

ERASMUS POLICY STATEMENT 2014-2020 RADOM ACADEMY OF ECONOMICS

Part I - strategies, goals, priorities

The Radom Academy of Economics is a private school located in Poland, which allows you to study such faculties as: economics, computer science, or faculties in the field of humanities. For the last few years, the RAE has been actively participating in international exchanges, as well as cooperating with other universities. Since 2004, the implemented international programs are: the Socrates-Erasmus and Leonardo da Vinci Program, which have become the basis of international cooperation. Research conducted jointly with foreign partner universities, carried out under a bilateral agreement, constitutes a significant part of the scientific activity of the RAE.

Taking into account the guidelines contained in the Bologna Declaration, the Lisbon Declaration and the Professional Development Program, our goal is to transform the European Union into a society made up of citizens with comprehensive knowledge, a society with sustainable economic growth, employment and cohesion in the coming years.

In order to deepen the internationalization of education, we set ourselves the following goals:

- yearly increase in the exchange of students and employees
- striving for the balance of the international exchange of students and employees from abroad in connection with the national exchange
- increase in the diversity and level of foreign language education among students and employees
- improving the quality of services offered to foreign students (i.e. expanding the catalog of courses and subjects taught in English, participation of Polish students in the adaptation processes of foreign students
- adjustment of educational offers to the changing labor market - the following monitoring of the implementation of the Professional Development Program at the RAE in order to make unavoidable changes in terms of the Erasmus Program priorities
- supporting the development of partnerships between different sectors of education (i.e. the sectors of Higher Education, vocational education and adults) and taking actions tailored to the needs of these sectors
- combining foreign student exchange with vocational education - cooperation with various institutions
- concluding and expanding cooperation with foreign universities for the mutual implementation of multilateral projects and thematic networks, based on the transfer of innovation and research projects, joint creation of study programs and issuing double diplomas
- creating clear and uncomplicated administrative procedures by the RAE to improve the standards of student exchange under the Professional Development Program
- raising awareness of the importance of cultural and linguistic diversity as well as the need to combat racism, prejudice and xenophobia
- promoting equality between men and women and contributing to the fight against all forms of discrimination based on sex, race, ethnicity, religion, belief, disability, age or sexual orientation

- providing support to students with disabilities as a result of activities undertaken by the ombudsman of students with disabilities appointed by the RAE by granting them additional scholarships
- striving to promote and achieve the goals of Professional Development Programs, i.e. Comenius, Erasmus, Leonardo da Vinci, Grundvig, Jean Monnet

Part II - High quality of academic tasks

In order to ensure high quality of student and teaching staff exchange, the RAE undertakes the following activities:

- detailed and reliable gathering of information on the possibilities and organization of international exchanges
- establishing unambiguous criteria for students and teachers who want to take part in the international education
- providing cultural and language training for exchange students and teachers
- ensuring that students receive credits for individual study programs carried out in a partner university on the basis of the Agreement on the curriculum and the list of credits
- implementation and monitoring of ECTS credits obtained in various fields and subjects
- ensuring a uniform curriculum with regard to the teaching standards in a given field of study, while preparing the Agreement on Education
- ensuring the extension of stays for foreign students during the entire stay at the Academy, providing assistance in finding accommodation, organizing cultural events, integration trips, providing assistance in dealing with all formalities
- providing competent teaching staff
- setting up the structures and appointing staff responsible for the provision of administrative services at all levels, primarily relating to the use of the community subsidy
- ensuring that international exchange students keep the laws in force in Poland (payment of scholarships and subsidies)
- equal treatment of Polish and foreign students - monitoring of training places and ensuring appropriate conditions for studying for students coming to our university
- ensuring a positive evaluation of student exchanges and implemented solutions that will make it easier for other students to choose our university

Part III - Acceptance rules for students wishing to take advantage of the exchange program and international internships

The Radom Academy of Economics places emphasis on ensuring that students who want to study at our institution under the Erasmus Program have knowledge of the subject, as well as practical skills. Therefore, the study program includes workshop classes supplemented with a professional internship. Each student of the RAE is obliged to undergo apprenticeships in the country or abroad (under the Leonardo da Vinci program). It is therefore a great opportunity for students to familiarize themselves with the realities of the economy of partner countries and the rules governing the functioning of foreign economic entities.

During the internships abroad, students gain valuable experience that is intended to help them obtain attractive employment in the future. In addition, students have the opportunity to improve their language skills as well as establish new friendships and relationships with people from other countries. The place of training and internships depends largely on the field of study that has been chosen by each student. During the training, people acquire knowledge and skills that were previously agreed on the basis of an individual training plan. Students will

complete internships in selected institutions. Our university takes responsibility for providing a given internship position on behalf of the students.

Students are recruited for study abroad based on their performance and language skills. The individual training program is established prior to the commencement of the training and must be in line with the student's main field of study and approved by the student internship coordinator. Our university provides students with cultural and linguistic preparation before completing the internship. The next step is to sign a tripartite agreement between the student, the university and the company or institution. The agreement constitutes the obligations, powers between the two parties, the method of evaluating the student's placement, as well as the recognition of the acquired qualifications.

During the internship, students send a report on the training / internship to the person coordinating the internship in their country, who regularly contacts the person coordinating the internship in the selected institution. In addition to those coordinating the internship, the university appoints additional tutors who oversee the smooth course of the internship. Upon completion of the training, the student is required to submit a final report with a positive opinion from the employer. The presentation of these documents is necessary to complete the professional internship. The RAE is planning to create a certification process that will enable obtaining appropriate certificates documenting students' achievements and the duration of the internship. Moreover, it will be possible to combine student exchange with internships abroad. The duration of the internship cannot, however, be shorter than 3 months.