

## ***ERASMUS POLICY STATEMENT***

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

### **WSEA strategic aims**

- Develop a solid program for internationalisation of education
- Implement in all Faculties and studies the European Credit Transfer System (ECTS) as an internal and external system of punctuation
- E-Learning platform developed by 2008
- Constantly improve mobility standards.
- Develop and implement curricula adjusted to the labour market needs in cooperation with enterprises
- Participate in the multilateral projects and thematic networks
- Disseminate the principles of the LLP, EPS and Erasmus University Charter

### **WSEA objectives**

For the beginning of the new academic year 2007-2008 WSEA will:

- Build a system to improve the full recognition of study periods abroad
- Implement an E-Learning platform to help local – foreign students to deep their knowledge.
- Implement the number of EU languages students can choose and learn.
- Raise quality of services for incoming students, enhancing tutoring.
- Educational offer in foreign languages together with teaching Polish culture and language
- inform students and staff at WSEA about LLP principles through the Erasmus Day, articles in the university magazine, posters and information boards

### **WSEA priorities:**

- Update the ECTS catalogue in Polish and English language
- Build a strong network of foreign partners (Lifelong Learning Programme)
- Implement the services for incoming and outgoing student (application on-line, support via Internet)
- Improve staff and students' level of language skills
- Increase promotional and informational activities among entrepreneurs

*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 of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?*

**Actions planned to give visibility to Erasmus activities at WSEA:**

- All EU projects our Institution is involved will have a web page where will be published the objectives, workplan and implementation.
- International Relations Department will publish and update the information about Lifelong Learning Programmes, partner Institutions, possibility of student – teacher mobilities.
- Dissemination and implementation of cultural programs to prevent racism and xenophobia
- Ensure non-discrimination (race - religion – sex - disability - social and economic)
- Support student associations to organize international summer courses and conferences
- Integration of foreign students – teachers (including non-EU) in the academic's life, events, debates, lessons.

### *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.*

The Specific measures that WSEA has implemented to ensure high quality in academic mobility activities are:

- Selection of students participating in the Programme is based on students' learning achievements and knowledge of the language in which courses are delivered
- Selection of Teaching staff is based on teachers engagements in the LLP program and knowledge of the language in which courses are delivered
- Full recognition of mobility period abroad on the basis of Learning Agreement and satisfactory completed study period at partner university
- Use of ECTS at WSEA as an internal and external credit system
- ECTS catalogue in Polish and English language is accessible on the College website and It will be updated each academic year to provide students with clear information concerning general information, study programmes
- Information and promotional materials about partner universities available in the International Relations Department and questionnaire of former Erasmus students accessible on the university website,
- For outgoing students: refresher language courses of English, French, Italian, Spanish, German; either compulsory exam checking the knowledge of language in which courses are delivered at partner universities
- For incoming students: providing help to find accommodation in a student house, integration in the students life, cultural events, free Polish language courses
- Involving students from WSEA in the taking care of incoming students

- Informing and involving teachers in exchange activities with the objective of raising teaching quality , improving teacher language skills, intensification of existing cooperation, preparation of new common activities

***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.***

Quality of student mobility for vocational training is ensured by:

- Organization of intensive survival Language courses
- Organization of student placement in partner enterprises and enterprises cooperating with foreign and Polish partners
- Signing bilateral agreements
- Student selection process will be involved the College and the partner enterprise and it will be focused on learning achievements, knowledge of languages required, compatibility of the subject of placement with the student field of study, meeting formal requirements e.g. insurance
- Establishing individual plan of study as attachment to the agreement
- Plan of placement agreed with Erasmus Institutional Coordinator and the Head of Department
- Regular contacts with the coordinator in the enterprise
- Interim and final reports to be presented by student,
- Placement positive opinion or assessment to be delivered by the enterprise,
- Recognition of placement and assessment procedure by the Head of Department
- Student of WSEA may carry out a placement out of the study period set by the academic calendar year or – having being agreed to by c – during the course of study
- Student obtains the ECTS credits for the carried out and successfully completed placement in accordance with the curriculum