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Introduction to ECTS

What is a credit system?

A credit system is a systematic way of describing an educational programme by attaching credits to its components. The definition of credits in higher education systems may be based on different parameters, such as student workload, learning outcomes and contact hours.

What is ECTS?

The European Credit Transfer and Accumulation System is a student-centred system based on the student workload required to achieve the objectives of a programme, objectives preferably specified in terms of learning outcomes and competences to be acquired.

How did ECTS develop?

ECTS was introduced in 1989, within the framework of Erasmus, now part of the Socrates programme. ECTS is the only credit system which has been successfully tested and used across Europe. ECTS was set up initially for credit transfer. The system facilitated the recognition of periods of study abroad and thus enhanced the quality and volume of student mobility in Europe. Recently ECTS is developing into an accumulation system to be implemented at institutional, regional, national and European level. This is one of the key objectives of the Bologna Declaration of June 1999.

Why introduce ECTS?

ECTS makes study programmes easy to read and compare for all students, local and foreign. ECTS facilitates mobility and academic recognition. ECTS helps universities to organise and revise their study programmes. ECTS can be used across a variety of programmes and modes of delivery. ECTS makes European higher education more attractive for students from other continents.

What are the key features of ECTS?

- ECTS is based on the convention that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to 36/40 weeks per year and in those cases one credit stands for 24 to 30 working hours. Workload refers to the notional time an average learner might expect to complete the required learning outcomes.
- Credit is also a way of quantifying the outcomes of learning. Learning outcomes are sets of competences, expressing what the student will know, understand or be able to do after completion of a process of learning, short or long. Credits in ECTS can only be obtained after completion of the work required and appropriate assessment of the learning outcomes achieved.
- The allocation of ECTS credits is based on the official length of a study programme cycle. The total workload necessary to obtain a first cycle degree lasting officially three or four years is expressed as 180 or 240 credits.
- Student workload in ECTS includes the time spent in attending lectures, seminars, independent study, preparation for, and taking of, examinations, etc.
- Credits are allocated to all educational components of a study programme (such as modules, courses, placements, dissertation work, etc.) and reflect the quantity of work each component requires in relation to the total quantity of work necessary to complete a full year of study in the programme considered.
- The performance of the student is documented by a local/national grade. It is good practice to add an ECTS grade, in particular in case of credit transfer. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a *pass grade* as follows:

- A best 10%
- B next 25%
- C next 30%
- D next 25%
- E next 10%

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: “fail- some more work required to pass” and F means: “fail - considerable further work required”. The inclusion of failure rates in the Transcript of Records is optional.

What are the key documents of ECTS?

- The regular Information Package/Course Catalogue of the institution to be published in two languages (or only in English for programmes taught in English) on the Web and/or in hard copy in one or more booklets. The Information Package/Course Catalogue must contain the items of the checklist attached to this document, including information for host students from abroad.
- The Learning Agreement contains the list of courses to be taken and agreed upon by the student and the responsible academic body of the institution concerned. In case of credit transfer, the Learning Agreement has to be agreed upon by the student and the two institutions concerned before the student’s departure and to be updated immediately when changes occur.
- The Transcript of Records documents the performance of a student by showing the list of courses taken, the credits gained as well as the local grades and possibly ECTS grades awarded. In case of credit transfer, the Transcript of Records has to be issued by the home institution for outgoing students before departure and by the host institution for incoming students at the end of their period of study.

How to obtain the ECTS Label?

- An ECTS label will be awarded to institutions which apply ECTS the proper way in all first and second cycle degree programmes. The label will raise the profile of the institution as a transparent and reliable partner in European and international cooperation.
- The criteria for the label will be: an Information Package/Course Catalogue (online or hard copy in one or more booklets) in two languages (or only in English for programmes taught in English), use of ECTS credits, samples of Learning Agreements, Transcripts of Records and proofs of academic recognition.
- An application form has been published on the web site of the Socrates, Leonardo & Youth TAO (www.socleoyouth.be) The application deadline is Nov 1st, 2003 (and annually thereafter). The label will be valid for three academic years. The list of institutions in possession of the label will be published on the Europa web site.

What is the Diploma Supplement?

The Diploma Supplement is a document attached to a higher education diploma providing a standardised description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). A Diploma Supplement label will be awarded to institutions which deliver a Diploma Supplement, to all graduates in all first and second cycle degree programmes, in accordance with the structure and recommendations to be found on the following web-site:

http://europa.eu.int/comm/education/policies/rec_qual/recognition/diploma_en.html

Where to find more information on ECTS?

More information on ECTS and the Diploma Supplement can be found on the Europa web site of the European Commission, including the list of ECTS/DS Counsellors and some guidance on how to make a good Information Package/Course Catalogue: http://europa.eu.int/comm/education/programmes/socrates/ects_en.html

Part I: General information about School

1.1. Name and address

Eugeniusz Kwiatkowski's Business and Administration School in Gdynia (BAS)
(Wyższa Szkoła Administracji i Biznesu im. Eugeniusza Kwiatkowskiego w Gdyni - WSAiB)

ul. Kielecka 7
81-303 Gdynia
tel. +48 58 660 74 22
fax. +48 58 621 12 70
e-mail: info@wsaib.pl

www.wsaib.edu.pl

1.1.1. How to get to BAS?

The School is situated near the centre of Gdynia, in Wzgorze Sw. Maksymiliana district (St. Maximilian's Hill). Our building is located near the forest and there is a lovely view over Gdynia and the Baltic Sea from the upper floors.

Access by train

You need to get to the Gdynia Main Station. Then you may go by the fast commuter rail (Szybka Kolej Miejska -SKM) towards Gdansk and get off at Wzgorze Sw. Maksymiliana Station. You will be able to see the School placed near the forest and opposite to the NORDEA Bank building from the Wzgorze Sw. Maksymiliana Station. You may go as well by bus from the Gdynia Main Station - the bus stop near the taxi rank. Take bus No: 150, 107, 147, 160, and get off at the fourth bus stop.

Access from Gdansk-Rebiechowo (Lech Walesa Airport)

You can directly fly to Gdansk from the following cities:

Warsaw, Wrocław, Cracov, London-Luton, London-Stansted, Liverpool, Edinburgh, Glasgow-Prestwick, Dublin, Cork, Shannon, Frankfurt, Frankfurt Hahn, Hamburg, Koln, Dortmund, Lubeck, Munich, Copenhagen, Oslo, Stockholm-Skavsta.

From the airport:

- Bus "B" goes to the centre of Gdansk and the main railway station (then take the SKM railway to the Wzgorze Sw. Maksymiliana Station).
- Bus "510" goes to the Gdynia Main Station (and then follow the above description to get to the School),

Gdynia buses timetable is available at website www.zkmgdynia.pl

Gdansk buses timetable is available at website www.zkm.gdansk.pl

Fast commuter railway (SKM) timetable is available at website <http://skm.trojmiasto.pl/>

Taxis

In the Tricity area there is a dozen of taxi corporations. The list and phone numbers can be found on the website: http://katalog.trojmiasto.pl/komunikacja_i_transport/taxi/

1.2. Academic calendar

Winter Semester - 15 weeks

Classes	From	02 Oct. 2006	To	19 Jan. 2007
Christmas Break	From	22 Dec. 2006	To	02 Jan. 2007
Examination Session	From	22 Jan. 2007	To	02 Feb. 2007
Break between semesters	From	05 Feb. 2007	To	09 Feb. 2007
Winter repeat examinations	From	12 Feb. 2007	To	23 Feb. 2007

Summer Semester - 15 weeks					
Classes	From	12 Feb. 2007	To	01 June 2007	
Easter Break	From	06 April 2007	To	10 April 2007	
Examination Session	From	04 June 2007	To	22 June 2007	
Summer repeat examinations	From	17 Sept. 2007	To	30 Sept. 2007	

1.3. School authorities

Chancellor

Piotr Borkowski

Rector

Prof. dr hab. Jerzy Mlynarczyk

Vice-Rector

Dr Tomasz Bialas

Dean

Dr Jaroslaw Wasniewski

Vice-Dean

Dr Tomasz Gutowski

Managing Director

Mgr Regina Szutenberg

Current contact list of School employees and organisational units is available at the School website - www.wsaib.edu.pl - Contacts.

1.4. School ECTS Co-ordinator

Dean, dr Jaroslaw Wasniewski holds the position of the School ECTS Co-ordinator.

ul. Kielecka 7

81-303 Gdynia

tel. +48 58 660 74 33

fax. +48 58 660 74 14

e-mail: dziekan@wsaib.pl

1.5. General information about the School

Eugeniusz Kwiatkowski's Business and Administration School in Gdynia is a non-state institution of higher education, founded by the decision of the Minister of National Education No. DNS 3-0145/TBM/190/94, from 15th June 1994, and registered under No 38 in the Non-state College Register. According to the decision of the Minister of National Education No. DNS-1-0145-310/TBM/2000, from 9th August 2000, BAS was granted permission to award Magister (Master) Degree in the faculty of Management and Marketing. By the decision of the Minister of National Education No. DSW-3-4003/660/EK/REJ.38.03, from 3rd July 2003, the School was also granted the right to award Licencjat (Bachelor) Degree in the faculty of Administration. However based on the decision of the Minister of National Education No. DSW-3-4003/859/EK/REJ.38/05, from 5th October 2005 the School is authorised to award Licencjat (Bachelor) Degree in the Faculty of Finance and Banking.

BAS is a non-state institution of higher education, with status of a public college, and is supervised by Minister of National Education.

Our School is the oldest non-state School in the Pomeranian Region. Currently there are about 1700 students at our

School, most of them at extramural studies. BAS employs more than 40 full-time researchers and lecturers, and a large group of part-time and visiting lecturers from other Polish and foreign universities, enterprises, local government, who supply our students with the most up-to-date practical knowledge.

During 10th anniversary of its foundation, BAS has adopted the name of Eugeniusz Kwiatkowski (1888-1974), as its patron. Between the World Wars, this prolific politician and statesman was the Minister of Industry and Commerce, Vice-premier and Minister of Treasury, Member of Parliament. He was a dedicated promoter of the Polish sea and one of the founders of the city of Gdynia, who was able to turn this great dream into reality. His creative vision, entrepreneurship and hard work, righteousness and consequence, and his dedication to the country and the good of its citizens, are the merits worth instilling in the hearts and minds of all young people.

BAS is a one-college institution, with the following organisational units:

- Department of Administration
- Department of Economics
- Department of Organisation and Management
- Department of Quantitative Methods
- Department of Finance and Accountancy
- Department of Marketing and European Union
- BAS Research Institute

Since the 2006/2007, a Division of BAS will be established in Lębork (the Pomeranian Voivodship, north of Gdynia).

1.6. List of degree programmes offered

1.6.1. Faculties and programmes of study at BAS

Faculties and levels of studies

BAS offers studies at three faculties:

Management and Marketing

Administration

Finance and Banking

At the Bachelor level (Level I) BAS offers studies at the following faculties:

- Management and Marketing
- Administration
- Finance and Banking

At the Master level (Level II) the School conducts studies at one faculty:

- Management and Marketing

We also offer a host of post-graduate studies, available to graduates of Bachelor or Master studies.

Types of programmes:

The School conducts the following types of programmes:

Bachelor studies	6 semesters
Full Master studies	9 semesters
Complementary Master studies	4 semesters
Post-graduate studies	1-2 semesters

Modes of studies:

We conduct studies in two modes:

- Full-time studies - classes take place from Monday to Friday,
- Extra-mural studies - classes take place during meetings every 2 weeks, from Fridays to Sundays.

1.6.2. Choice of Majors in Bachelor and Master programmes

Students can choose from several Majors out of faculties offered at BAS. The choice of a Major means to choose a set of Major courses, which allow a student to specialise within the fields of Management and Marketing, Administration or Finance and Banking. At Bachelor studies, students attend these courses in semesters IV to VI; at Full Master studies they study Major courses from semester IV to IX, and at Complementary Master Studies (MSU) - from semester II to IV.

1. In the Bachelor and Full Master studies, students choose their Majors after the 3rd semester, Students, who achieved higher places in the ranking after first three semesters (they have higher grade average), have a priority while choosing Majors.
2. In the Complementary Master Studies (MSU) programme, students choose their Majors during the 1st semester,

BAS offers the following choice of Majors:

Faculty of Administration

Majors:

Regional and European Administration

The aim of studies is to introduce to students useful knowledge about functions of the state and its administration, financial institutions; as well as information about running state-owned and private companies in Poland and in the world.

Public Safety and Security

These studies aim at preparing competent public administration professionals in the field of order and safety, with knowledge of the law, issues of organisation and management, the broad general knowledge and high ethical standards.

Faculty of Management and Marketing

Majors:

Business Management

Students enrich their knowledge with theory and practical information concerning business plan making, strategy development, innovation implementation in enterprise, creation of marketing plans and time/work management (individually and in teamwork)

European Marketing

Students receive crucial information concerning advertising, promotion, sales management and organisation, creation of company's image and media communication.

Finance Management

The aim of studies is to present knowledge about money flows in the market economy. Successful functioning of a company is a consequence and function of good understanding and use of money flows.

Human Resources' Management

The aim of studies is to provide students with up-to-date knowledge about human resources' management in market economy conditions, as well as to show them how to solve problems connected with managing teams.

IT in Management

The aim of studies is to provide students not only with general IT knowledge but as well with the management know-how. Graduates become valuable specialists on the job market thanks to linking information from those two fields of study.

Quality Management

The aim of studies is to provide students with the knowledge on designing and implementation of quality management systems in accordance with the most up-to-date, worldwide ISO 9000 standards. Graduates obtain skills to implement

quality management systems in all types of organisations.

Entrepreneurship in the European Union

The aim of studies is to prepare students for launching and managing a company by themselves in unified European market conditions, and to teach ways of obtaining and using EU funds for a start, development and promotion of one's own business.

Psychology in Management

While studying this Major students get knowledge on psychology and social communication. Adequate application of this knowledge enables efficient team management and smooth cooperation among employees, and also creating effective marketing communication.

Faculty of Finance and Administration

Majors:

Accountancy

The aim of studies is to introduce to students useful knowledge on creating databases necessary to assess and control economic operations of various bodies, and also current and investment decision-making.

Real Estate Management

These studies are directed at providing students with the knowledge and practical skills to be able to perform tasks of investment adviser, to manage processes of preparation, financing and functioning of investment projects and objects, and also to be able to provide financial assessment and real estate agent services

1.6.3. Post-graduate programmes

BAS has considerable experience in post-graduate studies, especially for groups of professionals, who wish to develop and improve their professional capabilities. Postgraduate studies last 1-2 semesters. Studies are extra-mural and classes take place every 2-3 weeks during weekends. This is our offer:

European Union Funds

Studies provide students with specific knowledge concerning budgeting and usage of EU financial instruments. Students are taught how to obtain financial help/donations from European Funds and how to document and report on their use.

Public Procurement in Poland and in the European Union

Studies provide students with practical knowledge and information concerning public procurement. Students obtain ability to prepare public procurement procedures and write specifications of procurement conditions.

Business Law in the European Union

Studies cover issues of the field of the commercial and civil law, as well as the European legislation. The programme is addressed to businessmen, lawyers, civil service workers and members of non-government organisations.

Entrepreneurship in the European Union

The aim of studies is to educate businessmen and show them how to obtain financial support from the European Union for further development and promotion of their companies.

Psychology in Management

The aim of studies is to present practical knowledge and information about usage of psychological methods in team management: developing leadership skills, conflict management, motivation and work organisation.

Management and Entrepreneurship

Programme of studies includes up-to-date information about modern methods of organisation management, finance and human resources' management, and the labour law.

Human Resources' Management

The aim of studies is to prepare professional staff in the field of human resources management. Students are taught about different types of motivation systems, ways of problem solving, and human resources policies.

Quality Management

Studies enable students to design, implement and audit quality management systems in companies, service sector, administration, etc.

Project Management

The study is carried out by Consulting and Executive Training Centre (ODiTK) and BAS. Studies prepare students to manage projects professionally, in accordance with the most up-to-date requirements set out by professional Project Management associations.

1.7. Admission procedures

Full-time Bachelor, Full Master and Complementary Master studies begin always in the Winter semester. Extra-mural studies at all levels, can be started in the Winter semester, as well as in the Summer semester.

Deadlines for submitting applications are as follows:

Winter semester - until 30th September
Summer semester - until 28th February

At BAS, there are no entry exams. A candidate fills in an application questionnaire, and a language test, which allows qualifying her/him to an appropriate language group.

Number of places is limited, therefore we admit candidates in the order of applications.

1.7.1. Recruitment Office

Our Recruitment Office is responsible for gathering applications and informing all interested about the School and the programmes we offer. The Office is located just to the right of the main entrance to the School.

ul. Kielecka 7
81-303 Gdynia
tel. +48 58 660 74 10
tel. +48 58 660 4 23
e-mail: rekrutacja@wsab.pl

The Recruitment office is open from Monday to Friday from 8.00 to 16.00.

All information concerning studies is presented at School website, section 'RECRUITMENT' with enclosed application forms, questionnaires and other required documents.

The SOCRATES/ERASMUS Programme

The International Relations Co-ordinator is responsible for receiving applications for the Socrates/Erasmus Programme exchange. Please, contact him for further information about our international co-operation and admission requirements for Erasmus students. Current recruitment rules, deadlines and application forms are presented at School website, section "International Relations", the "English Version" link.

International Relations and Research Projects Coordinator

Bartosz Surawski, M.A.

Co-ordinator:

Tel. +48 58 660 74 12

e-mail: international@wsaib.pl

1.7.2. Required documents

BACHELOR / FULL MASTER STUDIES

- the Certificate of Polish Maturity Examinations,
- medical testimonial enabling to begin studies
- 4 photographs
- a copy of the identity card (page with photo and personal details)
- army service book (for inspection)
- a student's questionnaire

COMPLEMENTARY MASTER STUDIES

- the Certificate of Polish Maturity Examinations,
- the Diploma of higher education - confirming graduation from Bachelor/Engineer studies,
- a medical testimonial enabling to begin studies
- 4 photographs
- a copy of the identity card (page with photo and personal details)
- army service book (for inspection)
- a student's questionnaire

POST-GRADUATE STUDIES

- a post-graduate student's questionnaire
- Diploma of higher education - confirming graduation from at least Bachelor/Engineer studies,
- 2 photographs

1.7.3. Study fees

Students at BAS pay study fees.

The only exceptions are students coming to the School within ERASMUS or other exchange programmes or bilateral co-operation.

Study fees consist of the following elements:

entrance payment of 300 PLN (paid while registering, not returnable)

study Fees:

Full-time Bachelor/Master studies	2400 PLN per semester
Extra-mural Bachelor/Master studies	2200 PLN per semester
Full-time Complementary Master Studies	2400 PLN per semester
Extra-mural Complementary Master Studies	2100 PLN per semester

Post-graduate studies

- entrance payment of 200 PLN (paid while registering, not returnable upon resignation)
- the study fee depends on the length of studies and their level of specialisation, and begins from 2600 PLN for one-semester study on "European Union Funds" to 7500 PLN for two-semester study on "Business Law in the European Union".

1.8. Main academic regulations

The most important document, which regulates studying rules at BAS, is the Study Rulebook. Every new student of our School has to be acquainted with this document. It is presented on announcement boards in the School, available in the Dean's Office and in the Recruitment Office.

Individual relations between the student and the School, are regulated by the Contract, signed when the student begins his/her studies. It is available from our website, and in the Recruitment Office and the Dean's Office.

Part II: Programme of study

2.1. Qualifications awarded

2.1.1. Programme of study at the faculty of Administration

Programme of study at the faculty of Administration, presented here, fulfils the requirements set by the standards of teaching and programme minimum requirement of the Ministry of Education, Science and Sport. This was confirmed in 2003, when the Ministry have authorized conducting bachelor studies at the specialisation of Administration in Eugeniusz Kwiatkowski Business and Administration School in Gdynia (the decision of the Ministry DWS-3-4003/660/EK/REJ.38.03, from 3rd July 2003).

The programme of study for the faculty of Administration makes it possible to study and complete studies for the Bachelor Diploma, at Level I studies lasting 6 semesters.

Semesters									
I	II	III	IV	V	VI	VII	VIII	IX	X
Full Master Studies									
Bachelor Studies									
						Complementary Master Studies			

The programme of study is composed of four main blocks of courses:

A	General Courses
B	Basic Courses
C	Faculty and Major Courses

2.1.2. Teaching hours in the programme of study

Bachelor studies

Full-time studies:

Major	Total	Course Blocks		
		A	B	C
Regional and European Administration	2310	720	675	915
Public Safety and Security	2310	720	675	915

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Extra-mural studies

Major	Total	Course Blocks		
		A	B	C
Regional and European Administration	1353	435	387	531
Public Safety and Security	1353	435	387	531

2.1.3. Choosing a Major

Blocks A-B cover courses obligatory for all students at the Administration Faculty. Within Block C, students can choose the following Majors

1. Regional and European Administration
2. Public Safety and Security

Faculty and Major courses are provided during the 5th and 6th semesters. Students choose their Majors after the 3rd semester,

Students, who achieved higher places in the ranking after first three semesters (they have higher grade average), have priority while choosing Majors.

2.1.4. Diplomas and vocational titles awarded

Graduates of Bachelor studies (Level I studies) at the faculty of Administration, receive the Diploma, confirming graduation at this faculty, at I level, within the chosen Major, and the professional title of Bachelor.

To receive a Diploma and an appropriate professional title, a student has to fulfil the following conditions:

- to pass, in accordance with the Study Rulebook and other regulations, all the courses required by the programme of study,
- to write a Diploma Thesis and to pass the Diploma Exam,
- to fulfil all requirements set out by the Contract between the School and the student, particularly to pay all required study fees,

2.2. Admission requirements for Administration

Admission requirements for candidates for I level studies at the faculty of Administration, are as follows:

- to graduate from a secondary school and to pass the Polish Maturity Exams,
- to file appropriate application documents, enumerated in Point 1.7.2. of this Information Package, and to pass through the admission procedure,

At BAS, there are no entry exams.

A candidate fills in an application questionnaire, and a language test, which allows to qualify her/him to an appropriate language group. At the faculty of Administration, no prior knowledge of foreign languages is required. Number of places is limited, therefore we admit candidates in the order of application.

2.3. Educational and professional goals - Graduate profiles

2.3.1. Graduate profile of bachelor studies - Regional and European Administration

The main goal of educating in regional and European administration is to provide the graduates with a knowledge on state and its administration functioning, banks and the financial institutions, and business operations of managers, both state and private. Acquired professional skills, necessary for performing clerical and managerial tasks, can be used in economic, social and political life while taking positions in central and self-government administration, administrations of community, district and voievodship self-governments, customs and treasury administration, administration of international organisations, particularly the European Union and other trans-national organisations. As a result of the demand of the listed above institutions for specialists in acquiring EU support means, it is important to prepare graduates to acquire and clear financial means from structural funds and EU programmes financing regional and sector development.

The program of the Major enables implementation of these goals. It is to deliver to graduates the general knowledge on law, finance, politics and society, extensive knowledge of the political system, rules and forms of Polish and European public administration operating, the knowledge on EU organisation and functioning and integration processes, skills of correct and efficient internal communication and communication with administration clients and partners, good understanding of rights and duties of clerks and employees of public administration, clerical ethics and responsibility and methods to fight corruption, etc.

During the studies students acquire active knowledge of foreign languages.

2.3.2. Graduate profile of bachelor studies - Public Safety and Security

Graduates of the Public Safety and Security during the studies will acquire professional skills necessary to perform clerical and managerial functions. Clerical functions on lower levels of hierarchy in central administration, and lower and intermediate levels of territorial and self-government administration, independent and specialists' positions in services, inspections and emergency units are accounted here.

The program of the studies aims at delivering to a graduate the general knowledge on law, economics, finances, politics and society, the knowledge and understanding of political, economic, social and cultural situation and basic political and economic problems of Poland and the world, good knowledge of the political system rules and forms of Polish and European public administration operating, the knowledge on EU organisation and functioning and integration processes, practical skills of interpreting legal regulations and applying regulations of general and execution administration procedure, good knowledge of basic legal, economic, social and political problems, connected with politics implementation in the sector of public safety and security, skills of correct and efficient internal communication and communication with administration clients and partners (in an oral and written form and with the use of modern information technologies), a good knowledge of basic rules and methods of efficient administration operating and modern organization and management methods, practical knowledge of work organisation techniques in administration and techniques of managing resources in an organisation (personel, finance, logistics) and improving its efficiency and quality, practical skills in team work and team management, good understanding of rights and duties of clerks and employees of public administration, clerical ethics and responsibility and methods to fight corruption.

2.4. Access to further studies

2.4.1. Further studies at BAS

The Bachelor programme prepares students to undertake Level II (Master) studies, within the Complementary Master Studies (MSU), at Administration Faculty, and also to further specialised education offered in a form of post-graduate studies provided by BAS.

Graduates of our Bachelor studies of Administration, can start in BAS Level II studies (Master) at the Faculty of Management and Marketing, however they will be obliged to pass “programme differences” from the following courses:

- Accountancy
- Finances
- Statistics
- Introduction to marketing
- Market and marketing research
- Mathematics

Programmes of Full Master studies and Complementary Master Studies, allow our graduates to acquire specialist knowledge at the post-graduate programmes offered by our School.

2.4.2. Further studies outside the School

Graduates of our Bachelor studies can apply for Master programmes and post-graduate courses, offered by other Polish universities

Graduates of our Master studies can also continue their education in Level III (doctoral) studies.

Our graduates can also continue their education abroad. The Licencjat Diploma is equivalent to Level I (Bachelor) studies in other countries. The Magister Diploma is equivalent to Level II (Master) diplomas in other countries. In the countries, with which Poland has an agreement of mutual acknowledgement of qualifications, our graduates can directly file applications with our Diploma. In other countries, the confirmation of a diploma is required, under conditions specific to each individual country.

2.5. Course structure diagrams for Administration, with ECTS credits

2.5.1. Introduction

The ECTS System is being introduced at the faculty of Administration from the academic year of 2006/07, and is going to apply only to students following the below characterised programme of study. The programme of study, for which this Information Package is assembled, has been introduced in the academic year of 2003/2004 - it will therefore apply to students currently in their 2nd and 3rd year of study, and to this year’s candidates. The current programme of study for Administration is most probably going to be in force until the development of a new programme for this faculty, which will be based on the new Higher Education Act from 27 July 2005, and new Ministry of Education minimum programme requirements for the faculty.

Individual Organisation of Studies

IMPORTANT:

Students, who achieve very good results in their studies, and would like to adjust the programme of study to their capabilities, can do so by applying to the Dean for the Individual Organisation of Studies (IOS). The Dean allows for IOS for one semester, or until the end of studies. This allows students to take courses and pass exams quicker and in order different from given in the programme.

IOS is also given to mobile students leaving for exchange within the ERASMUS Programme, so that they can pass courses, which they would have to miss while being abroad.

2.5.2. Course codes - explanation

Courses in the programme of study, have codes, which follow the following scheme:

XX.X00.0-0

Where X is a letter and 0 is a number, e.g.:

AL.C06.3-4

The explanation for the components of the code, is given in the table:

A	One letter giving the faculty - here it is A for Administration
L	One letter giving the Level of studies: L - Bachelor M - Master
.	
C	One letter giving the Block of courses: A - General B - Basic C - Major and Faculty In the Block C also additional marks for faculty studies can be used: a - faculty courses for Regional and European Administration b - faculty courses for Public Safety and Security
06	Two digits marking the number of the course in the Block of courses: The Thesis Seminar is marked by 00 in Block C.
.	
3-4	One or two digits, marking semester or semesters, during which the course is given.

2.5.3. Programme structure broken into semesters

In accordance with the assumptions of the ECTS System, the programme of Bachelor studies has 180 ECTS credits, it is equivalent to 30 credits per semester on average.

Full-time students also receive 8 ECTS credits for Internships, which take place during summer, after the fourth semester of study, and last 8 weeks.

ECTS credits, broken into semesters, for the Majors available at the faculty of Administration, are given in the tables below:

Bachelor studies (full-time):

Major	Total	year 1		year 2		year 3		year 4		year 5
		I	II	III	IV	V	VI	VII	VIII	IX
Regional and European Administration	181	31	30	30	30	30	30			
Public Safety and Security	181	31	30	30	30	30	30			

Bachelor studies (extra-mural):

Major:	Total	year 1		year 2		year 3		year 4		year 5
		I	II	III	IV	V	VI	VII	VIII	IX
Regional and European Administration	180	30	30	30	30	30	30			
Public Safety and Security	180	30	30	30	30	30	30			

Explanation:

The number of ECTS credits for full-time studies in the I semester equals to 31. It is a result of adding a course on full-time studies - Physical exercises, This course was given 1 ECTS credit in each semester. The rest of courses on full-time and extra-mural studies have the same quantity of ECTS credits, which enables students to change the form of studies during the education in BAS.

Explanation of abbreviations used in tables' headers:

ECTS - number of ECTS credits for a given course

l - the number of lecture hours

s - the number of seminar hours

sum - the sum of lecture and seminar hours

pass - + means that the course is completed with a seminar pass

exam - + means that the course is completed with a exam pass

Below we give the structure of the programme of study for Administration, divided into semesters.

ATTENTION!:

Detailed course characteristics of each of the courses in the programme of study, are available from these tables. To read a course description, please, click on its name. An MS Word® document will then be opened, which contains the description.

2.6. Final examination

Both Bachelor and Master studies end with a mandatory Diploma Examination.

There are following conditions, a student has to fulfil to be allowed to take the Examination:

- to deposit in the Dean's Office, 3 copies of the Thesis, meeting specific editorial conditions, before the deadline set by the Tutor of the Thesis,
- to pass all the courses required by the programme of study, and to deposit student's Credit book in the Dean's Office,
- to confirm return of all the books borrowed from the School's library,
- to pay all the required student fees,

Every student is given an individual date and time of his/her Diploma Examination. Date of the Examination should be set within three months from fulfilling all the above mentioned conditions.

- for programmes ending in the Summer semester, it is usually in the period from July to September,
- for programmes ending in the Winter semester, it is usually in the period from March to May,

Participants of the Diploma Examination are the student and the examination Commission, consisting of three

lecturers:

a representative of School's authorities, usually the Dean or Vice-Dean,
the Tutor
the Reviewer,

The Diploma Examination is an oral exam. The Commission asks the student three questions concerning the area covered by the Thesis, and the Thesis itself. The candidate has a while to prepare the answers. After hearing the answers (possible additional questions), the Commission makes a collective decision about the awarded grade. The Commission uses a standard grading scale (2 - inadequate, 5 - very good, excluding 5,5 - excellent).

To a student, who passed the Examination, the Dean's Office is obliged to issue the Diploma and the Diploma Supplement within 30 days from the examination.

2.7. Examination and assessment regulations

2.7.1. Grading scale

At BAS, we apply a grading scale, which is described in the table below - together with the accepted equivalents in the ECTS grading scale:

Grading scale at BAS		
Numerative	Descriptive	ECTS Grade
5,5	Excellent	A
5,0	Very good	A
4,5	Good plus	B
4,0	Good	C
3,5	Sufficient plus	D
3,0	Sufficient	E
2,0	insufficient	F

2.7.2. Assessment regulations

Assessment regulations valid at BAS are detailed in the Study Rulebook (Chapters VII and VIII). Below we describe the most important components of the assessment system:

At BAS, there are two types of grades:

- a seminar pass
- an examination pass,

All courses in the programme of Administration, (with an exception of 'Physical Exercise') require a graded seminar pass, an examination pass, or both forms of assessment.

Courses lasting for more than one semester require a graded seminar pass after each semester of the course, and passing an exam at the end of the course.

Detailed forms of assessment and grade components, are given in course descriptions, and are set by the lecturers of

a respective course.

Examination can take a form of:

- a written exam,
- an oral exam,

A grade from a seminar pass can have the following components:

- written or oral tests,
- projects or other practical tasks, and their presentation,
- written papers and their presentation,
- student's active participation and contribution during classes,
- attendance during classes.

ONE SEMESTER is the basic assessment period. To successfully pass a given semester, it is necessary to obtain positive grades from all seminar and examination passes allocated to that semester. It constitutes a condition for each student to be allowed to attend courses in the next semester.

- seminar passes can be obtained during the course of the semester,
- examination passes can be obtained during the 'examination session' at the end of each semester.

The Dean is entitled, in justified circumstances, to change the date of an examination, or a deadline to obtain a seminar pass.

In courses, where there are seminars planned, a student must obtain a seminar pass to be allowed to take an examination.

If a student fails an examination or a seminar pass, he/she is allowed to take one free-of-charge repeat examination, during the 'repeats' session' for that semester.

If a student does not receive positive grades from all seminar and examination passes for a given semester, before the end of the 'repeats' session' for that semester, he/she is not admitted to start the next semester. A student can receive a 'conditional pass', if he/she has a maximum of two failed courses in the given semester or if it does not concern a course continued in the next semester.

In special circumstances, when a student has failed his/her 'repeat examination' he/she can take a 'commission examination'. In that case the exam commission consists of the Dean and two lecturers of the course concerned, or connected courses.

2.7.3. Components of the final grade at the Diploma

In the Diploma, a student receives a grade summing up the whole course of his/her studies, which is composed of:

- an average of all grades during the course of studies 50%
- a grade from the Thesis 25%
- a grade from the Diploma Examination 25%

The average of all grades is composed of all graded seminar and examination passes (including the 'insufficient' grades, subsequently corrected with positive grades).

The grade from the Thesis is the average of the grades given to the Thesis by the Tutor and the Reviewer.

The grade from the Diploma Examination is set by the Examination Commission.

2.8. ECTS Departmental Co-ordinator

Because of the size of our institution, the ECTS Institutional Co-ordinator is at the same time the ECTS Departmental Co-ordinator. This function is held by the Dean, dr Jaroslaw Wasniewski.

ul. Kielecka 7,
81-303 Gdynia
tel. +48 58 660 74 33
fax. +48 58 660 74 14
e-mail: dziekan@wsaib.pl

Semestr I

Code	Course	Full-time studies						Extra-mural studies						
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP	
A														
AL.A01.1-4	English Language	3	0	60	60	+	-	2	0	36	36	+	-	
AL.A02.1-4	German/French Language	3	0	60	60	+	-	2	0	18	18	+	-	
AL.A03.1	History of Administration	4	30	15	45	+	+	4	27	0	27	-	+	
AL.A04.1	Introduction to Law	4	30	0	30	-	+	4	12	6	18	+	+	
AL.A05.2	Sociology of Organisation and Management in Administrative Structures	-	-	-	-	-	-	4	12	6	18	+	+	
AL.A07.1	Logic	3	30	0	30	+	-	3	12	6	18	+	-	
AL.A08.1	Techniques of Intellectual Work	3	15	0	15	+	-	3	12	0	12	+	-	
AL.A09.1-4	Physical Exercise	1	0	30	30	+	-	-	-	-	-	-	-	
B														
AL.B04.1	Introduction to Macro- and Microeconomics	4	30	30	60	+	+	4	18	18	36	+	+	
AL.B05.1	Information Technology in Administration	4	30	30	60	+	+	4	9	27	36	+	+	
C														
AL.C08.1	Statistics and Demographics	2	15	15	30	+	-	-	-	-	-	-	-	
	Sum for common courses	31	180	240	420	9	4	30	102	117	219	8	5	

Semester II

Code	Course	Full-time studies						Extra-mural studies						
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP	
A														
AL.A01.1-4	English Language	3	0	60	60	+	-	2	0	36	36	+	-	
AL.A02.1-4	German/French	3	0	60	60	+	-	2	0	18	18	+	-	

	<u>Language</u>												
AL.A05.2	<u>Sociology of Organisation and Management in Administrative Structures</u>	4	30	0	30	-	+	-	-	-	-	-	-
AL.A06.2	<u>Psychology in Administration</u>	3	30	0	30	-	+	3	9	9	18	+	+
AL.A09.1-4	<u>Physical Exercise</u>	1	0	30	30	+	-	-	-	-	-	-	-
	B												
AL.B02.3	<u>Science of Administration and Administrative Policy</u>	-	-	-	-	-	-	3	18	0	18	-	+
AL.B03.2	<u>Introduction to Organisation and Management in Administration</u>	4	30	30	60	+	+	4	18	18	36	+	+
AL.B07.2	<u>International Political and Economic Relations</u>	3	30	0	30	-	+	3	18	0	18	-	+
AL.B08.2	<u>Constitutional Law</u>	3	45	15	60	+	+	3	18	0	18	-	+
AL.B10.2	<u>Administrative Systems in the European Union</u>	3	15	15	30	+	-	3	12	6	18	+	-
	C												
AL.C08.1	<u>Statistics and Demographics</u>	-	-	-	-	-	-	2	6	12	18	+	-
AL.C11.3	<u>Introduction to Accounting</u>	-	-	-	-	-	-	2	9	9	18	+	-
AL.C16.2	<u>Ethics in Administration</u>	3	30	0	30	-	+	3	18	0	18	-	+
	Sum for common courses	30	210	210	420	6	6	30	126	108	234	7	6

Semester III

Code	Course	Full-time studies						Extra-mural studies						
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP	
	A													
AL.A01.1-4	<u>English Language</u>	3	0	60	60	+	-	2	0	36	36	+	-	
AL.A02.1-4	<u>German/French Language</u>	2	0	30	30	+	-	2	0	18	18	+	-	
AL.A09.1-4	<u>Physical Exercise</u>	1	0	30	30	+	-	-	-	-	-	-	-	
	B													
AL.B01.3	<u>Administrative Law</u>	5	45	15	60	+	+	5	18	18	36	+	+	
AL.B06.3	<u>Contemporary Political Systems</u>	5	30	15	45	+	+	5	18	9	27	+	+	
AL.B11.4-5	<u>Legal System of the European Union</u>	-	-	-	-	-	-	4	27	0	27	+	-	

	C												
AL.C01.3	Public Finance	4	15	15	30	+	+	4	18	0	18	-	+
AL.C06.3	Civil and Commercial Law	4	45	15	60	+	+	4	27	9	36	+	+
AL.C09.3	Strategy and Forecasting	4	30	30	60	+	-	4	18	18	36	+	-
AL.C11.3	Introduction to Accounting	2	15	15	30	+	-	-	-	-	-	-	-
	Sum for common courses	30	180	225	405	9	5	30	126	108	234	7	4

Semester IV

Code	Course	Full-time studies						Extra-mural studies					
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP
	A												
AL.A01.1-4	English Language	4	0	60	60	+	+	2	0	36	36	+	-
AL.A02.1-4	German/French Language	3	0	30	30	+	+	2	0	18	18	+	-
AL.A09.1-4	Physical Exercise	1	0	30	30	+	-	-	-	-	-	-	-
	B												
AL.B02.4	Science of Administration and Administrative Policy	3	15	15	30	+	+	-	-	-	-	-	-
AL.B09.5	Financial Law and Financial Policy	-	-	-	-	-	-	6	27	9	36	+	+
AL.B11.4-5	Legal System of the European Union	4	30	0	30	+	-	4	27	0	27	-	+
AL.B12.5-6	International Public Law	-	-	-	-	-	-	3	18	9	27	+	-
	C												
AL.C02.4	Administrative Procedure	5	45	30	75	+	+	5	18	18	36	+	+
AL.C05.4-5	Introduction to Labor Law with Civil Service Regulations	3	15	15	30	+	-	-	-	-	-	-	-
AL.C07.4	Introduction to Penal Law and Treasury Penal Regulations	5	30	15	45	+	+	5	18	9	27	+	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	3	0	30	30	+	-	3	0	18	18	+	-
	Sum for common courses	30	135	225	360	9	4	30	108	117	225	7	4

Semester V

Code	Course	Full-time studies						Extra-mural studies						
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP	
A														
AL.A01.1-4	English Language	-	-	-	-	-	-	2	0	36	36	+	-	
AL.A02.1-4	German/French Language	-	-	-	-	-	-	2	0	18	18	+	-	
B														
AL.B09.5	Financial Law and Financial Policy	6	30	30	60	+	+	-	-	-	-	-	-	
AL.B11.4-5	Legal System of the European Union	4	30	30	60	+	+	-	-	-	-	-	-	
AL.B12.5-6	International Public Law	3	15	15	30	+	-	4	18	9	27	+	+	
C														
AL.C05.4-5	Introduction to Labour Law with Civil Service Regulations	3	15	15	30	+	+	3	12	6	18	+	-	
AL.C10.5	Techniques of Organisation and Decision-making	2	15	15	30	+	-	-	-	-	-	-	-	
AL.C12.6	Secretarial Studies and Techniques	-	-	-	-	-	-	2	0	9	9	+	-	
AL.C13.5-6	National and International Security at the end of 20 Cent	2	15	15	30	+	-	2	12	6	18	+	-	
AL.C14.5	Advanced Information Technology in Administration	1	0	15	15	+	-	-	-	-	-	-	-	
AL.C18.6	Public Procurement System	-	-	-	-	-	-	4	12	6	18	+	+	
AL.C19.6	Media in Governmental and Local Administration Activities	-	-	-	-	-	-	2	9	9	18	+	-	
	Sum for common courses	21	120	135	255	7	3	21	63	99	162	8	2	
Major: REGIONAL AND EUROPEAN ADMINISTRATION														
AL.Ca20.5	Customs' Law in Poland and the European Union	3	30	15	45	+	+	3	12	6	18	+	+	
AL.Ca21.5	Diplomatic and Consular Law	3	30	0	30	-	+	3	18	0	18	-	+	
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	3	0	30	30	+	-	3	0	18	18	+	-	
	Together major courses	30	180	180	360	9	5	30	93	123	216	10	4	
Major: PUBLIC SAFETY AND SECURITY														
AL.Cb23.5	Internal National Security	3	30	15	45	+	+	3	18	6	24	+	+	

	in light of the Police and Other Services' Act												
AL.Cb24.5	Structure of Institutions of Legal Protection	3	30	0	30	-	+	3	12	0	12	-	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	3	0	30	30	+	-	3	0	18	18	+	-
	Together major courses	30	180	180	360	9	5	30	93	123	216	10	4

Semestr VI

Code	Course	Full-time studies						Extra-mural studies					
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP
	A												
AL.A01.1-4	English Language	-	-	-	-	-	-	3	0	36	36	+	+
AL.A02.1-4	German/French Language	-	-	-	-	-	-	3	0	18	18	+	+
	B												
AL.B12.5-6	International Public Law	4	30	30	60	+	+	-	-	-	-	-	-
	C												
AL.C03.6	Banking	2	15	15	30	+	+	2	12	6	18	+	+
AL.C04.6	Environmental Protection Regulations	2	30	0	30	+	-	2	18	0	18	+	-
AL.C05.4-5	Introduction to Labor Law with Civil Service Regulations	-	-	-	-	-	-	3	12	6	18	+	+
AL.C10.5	Techniques of Organisation and Decision-making	-	-	-	-	-	-	2	9	9	18	+	-
AL.C12.6	Secretarial Studies and Techniques	2	0	15	15	+	-	-	-	-	-	-	-
AL.C13.5-6	National and International Security at the end of 20 Cent	3	15	15	30	+	+	3	12	6	18	+	+
AL.C14.5	Advanced Information Technology in Administration	-	-	-	-	-	-	1	0	9	9	+	-
AL.C15.6	Banking Law	1	15	15	30	+	-	1	18	0	18	+	-
AL.C17.6	Legal Regulations of E-Business	2	30	0	30	+	-	2	18	0	18	+	-
AL.C18.6	Public Procurement System	4	15	15	30	+	+	-	-	-	-	-	-
AL.C19.6	Media in Governmental and Local Administration Activities	2	15	15	30	+	-	-	-	-	-	-	-
	Sum for common courses	22	165	120	285	9	4	22	99	90	189	10	5

Major: REGIONAL AND EUROPEAN ADMINISTRATION

AL.Ca22.6	European Integration	3	30	0	30	-	+	3	18	0	18	-	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	5	0	30	30	+	-	5	0	18	18	+	-
	Together major courses	30	195	150	345	10	5	30	117	108	225	11	6

Major: PUBLIC SAFETY AND SECURITY

AL.Cb25.6	External National Security	3	30	0	30	-	+	3	18	0	18	-	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	5	0	30	30	+	-	5	0	18	18	+	-
	Together major courses	30	195	150	345	10	5	30	117	108	225	11	6

TOGETHER SEMESTERS I - VI BROKEN INTO GROUPS

Code	Course	Full-time studies						Extra-mural studies					
		ECTS	L	S	sum	SP	EP	ECTS	L	S	sum	SP	EP
A													
AL.A01.1-4	English Language	13	0	240	240	+	+	13	0	216	216	+	+
AL.A02.1-4	German/French Language	11	0	180	180	+	+	13	0	108	108	+	+
AL.A03.1	History of Administration	4	30	15	45	+	+	4	27	0	27	-	+
AL.A04.1	Introduction to Law	4	30	0	30	-	+	4	12	6	18	+	+
AL.A05.2	Sociology of Organisation and Management in Administrative Structures	4	30	0	30	-	+	4	12	6	18	+	+
AL.A06.2	Psychology in Administration	3	30	0	30	-	+	3	9	9	18	+	+
AL.A07.1	Logic	3	30	0	30	+	-	3	12	6	18	+	-
AL.A08.1	Techniques of Intellectual Work	3	15	0	15	+	-	3	12	0	12	+	-
AL.A09.1-4	Physical Exercise	3	0	90	90	+	-	-	-	-	-	-	-
	Together A	48	165	525	690			47	84	351	435		
B													
AL.B01.3	Administrative Law	5	45	15	60	+	+	5	18	18	36	+	+
AL.B02.4	Science of Administration and Administrative Policy	3	15	15	30	+	+	3	18	0	18	-	+
AL.B03.2	Introduction to Organisation and Management in Administration	4	30	30	60	+	+	4	18	18	36	+	+

AL.B04.1	Introduction to Macro- and Microeconomics	4	30	30	60	+	+	4	18	18	36	+	+
AL.B05.1	Information Technology in Administration	4	30	30	60	+	+	4	9	27	36	+	+
AL.B06.3	Contemporary Political Systems	5	30	15	45	+	+	5	18	9	27	+	+
AL.B07.2	International Political and Economic Relations	3	30	0	30	-	+	3	18	0	18	-	+
AL.B08.2	Constitutional Law	3	45	15	60	+	+	3	18	0	18	-	+
AL.B09.5	Financial Law and Financial Policy	6	30	30	60	+	+	6	27	9	36	+	+
AL.B10.2	Administrative Systems in the European Union	3	15	15	30	+	-	3	12	6	18	+	-
AL.B11.4-5	Legal System of the European Union	8	60	30	90	+	+	8	54	0	54	+	+
AL.B12.5-6	International Public Law	7	45	45	90	+	+	7	36	18	54	+	+
	Together B	55	405	270	675			55	264	123	387		
	C												
AL.C01.3	Public Finance	4	15	15	30	+	+	4	18	0	18	-	+
AL.C02.4	Administrative Procedure	5	45	30	75	+	+	5	18	18	36	+	+
AL.C03.6	Banking	2	15	15	30	+	+	2	12	6	18	+	+
AL.C04.6	Environmental Protection Regulations	2	30	0	30	+	-	2	18	0	18	+	-
AL.C05.4-5	Introduction to Labor Law with Civil Service Regulations	6	30	30	60	+	+	6	24	12	36	+	+
AL.C06.3	Civil and Commercial Law	4	45	15	60	+	+	4	27	9	36	+	+
AL.C07.4	Introduction to Penal Law and Treasury Penal Regulations	5	30	15	45	+	+	5	18	9	27	+	+
AL.C08.1	Statistics and Demographics	2	15	15	30	+	-	2	6	12	18	+	-
AL.C09.3	Strategy and Forecasting	4	30	30	60	+	-	4	18	18	36	+	-
AL.C10.5	Techniques of Organisation and Decision-making	2	15	15	30	+	-	2	9	9	18	+	-
AL.C11.3	Introduction to Accounting	2	15	15	30	+	-	2	9	9	18	+	-
AL.C12.6	Secretarial Studies and Techniques	2	0	15	15	+	-	2	0	9	9	+	-
AL.C13.5-6	National and International Security at the end of 20 Cent	5	30	30	60	+	+	5	24	12	36	+	+
AL.C14.5	Advanced Information Technology in Administration	1	0	15	15	+	-	1	0	9	9	+	-
AL.C15.6	Banking Law	1	15	15	30	+	-	1	18	0	18	+	-
AL.C16.2	Ethics in	3	30	0	30	-	+	3	18	0	18	-	+

AL.C17.6	Administration Legal Regulations of E-Business	2	30	0	30	+	-	2	18	0	18	+	-
AL.C18.6	Public Procurement System	4	15	15	30	+	+	4	12	6	18	+	+
AL.C19.6	Media in Governmental and Local Administration Activities	2	15	15	30	+	-	2	9	6	18	+	-
	Sum for common courses C	58	420	300	720			58	276	147	423		
Major: REGIONAL AND EUROPEAN ADMINISTRATION													
AL.Ca20.5	Customs' Law in Poland and the European Union	3	30	15	45	+	+	3	12	6	18	+	+
AL.Ca21.5	Diplomatic and Consular Law	3	30	0	30	-	+	3	18	0	18	-	+
AL.Ca22.6	European Integration	3	30	0	30	-	+	3	18	0	18	-	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	11	0	90	90	+	-	11	0	54	54	+	-
	Together major courses C	78	510	405	915			78	324	207	531		
Major: PUBLIC SAFETY AND SECURITY													
AL.Cb23.5	Internal National Security in light of the Police and Other Services' Act	3	30	15	45	+	+	3	18	6	24	+	+
AL.Cb24.5	Structure of Institutions of Legal Protection	3	30	0	30	-	+	3	12	0	12	-	+
AL.Cb25.6	External National Security	3	30	0	30	-	+	3	18	0	18	-	+
AL.C00.4-6	Thesis Seminar and Bachelor Thesis	11	0	90	90	+	-	11	0	54	54	+	-
	Together major courses C	78	510	405	915			78	324	207	531		
TOGETHER		181	1080	1110	2190			180	672	681	1353		

Part III: General information for students

3.1. Costs of living

Costs of living in the Tri-city are close to the costs in other medium and big Polish cities, except for Warsaw. A person, who is about to start a study in Gdynia, should consider the following costs of living:

- accommodation,
- food,
- other products of everyday use,
- costs of transport,
- health care,
- insurance,
- materials and scientific aids,
- leisure and entertainment costs.

We can assume, that a student from outside the Tri-city, sharing a flat together with 1-2 other people, should be prepared for a monthly cost in amount of 900-1300 PLN.

3.2. Accommodation

The School has no students' dormitories. Arriving students rent flats or hotels in Gdynia.

Renting a flat (an average per month)

single room:	rental 500-600 PLN	+ charges* around 200 PLN
double rooms:	rental 700 PLN	+ charges* around 300 PLN
three bedrooms:	rental 800 PLN-1000 PLN	+ charges* around 400 PLN

* energy, water, heating, telephone, etc.

There is a special announcement board in the School that "mediates" between the owners of rooms and students. During the whole academic year, and especially at its beginning, the room owners place their announcements at this board. One can also use the internet page: <http://www.pbon.pl/>

The School helps foreign students in finding suitable accommodation.

Hotels:

One night in a single room costs about 120-400 PLN. Some hotels apply a special discount for students and a discount for whole weekend renting. The list of hotels in Tri-city can be found at the page given below:

http://katalog.trojmiasto.pl/turystyka_i_noclegi/hotele/

3.3. Food and basic products

It can be estimated, that the average monthly food cost for one person in Tri-city varies from 250 to 350 PLN

The average prices of selected basic food products and other articles of every-day use are presented below:

- | | |
|-----------------|---------------------|
| • bread | 1.50 PLN/a loaf |
| • cheese | 18 PLN/1 kg |
| • meat | 15-30 PLN/1 kg |
| • butter | 3.5 PLN/ 200 g bar |
| • yoghurt | 1,50 PLN/150 ml cup |
| • milk | 2.30 PLN/1 litre |
| • mineral water | 2 PLN/1,5 litre |

• beer	2-3 PLN/1 can
• apples	2 PLN/1 kg
• tomatoes	3-7 PLN/1 kg
• noodles	3.5 PLN/0,5 kg
• frozen pizza	6.00 PLN/1 piece
• frozen stuffed dumplings	5-6 PLN/1 kg
• ice-cream	7-15 PLN/1 litre
• washing powder	6-10 PLN/1 kg
• toothpaste	3.5-8 PLN/1 tub
• dinner outside	15-30 PLN
• cinema ticket	15-20 PLN
• haircut	20-50 PLN
• one way bus ticket within Gdynia	1.00 PLN
• monthly bus ticket within Gdynia	37 PLN
• commuter train one way ticket from Gdynia to Gdansk	2.04 PLN
• commuter train monthly ticket from Gdynia to Gdansk	42.84 PLN

BAS students have a right to a 49-50% discounted travelling by bus and national rail.

A lunch in a School's canteen costs about 9-12 PLN

The three most popular and affordable bars in the centre of Gdynia are as follows:

Bistro Kwadrans
Skwer Kosciuszki 20
tel. 058 620 15 92

Green Way (a vegetarian bar)
ul. Abrahama 24
tel. 058 620 12 53

Pizzeria 'ANKER'
Al. Marsz. Pilsudskiego 50
tel. 058 661 30 77

3.4. Medical facilities

3.4.1. Basic information

First aid / ambulance phone is 999.

General emergency phone number, from landlines and mobiles is 112.

During nights, Saturdays, Sundays and holidays the basic health and nurse service is provided by emergency aid stations:

ul. Zwirki i Wigury 14 (telephone 058 620 00 01, 058 620 00 02)

ul. Bialowieska 1 (telephone 058 625 05 93, 058 625 19 99)

Health care in Gdynia is provided by two main hospitals:

Szpital Miejski
Gdynia, ul. Radtkego 1
tel. 058 620 75 01

Szpital Morski im. PCK

ul. Powstania Styczniowego 1
tel. 058 699 81 19
website WWW: szpital-morski.pl
e-mail: sekretariat@szpital-morski.pl

Medicines can be bought, among others, in a 24h open chemist's :

Apteka calodobowa "Pod Gryfem"
ul. Starowiejska 34
tel. 058 620 19 82

Regional Branch of the National Health Fund (Narodowy Fundusz Zdrowia - NFZ):

Pomorski Oddzial Wojewodzki NFZ
ul. Podwale Staromiejskie 69
80-844 Gdansk,
tel. 058 321 86 26,
fax 058 321 85 15,
e-mail: wf11@nfz.gov.pl

3.4.2. Arriving students

Foreign students from EU countries are entitled to a basic health care within the National Health Fund (NFZ). The condition to use it, is a valid E-111 form that must be obtained from students' own healthcare system.

More information about health care in Poland and conditions of obtaining it for a foreigner, can be found on the NFZ website:

<http://www.nfz.gov.pl/ue/?katnr=5&dzialnr=2&artnr=716&czartnr=2>

Biuro Wspolpracy Miedzynarodowej - Centrala Narodowego Funduszu Zdrowia
ul. Grojecka
02-390 Warszawa,
tel. +48 22 572 62 68,
fax +48 22 572 63 19,
e- mail: ca17@nfz.gov.pl

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3.4.3. Outgoing students

Students leaving to the EU countries within the ERASMUS programme, will have to obtain beforehand, the European Health Insurance Card (EKUZ). A card will be issued by a division of the NFZ adequate to the place of residence, after receiving an appropriate application. To apply for it, it is required to have a valid health insurance document, a confirmation, that a person is a student of BAS. Such document can be obtained at the Dean's Office.

In some countries registration of the form after arrival is needed. Health insurance is not equivalent with to accident insurance. Buying an additional accident insurance is obligatory for outgoing students. Outgoing students should check, if the accepting university requires any extra/specific insurance. Such information should be given in the information materials of such university.

3.5. Facilities for special needs/ students

Disabled students have a right to receive an increased sum of scholarship. Documentation of the level of disability is required. The additional scholarship can be awarded, if the documentation of disability is provided to the dean's office at the beginning of an academic year.

The other possibility to cover charges for disabled persons is offered by the "Student" Program, conducted by the

National Disabled Rehabilitation Fund (Państwowy Fundusz Rehabilitacji Osób Niepełnosprawnych - PFRON). It offers support for covering fees and other study-related costs. More information on the PFRON web page: <http://www.pfron.org.pl/zwi/zwi.nsf/graph?OpenFrameset> on in voievodship divisions of PFRON.

Students or candidates with special health needs, should contact the Dean's Office.

3.6. Insurance

BAS Students are not obliged to have an accident insurance - it is voluntary. The Student Parliament offers additional student insurance: its cost is around 35-45 PLN annually.

BAS students, going abroad within the ERASMUS program, are obliged to purchase an accident insurance while going away.

Also ERASMUS foreign students, arriving in BAS, are obliged to buy an accident insurance.

3.7. Financial support for students

SCHOLARSHIP SYSTEM

The scholarship system for BAS students is financed from internal and external sources, according to the regulations of Study Rulebook, which are available on the notice boards and in the Dean's office. The scholarship system has a strictly motivating character, and promotes students with very good study achievements, as well as students actively participating in School social life, involved in research groups and BAS Student Parliament.

BAS students can apply for the following scholarships:

Merit Scholarship - is granted according to the student's rank in the last year of study, based on the grade average. This includes full-time students, but also the best extra-mural students are granted for the study achievements. Our best students pay no study fees .

Social Scholarship - is granted from the Ministry funds. Full-time students in difficult financial circumstances can apply for it. The allocation of these scholarships is made by the Academic Scholarship Commission.

Polish students in difficult financial circumstances can also search for other sources of financing their study. For example, districts (administrative districts) administer scholarship programs for pupils and students funded by the European Social Fund. Further information should be sought in the district of student's permanent residence.

Disabled students have a right to receive an increased sum of scholarship. Documentation of the level of disability is required. The additional scholarship can be awarded, if the documentation of disability is provided to the dean's office at the beginning of an academic year.

The other possibility to cover charges for disabled persons is offered by the "Student" Program, conducted by the National Disabled Rehabilitation Fund (Państwowy Fundusz Rehabilitacji Osób Niepełnosprawnych - PFRON). It offers support for covering fees and other study-related costs. More information on the PFRON web page: <http://www.pfron.org.pl/zwi/zwi.nsf/graph?OpenFrameset> on in voievodship divisions of PFRON.

All foreign students, starting full-time studies at BAS, are given a 33% discount on study fees.

BAS Scholarship system does not cover foreign students arriving for the students exchange within Socrates-ERASMUS program or within bilateral agreements.

STUDENT LOAN

According to the present regulations, students in non-state education can apply for a preferential student loan (with surcharges from Student Loans and Credit Fund) to finance their studies.

All essential information about rules of applying for the subsidised student loans can be found on the website of Bank Gospodarstwa Krajowego, which administrates the surcharge system:
www.bgk.com.pl/fundusze/fpkis/index.sp

3.8. Student Affairs' Office

Administrative support and assistance for students at BAS is provided by the Dean's office, which is situated on the ground floor, rooms 9-12.

Dean -Jaroslaw Wasniewski, Ph.D.

Visiting hours:

Full-time studies:

every Monday:
11.00 - 12.00 and 15.00 - 16.00

Extra-mural studies (Winter Semester):
hours available in the Dean's Office

Vice-Dean - Tomasz Gutowski, Ph.D.

Head of Dean's office -Beata Szlak, M.A.

Deans' office is divided into a part dealing with full-time and a part for extra-mural students.

Dean's office for full-time students is open:

Monday-Friday	8.00 - 16.00
Saturday, Sunday	closed

tel. +48 58 660 74 21

Dean's office for extra-mural students is open:

Monday-Thursday	8.00 - 16.00
Friday	10.00 - 18.00
Saturday, Sunday (on meeting days)	8.15 - 16.15

tel. +48 58 660 74 23

3.9. Study facilities

3.9.1. School building

BAS is situated in a large, comfortable building, placed nearly in the centre of Gdynia, in a study- friendly area, on

the edge of Tri-city Landscape Park. At the same time, access to the School is easy and quick, thanks to bus lines and commuter train (SKM) stations located nearby.

The building has the Main Auditorium, three large lecture rooms and over 20 seminar rooms of a different. They are equipped with a standard didactic devices and multimedia equipment: multimedia and overhead projectors, microphones and loudspeaker system.

The School has three fully equipped computer laboratories, 20 places each. Thanks to a computers placed in a general access special computer room, our students have a constant access to Internet. The computer room is open from 8.00 to 19.00. One can also work in computer laboratories - during teaching hours.

3.9.2. Library and Reading-room

The BAS Library in Gdynia has a rich choice of books on the subjects lectured in the School, and on the area of management and administration, it is one of the best-equipped libraries in the Tri-city. There are 15,200 entries in the library collection, 2000 of which are in foreign languages. The reading room gather 44 professional magazines (most of them being archived). We also have a very rich scientific papers and countrywide conference materials. There are also tapes (to learn foreign languages), videotapes, and CDs in the library. The full catalogue of the library records is available through the School's website.

The School works consistently to develop its own publications. Academic papers, and scripts for students are published - with an aim to present and popularise the outcomes of the scientific research conducted by the School, and to give students an easy access to the needed information.

Library is open during following hours:

Monday	8.00 - 16.00
Tuesday	8.00 - 16.00
Wednesday	8.00 - 16.00
Thursday	8.00 - 16.00
Friday	8.00 - 19.00
Saturday	9.00 - 17.00
Sunday	9.00 - 17.00

To work and read in quiet, a reading-room is available to our students. It is open during following hours:

Monday	8.00 - 16.00
Tuesday	10.00 - 18.00
Wednesday	8.00 - 16.00
Thursday	8.00 - 16.00
Friday	8.00 - 19.00
Saturday	9.00 - 17.00
Sunday	9.00 - 17.00.

3.10. Practical information for mobile students

3.10.1. Residence in Poland

EU Citizens

An EU citizen can come to Poland on the basis of a valid identification document (a valid travelling document: passport, or other document confirming student's identity and nationality).

In case of up to 3 month-long visit, there is no need to legalize residence. The residence of EU citizen staying for longer than 3 months requires obtaining permission for a temporary stay (EU citizen's residence card). In case of students, such permission is issued for a period of one year. Possession of the permission entitles its owner to legal employment. The residence and employment permission covers also the closest family of the owner that is the spouse

and the children.

The document will be issued by The Division of Civil Matters of the Provincial Office (Urząd Wojewódzki). There is an administrative fee of 30 PLN (about 7 EURO).

The residence permission is given to those EU citizens, who possess the proper health insurance documents and sufficient funds for a stay in Poland, without a need to apply for Polish social support.

The documents required in the Provincial Office in order to apply for the residence permit, are as follows:

- a copy of a travelling document (passport or other document confirming identity),
- a document confirming validity of a health insurance
- an official letter from BAS, confirming the admission of the student, (including the estimated time of study),
- a confirmation of sufficient financial means for a stay and living in Poland,
- 2 photographs,
- an application for a residence permit, in Polish language.

Non-EU citizens

Depending on the country of origin, students may face different requirements to legalize their residence. Therefore, when applying to BAS, it is advised to check the specific conditions for the country, in the Polish diplomatic post in the country of origin. The list of such diplomatic posts is placed on the website of the Polish Ministry for Foreign Affairs: www.msz.gov.pl

3.10.2. Driving licence and driving a car

Driving licences issued in the EU countries are valid in Poland.

The driver has to have a driving licence, vehicle registration certificate and car insurance.

Using safety belts is obligatory. Using mobiles without loudspeakers is not allowed. Alcohol concentration in blood cannot exceed 0,2 promills. Smoking while driving is not allowed.

Speed limits:

3. • in the city - 50 km/h
4. • out of the city - 90 km/h (roads other than highways)

Driving with the lights turned on is obligatory starting from the 1st of October, until the end of February.

3.10.3. Telephones

The main operator of the landlines in Poland is Telekomunikacja Polska S.A. There are also smaller operators available locally.

There are three main mobile telephone operators are:

- Era
- Orange
- Plus

and a number of pre-paid phone operators.

Currently the average cost of 1-minute country dial, from a pre-paid phone card, costs about 0,50 PLN.

Land and mobile telephone cards are available in most stationeries, post offices, large shops, and petrol stations.

Country code to Poland is 48

Tri-city area code is 58

To dial abroad from a landline, a number should be preceded with 00.

The Internet phones are growing in popularity, Skype Out being the most popular among them.

The most important emergency numbers are:

- general emergency 112
- police 997
- fire brigade 998
- first aid station 999

3.11. Language Courses

Nowadays, a good command of a foreign language is essential to obtain an interesting job - it opens doors to a professional career. Our lectures include intensive English classes for both: full-time and extra-mural students, in small groups and on different levels. The teaching program is set in such a way, as to prepare students to pass the English For Business certificate- one of the exams offered by London Chamber of Commerce and Industry - LCCI. Foreign language courses include teaching specialised vocabulary in the scope of economy, trade and finance. Students using a foreign language fluently can take part in the student exchange, within our international co-operation.

Full-time Master students are also taking up a second foreign language. At the moment the School provides classes in:
French
Spanish
German

Students going abroad within ERASMUS program, who are willing to learn or refresh the knowledge of a language of the visited country may apply to participate in an intensive language course, before starting intended studies. Information about courses in particular countries, is available from the ERASMUS National Agency website, and also from the School's ERASMUS Co-ordinator.

Polish language for arriving students

There are Erasmus Intensive Language Courses (EILC courses) for students arriving in Poland within ERASMUS program. They are organised by four Polish universities before the beginning of both the winter and summer semesters. More information can be found on the website of the Polish ERASMUS National Agency:
<http://www.socrates.org.pl/socrates2/index1.php?dzial=4&node=15&doc=1000292>

3.12. Internships

Student Internships last four weeks and take place after the second year of study. They are organized by the Career Office, a part of the Dean's office. The place and institution of the Internship, is strictly connected with student's chosen specialization and interests.

Full 4-week Internship is worth 8 ECTS credits.

The Internship is

- an integral part of a study program
- a condition to get a diploma
- obligatory for full-time students

To organise Internships, the School co-operates with many companies, banks, agencies, and institutions and also with the Board of Employers affiliated with BAS.

Board of Employers

It was formed in 1996. At present it consists of over 50 companies. Members of the Boards, Presidents and Directors from the Pomeranian Region. They forward to the School the needs and expectations of the labour market, and take part in forming the study program so that the skills of graduates are compatible with their expectations. The Board also suggests how to extend the study program and what new specializations of study should be introduced to enrich the educational offer. Students have Internships in the companies gathered in the Board, and after graduation some of them find their employment there. The board also co-finances School's scholarships. It is also going to start an

association, which aim will be to promote young and gifted students, and help those in need.

3.13. Student Parliament and organisations

The BAS Student Parliament started its activity in December of 1995. Students elect their representatives in elections, but all students are encouraged to get involved and committed into student's life. The Parliament actively cooperates with organizations such as: Polish Student Parliament, Tri-city Students' Agreement and Polish Students Federation.

Parliament representatives are also members of the School's Senate.

There are also research groups that operate within the Parliament. They enable students to widen the knowledge, also after classes. Students publish a magazine entitled "EKSPERTYZA". They also organise traditional students events such as: annual welcome of new students and the sport events: Bowling league Contest and Soccer Contest. Members of the Student Parliament take pride in organising charity events, which are organised yearly. Our students are the initiators of Gdynia Student Association, that is the organiser of a student festival called „Neptunalia in Gdynia”. We provide an opportunity to work in a well-organised team of students, taking on kinds of ventures connected with student's life. Organizational activity is often a great practice of management and leadership skills - so it is an excellent supplement of regular studies!

Student Parliament can be found in room 127, and is generally open all the time.

3.14. About Gdynia and the Tri-city.

With no doubts, there are lots of temptations awaiting our students outside of the School walls. Well, no wonder - when we operate in one of the most beautiful regions of Poland and Europe! Gdynia, Gdansk, Sopot and the whole region of Pomerania, offer lots of tourist attractions and leisure opportunities....

Gdynia is a „young city” - built from scratch after World War I, as a main Polish harbour. It is a modern and beautifully planned city: the centre of the city adjoins the sea, and the districts are spread among woods and green areas, that cover nearly half of the city's area.

Gdansk in turn, is 1000 years of history, for many years it was a main Polish port; with amazing baroque Old Town and Harbour, lots of churches and precious monuments. But Gdansk also has its crucial place in the modern history: here first shots of the World War II were fired, and here, in 1980, was the birthplace of the 'Solidarity' movement.

Sopot, placed between two bigger cities, is the most prestigious summer resort and the richest town in Poland; full of clubs, cafés, discos, galleries and music.

There are around one million inhabitants in the Tri-city urban area - it is the main agglomeration of the southern Baltic. It offers a rich and varied cultural life: cinemas, concerts, exhibitions, museums, theatres, philharmonic and opera. Cultural life flourishes here all year long, and during summer it's even more intensive - as the Tri-city is the summer capital of Poland!

It is enough to leave Tri-city to find beautiful natural landscapes. The Pomeranian Region has a few hundred kilometres of beautiful sandy beach and seaside, together with a natural wonder, which is the 34 kilometre long Hel Peninsula. It shields the Gulf of Gdansk from the Baltic Sea. The Gulf is a Mecca for water sports in this part of Europe. To the west and to the south from Tri-city, lies the region of Kaszuby: a fascinating land of forest and lakes, settled by Kaszubs - an ethnic group having their own language and culture. On the east are Warmia and Mazury, with their delightful lakes and numerous medieval castles.

To start to explore our region, it is best to visit websites of the three cities of Tri-city:

www.gdynia.pl
www.gdansk.pl
www.sopot.pl

or a popular and useful portal:

www.trojmiasto.pl

Below we present two Tourist Information Centres:

Gdynia Tourist Information Office

Hall of the Main Railway Station

Pl. Konstytucji 1

tel./fax 72 12 466

e-mail: it@gdynia.pl

open during summer season (June - September)

Monday - Friday 8.00 - 18.00

Saturday 9.00 - 16.00

Sunday 9.00 - 15.00

after season

Monday - Friday 10.00 - 17.00

Saturday 10.00 - 15.00

‘The Magic of Kaszuby’

Al. Zwyciestwa 36/108

81-416 Gdynia

tel./fax 622 77 90

e-mail: musarek@poczta.wp.pl

www.magiakaszub.com.pl

Open:

Monday - Friday 9.00 - 17.00

Saturday 9.00 - 15.00