

**Upper Silesia Academy of Entrepreneurship in Chorzow
Office for Programmes and Cooperation**

Erasmus Policy Statement 2007-2013

applied to

Erasmus University Charter

Chorzów, February 2007

I. Institution strategy, objectives and priorities for Erasmus activities and any other actions in the context of the Life Long Learning Programme (2007-2013)

The USAE's Strategy defines the Academy as educational institution constantly expanding its educational programmes, promoting academic values, and ensuring high quality of education. The USAE offers unique educational offer at I level of study. It also realises variety of other educational products like post-graduate studies, trainings, workshops, open lectures and it initiates research projects concerning the economy restructuring and cultural transition.

The goals and priorities of the Strategy relating to the Erasmus Programme include: teaching students entering into a labour market successfully, supporting the innovativeness of the staff enabling conduct educational and research projects as well as participation in multilateral projects and thematic networks, realising the 'self-learning' specialisations and curriculum programmes (also in English), developing contacts with enterprises, rolling out the mobility idea among partners in Europe, playing the role of a host institution for foreign students, implementing the ECTS at all fields of study.

Among the measures realised by USAE the following correspond with the priorities of the LLP:

- ***promotion of cohesion at all stages of education and strengthening education offer*** – USAE develops network of cooperation with the Silesian colleges by organising events such as Regional Contests of Entrepreneurial Projects. It creates abilities for studying at 4 fields and 16 specialisations including such unique in the Silesia region like Entrepreneurship, E-Business, Cultural Animation. It also runs 15 types of post-graduate studies including partly-financed by the ESF. It allows its students to continue their education at the II level of studies at the University of Economics in Katowice;
- ***facilitation of access to the knowledge*** – USAE promotes social cohesion by using a number of scholarships like: social, accommodation, achievement in learning, fee reduction by participation in the Erasmus);
- ***improving the quality of professional education and creating the synergy between education and culture*** – USAE organises the meeting workshops and trainings for Silesian colleges teachers; it also initiates the pioneer multi-sector projects like Silesian Month of Creativeness which gather representatives from educational, scientific and cultural sectors;

Promotion of the principles of the EPS is realised by entering its records into the USAE's Strategy. Within the daily activity, the EUC and the EPS are accessible on the website (www.gwsp.edu.pl). The EUC and the EPS are also widespread during the recruitment process for Erasmus mobility. Basic values defined in the USAE's Strategy are: partnership, responsibility and openness, which generally prevent all kinds of discrimination. In the operational activities prevention against discrimination are recorded in regulations concerning: recruitment, studying, scholarships, and recruitment for Erasmus mobility.

II. Quality of academic activities

Activities in the frame of mobility are organised by the USAE unit called 'Office for Programmes and Cooperation' which is responsible for: initiating actions and information meetings; preparing proposals concerning the recruitment regulations and other documentations like application forms, agreements linked with mobility; recruitment of students and academic staff which apply for the Erasmus grant; assistance in preparation of documentation linked with students and teachers exchange; preparation of proposals concerning the division of the Erasmus grant for USAE's Chancellor; providing the contacts

with Erasmus coordinators from foreign partner universities as well as contacts and monitoring the students during their mobility.

The OPC is also responsible for international promotion of USAE and for organisation of stay for students from foreign partner universities which includes: verification of students application, approving the learning agreements, organisation of their accommodation, initiating and running the meetings between the foreign students and the USAE students.

The OPC along with the Deans' Offices coordinates the works concerning preparation of educational programme in English for students from foreign partner institutions, issuing the documents that confirm their stay at USAE. Also together with the Deans' Offices the OPC coordinates the projects concerns updating and developing the ECTS system at all fields of studies of the USAE.

In the scope of the USAE's information policy and access to the information about Erasmus Programme the OPC creates and updates the Polish and English version of the Academy website (www.gwsp.edu.pl) - in particular, by placing on the information concerning the principles of mobility, currently accessible curricula programmes, recruitment schedule, etc.

III. Quality of student placement activities

Contemporarily USAE runs individual foreign students work placement within Branch Office of Silesian Regional Authorities in Brussels. Development of foreign work placement assumes to take advantage of USAE's existing contacts network of the foreign partners (universities) and their business partners like regional chambers of commerce. USAE's foreign partner universities and the regional chambers of commerce cooperating with them form the network of mediators that assist in establishing direct contacts with foreign companies interested in USAE's students work placement.

Similar actions concerning work placement were successfully implemented by USAE. Nowadays the USAE along with the Regional Chamber of Commerce in Katowice realise the work placement programme, which makes ability to enter into a direct relations with companies. This solution is also prepared as an offer of work placement for foreign students.

Educational programmes applied by USAE assumed the obligation for students to participate in a work placement twice during study period. Therefore the USAE has experience in planning and execution of work placement programme, along with preparation, monitoring and evaluation (monitoring visits, telephone interviews). Moreover, participation of USAE's students in work placement is recognised as an essential part of their education programme and a work placement is a part of the diploma supplement.

Work placement is coordinated by USAE's units subordinated to the Dean Office and to promoters of bachelor theses. That approach assures cohesion of a work placement with a scope of an educational programme of a particular student. In developing a process of foreign work placement the existing organisational structure for work placement will be supplemented by the assistance of USAE's OPC having experience in the mobility for students and teachers within the Erasmus Programme.