

ERASMUS POLICY STATEMENT

The mission of Wyższa Szkoła Komunikacji i Zarządzania (WSKiZ) is to form a modern society based on versatile knowledge, with special concern for various aspects of communication, which stays in compliance with the objectives of the Bologna Declaration and Lifelong Learning Programme. WSKiZ aims to provide its students and staff with opportunities to widen their knowledge, also by contacts with foreign students and academic staff. Gaining experience in an international environment and learning how to cooperate with people of different cultural backgrounds is essential in today's highly competitive labour market. The Erasmus programme participants, through contacts with their counterparts from all over Europe, will also benefit by developing their language skills. WSKiZ also welcomes all international students coming to enhance their learning experience with our school.

All of the above mentioned should help build European society based on knowledge and increase competitiveness of the EU economy, which is an aim of the Bologna Declaration.

Within the Erasmus programme, WSKiZ promotes mobility of students and academic staff among its academic community. Students and academic staff are able to visit universities abroad that hold the Erasmus University Charter and have signed bilateral agreements with WSKiZ. WSKiZ also seeks new foreign partners able to cooperate within the Erasmus programme. Students are also offered student placements in enterprises in the European Union's member countries, as a part of the Erasmus programme. WSKiZ will also seek to take part in multilateral projects and thematic networks in the areas compliant with those taught at WSKiZ.

The fundamental rules of the Erasmus programme and Erasmus activities undertaken by WSKiZ are given wide visibility in the school's facilities and websites. They are also promoted by operations of the Erasmus coordinator who is helped by student self-governing bodies to promote issues of international cooperation and exchange. During the academic year the Erasmus coordinator organizes presentations for students and academic staff on the possibilities offered by the Erasmus programme and is also available for personal meetings. Posters and leaflets informing about the Erasmus programme are distributed in the school's facilities.

Erasmus University Charter and Erasmus Policy Statement are displayed in a visible place at the school's premises. They are also published in the school's Internet website. WSKiZ is fully committed to meet all non-discrimination objectives of the Erasmus programme. WSKiZ makes the Erasmus programme available to all students and teaching staff, promoting gender equality and non-discrimination of disabled participants. Participants who find themselves in a difficult financial situation may seek support from WSKiZ. All acts of racism and xenophobia are prosecuted by law and by the school's internal regulations with sanctions up to exclusion from the school.

QUALITY OF ACADEMIC MOBILITY ACTIVITIES

WSKiZ remains committed to ensure the highest quality of learning services for all its students: Polish and international. WSKiZ has implemented the European Credit Transfer System (ECTS) which is widely used by HEIs all over Europe. This fosters the idea of student mobility enabling students to transfer their records easily and quickly. Thanks to the use of ECTS, periods of studies abroad are fully recognized at WSKiZ. All the courses taught at

WSKiZ are given ECTS description which makes them available for incoming students who are able to transfer their records to their home universities quickly and efficiently. Information on WSKiZ curricula is available in Polish and English at the school's website.

Information on the Erasmus student mobility is widely distributed in the school's facilities and is easily accessible for all students. The Erasmus coordinator offers personal counseling for students interested in taking part in the Erasmus programme. Such students may be also offered support from other WSKiZ staff, especially in the area of language preparation and provision of all formal documents required by the programme.

All incoming international students are welcome at WSKiZ. They are provided with help and counseling by the Erasmus coordinator and by representatives of student community who introduce foreign students to different aspects of Polish culture and student life in Poland. Other WSKiZ staff, academic and administrative, are also keen on helping incoming students make their studies at WSKiZ an enjoyable and valuable experience. The incoming students are offered assistance in tutoring and in provision of student services. WSKiZ does not have its own housing and dining facilities, however its staff offers help with arranging accommodation in Poland.

Information on staff mobility in the Erasmus programme is distributed among the WSKiZ staff. Interested persons are offered assistance and support by the Erasmus coordinator and by the school's authorities.

QUALITY OF STUDENT PLACEMENT ACTIVITIES

WSKiZ aims to provide its students versatile education, a part of which is student placement necessary to complete studies. WSKiZ is particularly keen on offering students possibilities of completing the placement abroad. The school has extensive experience in providing placements in enterprises abroad – it has implemented three Leonardo da Vinci projects of student placements in companies in Germany and Spain.

WSKiZ organizes student placements abroad either by establishing direct contacts with enterprises abroad or by forming consortia with other institutions.

Enterprises from abroad interested in hosting WSKiZ students issue Letter of intent which is a basis for signing a placement agreement between the school and a student that specifies placement programme. During placement in an enterprise the student is obliged to send periodic reports to the Erasmus coordinator at WSKiZ. After completion of the placement the student presents final report and the hosting enterprise issues an opinion about the student's achievements. If the student has satisfactorily completed the placement programme WSKiZ recognizes (upon the Dean's decision) this placement abroad period as a part of vocational training required by curriculum.

WSKiZ is committed to maintain high quality at each stage of placement process: during recruitment, during the placement itself and during the placement final evaluation.

At all stages of the placement process the Erasmus coordinator monitors activities of the student and the hosting enterprise and undertakes corrective actions, up to transferring the student to another enterprise (in case the hosting enterprise's wrongdoing) or ejection of the student from the Erasmus student placement programme (in case of the student's misconduct). WSKiZ authorities have the right to control and evaluate the realization of the placement programme at each stage.