

Dear Students,

In the couple of weeks we start the new academic year at the Faculty of Law and Administration, Adam Mickiewicz University. Before you begin the **European Legal Studies** we would like to invite you all to **the organizational meetings and obligatory training for the first year students**.

The obligatory meeting will take place on **Monday, September 29th, starting 4:00 pm (16:00-18:30)**.

You should attend to get all information necessary to successfully accomplish your first year!

Participation is possible alternatively:

- **On-campus:** in **Delta room** (part I: 16:00-17:00) and **Auditorium Maximum** (part II: 17:30-18:30) at the *Collegium Iuridicum Novum*, Al. Niepodległości 53
- **Or remotely:** via MS Teams

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Practical advice:

We advise you to have a laptop/tablet (or other similar device) with fully charged battery.

You can connect to university Wi-Fi network „Eduroam" at *Collegium Iuridicum*. In order to have access on campus, visit <https://eduroam.amu.edu.pl> website from any other internet network with a device you want to use at the Faculty buildings. In a configuration menu choose access through wireless network, i.e. WLAN or Wi-Fi. A webpage with detailed configuration instructions will open. Should you encounter any trouble, please contact our IT staff, who will be available to you half an hour before the meeting.

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To participate in the online meeting, you need to install and run the **MS Teams application**. It is the basic application used at Adam Mickiewicz University in Poznań to conduct classes remotely. Its version for computers and mobile devices is available at:

<https://www.microsoft.com/pl-pl/microsoft-365/microsoft-teams/download-app> .

Those of you who already have an active university account (address in the @st.amu.edu.pl domain) should log into the Office365 service before joining the meeting – this will facilitate tracking and participation. The instructions for the first login can be found at:

https://www.office365.amu.edu.pl/pierwsze_logowanie.htm .

If logging in according to the above instructions is not successful, participants with an active university account can seek assistance at helpdesk@amu.edu.pl .

The participation in the meeting will also be possible for people who are not logged in.

The following link leads to the meetings:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDU4ZWU3OGUtYjQ5Ny00MmZmLWFiNTEtNjhYWI3MGQwMTgz%40thread.v2/0?context=%7b%22Tid%22%3a%2273689ee1-b42f-4e25-a5f6-66d1f29bc092%22%2c%22Oid%22%3a%22bd490dbe-f5ef-4a7a-a37c-7d9a1842bce4%22%7d

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We also encourage you to access the information materials related to MS Teams and the Moodle Platform (supporting faculty e-learning) at: <https://tutorial.home.amu.edu.pl/>. You can check our website <https://prawo.amu.edu.pl> and Facebook profile for general and an up-to-date informations.

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During our meetings you will get useful information about:

- the organizational structure of the Faculty;
- means of communication for the Student Office, and the Head of the European Legal Studies, as well as teachers;
- most important rules of studying;
- schedules;
- course registrations in USOS system;
- use of university student e-mail and basic functions of the USOS system;
- language courses;
- library and databank research;
- health and safety training;
- student ID cards.

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We look forward to meeting you on September 29th !

Board of Deans of the Faculty of Law and Administration
Head of the European Legal Studies