

1. ERASMUS POLICY STATEMENT (EPS) 2021-2027

1.1 Erasmus activities included in your EPS

In this section, you need to tick the Erasmus activities covered by your Erasmus Policy Statement. Please select those activities that your HEI intends to implement during the entire duration of the Programme.

Erasmus Key Action 1 (KA1) - Learning mobility:

The mobility of higher education students and staff

Erasmus Key Action 2 (KA2) - Cooperation among organisations and institutions:

Partnerships for Cooperation and exchanges of practices

Partnerships for Excellence – European Universities

Partnerships for Excellence - Erasmus Mundus Joint Master Degrees

Partnerships for Innovation

Erasmus Key Action 3 (KA3):

Erasmus Key Action 3 (KA3) - Support to policy development and cooperation:

1.2 Erasmus Policy statement (EPS): your strategy

Your Erasmus Policy Statement should reflect how you intended to implement Erasmus after the award of the ECHE. Should you wish to add additional activities in the future, you will need to amend your Erasmus Policy Statement and inform your Erasmus National Agency.

What would you like to achieve by participating in the Erasmus Programme? How does your participation in the Erasmus Programme fit into your institutional internationalisation and modernisation strategy?

(Please reflect on the objectives of your participation. Please explain how you expect the participation in Erasmus to contribute towards modernising your institution, as well as on the goal of building a European Education Area¹ and explain the policy objectives you intend to pursue).

Original language (and translation into EN, FR or DE if the EPS is not in one of these languages)

¹ For more information on the priorities of the European Education Area, such as recognition, digital skills, common values and inclusive education, please consult the following website:

https://ec.europa.eu/education/education-in-the-eu/european-education-area_en

The participation of the Wyższa Szkoła Zarządzania i Bankowości w Krakowie (WSZiB) in the Erasmus+ program in 2021-2027 is consistent with the WSZiB by-laws, which define the directions of University's development, including the internationalization process as a tool to improve the quality of education. The University aims to increase its competitiveness by improving the quality, attractiveness and accessibility of its educational offer, and by increasing the mobility of students and staff – both in terms of educational mobility and professional development through participation in European educational programs, activation of partner activities in the field of joint research, and participation in projects involving the implementation and dissemination of innovative solutions and good practices in the field of higher education.

Specific objectives for participating in Erasmus+ programme are as follows:

1. To increase the mobility of students of all levels and fields of study – this is reflected by the increase in the number of bilateral agreements signed by the WSZiB and by the variety of academic disciplines available for mobility.
2. To make the WSZiB academic offer appeal to non-European students seeking admission for I and II cycle programmes.
3. To increase the teaching staff mobility through maintaining the existing educational cooperation, and develop new contacts, which includes cooperation in the scope of organization of joint courses for international participants, and, if possible, joint/double degrees.
4. To increase the existing non-teaching staff mobility as a way to improve functioning of the University's administration.
5. To learn from the experience gained through the participation in the Erasmus programme to date, as well as other educational programmes, and to maintain the existing good practice in implementing guidelines for international cooperation.
6. To make use of international cooperation in the Erasmus programme to date as a basis for joint educational programmes, as well as for joint scientific and research projects.

Another important focus of the WSZiB is to carry out projects that support the institution's development strategy. The University will continue to expand its cooperation with other HEIs in Europe for the joint implementation of educational solutions that foster the adoption of best practices, as well as joint development of curricula, teaching and learning resources, policies and regulations that built the trademark of European education. The institution aims to propose projects linking the world of education with the world of professional work through the creation of the new multidisciplinary curricula that promote entrepreneurship and develop relevant skills and competencies. The intention is to create programmes that address the needs of the industry and that are deeply rooted in a daily practice of the company. Another important factor is the application of research results in industry practice and paving new ways for the long-term strategic partnerships that foster the generation of new ideas and interdisciplinary research initiatives. These would enhance the processes of modernisation and internationalisation, as well as enabling more intense cooperation in the domains of teaching, research, and mobility of students and staff.

Please reflect on the Erasmus actions you would like to take part in and explain how they will be implemented in practice at your institution. Please explain how your institution's participation in these actions will contribute to achieving the objectives of your institutional strategy.

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WSZiB has many years of experience in implementing the Erasmus+ program. The development of international cooperation is one of the main priorities of the WSZiB's operation, which is why the University has adapted to these activities in terms of both organization and content. After receiving the ECHE card, WSZiB plans to implement projects under Actions 1 and 2. Activities under these actions are part of the University's strategy; in particular the internationalization strategy, enabling collaboration with international educational institutions, organizing student and staff mobility, and establishing productive contacts also in the area of research, modernization of curricula, and digitization. In order to ensure high quality of mobility tasks' execution, the Rector of WSZiB has appointed a one-person Erasmus+ Program Office, in which the Program Coordinator is responsible for all issues related to project management, promotion, implementation, and accounting. The Coordinator's tasks include making all arrangements for incoming and outgoing Erasmus+ program participants, and on-going cooperation with partner university coordinators and/or companies at every stage of the project. The Coordinator has an advisory role, advising Deans as regards mobility recognition; deals with all administrative issues related to mobility preparation and implementation, i.e. assistance to WSZiB students and staff in the preparation of the Mobility Agreement and contact with the partner university; prepares relevant documents; debriefs participants upon their return to home university and approves their reports. The development of Learning Agreement is a two-step process. The Coordinator helps the student prepare a proposal for his/her study program, which is then also verified and accepted by the faculty Deans. After the mobility is completed and the Dean issues the opinion on the Learning Agreement document, it is the Deans who are responsible for the final approval and recognition of the courses based on grade transcripts and course descriptions. Recognized (credited) courses will later be entered in the Diploma supplement. The Program Coordinator also implements the entire process related to student mobility for internships – promotion, recruitment, preparing the student for the mobility, contacts with the partner abroad. Recognition of the internship is confirmed by entering the fact of completing the internship in the Diploma supplement. Evaluation of the place of internship is ensured through the mandatory completion of the company evaluation questionnaire after the first month of the internship/work experience. In case of any problems occurring, the Coordinator monitors the place of the internship in person. The University attaches high importance to the reliable preparation of the document titled "Agreement on the internship program" so that the internship program correlates with the student's field of study. The method for monitoring the student's/graduate's

progress is precisely defined, together with an indication of timeframe. Every student going to study and/or work placement abroad has guaranteed access to a license for an online language course on the OLS platform. This is to ensure equal access to continuous improvement of language qualifications for every student. In addition, the possibility of using a license for a second foreign language is promoted.

In order to promote the program and its results, the Coordinator closely cooperates with former program participants – the local “ambassadors” – in organizing regular meetings under the motto “Day with Erasmus+”. As part of these meetings, graduates of mobility programs share their experience acquired during the international exchange and explain the realities of life in different countries. Step by step, the University is introducing the necessary changes to its own IT system, in order to gradually implement the electronic circulation of documents related to mobility activities, including the preparation of an online Learning Agreement. The Program Coordinator also deals with all issues related to the admission of students from abroad to study at the WSZiB. The coordinator updates the University's teaching offer twice a year, one semester before students arrive at the University at the latest. The course catalogue is available on the WSZiB website and is sent by email to nominated students (<https://www.wszib.edu.pl/en>). The catalogue contains a list of current courses for a given semester, with information on the number of ECTS credits, number of teaching hours in the given course, language of study, course description, description of learning outcomes, and a reading list. This information is user-friendly and is easy to locate within the website. In addition, the course catalogue contains information on student accommodation, the academic calendar, information about the University, a factsheet, grading system and grade distribution tables. The Coordinator is also responsible for the substantive preparation of international students for studying at WSZiB – he/she prepares and updates the Student Guide, containing all necessary information on e.g. health care, information about the University, about Krakow and Poland, information on safety, etc. Foreign students are treated on par with the local students. Students receive student IDs; they do not pay course fees; they have the same access to the University infrastructure as local students; they are members of student organizations; they take part in charity and promotional campaigns. Foreign students are accommodated in private apartments offered by real estate agencies, checked and verified by WSZiB. Real estate agencies are responsible for the comprehensive student accommodation process, which entails presenting several offers of various apartments to foreign students before their arrival in Krakow, mediating in signing contracts with apartment owners, and dealing with any disputes between students and landlords. Prior to the beginning of each semester, the WSZiB organizes Orientation Days for incoming students, during which they become familiarized with the University, the study program, and the lecturers. The WSZiB also has a successful “buddy program”, which is why integration and inclusion of foreign students is very efficient. The Coordinator is also responsible for the coordination of bilateral agreements, from establishing cooperation with a partner university, to comparison of training programs, to arrangements regarding the scope and number of mobilities, and to the preparation of a bilateral agreement, which contains all the required elements: recommended language levels, information on visa issues, housing, insurance, grading systems, application calendar, contact details, information about the infrastructure for disabled students and staff. The Coordinator conducts on-going monitoring of the existing contracts and takes strategic decisions in order to update and optimize the mobility offer. The contract agreed with the foreign partner is then signed by the Rector. The Erasmus+ Program Coordinator also evaluates the questionnaires submitted by individual program beneficiaries. These surveys are used for the evaluation of the completed mobilities – in terms of the level of preparation on the part of the partner university, the implemented program assumptions, and participants' satisfaction with their stay at the university abroad. Based on the reports of outgoing and incoming mobility participants and the quality of cooperation so far, the Coordinator takes a decision regarding whether cooperation with a given partner university should be continued, and presents this decision to the Rector of the University responsible for international cooperation. If necessary, the Coordinator issues the documents necessary to obtain a visa to all program participants who may need it. In situations requiring contact with consular units, such assistance is also provided. All program participants are informed about the need to take out appropriate insurance for the duration of the scholarship. WSZiB covers the costs of insurance for outgoing employees with its own funds.

The team headed by the Vice-Rector for Education and the Dean of the Faculty of Management, Finance and Computer Science will be responsible for the implementation of Action 2 projects. This team consists of employees with extensive experience in the implementation of international projects and projects consisting in the implementation and dissemination of innovative solutions and good practices, not only in higher education but also among the businesses and/or the local community. The University's goal is to educate students at the highest level of excellence, which directly translates into their value in the labour market. Thanks to the opportunities offered by the Erasmus program, it will be possible to collaborate and exchange experiences and good practices with the best European research centres, which shall significantly increase the level of education, contribute to giving University an international profile, strengthen its research potential, and strengthen the position of WSZiB graduates in the labour market. The experience acquired during the mobility of university staff will have a positive impact on the image of the University as a modern institution, promptly following current trends in higher education. The strategic and transparent management of the University and the Erasmus+ program as well as the coordination and implementation of activities at the highest level will contribute to the achievement of the goals the University intends to achieve in the next edition of the Erasmus+ program in the years 2021-2027.

What is the envisaged impact of your participation in the Erasmus+ Programme on your institution?

Please reflect on targets, as well as qualitative and quantitative indicators in monitoring this impact (such as mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects (under the KA2 action), sustainability/long-term impact of projects etc.) You are encouraged to offer an indicative timeline for achieving the targets related to the Erasmus+ actions.

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With its participation in the Erasmus program, WSZiB aims to enhance the quality of education with the purpose of excellence in preparation of its graduates to enter the local and European labour market (and beyond), and on the other hand, to achieve high European standards and thus become a competitive place for international students who seek to obtain their higher education at this institution. Improving the quality of education and the suitable teaching offer are the strategic elements of the University's implemented strategy. Thanks to the participation in the Erasmus program and the international mobility, the academic staff will improve their scientific knowledge, linguistic skills and experiences, and thus they will reach international standards in their implemented tasks. Knowledge of international trends as high qualifications will impact considerably the quality of education. The knowledge gained throughout implementation of the program will affect also the adjustment of teaching methods and the whole educational curriculum. Alongside the growing experience and development of international cooperation, it will become possible to initiate joint programs of studies with international institutions. Cooperation between the University and international partners will improve the standing of WSZiB on international arena, and at the same time it will strengthen its quality and relevance of its educational offer. Implementation of the Erasmus program will have considerable implications on developing the University's cooperation and partnerships on various levels, not only with other Higher Education Institutions but also with business partners. The combination of activities on the three levels: education, academic research and business will imply higher quality of education and higher adjustment possibilities to meet the requirements of European labour market and international standards, among others. Participation in the Erasmus program will also help to implement and to maintain high standards of management and financing. The experience gained while implementing projects and cooperating with international institutions will be a decisive factor in the modernization and internationalization processes of the Higher Education Institutions based on EU guidelines.

WSZiB aims to implement high-level mobility activities, which is why it has developed procedures for monitoring project implementation and organizational support for every outgoing and incoming scholarship holder. Due to the fact that WSZiB is a small university, the Erasmus+ Program Coordinator is responsible for the implementation of all activities of Action 1 – including student and staff mobility. The coordinator not only prepares the student and staff mobilities in terms of their substantive content, but also plays an advisory role to the Deans or university authorities. The Deans of the faculties also play the role of academic coordinators, remaining in continuous communication with students before, during and after their mobility placements, in matters regarding the Learning Agreement this being a very important element of monitoring student progress and support. The Coordinator also monitors the implementation of the planned study program by incoming international students, while remaining in contact with the students as well as the lecturers and foreign partners throughout the entire period of implementation of the mobility. All the staff involved in the project – on the part of both the home university and foreign partners – remain in continuous communication with mobility participants both before leaving and during their stay abroad, in order to respond to emerging questions and problems on an on-going basis. A very important element of successful and efficient program implementation is an efficiently operating "buddy program". Thanks to the assistance of WSZiB students, foreign students are better able to integrate and engage with the local community. As part of the new edition of the Erasmus+ program, the university would like to significantly increase the number of mobilities for both the students and university staff. So far, WSZiB has implemented student mobility at a fairly low level, which was also due to the specific nature of students. Namely, approximately 60% are part-time students with stable jobs and professional lives. In order to change this trend, the WSZiB will promote "blended mobility", which for working students may prove to be an attractive form of implementing mobility under the Erasmus+ program. It is expected that around 15-20% of WSZiB students will be interested in blended mobility. The university wishes to achieve this indicator by 2024. Then, depending on the structure of students, we propose that the student mobility index from WSZiB be systematically increased. The same assumptions will apply to mobility for student work experience placements and graduate internships. We have observed a greater and growing interest in taking up internships abroad after completing studies at the WSZiB, especially among foreign students (from Ukraine, for most part), studying at regular studies. This group of students are young people, more willing to participate in mobility for a minimum of 2 months – for either internship or graduate work placement. We are also planning to increase staff mobility of STA and STT types. It is planned that by the end of the program, i.e. by 2027, approximately 60% of teaching as well as administrative staff will have had an opportunity to participate in Erasmus+ mobility at least once. This will depend mainly on the level of foreign language proficiency of the University's employees. Foreign students who come to WSZiB as part of the exchange program play an important role in the internationalization of the education programs. Every year, the university increases its pool of courses taught in English, which at the same time becomes the basis for the search for new international partners. We are planning to increase the number of incoming international students by 60% by the year 2024. A 60% increase in the number of new foreign partners is envisaged as well. The participation of the University in Action 2 projects is also an element of building the University brand as an institution implementing and disseminating innovative solutions in higher education – especially projects regarding the modernization of the

educational offer, its better adaptation to the needs of society and the economy, and the improvement of the quality of education. The University plans to increase its participation in Action 2 projects by 15% by the year 2027.

Implementation of projects under the available Erasmus+ actions, including student and staff mobility as well as building strategic partnerships, boosts the development of the University through improving the quality of teaching, better adaptation of study programs to market needs, popularization of state-of-the-art teaching methods, etc. International cooperation also helps build the recognition of the University as a modern academic centre, which, taking into account the development of technology, improving the quality, and changing the form of mobility (e.g. in the direction of "blended" mobility) will have an impact on the effectiveness and quality of the educational offer in the form of e-learning. This approach guarantees better adaptation of the educational offer to market needs while maintaining high academic standards. Participation in the program will positively affect the development of students' skills and competences, including the development of professional, social and intercultural skills, and thus increase their competitiveness on the labour market.