

WSAiB



**BUSINESS
AND ADMINISTRATION
SCHOOL**

OF EUGENIUSZ KWIATKOWSKI IN GDYNIA

INFORMATION PACKAGE

ECTS

**BUSINESS AND ADMINISTRATION SCHOOL
OF EUGENIUSZ KWIATKOWSKI
IN GDYNIA**

**Faculty of Marketing and Management
Department of Finance and Accounting**

Gdynia, academic year 2009/2010

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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, which was developed into the Socrates programme in 1995 until 2006. Erasmus became part of the EU's Lifelong Learning Programme in 2007 and expanded to cover new areas such as student placements in enterprises (transferred from the Leonardo da Vinci programme), university staff training and teaching for enterprise staff. The Programme seeks to expand its mobility actions even further in coming years. 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 1.500-1.800 hours for an academic year and in those cases one credit stands for 25 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.

What is ECTS label?

An ECTS label will be awarded to institutions which apply ECTS correctly **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 are: an information package / course catalogue (online) in English, the correct use of ECTS credits, samples of learning agreements, transcripts of records and proof of academic recognition. The European Commission will organize yearly application rounds for the ECTS label. Applications for the ECTS label can be submitted by a Higher Education Institution that has been awarded a ‘Standard’ or an ‘Extended’ Erasmus University Charter.

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://ec.europa.eu/education/lifelong-learning-policy/doc1239_en.htm

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://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm

http://ec.europa.eu/education/higher-education/doc938_en.htm

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.pl
http://www.wsaib.pl/index.php?option=com_content&task=blogcategory&id=68&Itemid=523
(English version)

1.1.1. How to get to BAS?

The School is situated near the centre of Gdynia, in Wzgórze Św. 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 Wzgórze Św. Maksymiliana Station. You will be able to see the School placed near the forest and opposite to the NORDEA Bank building from the Wzgórze Św. Maksymiliana Station. You may go as well by bus from the Gdynia Main Station – the bus stop near the taxi rank. Take bus No: **140, 147, 150, 160**, and get off at the third bus stop (Wezeł Agnieszki Cegielskiej).

Access from Gdansk-Rebiechowo (Lech Walesa Airport):

You can directly fly to Gdansk from the following cities:
Alicante, Bergen, Birmingham, Bremen, Bristol, Cork, Doncaster – Sheffield, Dortmund, Dublin, Dusseldorf Weeze, Edinburgh, Eindhoven, Frankfurt, Frankfurt – Hahn, Glasgow – Prestwick, Gothenburg, Hamburg – Lübeck, Cologne – Bonn, Copenhagen, Krakow, Liverpool, London – Luton, London – Stansted, Malmö, Milan Bergamo, Munich, Oslo, Oslo – Torp, Oslo Rygge, Paris Beauvais, Rome, Stockholm – Skavsta, Turku, Warsaw

From the airport:

Bus **210 (B)** goes to the centre of Gdansk and the main railway station, then take the SKM railway to the Wzgórze Św. Maksymiliana Station.

Bus **110** goes to the Gdansk Wrzeszcz Station (last stop), then take the SKM railway to the Wzgórze Św. Maksymiliana Station.

Bus **510** goes to the Gdynia Main Station (last stop), 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.ztm.gda.pl

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

Taxis

In the Tricity area (Gdynia, Gdansk, Sopot) 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

Classes from 01 Oct. 2009 to 31 Jan. 2010

Christmas break from 24 Dec. 2009 to 03 Jan. 2010
Examination session from 01 Feb. 2010 to 12 Feb. 2010
Break between semesters from 13 Feb. 2010 to 21 Feb. 2010
Winter repeat examinations from 22 Feb. 2010 to 05 March 2010

Summer semester

Classes from 22 Feb. 2010 to 13 June 2010
Easter break from 02 April 2010 to 06 April 2010
Examination session from 14 June 2010 to 25 June 2010
Summer repeat examinations from 13 Sept. 2010 to 26 Sept. 2010

1.3. School authorities

Chancellor

Piotr Borkowski

Rector

Prof. dr hab. Jerzy Mlynarczyk

Vice-Rector

Dr Tomasz Bialas

Dean

Dr Andrzej Stanek

Dean of the Branch department in Lebork

Dr Cezary Tatarczuk

Managing Director

Mgr Regina Szutenberg

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

1.4. School ECTS Co-ordinator

Dean, dr Andrzej Stanek 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-public 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 Register of Non-public Higher Schools and Non-public Higher Schools' Associations. 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 Master (Magister) 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 Accounting.

According to the decision of the Minister of Science and Higher Education, in October 2006 BAS started educating in its Branch Department in Lebork at the Faculty of Management.

In October 2009 the School introduced three new faculties to its educational offer: Law (Five-Year Full Master Studies in Law), Logistics (Bachelor Studies) and Internal Security (Bachelor Studies). According to the decision of the Minister of Science and Higher Education No. DNS-WUN-6022-3019-2/PP/09, from 10th June 2009, the School is empowered to conduct full master studies in law; decision No. DSW-2-05-6022-52/08, from 15th December 2008, to conduct first level studies in

logistics; decision No. DNS-WUN-6022-3070-2/PP/09, from 4th August 2009, to conduct first level studies in internal security.

BAS is a non-public institution of higher education, and is supervised by Minister of Science and Higher Education. Our School is the oldest non-public higher school in the Pomeranian Region. Currently there are more than 2000 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 three-faculty institution, with the following organisational units:

1. Faculty of Management and Marketing
2. Faculty of Law and Administration (under organisation)
3. Branch Department in Leborg

Faculty of Management and Marketing is divided into the following departments:

- Department of Administration
- Department of Economics
- Department of Organisation and Management
- Department of Quantitative Methods
- Department of Finance and Accounting
- Department of Marketing and European Union
- Department of Human Resources Management
- Department of Logistics
- Computer Laboratory

Interfaculty units:

- Department of Foreign Languages
- Department of Physical Culture
- Library

1.6. List of faculties offered

1.6.1. Faculties, programmes and forms of study at BAS

Faculties and levels of studies

BAS offers studies at six faculties:

Finance and Accounting
Management
Administration
Law
Logistics
Internal Security

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

Finance and Accounting
Management
Administration
Logistics
Internal Security

At the **Master** level the School conducts studies at two faculties:
Management (Level II)
Law (full Master studies)

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

Forms of studies:

1. First level studies (6 semesters)
2. Second level studies (4 semesters)
3. Full master studies (10 semesters)
4. Post-graduate studies (1-2 semesters)

We conduct studies in two forms:

Full-time studies – classes take place from Monday to Wednesday,

Extra-mural studies – classes take place during meetings every 2 weeks, from Friday to Sunday.

1.6.2. Choice of Majors in first level, second level and full master studies

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, administration, law, finance and accounting, logistics or internal security. At first level studies, students attend these courses in semesters IV to VI, at Full Master studies they study Major courses from semester VII to IX, and at second level studies – from semester II to IV.

- In the first level studies, students choose their Majors after the 3rd semester.
- In the second level studies, students choose their Majors after the 1st semester.
- In full master studies, students choose their Majors in the end of the 6th semester.

BAS offers the following choice of Majors:

Faculty of Finance and Accounting

Majors:

Accounting

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 advisor, 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.

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

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).

Euromarketing

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

Financial 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.

Logistics Management

Major available only at second level studies.

Management in Administration

Major available only at second level studies.

Faulty of Law

Studying at this faculty can guarantee a comprehensive education in the field of Polish, European and International law. Students will get acquainted with the most essential domains of law, which they will come across in their future professional work. Their knowledge will be additionally complemented with courses on legal ethics, basis of sociology, psychology, economy, forensic medicine, criminalistics and many more.

Faculty of Logistics

International Logistics

This speciality prepares students to work at operational and managerial positions in companies that are realising processes of delivery, production and distribution of raw materials, goods and end products' flow. Graduates are able to find employment in management structures of international companies, especially in logistics departments. They are prepared to work in both national and international administration, where they will create and develop logistics infrastructure.

Faculty of Internal Security

Security Manager

Studies at this faculty have an interdisciplinary character combining knowledge with legal, economic and humanistic sciences as well as with management regarding preparation to organising and functioning of public administration in Poland.

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 usually twice in a month during weekends, however, some offers take place on weekdays. We offer the following courses:

European Union Funds

The aim of studies is to prepare company and institution employees to create projects and acquire EU funds for consulting, training and investment. This studies enable students to deepen knowledge of EU budget, decision-making processes in union institutions and EU financial instruments with particular focus on EU funds available in Poland.

Public Procurement in Poland and EU

The aim of studies is to acquaint ordering parties and contractors with public resources expenditures' rules and with obtaining contracts delegated by purchasers from public sector. During the studies participant is getting acquainted with rules on responsibility for breach of public finance discipline and with threat of penal sanction for irregularities in public procurement procedures.

Quality Management

The aim of studies is to rise the competitiveness and innovation of companies through employees' adaptive and organisational abilities improvement. This speciality makes it possible for graduates from various faculties, managerial staff and/or employees to gain new competences in the field of quality management.

Marketing and Public Relations

This studies prepare students for activity in business and economy, media, political parties; as: media manager, press officer, public relation specialist, information and promotion specialist.

Enterprise Finance Management

The aim of studies is to acquaint participants with enterprise financial and management issues. The knowledge gathered during classes will enable them to make rational decisions and achieve satisfying profitability of own capitals, that are invested accordingly to appropriate financial liquidity of enterprise.

Project Management

The study programme puts emphasis on practical outcomes as well as participants' acquirement of whole range of Project Management tools usage and on preparation for obtaining certificates granted by International Project Management Association (IPMA). The main aim of studies is the transfer of systematised knowledge on project management, with emphasis on practical knowledge.

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. The studies are providing its participants with indispensable, practical and progressively transferred managerial knowledge – information and skills package needed for effective small and medium enterprise management.

Human Resources Management

The programme aims to provide participants with professional knowledge, that is essential to strategic human resources management in market economy conditions and to develop recognising and problem-solving ability related to Human Resources.

Real Estate Management

The main aim of studies is to provide its participants with the knowledge from the field of real estate management as well as to prepare them to take an exam with the National Examination Commission,

that is essential for obtaining a Real Estate Manager's licence. Graduates will be prepared to run their own business activity and to work as a real estate manager.

Office Information Technology

The aim of studies is to acquaint participants with basic concepts related to informatics and to transfer basic knowledge on everyday work on a computer using various software programmes.

Foreign Trade

The programme aims to prepare company employees to get acquainted with rules on foreign trade and to gain practical and theoretical knowledge, that will make it possible for companies to function successfully in international trade conditions. Gained knowledge and skills will allow to assure efficient and effective operation in international economic turnover for economic entities.

Management of Public Administration

The aim of studies is to broaden the necessary knowledge for a public administration employee, who is occupying or about to occupy managerial or independent position.

Real Estate Agency

The aim of studies is the development of knowledge and skills in relation to real estate agency and participants preparation for professional performance of the profession of a real estate agent through participant familiarization with issues of real estate market and real estate agency office functioning.

1.7. Admission procedures

Enrolment for first level, second level and full master studies in full-time and extra-mural mode is closed in the end of September and in the second semester – in the end of February.

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 74 32

e-mail: rekrutacja@wsaib.pl

The Recruitment office is open on Monday from 8.00 to 18.00 and from Tuesday to Friday from 8.00 to 16.00.

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

The LLP-ERASMUS Programme

The International Relations Co-ordinator is responsible for receiving applications for the LLP-Erasmus Programme exchange. Please, contact him/her 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", and "In English" link.

International Relations Coordinator

Adriana Bosnegeanu, M.A.

Malgorzata Sakowicz, M.A.
Tel. +48 58 660 74 18
e-mail: international@wsaib.pl

1.7.2. Required documents

BACHELOR / FULL MASTER STUDIES

- the Certificate of Polish Maturity Examinations
- a copy of Secondary School Leaving Certificate (in case of “new Maturity Examination”)
- a copy of the identity card
- 4 photographs
- a student’s questionnaire

COMPLEMENTARY MASTER STUDIES

- the Diploma of higher education
- a copy of the Diploma Supplement
- the Certificate of Polish Maturity Examinations
- a copy of Secondary School Leaving Certificate (in case of “new Maturity Examination”)
- 4 photographs
- a copy of the identity card
- a student’s questionnaire

POST-GRADUATE STUDIES

- the Diploma of higher education
- a copy of the Diploma Supplement
- 2 photographs
- a post-graduate student’s questionnaire
- a copy of the identity card

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 cooperation. ERASMUS students do not pay any fees for studying.

Study fees consist of the following elements:

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

- study Fees:

- Full-time first level studies 2400 PLN per semester
- Extra-mural first level studies 2200 PLN per semester
- Extra-mural second level studies 2200 PLN per semester
- Full master studies in Law:
 - full-time studies 2700 PLN per semester
 - extra-mural studies 2500 PLN per semester

Post-graduate studies:

the study fee depends on the length of studies and their level of specialisation, and begins from 563 PLN for study on “Office Information Technology” to 910 PLN for study on “Real Estate Management”. Exact fees can be found on the School’s website:

http://www.wsaib.pl/index.php?option=com_content&task=view&id=671&Itemid=511

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 Recruitment Office and on School’s website. .

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

Part II: Programme of study – general information

2.1. Qualifications awarded (diplomas, professional titles, academic degrees)

The programme of study for the faculty of Finance and Accounting, which is operating since 01.10.2007 at full-time and extra-mural bachelor studies, fulfils the requirements set by the teaching standards, that were implemented on 12th of July 2007 (*the decision of the Minister of Science and Higher Education on the teaching standards in individual programmes and education levels and on creation modes and fulfilment conditions for universities to be able to carry out interfaculty studies and macro-faculties*).

Bachelor studies at the faculty of Finance and Accounting are carried out in full-time and extra-mural mode and last for six semesters. The study programme provides for 1098 hours of lectures for extra-mural students (180 ECTS credits) and 1830 hours of lectures for full-time students (182 ECTS credits).

At full-time studies, in basic courses group, the study programme provides for 315 hours of lectures. At extra-mural studies, in basic courses group, the study programme provides for 300 hours of lectures.

Within this group following subjects are carried out: mathematics, microeconomics, law, finance, accounting, statistics, macroeconomics, econometrics. According to educational standards for faculty of Finance and Accounting students are obliged to attend foreign language courses. On full-time studies 240 hours of English language were intended as well as 60 hours of other language (the choice of: German, Spanish, Russian). On extra-mural studies there are 120 hours of English language. The study programme also contains other courses, that are required by educational standards, i.e. 30-hour information technology course (2 ECTS credits), two humanistic courses, i.e. sociology and introduction to psychology (60 hours, 4 ECTS credits), intellectual property protection (15 hours, 1 ECTS credit). For preparation to a diploma examination and a bachelor diploma paper a student receives 10 ECTS credits. Additionally, full-time students have 60-hour physical exercise classes (2 ECTS credits). According to the programme of studies there is a possibility of choice of courses (facultative courses). Facultative courses contain 300 hours in full-time and 90 hours in extra-mural mode. In addition, above minimum standards, there are 210 hours of classes in full-time and 147 hours in extra-mural mode in major courses group. Major courses involve respectively 225 and 126 hours of classes. Both full-time and extra-mural study programmes contain 3-week student placements (5 ECTS credits). It is worth highlighting, that both physical exercise classes at full-time studies and student placements at full-time and extra-mural studies provide additional credits, above the limit of 180 ECTS credits.

To receive a Diploma, a student has to submit a Diploma Thesis within a determined time limit together with positive opinions of thesis promoter and reviewer and also to positively pass a Diploma Exam.

To be able to take the Diploma Exam a student has to fulfil the following conditions, that are presented in the Study Rulebook:

- a) to pass all exams,
- b) to obtain all seminar passes,
- c) to serve student placements in accordance to the study programme,
- d) to obtain a positive mark in a Diploma Thesis,
- e) no arrears in paying study fees and other payments required by the School,
- f) to submit required number of proper photographs in accordance with legal regulations.

2.2. Admission requirements for entry into the relevant study programme

In accordance with BAS Senate resolution:

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 level group. Number of places is limited, therefore we admit candidates in the order of application.

Foreigners willing to study in our School are required to provide a nostrification of their home Maturity Examination Certificate.

More information on nostrification procedures can be found here:

<http://www.buwiwm.edu.pl/rec/index.htm>

Documents required upon the recruitment process:

- the Certificate of Polish Maturity Examinations
- a copy of Secondary School Leaving Certificate (in case of “new Maturity Examination”)
- a copy of the identity card
- 4 photographs (required size: 35mm x 45 mm)
- a student’s questionnaire

2.3. Educational and professional goals of study programmes

Bachelor’s studies graduate at the faculty of Finance and Accounting possesses theoretical and practical knowledge from the field of finance and accounting as well as banks and other institutions functioning. It allows her/him to analyse economy occurrences and financially-economic situation of economic entities. The graduate understands reasons and results of economy occurrences’ appearance in micro and macroeconomic scale, in market economy conditions. She/he knows how to look for up-to-date materials and data sources, that are essential for performing financial and accounting analysis, and how to analyse and interpret them. She/he possesses knowledge of foreign language in accordance with educational standards and can make use of specialist language related to finance and accounting. She/he is prepared for starting a career in financial institutions and other institutions on ancillary positions as well as for running her/his own business. The graduate is prepared to begin second level studies.

While studying at the bachelor level at the faculty of Finance and Accounting students have a choice of two majors:

- Accountancy
- Real Estate Management

Graduate of Accountancy Major possesses ability to create databases necessary to assess and control economic operations of various bodies, and also to make current and investment decisions. She/he gained deep and thorough knowledge in a wide spectrum of accountancy adapted to present international standards.

On completing the studies she/he will be able to:

- work individually and manage financial-accounting departments,
- perform the profession of accounting expert,
- verify periodic financial reports,
- run independent tax-finance policy of a company,
- carry out analysis of economic entities’ financial situation.

Graduate of Real Estate Management Major possesses knowledge and practical skills to be able to perform duties of investment advisor, 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.

On completing the studies she/he will be able to:

- perform real estate management,
- perform duties related to real estate turnover and agency,
- make property real estate evaluation,
- advise on the real estate market.

2.4. Further education possibilities

The Bachelor programme prepares students to undertake Level II (Master) studies, within the Complementary Master Studies (MSU), and acquire specialist knowledge at post-graduate programmes.

At BAS you can apply for a Master programme (Level II) at the faculty of Management. Graduates of Finance and Accounting do not have to take ‘programme difference’ courses.

There is also a wide range of post-graduate studies at BAS. For more details on post-graduate study courses visit our website:

www.wsaib.pl

2.5. Programme structure in accordance with the assumptions of the ECTS System

Names of courses blocks and study courses	Total hours	Total ECTS
A. General Courses	120	5
B. Basic Courses	300	56
C. Faculty Courses	546	85
D. Major Courses	132	34
1. Major: Accountancy	132	34
2. Major: Real Estate Management	132	34
Total	1098	180
Student placement – 4 weeks – 6 ECTS credits		

Courses	No hours	%
General Courses	120	10,93%
Basic Courses	300	27,32%
Faculty Courses	546	49,73%
Major Courses	132	12,02%
Total	1098	100,00%

Type of courses	No hours	%
Lectures	618	56,28%
Seminars	480	43,72%
Total number of hours	1098	100,00%

2.6. Final examination

The Diploma Examination is an oral exam.

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

- a) an arithmetic mean of all grades received during the course of studies (including all examination and seminar passes) – 50 %
- b) a grade from a Thesis – 25 %
- c) a grade from the Diploma Examination – 25 %

A final result on the Diploma is rounded to a full grade as follows:

- up to 3,74 – Sufficient (3)
- from 3,75 to 4,50 – Good (4)
- from 4,51 to 5,00 – Very good (5)
- from 5,01 to 5,50 – Excellent (6)

2.7. Examination and assessment regulations

Elaboration of examination materials

1. Examinations/seminar passes/tests are prepared by professional lecturers who are specialists in their fields.
2. Examinations/seminar passes/tests are based on specific resources, that are provided to students during classes and are described in particular study programmes.

Performance of examinations/seminar passes/tests:

1. Forms of assessment (i.e. examination, seminar pass, examination and seminar pass) are given in the study programme.
2. Forms of assessment are also set by lecturers at the first seminar meeting. Examinations/seminar passes/tests can take a written form (open questions, tests, essays, papers) or an oral form. In some cases presence during classes, student's activity during

classes, presentations, individual and group projects, case studies, are also sufficient as a form of assessment.

3. In courses, where there are seminars planned, a student must obtain a seminar pass to be allowed to take an examination. If a student does not receive a positive grade from the seminar pass he is not admitted to an 'examination session'.
4. All exams take place during the 'examination session'. Information on session time limits are available for students at the beginning of each academic year (BAS website).
5. There is a possibility to take an exam prior to the 'examination session' on students' motion (so called 'zero date').
6. Tests can take place during classes. Lecturers are entitled to perform an unannounced test on their classes.
7. Examinations are performed only by academics who possess at least a doctoral degree.
8. Examinations/seminar passes/tests take place in didactic schoolrooms of BAS.
9. A student participating to an examination or a seminar pass is obliged, when necessary, to show her/his Credit book or identity card.

Assessment and grading scale:

1. Forms of assessment and grade components are set by the lecturers of a respective course.
2. Assessment regulations valid at BAS are detailed in the Study Rulebook.
3. All information regarding grades are confidential and placed on the virtual dean's office website, where every student has her/his own account.
4. According to BAS Study Rulebook a student is obliged to deposit student's Credit book and student assessment sheet, with all credits for each semester, in the Dean's Office two weeks after 'examination session' end at the latest.

Grading scale at BAS

Grade	Numerical value	Knowledge required for given grade (in %)	ECTS Grade
Excellent	5,5	95-100%	A
Very good	5,0	81-94%	A
Good plus	4,5	74-80%	B
Good	4,0	66-73%	C
Sufficient plus	3,5	58-65%	D
Sufficient	3,0	51-57%	E
Insufficient	2,0	0-50%	F

Students' absence during examinations/seminar passes/tests

In the event of student's sickness and in other justified and documentary-evidenced circumstances, the Dean is entitled, on student's motion, to postpone the examination/seminar pass/test date.

Archiving of written examinations

Written examinations are gathered in archives by an examination lecturer for the period of one year.

Students' grades at BAS (grades received on examinations/seminar passes/tests in relation to particular courses) measure assumed educational results (professional qualifications) and aims of programme, that are included in graduate profile for every faculty and major.

Examination/seminar passes/tests can be conducted, on foreign students' motion, in foreign language by appointed academics, that were selected through the Dean's decision. Documentation on such examination/seminar pass/test is carried out in Polish language. On foreign student's motion documentation can be also carried out in English language. When assessing examinations/seminar

passes/tests, which were carried out in foreign language, the grading scale detailed in Study Rulebook is applied.

2.8. ECTS Institutional/Departmental Co-ordinator

ECTS Co-ordinator position in E. Kwiatkowski Business and Administration School in Gdynia is held by the Dean – Andrzej Stanek, Ph.D.

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,
- studymaterials 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 1000-1400 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 400-600 PLN + charges* around 200 PLN

double rooms: rental 500-700 PLN + charges* around 300 PLN

three bedrooms: rental 1200-1600 PLN + charges* around 400 PLN

Prices depend on location and standard of the accommodation. Rent will be usually higher in the vicinity of the city centre. Some landlords require the tenants to pay deposit to the amount of a monthly rent. This payment is refundable.

* energy, water, heating, telephone, etc.

Arriving students can also rent a room at the dormitories of a neighbouring university, the Maritime Academy in Gdynia.

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://ogloszenia.trojmiasto.pl/nieruchomosci-mam-do-wynajecia/>

<http://trojmiasto.gumtree.pl/f-Nieruchomo-ci-pok-j-pokoje-wynajm-W0QQCatIdZ9000>

<http://trojmiasto.gumtree.pl/f-Nieruchomo-ci-dom-mieszkanie-wynajm-W0QQCatIdZ9008>

The School helps foreign students in finding suitable accommodation.

Hotels:

One night in a single room costs about 150-500 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 300 to 400 PLN.

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

- bread 1.80 PLN/a loaf
- cheese 18 PLN/1 kg
- meat 12-30 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 2.50-3 PLN/1 can
- apples 3 PLN/1 kg
- tomatoes 4-10 PLN/1 kg
- noodles 3.5 PLN/0.5 kg
- frozen pizza 6.00 PLN
- frozen stuffed dumplings 5-8 PLN/1 kg
- ice-cream 7-15 PLN/1 litre
- washing powder 7-10 PLN/1 kg
- toothpaste 4.5-8 PLN/1 tube
- dinner outside 15-30 PLN
- cinema ticket 12-18 PLN (student)
- haircut 20-60 PLN
- one way bus ticket within Gdynia 1.00 PLN (concessionary), 2.00 PLN (normal)
- monthly bus ticket within Gdynia 38 PLN (concessionary), 76 PLN (normal)
- commuter train one way ticket from Gdynia to Gdansk 2.83 PLN (concessionary), 4.50 PLN (normal)
- commuter train monthly ticket from Gdynia to Gdansk 59.53 PLN (concessionary), 94.50 PLN (normal)

BAS students have a right to a 50% discount when travelling by bus and tram and 37% discount on national rail and fast commuter rail.

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

The 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
<http://www.greenway.pl/>

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

Bistro Luna
ul. Władysława IV 48
tel. 058 660 80 70 / 058 620 89 52

Bistro Anatol
ul. Starowiejska 14
tel. 058 669 50 50

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 in Gdynia is provided by emergency aid stations:

ul. Zwirki i Wigury 14 (telephone 058 660 88 11, 058 660 88 12),
e-mail: mspr@pogotowie.gdynia.pl
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. Wojta Radtkego 1

tel. 058 620 75 01, 058 666 58 00

website: www.szpitalmiejski-gdynia.pl

e-mail: sekretariat@szpitalmiejski-gdynia.pl

Szpital Morski im. PCK

ul. Powstania Styczniowego 1

tel. 058 699 81 19, 058 699 81 10

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

Apteka Dyzurna

Plac Kaszubki 8

tel. 058 620 58 58

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

Pomorski Oddzial Wojewodzki NFZ (main office)

ul. Podwale Staromiejskie 69

80-844 Gdansk,

tel. 058 321 86 26, 058 321-86-35

fax 058 321 85 15,

e-mail: wf11@nfz.gov.pl

Sekcja rejestru Narodowego Funduszu Zdrowia (registry section)

ul. Slaska 53

81-304 Gdynia

tel. 058 622-64-68

e-mail: se.gdynia@nfz-gdansk.pl

3.4.2. Arriving students

Foreign students from EU countries are entitled to a basic health care under EEA rules within the National Health Fund (NFZ). The condition to use it is a valid European Health Insurance Card, 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>

Departament Wspolpracy Miedzynarodowej - Centrala Narodowego Funduszu Zdrowia

ul. Koszykowa 78

00-671 Warszawa

tel. +48 22 572 62 68,

fax +48 22 572 63 19,

e-mail: ca17@nfz.gov.pl

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.

For more information click the link below:

<http://www.nfz.gov.pl/ue/index.php?katnr=5&dzialnr=6&artnr=3659>

Health insurance is not equivalent 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 disabled 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 II" Program, conducted by the National Disabled Persons Rehabilitation Fund (Panstwowy Fundusz Rehabilitacji Osob 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/portal/en/>

e-mail: coi@pfron.org.pl

Al. Jana Pawła II 13

00-828 Warszawa

tel. 022 50 55 500

or in voivodeship division of PFRON:

ul. Grunwaldzka 184

Gdansk

tel. 058 554 85 16

fax. 058 552 28 06

e-mail: gdansk@pfron.org.pl

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.

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 sources granted from the Ministry of Science and Higher Education, 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. Every year one student, who has achieved the best study results in previous academic year, do not has to pay tuition 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 II" Program, conducted by the National Disabled Persons Rehabilitation Fund (Panstwowy Fundusz Rehabilitacji Osob 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/portal/en/> or in voivodship divisions of PFRON.

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

STUDENT LOAN

According to the present regulations, students in non-public 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:

<http://www.bgk.com.pl/index.php?module=site&artId=447>

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 first floor, rooms 10-11.

Dean – Andrzej Stanek, Ph.D. (room 12)

Visiting hours at full-time studies:

Tuesday 11.30 – 13.30

Extra-mural studies (on meeting days):

Saturday 10.00 – 13.00

Head of Dean's office – Roza Mietkiewicz (room 9)

Dean's office for full-time students (room 11) is open:

Monday-Friday 8.00 – 16.00

Saturday, Sunday closed

tel. +48 58 660 74 21

fax.: +48 58 660 74 14

e-mail: dziekanat.stacjonarny@wsaib.pl

Dean's office for extra-mural students (room 10) is open:

Monday-Thursday 8.00 – 16.00

Friday 10.00 – 18.00

Saturday, Sunday 8.15 – 16.15 (on meeting days)

tel. (058) 660 74 23

fax.: (058) 660 74 14

e-mail: dziekanat.niestacjonarny@wsaib.pl

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 fast commuter train (SKM) stations located nearby.

The building has the Main Auditorium, three large lecture rooms and over 20 classes' rooms of a different size. They are equipped with a 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 more than 20,000 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:

http://www.wsaib.pl/index.php?option=com_wrapper&Itemid=470

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 10.00 – 18.00

Wednesday 8.00 – 16.00

Thursday 8.00 – 16.00

Friday 10.00 – 18.00

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 10.00 – 18.00

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 a small administrative fee of 1 PLN (about 0,25 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. It is necessary to apply for a visa. 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 of Foreign Affairs:

<http://www.msz.gov.pl/Polish,Missions,Abroad,2349.html>

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 per mill. Smoking while driving is not allowed.

Speed limits:

- in the city – 50/60 km/h (depends on daytime)
- out of the city - 90 km/h (roads other than highways)

Driving with the lights turned on is obligatory through a whole year.

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 four main mobile telephone operators:

- Era
- Orange
- Plus
- Play

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 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 cooperation.

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

- German
- French
- Spanish
- Russian

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 eight Polish universities before the beginning of a winter semester. More information can be found on the website of the Polish ERASMUS National Agency:

<http://erasmus.org.pl/index.php/ida/75/>

3.12. Internships

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

Full 4-week Internship at the Faculty of Finance and Accounting is worth 6 ECTS credits.

The Internship is:

- an integral part of a study programme
- a condition to get a diploma
- obligatory for full-time and extra-mural students

To organise Internships, the School co-operates with many companies, banks, agencies, 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. Among members of the Board are Presidents and Directors from the Pomeranian Region. They forward to the School 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 programme and which 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, Monssun, Aisec, Tri-city Students' Agreement and Polish Students Agreement. 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 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 205a, 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 forests 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 Tourist Information Centre points.

Tourist Information in Gdynia:

Gdynia Tourist Information Center

Open: Year round

ul. 10 Lutego 24

tel./fax. 058 622 37 66

e-mail: gcit@gdynia.pl

open during summer season (May-September)

Monday - Friday 9.00-18.00

Saturday, Sunday and holidays 9.00-16.00

after season (October-April)

Monday - Friday 9.00-18.00

Saturday 9.00-15.00

City of Gdynia Tourist Information Point

Open: Year round

Hall of the Main Railway Station

Pl. Konstytucji 1

tel./fax 058 72 12 466
e-mail: it@gdynia.pl
open during summer season (May- September)
Monday - Friday 8.00 - 18.00
Saturday 9.00 - 16.00
Sunday 9.00 - 15.00
after season (October-April) ,
Monday - Friday 10.00 - 17.00
Saturday 10.00 - 15.00

Baltic Tourist Information Point

Open: Seasonal (May-September)
Al. Jana Pawla II
Gdynia (close to Gdynia Aquarium)
tel./fax. 058 620 77 11
e-mail: bpit@gdynia.pl
Monday - Friday 9.00-18.00
Saturday 10.00-17.00
Sunday 10.00-16.00

'The Magic of Kaszuby' Tourist Information

Al. Zwyciestwa 36/108
81-416 Gdynia
tel./fax 058 622 77 90
e-mail: info@magiakaszub.com.pl / musarek@wp.pl
www.magiakaszub.com.pl
Open:
Monday - Friday 9.00 - 17.00
Saturday 9.00 - 15.00