

# ECTS INFORMATION GUIDE



**WYŻSZA SZKOŁA HANDLU I USŁUG**  
W POZNANIU

**FACULTY MANAGEMENT**

**2006/2007**

**POZNAŃ HIGHER SCHOOL OF TRADE AND COMMERCE**

**UL. ZWIERZYŃIECKA 15**

**60-813 POZNAŃ**

**[www.wshiu.poznan.pl](http://www.wshiu.poznan.pl)**

## TABLE OF CONTENTS:

<b>1. ECTS SYSTEME INTRODUCTION.....</b>	<b>5</b>
1.1. General informations.....	5
1.2. ECTS credits.....	5
1.3. Learning Agreement.....	6
1.4. Transcript of records.....	6
1.5. Downloads.....	6
<b>2. INFORMATION ON THE POZNAŃ HIGHER SCHOOL OF TRADE AND COMMERCE.....</b>	<b>7</b>
2.1. Name and address.....	7
2.2. School authorities.....	7
2.3. Legal basis.....	8
2.4. Our mission.....	8
2.5. Main university regulations.....	9
2.6. Examinations and assessment regulations.....	9
2.7. Admission procedures.....	10
2.8. Admission terms and fees.....	10
2.9. Student's affairs office.....	10
2.10. Academic calendar.....	10
<b>2.A. INFORMATION ON DEGREE PROGRAMMES.....</b>	<b>11</b>
2.A.1. Specialities description.....	11
2.A.2. Further studies admission terms.....	13
2.A.3. Schedule of courses and ECTS points.....	13
<b>2.B. COURSES OFFERED.....</b>	<b>17</b>
<b><u>2.B.1. General education subjects</u></b>	
<i>Economics geography</i>	
<i>Sociology</i>	
<i>Foreign language</i>	
<i>Economic history</i>	
<i>Psychology of management</i>	
<b><u>2.B.2. Core subjects</u></b>	
<i>Microeconomics</i>	
<i>Macroeconomics</i>	
<i>Mathematics</i>	
<i>Statistics</i>	
<i>Basics of Econometrics</i>	
<i>Information technology</i>	
<i>Basics of management</i>	
<i>Basics of marketing</i>	
<i>Finances</i>	
<i>Elements of law</i>	
<i>Civil law</i>	
<i>Economic law</i>	

### **2.B.3. Major subjects**

*Organizational behaviour*  
*Strategic management*  
*Market and marketing research*  
*Marketing management and planning*  
*Financial accounting*  
*Management accounting*  
*Production management*  
*Human resources management*  
*Logistic management*  
*Corporate finance management*  
*Marketing in trade and services*  
*Environment protection*  
*Fiscal policy*  
*Market services*  
*Business economics*  
*Economic analysis*  
*Foreign trade*  
*Quality management*  
*Ethics in business*  
*Insurance*  
*Marketing strategies*  
*Business plan*  
*Promotion and advertising*

### **2.B.4. Specialisation subjects**

*Environmental protection*  
*Tax policy*  
*Market services*  
*Business economics*  
*Economic analysis*  
*Foreign trade*  
*Quality management*  
*Ethics in business*  
*Insurances*  
*Marketing strategies*  
*Business plan*  
*Promotion and advertising*

### **2.B.5. Specialisation subjects – Trade and services**

*Information systems in trade*  
*e-commerce*  
*Intellectual capital in company*  
*Consumer behaviour*  
*Electronic media in trade*  
*Marketing of professional services*  
*Trade negotiations*

### **2.B.6. Specialisation subjects – Logistics**

*Logistic in entreprise*  
*Transport, spedition, logistic services*  
*Warehouse economy*

*Analytical framework of logistic decisions*  
*Logistic management in service company*  
*Logistics information systems*  
*International logistic*

#### **2.B.7. Specialisation subjects – Finances and accounting**

*Developped financial accountancy*  
*Cost accounting in decision-making process*  
*Financial audit*  
*Computer aided accountancy*  
*Capiutal and fluidity management*  
*Banking*  
*Capital market*

#### **2.B.8. Specialisation subjects – Tourist management**

*Basics of tourism*  
*Tourist organisation and management*  
*Diplomatic protocol*  
*Tourist policy*  
*Low in tourism*  
*Methods of services in tourism*  
*Economics of tourism*  
*Marketing of tourist services*

#### **2.B.9. Specialisation subjects – Corporate management**

*Organisation and management methods*  
*Managerial work organisation*  
*Staff motivation techniques*  
*Microentrepreneurship*  
*Professional services*  
*Negotiation skills*  
*Proecological corporate management*

<b>3. GENERAL INFORMATION FOR STUDENTS.....</b>	<b>17</b>
3.1. Study facilities.....	17
3.2. Sports facilities.....	17
3.3. Language of instructions.....	17
3.4. Student associations.....	18
3.5. Internships.....	18
3.6. International cooperation.....	19
3.7. Financial support for students.....	19
3.8. Accommodation.....	20
3.9. Meals.....	20
3.10. Medical facilities and insurance.....	20
3.11. Cost of living.....	21
3.12. Language courses.....	22
3.13. General informations about Poland.....	22
3.14. About Poznań.....	22

# **1. ECTS SYSTEME INTRODUCTION**

## **1.1 General information**

ECTS, the European Union Course Credit Transfer System was developed by the Commission of the European Union in order to provide common procedures to guarantee academic recognition of studies abroad. It provides a way of measuring and comparing learning achievements, and transferring them from one institution to another.

The ECTS system is based on the principle of mutual trust and confidence between the participating higher education institutions. The few rules of ECTS, concerning Information (on courses available), Agreement (between the home and host institutions) and the use of Credit Points (to indicate student workload) are set out to reinforce this mutual trust and confidence. Each ECTS department will describe the courses it offers not only in terms of content but also adding credits to each course.

## **1.2. ECTS credits**

ECTS credits are a value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution, those are, lectures, practical work, seminars, private work - in the library or at home - and examinations or other assessment activities. ECTS credits express a relative value.

In ECTS, 60 credits represent the workload of one year of study; normally 30 credits are given for a semester and 20 credits for a term. It is important that no special courses are set up for ECTS purposes, but that all ECTS courses are mainstream courses of participating institutions, as followed by home students under normal regulations.

It is up to the participating institutions to subdivide the credits for the different courses. Practical placements and optional courses which form an integral part of the course of study also receive academic credit. Practical placements and optional courses which do not form an integral part of the course of study do not receive academic credit. Non-credit courses may, however, be mentioned in the transcript of records.

Credits are awarded only when the course has been completed and all required examinations have been successfully taken.

The students participating in ECTS will receive full credit for all academic work successfully carried out at any of the ECTS partner institutions and they will be able to transfer these academic credits from one participating institution to another as long as there is prior agreement between the institutions involved.

Most students participating in the ECTS scheme will go to one single host institution in one single EU Member State, study there for a limited period and then return to their home institution. Some may decide to stay at the host institution and finish their degree there. Some may also decide to proceed to a third institution to continue their studies. In each of these three cases, students will be required to comply with the legal and institutional requirements of the country and institution where they take their degree.

When the student returns and has successfully completed the study programme previously agreed upon between the home and the host institutions, credit transfer will then take place, and the student will continue the study course at the home institution without any loss of time or credit. If, on the other hand, the student decides to stay at the host institution and to take his/her degree there, he/she may have to adapt his/her study course to the legal, institutional and departmental rules in the host country, institution and department.

Using the ECTS credits helps students to organise a study programme which is realistic in terms of overall workload. The ECTS credit rating demonstrates the relative weight of each course in the proposed programme of study.

### **1.3. Learning Agreement**

An ECTS study programme (**Learning Agreement**) must be approved by both the home and the host institutions before the student leaves for the study period abroad. If the programme of study described in the learning agreement is completed satisfactorily by the student, it is fully recognised by the home institution.

### **1.4. Transcript of records**

Home and host institutions prepare and exchange **transcripts of records** for each student participating in ECTS before and after the period of study abroad. A copy of these transcripts is given to the student for his/her personal file.

ECTS grade:

<b>WSHIU grade</b>	<b>ECTS grade</b>	<b>Definition</b>
5,5	A	Outstanding performance with only minor errors
5	B	Above the average standard but with some errors
4	C	Generally sound work with a number of notable errors
3,5	D	Fair, but significant shortcomings
3	E	Performance meets the minimum criteria
2	F, FX	Some more work required before the credit can be awarded

## 1.5. Downloads

Documents for students:

- Students Application Form
- Learning Agreement (Porozumienie o programie zajęć)
- Transcript of Records (wykaz zaliczeń)

More informations:

**Foundation for the Development of the Education System  
National Agency for LLP-Erasmus**

**ul. Mokotowska 43**

**00-551 Warszawa**

**[www.socrates.org.pl](http://www.socrates.org.pl)**

## 2. INFORMATION ON THE POZNAŃ HIGHER SCHOOL OF TRADE AND COMMERCE

### 2.1 Name and address:

Name in English: Poznań Higher School of Trade and Commerce

Foundation date: 1997

Address: ul. Zwierzyniecka 15; 60-813 Poznań, POLAND

Tel.: +48 61 843 47 96

Fax: +48 61 843 47 96 ext. 33

Website: [www.wshiu.poznan.pl](http://www.wshiu.poznan.pl)

### 2.2. School authorities

#### Rector

prof. Stefan Bosiacki

Tel: +48/ 61/ 843 47 96 ext. 25, 61/ 842 70 20

[rektorat@wshiu.poznan.pl](mailto:rektorat@wshiu.poznan.pl)

#### Chancellor

Piotr Dwornicki

tel: +48/ 61/ 843 47 96 ext. 25, 61/ 842 70 20

[kanclerz@wshiu.poznan.pl](mailto:kanclerz@wshiu.poznan.pl)

#### Dean

Prof. Krystyna Katulska

tel: +48/ 61/ 843 47 96 ext. 23

#### ECTS Coordinator

Bernadeta Holderna-Mielcarek, Ph.D.

61/ 843 47 96 ext. 27

[b.mielcarek@wshiu.poznan.pl](mailto:b.mielcarek@wshiu.poznan.pl)

#### International cooperation office

Coordinator: Natasza Olszak

tel: 61/ 843 47 96 ext. 21

[bwm@wshiu.poznan.pl](mailto:bwm@wshiu.poznan.pl)

### **2.3. Legal basis**

The Poznań Higher School of Trade and Commerce is a non-public college, founded in 1997 by WSHiU (Wielkopolska Trade and Commerce Association). The college operates on the basis of Higher Education Act of 27/07/2005. It has been registered under number 130 in the ministerial Non-public Schools of Higher Education Register.

The school's activities are based on the statute and study regulations. Both of these documents have been acknowledged by the Ministry of Education and Science. The study regulations are available on the school's website.

### **2.4. Our mission**

The Poznań Higher School of Trade and Commerce was established by a self-governing trade organization, which substantially affects its mission. Not only does the school provide specific knowledge and skills, but it also aims to make students understand the importance and ethos of the trading profession. The WSHiU maintains close ties with business environment, treating them as an indispensable element of education. According to its statute, the basic objective of the school is to train and educate highly-qualified professionals in the area of commerce and services, which involves the following:

- training students at the majors and levels consistent with the decisions made by the Ministry of Higher Education and Science,
- training at post-graduate studies and professional training courses, aiming at completing the specialist qualifications and knowledge.
- training for career change
- educating students in the values of respecting human rights, patriotism, democracy, responsibility for the society, the country and one's own workplace.
- promoting organizational, technical and technological progress
- promoting the region in which the school operates
- conducting scientific research and putting its results into practice,
- looking after students' comprehensive development.

The school in its activities follows the principles of the freedom of conscience, as well as freedom of education and scientific research

## **2.5. Main university regulations**

The Poznań Higher School of Trade and Commerce is a one-faculty university. Faculty is the basic organizational unit. The university is headed by the Rector, who represents it and supervises all the employees and students. The Dean is in charge of the faculty's didactic and scientific activities. All the faculty's employees report to him/her. The Chancellor is responsible for administration and finance. The Rector, the Dean and the Chancellor are single-person authorities and are appointed for three-year terms. The school's collegiate bodies include the Senate, the Faculty Board and the Finance Board. The Senate constitutes the Faculty's highest collegiate authority. The Finance Board supervises and controls the school's financial activities.

## **2.6. Examinations and assessment regulations**

Curricula of all programs are a combination of classes, lectures, seminars and independent study. Classes attendance is obligatory. Each course is graded, either by passing an exam or a continuous evaluation (mid-term written tests, projects, reports, etc). Acquiring grades for a course which is conducted only by means of lecture is based on the positive continuous evaluation throughout a semester (year). An exam may be oral or written and is to check student's knowledge of the material covered in classes or lectures. A failed exam can be re-taken. In order to pass a semester, a student has to obtain minimum satisfactory grades for all courses, including professional training (internships), which is an integral part of the curriculum.

To be awarded the Bachelor's degree the student must complete all courses (lectures, classes, seminars etc.) and other teaching forms (fieldwork, training camps, etc.), pass all examinations and professional training included in the curriculum of study, and obtain minimum satisfactory grades for the diploma thesis and a diploma examination. Diploma examination consists of testing the specialized knowledge from a period of studies and a defense of a diploma thesis. The final result presented on the diploma is a sum of the following:  $\frac{1}{2}$  of the arithmetic average of all examinations and grades (including the failed ones),  $\frac{1}{4}$  of the grade for the diploma thesis, and  $\frac{1}{4}$  of the grade for the diploma examination. On the diploma, the total up to 3.75 is interpreted as a satisfactory grade (3), the total 3.76-4.50 is interpreted as a good grade (4), and the total above 4.50 – as a very good grade (5). Holders of a professional Bachelor's degree can enter the job market or continue their education for 2-2.5 years at collaborating universities and obtain the

Master's degree. The details of assessment and grading can be found in the WSHIU study regulations (available on the school's website).

## **2.7. Admission procedures**

- Polish student registration:

The Poznań Higher School of Trade and commerce does not conduct entrance examinations. Applicants are admitted after they submit the necessary documents on the first-come, first-served basis. Detailed list of documents to be supplied, including downloadable application form, can be found on the WSHIU's website.

- Foreign student registration:

Students of foreign partner institutions willing to study at WSHiU in Poznań, also within SOCRATES/Erasmus programme, should contact the International Relations Office at their university.

Application deadlines:

- autumn semester – 15 June
- spring semester – 15 November

## **2.8. Admission terms and fees**

For the admission terms see 2.7.

Studies at WSHIU are chargeable. The fee includes the costs of scheduled courses as well as first draft examinations.

The fee for one semester of full-time studies amounts to 2,000 PLN

The fee for one semester of extramural studies amounts to 2,250 PLN

The fees are to be paid into the school's bank account.

## **2.9. Student's affairs office**

The functions of the Student's Affairs Office are performed by the Dean's Office.

Director: Ewa Kulik-Swoboda

Assistants: Beata Piwecka, Joanna Urbaniak

Tel/Fax: 061 8472010, email: [dziekanat@wshiu.poznan.pl](mailto:dziekanat@wshiu.poznan.pl)

Office hours: Tue-Thu 9.00-14.00, Sat 8.00-16.00, Sun 8.00-12.00

## **2.10. Academic calendar 2006/07**

### **Autumn Semester : 23.09.2006 - 12.02.2007.**

Lectures: 02.10.2006 - 28.01.2007.

Christmas break: 22.12.2006 - 02.01.2007.

Examination period: 22.01.2007 - 06.02.2007.

Holydays: 06.02.2007 - 12.02.2007.

Resits 06.02.2007 - 18.02.2007.

Additional days off: 02.11.2006., 10.11.2006.

### **Spring semester: 19.02.2007 - 30.09.2007.**

Lectures: 19.02.2007 - 15.06.2007.

Easter break: 06.04.2007 - 11.04.2007.

Examination period: 16.06.2007 - 30.06.2007.

Resits: 01.09.2007 - 30.09.2007.

Additional days off: 02.05.2007.

### **Public and College holidays:**

14 October, 2006	Matriculation ceremony
1 November, 2006	All Saints' Day
11 November, 2006	Independence Day
25-26 December, 2006	Christmas
1 January, 2007	New Year
8-9 April, 2007	Easter
1 May, 2007	Labour Day
2 May, 2007	National Flag Day
3 May, 2007	Constitution Day
15 August, 2007	Saint Mary's Assumption

## **2.A. INFORMATION ON DEGREE PROGRAMMES**

### **2.A.1. Specialities description**

#### **Business management**

Business management speciality in terms of contents includes general topics on managing a company. Appropriate syllabus proportions of human resources and assets management and of management methods and techniques (also strategic management) guarantee high level of managerial knowledge. The objective of this speciality is to provide the students with the knowledge and skills of strategic thinking and operating, which enables them to feel confident in the area of capital market, labour market and supplies market on a regional, national and international scale. Besides, this specialty graduates obtain knowledge in the field of strategic analysis, with particular emphasis on the methods of enterprise financial analysis, the methods applied in operational management at different levels of an organizational structure. Business management speciality constitutes an offer aimed at the students who are interested in management for big corporations, as well as for small and medium-sized enterprises. Business management speciality graduates acquire the necessary managerial skills and are prepared to hold managerial positions in enterprises. They can be employed as managers in big companies as well as in small and medium-sized enterprises. Their knowledge and skills enable them not only to be effective employees, but also run their own business effectively.

#### **Logistics**

Logistics speciality offers the syllabus aiming at familiarizing students with the most recent trends in logistics and delivery chain management. It includes the topics of production supplies and distribution processes on a local, national and international scale, as well as management methods and tools. The qualifications of logistics speciality graduates include the knowledge of economics, management, law and finance, as well as logistic management, warehouse economics, modern transport technologies etc. Nowadays logistics is one of the most dynamically developing economic sectors, which causes the demand for the specialists in this field to rise continuously. This speciality graduates can find employment in such attractive jobs as a shipping or export specialist, a logistics specialist for various types of companies, e.g. transport, shipping, logistic, as well as in

divisions in charge of logistics, supplies, sale, shipping and goods turnover on a national and international scale.

### **Trade and services**

In this speciality the students learn about, among others, services marketing, sales promotion and advertising, business negotiations, enterprise economics, the skills of conducting market research, creating business plans etc. This speciality graduates are economists and managers. They have acquired universal skills and are prepared to work for various types of enterprises, trade organizations and institutions, in commerce, finance, administration; in places where it is important to organize a business, to gain funds and to spend them properly, to manage a team and work in a team, to build a bold plan and put it into practice, to create and develop one's own business. This speciality graduates find employment in all kinds of organizations operating in trade and services sector (e.g. distribution and trade companies, financial institutions).

### **Finance and accounting**

Studying finance and accounting speciality includes the knowledge of cost accounting, the elements of balance policy, international accounting standards, managing capital partnership finances, as well as tax systems and financial market. In this speciality the students get familiar with how a company works from a financial point of view. In particular they learn about the sources of financing its operation, the way financial markets function (e.g. capital or foreign exchange market), as well as the institutions providing services to these markets (banks, brokerage firms and consulting companies). Finance and accounting speciality graduates can work for financial institutions of banking and insurance sector, in company departments of bookkeeping, cost accounting and management accounting, as well as for accounting or tax offices. This speciality also prepares the students to run their own company, including an accounting office.

### **Tourism management**

The main objective of this speciality is to make the students familiar with the topics of tourist management, ways of implementing development strategies of various tourism forms, distribution systems of tourism services, and improving managerial skills. Tourism management speciality offers the students opportunities to gain knowledge and skills in the field of development and promotion of tourism services, to familiarize themselves with

the specifics of tourism business functioning and to obtain knowledge necessary to manage a tourism enterprise properly. In this speciality the students not only get familiar with the legislation on tourism, but also have the opportunity to learn some details of diplomatic etiquette, so helpful in international contacts. This speciality graduates obtain comprehensive knowledge of marketing and management, as well as practical skills enabling their business activity in the tourism sector. They can find employment in travel agencies, hotels, tourist centers or local government institutions in tourism-related positions.

### **2.A.2. Further studies admission terms**

The WSHIU graduates obtain the Bachelor's degree. They are entitled to continue their education at further two-year Master's degree studies in economics, management, marketing, etc. Such programs are offered by renown universities (e.g. The Poznań University of Economics, The Agricultural University of Poznań) and numerous non-public schools of higher education. The recruitment can be conducted on the basis of scores, entrance examinations, or order of applications.

### **2.A.3. Course schedule with ECTS credits**

#### **1 year, semester 1**

Course name	hours	lectures	classes	assessment	ECTS
Economic georgaphy	30	30		Z	2,5
Sociology	30	30		Z	2,5
Foreign language	30		30	Z	2
Microeconomics	30	15	15	Z	5
Mathematics	60	30	30	Z	6
Informatics	45	15	30	Z	4
Basics of management	45	30	15	E	6
Elements of law	15	15		E	2
Physical education	30		30	Z	

#### **1 year, semester 2**

Course name	hours	lectures	classes	assessment	ECTS
Economics history	30	30		Z	2,5
Foreign language	30		30	Z	2
Microeconomics	30	15	15	E	5
Mathematics	30	15	15	E	5
Statistics	60	30	30	E	6
Informatics	30		30	Z	2,5
Basics of marketing	30	30		E	4
Civil law	45	15	30	E	3
Physical education	30		30	Z	

Training	3 weeks				
----------	---------	--	--	--	--

### **II year, semester 3**

Course name	hours	lectures	classes	assessment	ECTS
Foreign language	30		30	Z	2
Psychology of management	30	15	15	Z	2
Macroeconomics	30	15	15	Z	4
Basics of econometrics	30	15	15	Z	5
Finances	45	45		E	4
Economy law	30	30		E	2,5
Marketing and market research	45	30	15	E	4
Financial accounting	45	30	15	E	2,5
Logistic management	30	30		E	2
Foreign trade	30	30		Z	2

### **II year, semester 4**

Course name	hours	lectures	classes	assessment	ECTS
Foreign language	30		30	Z	2
Macroeconomics	30	15	15	E	5
Marketing planning and management	45	30	15	E	3
Management accounting	30	30		Z	2
Environmental protection	30	30		Z	2
Tax policy	30	15	15	Z	2
Ethics in business	30	30		Z	2
Insurances	30	30		Z	2
Marketing strategies	45	30	15	E	3
Elective subject	30	30		Z	2
Diploma seminar	30		30	Z	2
Training	3 weeks				

### **Semester 4 – specialised subjects**

#### **specialisation: Trade and services**

Course name	hours	lectures	classes	assessment	ECTS
Information systems in trade	15	15		E	1
e-commerce	30	15	15	Z	2

#### **specialisation: Logistic**

Course name	hours	lectures	classes	assessment	ECTS
Logistic in entreprise	15	15		E	1
Transport, spedition and logistic services	30	15	15	Z	1
Warehouse economy	10	10		Z	1

#### **specialisation: Finances and accountancy**

Course name	hours	lectures	classes	assessment	ECTS
Developped financial accounting	30	15	15	Z	1

Cost accounting in decision-making process	30	15	15	E	2
--	----	----	----	---	---

### **specialisation: Corporate management**

Course name	hours	lectures	classes	assessment	ECTS
Organisation and management methods	30	30		E	2
Managerial work organisation	30	30		Z	1

### **specialisation: Touristic management**

Course name	hours	lectures	classes	assessment	ECTS
Basics of tourism	15	15		Z	1
Touristic organisation and management	15	15		E	1
Law in tourism	15	15		E	1

### **III year, semester 5**

Course name	hours	lectures	classes	assessment	ECTS
Foreign language	30		30	Z	2
Organisational behaviour	30	30		Z	2
Strategic management	45	45		E	2
Corporate finance management	30	30		E	2
Marketing in trade and services	60	30	30	E	3
Market services	45	30	15	E	2,5
Economic in enterprises	60	30	30	E	2,5
Economic analysis	30	15	15	E	2
Quality management	30	15	15	Z	2
Elective subject	30	30		Z	2
Diploma seminar	30		30	Z	2

### **semester 5 – specialised subjects**

#### **specialisation: Trade and services**

Course name	hours	lectures	classes	assessment	ECTS
Intellectual potential in company	30	30		E	2
Consumer behaviour	30	30		Z	2
Electronic media in trade	30	15	15	E	2

#### **specialisation: Logistic**

Course name	hours	lectures	classes	assessment	ECTS
Analytical framework of logistic decisions	45	15	30	E	2
Logistic management in service company	30	15	15	Z	2
Contemporary transport technologies	10	10		Z	2

#### **specialisation: Finances and accountancy**

Course name	hours	lectures	classes	assessment	ECTS
-------------	-------	----------	---------	------------	------

Financial audit	30	15	15	Z	3
Computer aided accountancy	30	30		Z	3

**specialisation: Corporate management**

Course name	hours	lectures	classes	assessment	ECTS
Staff motivation techniques	45	30	15	Z	3
Small business	15	15		E	2
Professional services	15	15		Z	1

**specialisation: Touristic management**

Course name	hours	lectures	classes	assessment	ECTS
Methods of services in tourism	30	15	15	Z	3
Diplomatic protocol	30	15	15	Z	2
Tourist policy	15	15		Z	1

**III year, semester 6**

Course name	hours	lectures	classes	assessment	ECTS
Foreign language	30		30	E	2
Production management	30	30		E	2
Human resources management	30	30		E	2
Diploma seminar	30		30	Z	8

**semester 6– specialised subjects**

**specialisation: Trade and services**

Course name	hours	lectures	classes	assessment	ECTS
Marketing of professional services	45	15	30	Z	4
Negotiations in trade	30	15	15	E	2

**specialisation: Logistic**

Course name	hours	lectures	classes	assessment	ECTS
Computer systems in logistic	15	15		Z	2
International logistic	30	15	15	E	2
Specialised elective subject	10	10		Z	2

**specialisation: Finances and accountancy**

Course name	hours	lectures	classes	assessment	ECTS
Cash flow and capital management	30	15	15	E	2
Banking	30	15	15	Z	2
Capital market	30	15	15	Z	2

**specialisation: Corporate management**

Course name	hours	lectures	classes	assessment	ECTS
-------------	-------	----------	---------	------------	------

				ment	
Negotiation skills	45	30	15	E	3
Pro-ecological corporate management	30	30		Z	3

**specialisation: Touristic management**

Course name	hours	lectures	classes	assessment	ECTS
Methods of services in tourism	30	15	15	E	2
Economy of tourism	30	15	15	E	2
Marketing of tourist services	30	15	15	Z	2

\*- assessment forms: C – course completion; E – examination.

## **2.B. COURSES DESCRIPTION**

### **2.B.1. General education subjects**

### **2.B.2. Core subjects**

### **2.B.3. Major subjects**

### **2.B.4. Specialisation subjects**

### **2.B.5. Specialisation subjects – Trade and services**

### **2.B.6. Specialisation subjects – Logistics**

### **2.B.7. Specialisation subjects – Finances and accounting**

### **2.B.8. Specialisation subjects – Tourist management**

### **2.B.9. Specialisation subjects – Corporate management**

## **3. PRACTICAL INFORMATION FOR STUDENTS**

### **3.1. Study facilities**

The Poznań Higher School of Trade and Commerce occupies the building in the centre of the town, close to railway and bus stations.

The school uses the buildings owned by its founders - Wielkopolska Trade and Commerce Association on a rental basis. The WSHIU authorities and administration occupy an impressive mansion at Zwierzyniecka 13. Next to it there are the school's didactic facilities, which include: assembly hall with 170 seats and modern audiovisual equipment, 16 classrooms, 2 computer labs, library and the reading room.

On the basis of the agreement signed with Poznań International Fair Management Board, the school has access to several modern lecture rooms of 300-seat capacity.

Within the following 3 years construction of a new didactic and administration building is planned on the premises. This will certainly improve the quality of WSHIU didactic facilities and contribute to the school's future development.

### **3.2. Sport facilities**

The Poznań Higher School of Trade and Commerce does not have its own sports or recreational facilities. With regard to sports / physical education classes a modern gym is used on the basis of agreement with the junior-high school at Głogowska street.

### **3.3. Language of instruction**

Polish is the official language of instruction at WSHIU. However, some courses can be instructed in English or German. Majority of teachers can run tutorials in one of these languages. Detailed information can be found in respective course syllabuses.

### **3.4. Student organizations**

- WSHIU Students' Self-Government

The main task of WSHIU Students' Self-Government is to represent and look after the students' interests. This organization, according to the Higher Education Act of 27 July 2005, is "the exclusive representative of a university student community". The Board of

WSHIU Students' Self-Government (democratically elected) cooperates closely with the school's authorities and administration on all student-related issues.

- AZS – the sports club within the Academic Sports Association

The club was registered by the General Board of the Academic Sports Association in May 2005. Since then the students have been actively practising sports within the framework of sports and recreational divisions.

### **3.5. Student Internships / Placements**

Student internships are an essential part of education process in the Poznań Higher School of Trade and Commerce. Their aim is to integrate theoretical knowledge acquired in the course of study with practical managerial skills, as well as provide students with the opportunities to collect information necessary for their Bachelor's thesis.

The cognitive objective of professional internship after the first year of studies is to familiarize students with the following:

- subject of activity and mission of a business or other institution where placements are carried out,
- division of labour, organization structure and information system,
- management methods applied,
- ways of activity analysis and planning,
- employee motivation and control systems,
- essential elements of a business or institution environment,
- scope and ways of communication,
- development strategies of a business or institution where placements are carried out.

Professional internship, beside improving practical skills and integrating them with knowledge acquired during lectures and classes at school, should also develop this knowledge by confronting it with real social and economic life.

Professional and diploma internship after the second year of studies should familiarize students with ways of performing particular management functions, as well as with decision-making processes in key activity areas of an organization. The program of internship after the second year enables students to make the most of acquired knowledge and skills in their Bachelor's thesis.

Placements can be carried out in management departments and operational units of businesses in the areas of trade, services, production, etc., as well as other institutions.

Detailed programs of student placements, in each case agreed together by a student and a host organization, has to be accepted by the WSHIU Dean.

### **3.6. International cooperation**

The students of Poznań Higher School of Trade and Commerce have the opportunity to complete a certain period of their studies abroad within the framework of Socrates/Erasmus program. On the basis of bilateral agreements WSHIU carries out the exchange of students and academic staff to the following institutions:

- Maltepe University, Turkey
- Sakarya University, Turkey
- Instituto Superior do Comunicacao Empresarial, Portugal.

In the academic year 2006/2007 WSHIU decided to implement the European Credit Transfer System (ECTS).

### **3.7. Financial support for students**

The WSHIU students can be granted with the following forms of financial support:

- Scholarship for learning or sports achievements
- Social grants (low family income)
- Allowance aid for students in difficult social or financial situation
- Special allowance for disabled students
- The Ministry of Education and Sports scholarship

## **Scholarship for learning or sports achievements**

The scholarship can be granted to full-time as well as extramural students with high grade point average, or ones who have achieved remarkable sports results. One can gain it after the first year of studies. Scholarship resources come from the university's scholarship fund. Minimal grade point average required to be granted a scholarship is determined by the scholarship committee, which has students among its members.

## **Social grants (low family income)**

Social grant can be granted to full-time as well as extramural students with low family income per person. One can obtain it even during the first year of studies. Resources for social grants come from the Ministry Of Education and Sports' budget.

The amount of social grant can be increased if a student bears additional costs due to disability or dormitory accommodation (the latter for full-time students only).

All financial support measures mentioned above refer to Polish students or foreign students who take up studies on the same basis as Polish citizens.

## **Allowance aid for students in difficult social or financial situation**

This is a form of financial support for students who have found themselves in difficult financial situation. WSHIU receives the resources from the Ministry Of Education and Sports' budget. The amount of the allowance depends on individual cases and scale of a student's financial difficulties.

## **Special allowance for disabled students**

This allowance is one of the elements of "University without barriers" program directed to the disabled students. It aims at helping them acquire higher education degree.

## **The Ministry of Education and Sports scholarship**

This scholarship is granted to exceptionally talented students who achieve outstanding learning results and are active in social or scientific areas. Students apply for this scholarship directly at the Ministry. WSHIU offers its students help with carrying out all necessary application procedures.

### **3.8. Accommodation**

In Poznań Higher School of Trade and Commerce there is no campus system for student accommodation, so ERASMUS students have to find their own accommodation. However, Foreign Affairs Office helps Erasmus students find accommodation in other university's dormitory or on the private market.

### **3.9. Meals**

Close to WSHIU one can find numerous bars, restaurants, pizza bars or the Adam Mickiewicz University canteen serving dinner at reasonably low price.

### **3.10. Health care and insurance**

The Poznań Higher School of Trade and Commerce does not have its own health centre. The students can use the services of any chosen public centre. Polish, as well as foreign students are entitled to free treatment.

WSHIU students can choose to buy the accident insurance. More information on that is available in the school's student's affairs office.

Beside public health care one can find numerous non-public health centres. Particularly in big cities there are lots of non-public primary or specialist health services available, including clinics, where various minor or major surgeries can be performed for a fee.

Attention! If there is a need, the not-insured can use the services of public health care units for a fee. This regards a single visit for medical advice, as well as hospital treatment. The essential thing is that fees for such services within public health care are usually significantly lower in comparison to the non-public sector.

The outgoing Erasmus students are obliged to get the European Health Insurance Card (EHIC) issued by the National Health Fund (NFZ). This document is to be presented to a health care provider abroad in order to benefit from free health service within the framework of insurance. EHIC is a proof of NFZ's agreement to cover costs of necessary treatment while abroad. In order to obtain a card, a student must submit the following documents to the relevant (depending on place of residence) NFZ department:

- EHIC application

- Certificate of proposed study period abroad (usually it is enough to present a certificate issued by a host university defining the staying period)
- Documents certifying valid health insurance within the NFZ system.

EHIC is a plastic card containing the following information: name and PESEL (personal identification number) of a person insured, NFZ department number, and a card's validity date. For more information please look at NFZ website page: [www.nfz.gov.pl/ue](http://www.nfz.gov.pl/ue).

Health insurance does not match accident insurance. Thus, the WSHIU recommends, according to NFZ information, to buy an additional accident insurance policy.

### 3.11. Cost of Living

It is difficult to estimate the exact cost of living in Poland, as it may differ significantly depending on lifestyle and individual needs. Presented below is a list of average prices for basic products and services.

1 EURO = 4,00 PLN

#### **Food and drink:**

bread: 2 PLN

milk 1l: 2 PLN

mineral water 1,5 l: 2,50 PLN

tea: 4 PLN

butter 200g: 4 PLN

ham: 20-30 PLN

cheese 1 kg: 20 PLN

beer in pub: 5-8 PLN

coffee In a café: 5-7 PLN

petrol 1l: 4 PLN

#### **Services:**

Haircut: 25-150 PLN

Public transport – a monthly ticket: 30-40 PLN

Internet café: 4 PLN/hour

#### **Culture:**

Cinema ticket: 20 PLN

Theatre ticket: 25 PLN

#### **Accommodation:**

Dormitory : 250 – 330 PLN

Rented room In a flat: from 300 PLN up

Meals (monthly): ok. 400 PLN

### **3.12. Language courses**

WSHIU students attend foreign language classes within the framework of their study program. It is possible for the interested to take up additional classes (chargeable) and take extra foreign language examinations

### **3.13. General information about Poland**

Total area: 312,700 km<sup>2</sup>

Location: Central Europe

Population: about 38 mln

Capital: Warsaw

Official language: Polish (English and German are more and more popular, especially among younger generations)

Official currency: Polish zloty (4PLN=1EUR)

Religion: most of the Polish inhabitants belong to the Roman Catholic Church

Climate: in general continental, more moderate in the west; summers in Poland are warm (in July and August sometimes hot) with some rain; winters are usually cold and snowy but sometimes mild; spring and beginning of autumn are usually very pleasant seasons

More about Poland: [www.poland.pl](http://www.poland.pl)

### **3.13. About Poznań**

#### **Location, area and population**

Poznań is a city located in Western Poland, the capital of the Wielkopolska Province. It is located half way between Berlin and Warsaw. The city extends over 261,3 square kilometres and is home to a population of some 600 000.

Poznań is Poland's second largest banking and business centre after Warsaw. It has attracted substantial domestic and foreign investment. Poznań is also a major industrial hub and service centre. The city prides itself on the Poznań International Fair which offers over 30 international events in a variety of fields and industries.

## **Cultural life**

Poznań's opera house, philharmonic and its numerous theatres and galleries have made it a true cultural centre. Each year many unique international events are held here including theatre and music festivals, exhibitions, musical contests, concerts and more. The most popular cultural event is The Malta International Theatre Festival. It is the biggest open-air stage in the country and the numbers confirm that it is the greatest theatre festival in Central Europe. The Malta Festival takes place in June and it lasts for five days and five nights. It offers over one hundred performances which take place in parks, factory halls, lawns, pavilions of the Poznań International Fair, or in the Old Market. The city of Poznań has, among others: 7 theatres, the Opera House, the State Philharmonic Hall, 28 choirs, 21 museums, 64 galleries of art, 12 cinemas, 21 scientific and public libraries.

## **Sport and recreation**

Poznań is a perfect place for pursuit of active sports and recreation. Its ski slope open year round, regatta course on a lake located in the city centre, sled track, numerous bike paths, tennis courts, recreations centres, swimming pools, conservatory, zoo, botanical gardens and many other facilities are a part of an extensive offer available to active recreation enthusiasts.

Poznań is a major scientific and academic centre. With a student population of some 120,000, the City ranks among the country's leading academic hubs. Poznań is home to over a dozen institutions of higher education specializing in a wide range of fields and disciplines.

Poznań prides itself on its trade fair traditions, which date back to the 13<sup>th</sup> century. Before the breakout of World War II, the Poznań Fair had grown to become one of Europe's most prominent fair events.

## **Public transport**

Poznań is served by an extensive public transport system operated by the Municipal Transport Company (MPK) which makes it possible to reach the desired part of the city reasonably quickly. The city transport system operates 24 hours a day (from 11 pm to 5 am a reduced night service is in operation) and comprises bus and tram routes and the Poznań Fast Tramway (PST).

## Taxis

There are many taxi corporations operating in Poznań. It is advisable to use only the services of radio-taxis (ordered by telephone) and to avoid taxis waiting at taxi ranks or hailed in the street as their fares tend to be substantially higher.

The following are the numbers of several radio-taxi corporations:

919, 96 22, 96 67, 8216 216, 8219 219, 8515 515, 8222 333.

### **Usefull links:**

<http://mim.man.poznan.pl/mim/strony/turystyka/index.html?lang=pl> (polish version)

<http://mim.man.poznan.pl/mim/strony/turystyka/index.html?lang=en> (english version)

Tourist information

<http://www.cim.poznan.pl>

About Poznań

<http://www.city.poznan.pl> (Polish and English version)