

## THE ERASMUS POLICY STATEMENT

The co-operation under the auspices of ERASMUS between our University and European institutions is seen as a way of extending the level of European awareness and understanding to meet the demands placed upon Poland in taking full part in building the new Europe, and as practically well suited to the introduction of innovated educational strategies.

In particular, the emphasis is put on encouraging Mobility of Individuals, i.e. staff mobility to provide them with opportunities for personal and professional development; and student mobility to enable them to extend their knowledge of the cultures of other European countries and to approach their studies from a point of view of a different culture; enhancing the teaching of languages; intensifying the exchange of information and experience on educational systems across Europe.

The Erasmus University Charter as well as the Erasmus Policy Statement will be published on our University's web pages, both in Polish and English to allow a wider public access to the information about our University. The EPS will also appear in the leaflets and the information booklet about Erasmus activities undertaken by our University.

In compliance with the objectives on non-discrimination set out in the Lifelong Learning Programme, the access to ERASMUS activities is open to all students and staff of our university, provided they fulfil all the formal requirements. Disabled students and staff are offered extra financial help to make taking part in ERASMUS activities easier.

The quality in academic mobility activities for both students and staff is of fundamental importance to our University. To ensure highest possible quality, close supervision takes place, before, during and after the activities. Candidates for the mobility activities can get readily available advice in the ERASMUS office. Question-answer sessions and meetings with candidates and the former ERASMUS students are also organised.

All the candidates for mobility activities are required to present detailed plans for their activities in the host institutions. For students it means preparing a well thought-out study programme (Learning Agreement), which takes into consideration both the academic needs of the student, the requirements of the credit system, as well as the possible differences in the organisation of studies in the host institutions. The selection process will ensure that the candidates are eligible for the mobility, not only as their academic competence, but – which is as important – also as far as their foreign language competence is concerned.

In the preparation of the study plans, the candidates are supported by their tutors. The plans must be accepted by the director of a particular Institute. All later changes in the study plan must be accepted in writing by the Institute's director. Our University fully recognises the credits earned during the study abroad.

During their study abroad, in most cases, the students are monitored by the representatives of our University. The monitoring takes into account not only the academic progress of the students but also the way they adapt to the different learning environment.

After the end of the mobility, the participants are required to present in writing detailed reports. They are to comment at length not only on the academic side of the experience, but also on the details that caused them problems, if any. They are also required to share their experience with the colleagues who are planning to apply for the mobility in the future. The reports are part of the portfolios disseminated among the future candidates for the mobility.

The incoming students are offered detailed information as to the language of instruction and content of the courses offered at our university (web page; information booklet). Their study plans are discussed in detail with ERASMUS coordinator. Our university provides incoming students with accommodation at our student hostel. Integration meetings with ERASMUS office officers and with Polish students are organised to help them find their way around, feel at home and take full part in our University's activities. Intensive Polish language courses are offered. Members of academic staff are appointed to tutor particular students, especially in case of language problems. At the end of their study period, they are provided with transcripts of studies, containing full and accurate information on their academic achievements.

Our university fully supports also staff mobility under the auspices of ERASMUS, realising the importance of exchange of academic experience. It is acknowledged that their in-put into the academic activities in the host institutions is enriching and useful for both the students and colleagues. Our university supports the mobility by delegating members of staff who fulfil all formal requirements (especially, foreign language proficiency) and by helping to meet the expenses of the visit.