

**ERASMUS POLICY STATEMENT**  
**The School of Banking and Management**

**a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013)**

In its mission statement and strategy for the years 2007-2013, The School of Banking and Management (WSZiB) has placed the principal focus on its students. Among the main directions of development becoming an institution of European dimension is mentioned. In this regard, the objective is to constantly orient itself according to international academic standards with respect to higher education. The Schools commitment to European activities, embedded into its corporate plan and core strategic objectives, are founded upon its extensive experience in education. WSZiB's mission is to deliver an internationally high standard of education in the form of undergraduate, masters and postgraduate programmes. We give priority to EU programmes and consequently strive to facilitate international mobility for students, staff and teachers. WSZiB aims to substantially increase the number of incoming and outgoing students as well as mobility organization. Priorities are to a) promote the Erasmus mobility scheme to students, staff and teachers thus facilitating academic co-operation, collaboration, the promotion and dissemination programmes, b) provide students with an education and training that develops and enhances their learning and linguistic skills, experience and employment prospects, thus providing them with tools to meet the requirements of the labour market and knowledge-based economy; c) encourage staff actively to increase their knowledge with regard to how foreign universities function and to encourage faculty to be actively involved in positions of expertise in international bodies taking part in continuous education, d) improve students' understanding of other cultures. We wish to develop integrated programmes (allowing partner universities' programme implementation) covering complete cycle of studies leading to a joint degree. Where appropriate, ICT will be integrated. Existing cooperation agreements and future projects will be placed, where possible within the frame of Erasmus. WSZiB prioritizes student and teaching staff mobility, including student placements. Wide participation in Erasmus activities is of key importance to international cooperation policy supported at all levels of WSZiB' structure. We wish to develop courses in English and to intensify internationally oriented curricular components. WSZiB supports all activities aiming at modernization of study programmes and introduction of innovation in teaching methods using new technologies.

**b) Please also provide information on the following points:**

**What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?**

**What kind of arrangements, if any, does the institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration or disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?**

The implementation of the EPS will mean that its contents must be disseminated as widely as possible among university staff and students. All Erasmus activities will be prominently publicized on WSZiB's website, school's press, bulletin boards. International Relations and EU projects' Office (IRO) disseminates and publicises information on planned and ongoing projects on its' website. WSZiB ensures the dissemination of EPS and Charter via its ICT facilities: e-learning platforms that enable access to students/staff/teachers personalized accounts. The Erasmus Charter and the EPS will be publicized in WSZiB and will be accessible to all. Faculties will promote mobility opportunities during Open Days and within Student's Career Office activities including individual consultations with students. WSZiB ensures full participation for disabled students/staff in its premises, provides equal opportunities, consciously combats racism, xenophobia and exclusion of socially disadvantaged groups. We provide the necessary facilities for the disabled students/staff.

**2) Quality of academic mobility activities:**

**What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?**

**Details should be provided on recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.**

All international activities are handled by International Relations and EU projects Office's (IRO). Meetings are held on regular basis with Schools authorities to spread information about new EU projects and to discuss issues and policies relating to mobility projects. IRO provides students and alumni with information, documents, statistics about studies abroad, situation on the labour market, language courses etc. WSZiB has IT systems that enable schools community to exchange information, download documents. Every student has the possibility to address questions to the Schools staff, teachers or authorities, including Rector, at any time with any matter thus enabling them to get the answers, decisions at once. WSZiB ensures full recognition of study periods taken abroad given that the courses taken at partner university are in accordance with the student's study plan. Faculty deans assure and execute the academic recognition of studies abroad and transfer of ECTS credits. All mobilities are formally recognized based on a Learning Agreement, stipulating the academic expectations of the student and our commitment to ECTS together with the Diploma

Supplement awarded. IRO coordinator will provide outgoing and incoming students with information on relevant language agreements, regulations with regard to evaluation of credits, will collect students reports. The coordinator ensures timely provision of curricula, information and counseling, consultation for exchange students. To prepare students for studies abroad, WSZiB will offer elective courses in English, for incoming students School will offer them polish language course. Students admitted within mobility agreements will be given help in finding accommodation; will be guaranteed access to IT facilities. They will have a fellow student assigned to them to help them with all matters at any stage. All students will have the opportunity to participate in social activities and orientation meetings.

### **3) Quality of student placement activities:**

**What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.**

WSZiB has already coordinated 2 student mobility projects in frames of Leonardo da Vinci Programme and thus has rich experience in organizing placements abroad. Quality of student training is ensured by a) thorough student selection process focusing on learning achievements, language skills, compatibility of the subject of placement with the student's field of study; b) establishing individual placement programme as an attachment to the agreement (bi-lingual 3-side Contract between student, college and enterprise), letter of intent, student's application form, recommendation letter from the faculty, bi-lingual final report form. A learning agreement and placement programme is created by all parties stipulating intended learning outcomes, ensuring that the placement contributes to the personal development of the student. All faculties have appointed Deans' representatives (Coordinators) for students placements whose responsibility includes overall supervision and evaluation of work placements. The student is assigned a supervisor both at WSZiB and in the host company, who liaise on a regular basis. The supervisor in the host company is responsible for the professional supervision in work place and for the students' integration into the company. The student will be obliged to prepare regular reports concerning the activities performed during the placement on weekly basis. The reports will be monitored by the students' supervisor. Administration of placement will be coordinated by IRO in cooperation with supervisors and Faculty Coordinators After the completion of the placement, student will prepare final report which will be reviewed by the placement supervisor and evaluated formally by placement coordinator, thus delivering the basis for placement recognition in WSZiB. issuance of a certificate; dissemination of a project results will follow. The foreign work experience placement is included in the Diploma Supplement and the Europass document.