of Studies (IOS)

A flexible study arrangement that students may apply for if they are unable to follow the standard timetable for valid reasons – for example, studying two programmes simultaneously, health issues, or other life circumstances.

The IOS allows modifications such as timetable adjustments, taking classes or exams at alternative times, or establishing individual conditions for course completion.

The application must be submitted at the beginning of the semester. Further details can be found in the Study Regulations of Adam Mickiewicz University in Poznań (UAM).

Individual Study Programme (ISP)

Available to students who achieve excellent academic results and engage in research activities for the benefit of the university. The ISP enables modifications to the curriculum, such as replacing certain courses with others or completing part of the study programme at a different faculty.

Kolokwium – Midterm Test / Class Test (Kolokwium)

A form of assessment similar to a written test at school. Colloquia (tests) may serve various purposes – they can be used to check knowledge during the semester, form part of the final course assessment, or act as the final credit for a class.

Koła Naukowe – Student Research Groups / Scientific Circles

Student organisations operating within the faculty that enable students to explore specific fields of knowledge and develop their academic interests. At the Faculty of Political Science and Journalism (WNPiD), there are several research groups focusing on topics such as economics, politics, communication, and regional studies. This diversity ensures that every student can find a group that matches their interests or helps them discover new ones. A full list of Student Research Groups can be found [\[here\]](#).

Kwadrans akademicki – Academic Quarter

A traditional 15-minute grace period at the start of a class, allowing students (and sometimes lecturers) to arrive slightly late. However, this custom is informal – not all lecturers honour it, which students usually find out during the first class of the semester.



Student Glossary

Media Studenckie – Student Media

If you dream of working in television, radio, or the press, student media are the perfect first step toward a career in journalism. University media outlets provide opportunities to places where students can learn how to conduct interviews, edit audio, write articles and produce video reports.

At the Faculty of Political Science and Journalism (WNPiD), several student media organisations are active, including: *Flesz Student TV*, *Kurier Akademicki*, *Radio Meteor*, and student magazines such as *BUC* (*Bardzo Uniwersyteckie Czasopismo*), *SIC!* (*Studenckie Internetowe Czasopismo*), and *Fenestra*. Each of these outlets offers a chance to develop practical skills and gain insight into journalism profession. More information can be found [\[here\]](#).



Radio
METEOR

Hybrid Learning

A form of education combining on-site (in-person) and online classes.

Online sessions are conducted using tools and platforms indicated by the lecturer – most commonly Microsoft Teams and Moodle.

Planer – Online Timetable System

Planer is an online platform where students can access their class schedules. It allows them to see when and where lectures and classes take place and provides up-to-date information about lecturers. The system also notifies students of any changes, such as class cancellations or room changes.

Additionally, lecturers post exam and resit dates on Planer, making it a central hub for all essential study-related information.

Poprawka – Resit / Retake Exam

If a student receives a failing grade in a course assessment or exam, they have the right to take a resit (retake).

A resit may take place no sooner than seven days after the results of the first attempt have been announced.

Praktyki – Internship

A form of practical training associated with practice-oriented study programmes (such as Journalism and Social Communication, National Security, Public Governance, New Media in Communication, and Audiovisual Production). Internships allow students to gain hands-on experience and become familiar with potential future employers.

At the bachelor's level, internships should last a total of six months, while at the master's level, they should last three months.

Przedtermin – Early Exam

The option to take an exam earlier than the scheduled date, usually under favourable conditions. However, not all lecturers offer this possibility – it depends on the specific course and instructor.

Student Glossary



Student Organizations

Rada Samorządu Studentów WNPiD (RSS) – Student Council of WNPiD UAM

The Council is composed of and elected by students. Every student of the Faculty of Political Science and Journalism (WNPiD UAM) has the right to stand as a candidate (passive voting right) or to least vote in the elections (active voting right).

The main tasks of the Student Council include representing students before university authorities and initiating projects that benefit the entire student community. More information is available [\[here\]](#).

Contact: samorzadwnpid@amu.edu.pl

Centrum Inicjatyw Studenckich WNPiD UAM (CIS) – Student Initiatives Centre (CIS)

The Centre aims to encourage and support engagement within the academic community. It was established to help students turn their ideas into real actions and projects. For several years, CIS members have been organising popular and well-received events and initiatives at the Faculty.

More information is available [\[here\]](#).

Contact: media.wnpid@amu.edu.pl

Student Glossary

Prodziekan ds. studenckich

Vice-Dean for Student Affairs

The Vice-Dean for Student Affairs makes important decisions regarding the course of studies — for example, grants Individual Organisation of Studies (IOS), extends the examination session, approves academic leave, or authorises the repetition of a course in the following academic year (the so-called conditional pass). The Vice-Dean also handles non-standard student matters. Students may contact the Vice-Dean by e-mail, during office hours, or via the USOS system.

Program studiów – Curriculum

Contains information about all courses included in a given field of study. The study programme specifies details such as course titles, number of class hours, ECTS credits, lecturers, types of classes, and forms of assessment. It is available on the Faculty website and in the Syllabus system.

Promotor – Thesis Supervisor

An academic staff member who supervises a student's diploma thesis. The supervisor helps select the topic, provides guidance on writing, and oversees the progress of the thesis. They also evaluate the final version of the thesis and take part in the diploma examination (thesis defence).

Punkty ECTS – ECTS Credits

A European system for transferring and accumulating academic credits. Each assessed course is assigned a specific number of ECTS points, reflecting the estimated workload required to complete it.

A student should earn at least 60 ECTS credits per academic year, where 1 ECTS credit equals approximately 25–30 hours of learning. More information about ECTS credits can be found [\[here\]](#).

Sesja egzaminacyjna – Examination Session

A time when days blend into nights and coffee sales suddenly skyrocket.

It surprises students twice a year — at the end of each semester. During this period, students take their final exams and complete course assessments.

Specjalności – Majors

Additional areas of focus within a study programme. At the bachelor's level, specialisation courses begin in the third semester, and at the master's level, in the second semester. Information about available specialisations and their course lists can be found on the Faculty website under the course catalogue section.

Sports

Adam Mickiewicz University (UAM) offers 35 academic sports sections where students train and represent the university in national and inter-university competitions. UAM athletes regularly participate in the Polish Academic Championships (Akademickie Mistrzostwa Polski) and other sporting events. More information about university sports is available [\[here\]](#).

Starosta – Class Representative

A student elected by their group to represent it before lecturers and faculty authorities. The class representative communicates announcements, reports important matters on behalf of the group, and consults with academic staff regarding organisational or study-related issues.

Student Glossary

Seminarium Seminar

A type of academic class designed to prepare students for writing and defending their bachelor's or master's thesis.

Seminars begin in the third year of bachelor's studies or the first year of master's studies, and conclude with the thesis defence.

Stypendia – Scholarships

During their studies, students may apply for several types of scholarships, such as:

- Rector's Scholarship for outstanding academic, athletic, or artistic achievements,
- Social Scholarship,
- Special Scholarship for Students with Disabilities,
- One-time Emergency Grant,
- Accommodation Assistance in a university dormitory.

Each scholarship requires meeting specific eligibility criteria.

More information about scholarships is available [\[here\]](#).

Scholarship for Students with Disabilities

Available to students who hold a valid disability certificate. It is awarded for the duration of one academic year or until the expiry date of the disability certificate.

Just like the social scholarship, it may be received for a maximum of 12 semesters.

A full information guide for students with disabilities is available [\[here\]](#).

Rector's Scholarship for Academic Excellence

Awarded to up to 10% of students in each study programme who have achieved a grade point average of at least 4.00.

Applications can be submitted after completing the first year of bachelor's studies, while winners of national academic competitions (Olympiads) may apply already in the first semester.

The scholarship is paid monthly from October to June.

Social Scholarship

Financial support granted to students in a difficult economic situation. The amount of the scholarship depends on the student's family income per person and the university's regulations for the given academic year. It can be received for a maximum of 12 semesters (during both bachelor's and master's studies) and only for one field of study. The amount may be increased if the student lives in a university dormitory or rented accommodation.

Diploma Supplement

A document attached to the diploma that provides detailed information on the knowledge and skills acquired during studies. It also includes a complete list of all courses completed and grades obtained.

Syllabus

Every course must have its own syllabus – a kind of “agreement” between the lecturer and students. It specifies the learning objectives, course content, recommended literature, and requirements for passing the course. The syllabus is discussed during the first class and is also available in the Syllabus system.

Student Glossary

Termin zerowy – Preliminary Exam

An additional, optional exam date held before the official examination session. Any student may take it if the lecturer decides to offer one. The result from the preliminary exam counts as a regular exam grade.

Urlop dziekański – Dean's Leave

A break from studies granted by the Vice-Dean for Student Affairs upon a student's request. The leave may last up to one academic year. During this period, the student retains their student status and the right to hold a valid student ID card.

USOS

An online platform used for managing all study-related matters – including course registration, grade checking, submitting applications, and receiving important messages from the Student Office (BOS).

Warunek – Conditional Pass

An approval granted by the university allowing a student to advance to the next academic year despite failing a specific course. The student must complete (and pass) the course in the following semester or academic year, usually upon paying an additional fee.

Wydział – Faculty / Department

A main organisational unit of the university where teaching, research, and student administration are conducted. For example: the Faculty of Political Science and Journalism. The Faculty organises classes, employs lecturers, and manages student records. For more information, visit the Faculty's website.

Zapomoga – Emergency Grant

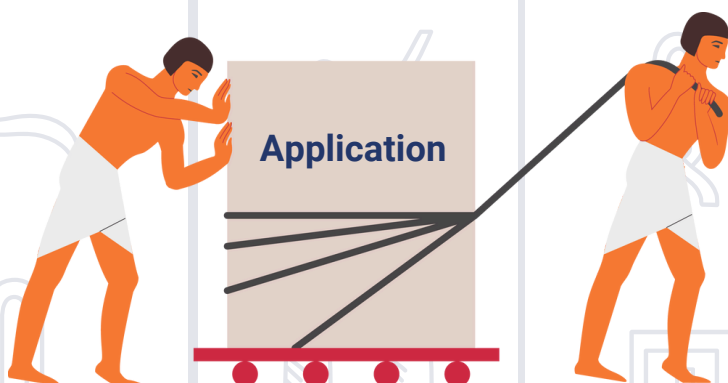
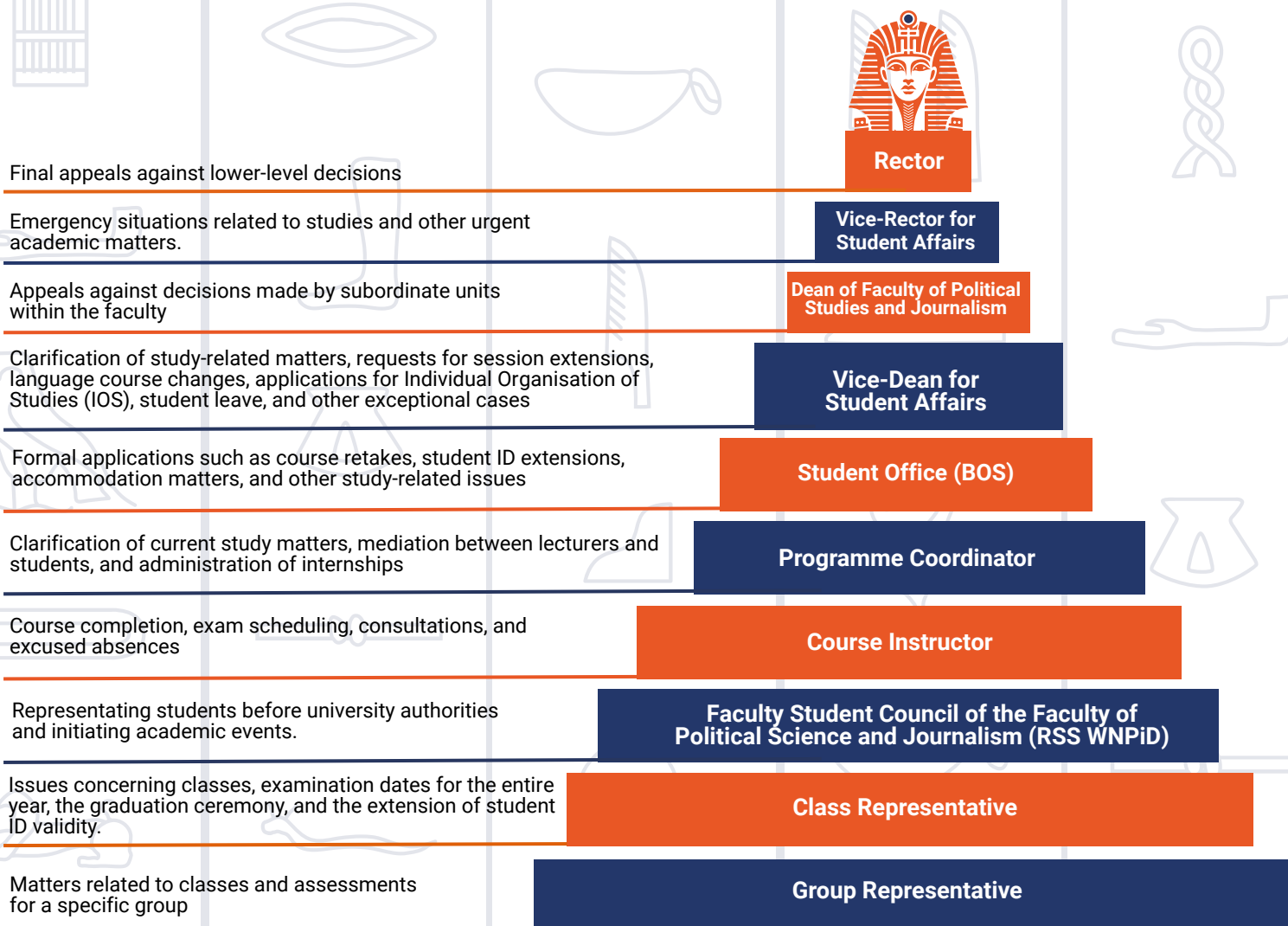
A form of temporary financial assistance granted to students who find themselves in a difficult life or financial situation. This type of aid may be awarded twice per semester.



Understood?

Organisational Structure of UAM

Who to Contact and for What?



Communicating with University Staff:

University Etiquette



When writing an application, email, or any other message to university authorities, lecturers, or Faculty staff, it is important to observe proper academic etiquette.

All communication with university representatives – whether administrative, academic, or personal – should be polite, concise, and professional.

Recommended guidelines:

- Use formal salutations and polite forms of address (e.g., “Dear Vice-Dean,” “Dear Professor”)
- Include a clear subject line and your personal details (full name, student ID number, and study programme)
- Avoid abbreviations, emojis, and informal language
- Keep your message clear, structured, and to the point

Maintaining professionalism in written communication reflects respect and helps ensure your message is taken seriously.

Morasko Campus Map

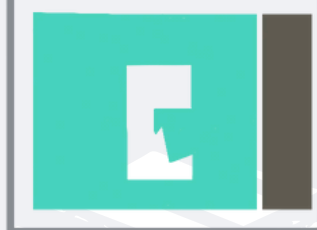
High Technology Center
of Wielkopolska (CZT)

Collegium Chemicum

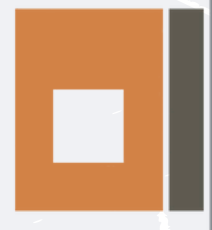
Collegium Biologicum



Student House
Meteor

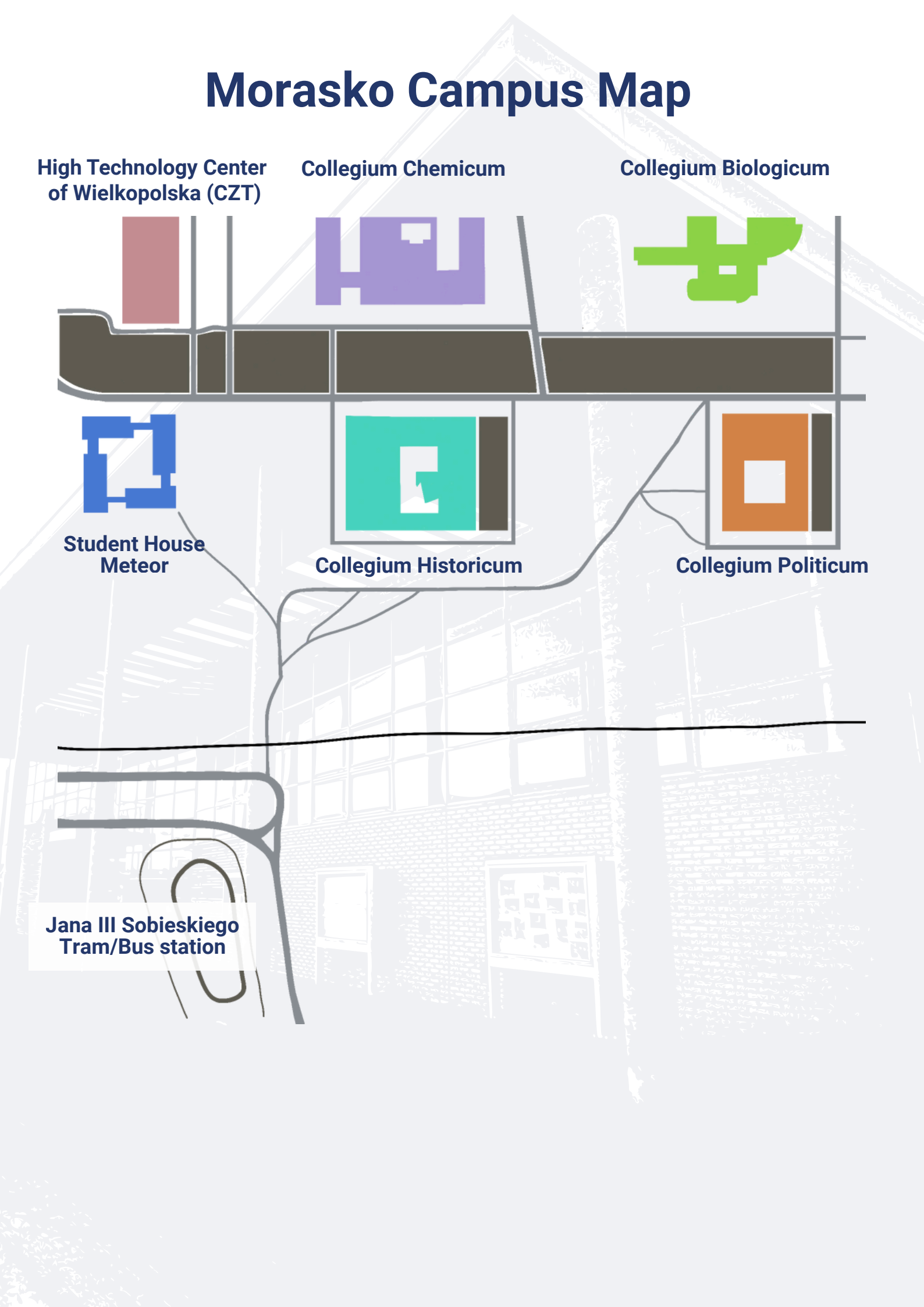


Collegium Historicum

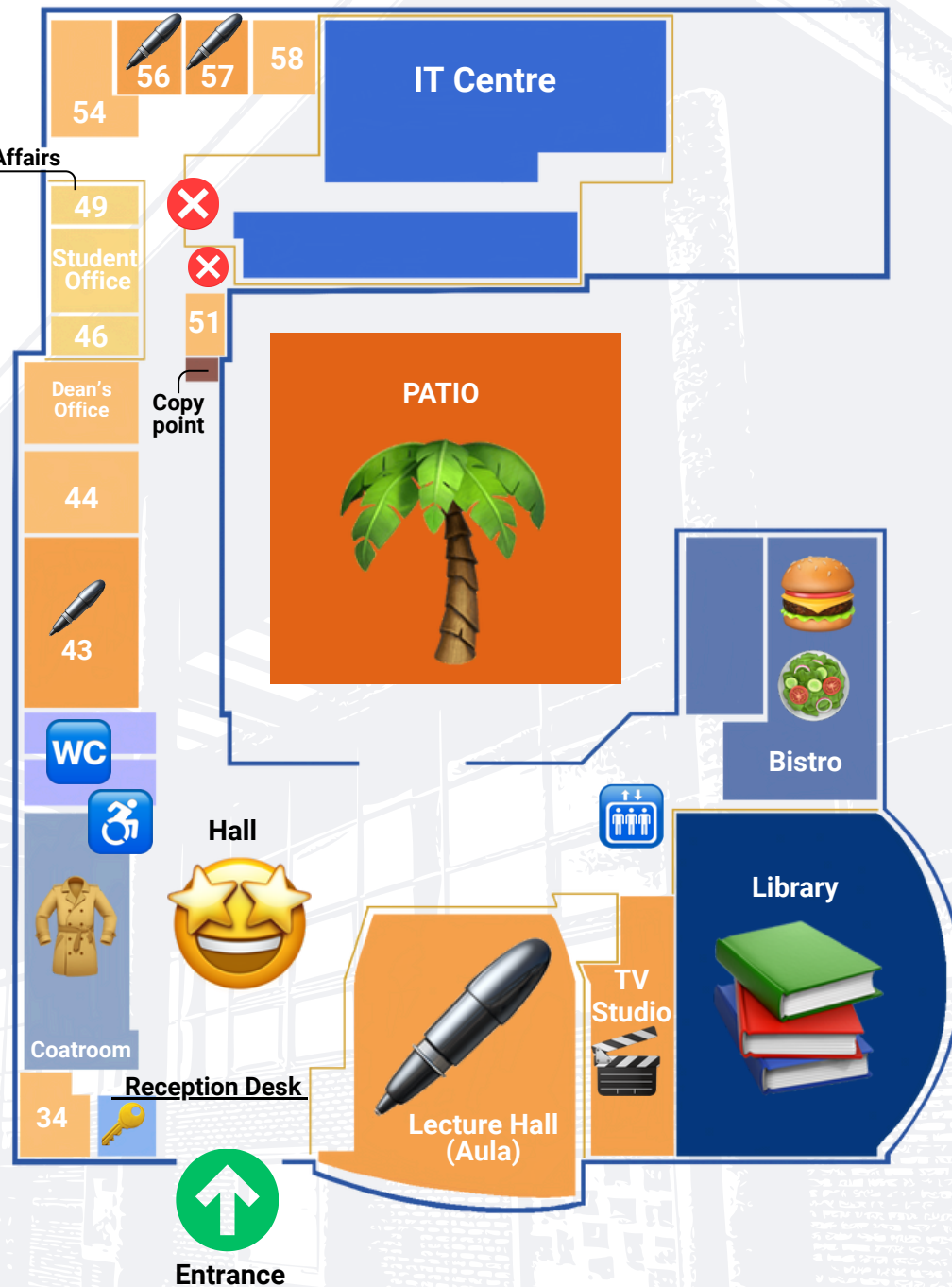


Collegium Politicum

Jana III Sobieskiego
Tram/Bus station



Collegium Politicum ground floor



Lecture Room / Hall



Toilet



Accessible Toilet / Restroom for Persons with Disabilities



Elevator



Student chill zone

Collegium Politicum, 1st floor



Lecture Room / Hall



Toilet



Accessible Toilet / Restroom for Persons with Disabilities



Elevator

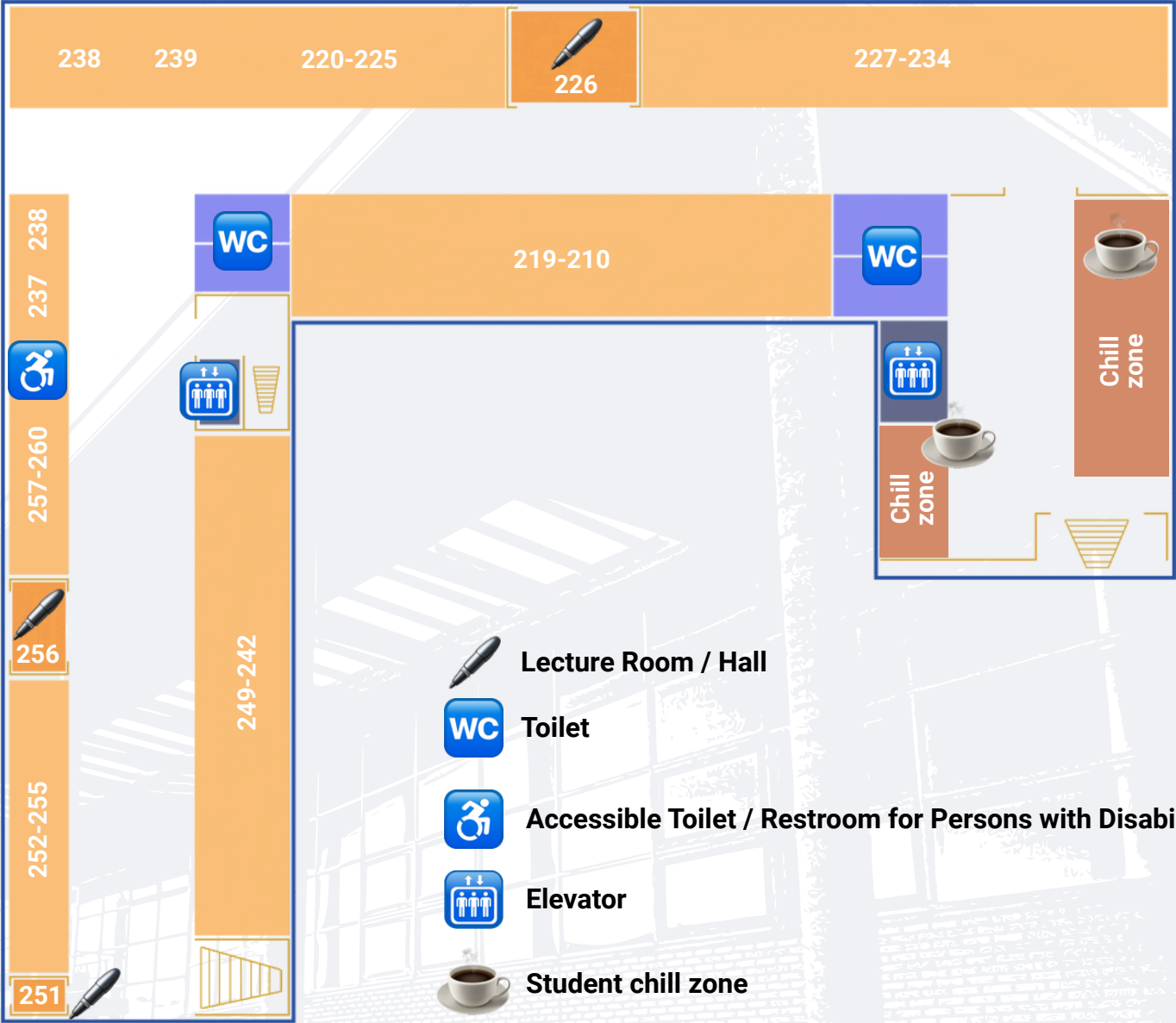


Student chill zone



Computer Lab

Collegium Politicum, 2nd floor



Support for Students with Disabilities and Those in Need of Psychological Assistance

If you are:

- neurodiverse,
- a person with a mobility impairment,
- a person with a hearing impairment,
- a person with a visual impairment,
- or experiencing mental health difficulties,

please remember that Adam Mickiewicz University in Poznań (AMU) and the Faculty of Political Science and Journalism offer support and assistance in any challenging situation. You are encouraged to explore the support provided by:

- the Support Office for Persons with Disabilities (BWON) – link [here](#)
- and the AMU Psychological Development and Support Center – link [here](#)

Your Faculty contact person:
Joanna Kałużna, PhD – Dean's Representative for Students with Disabilities and Psychological Support.

E-mail: joanna.kaluzna@amu.edu.pl
Phone: +48 61 829 6558

Here are just a few examples of how we can support you:

- granting rational adjustments in the study process (e.g., modified class participation, alternative forms of assessment or examination, extended exam time, and more),
- the opportunity to participate in language courses designed for students with additional educational needs,
- academic assistant support,
- meetings with a study support consultant,
- participation in dedicated workshops (e.g., stress reduction, building mental resilience, assertiveness, teamwork, effective communication, and others),
- financial support.

Remember – every problem is easier to solve when faced together.

Don't hesitate to ask for help when you need it.