

ECTS (SHORT) INFORMATIONS PACK
FACULTY OF LAW AND ADMINISTRATION
SZCZECIN UNIVERSITY

LAW (INTRAMURAL AND EXTRAMURAL STUDIES)
ADMINISTRATION (EXTRAMURAL STUDIES)

ACADEMIC YEAR 2008/2009

TABLE OF CONTENTS:

1. PREAMBLE – ECTS SHORT CHARACTERISTIC	3
2. GENERAL INFORMATION ABOUT THE CITY	5
3. SZCZECIN UNIVERSITY – GENERAL PRESENTATION	6
3.1. FACULTY OF LAW AND ADMINISTRATION (STRUCTURE)	7
3.1.1 RESEARCH ACTIVITIES – MAIN TOPICS	8
3.1.2 FACULTY PUBLICATIONS	8
3.2 THE AUTHORITIES OF THE FACULTY OF LAW AND ADMINISTRATION	9
3.3 FORMS OF STUDIES	10
3.3.1 ACADEMIC CALENDAR	10
3.4 FACULTY OF LAW AND ADMINISTRATION STUDY PROGRAMME (EDUCATION OFFERT)	11
OBLIGATORY SUBJECTS	11
FACULTATIVE COURSE UNITS (GROUP B)	13
FACULTATIVE COURSE UNITS (GROUP C)	14
3.5 BOLOGNA PROCESS AND ECTS FACULTY COORDINATOR	16
3.6 INTERNATIONAL STUDENTS/SCHOLARS FIGURES	17
4. SERVICES TO INTERNATIONAL STUDENTS	17
4.1. STRUCTURE AND TASK	17
5. DESCRIPTION OF THE SERVICE	19
5.1 ACADEMIC ISSUES	19
5.2 COMMUNICATION SKILLS	20
5.3 PRACTICAL SUPPORT	22

1. PREAMBLE – ECTS SHORT CHARACTERISTIC

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. 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 abroad.

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 the learning outcomes and competences to be acquired.

ECTS developing

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.

Key features of ECTS

- ECTS is based on the principle 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 around 1500-1800 hours per year and in those cases one credit stands for around 25 to 30 working hours.
- Credits in ECTS can only be obtained after successful completion of the work required and appropriate assessment of the learning outcomes achieved. 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, long or short.
- Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures, seminars, independent and private study, preparation of projects and examinations.
- 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 to achieve its specific objectives or learning outcomes in relation to the total quantity of work necessary to complete a full year of study successfully.
- 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.

Key documents of ECTS

- The regular Information Package/Course Catalogue of the institution to be published in the local/national language and in English (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 including information for host students from abroad.
- The Learning Agreement contains the list of courses to be taken with the ECTS credits which will be awarded for each course. This list must be agreed by the student and the responsible academic body of the institution concerned. In the case of credit transfer, the Learning Agreement has to be agreed by the student and the two institutions concerned before the student’s departure and updated immediately when changes occur.
- The Transcript of Records documents the performance of a student by showing the list of courses taken, the ECTS credits gained, local or national credits, if any, local grades and possibly ECTS grades awarded. In the 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.

Diploma Supplement (DS)

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 successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates). For more information on the DS please see the following web-site: http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html¹

¹ http://europa.eu.int/comm/education/programmes/socrates/ects/index_en.html

Also the ECTS users guide can be found on the following website
http://www.hrk.de/de/download/dateien/ECTSUsersguide_en_Februar2005.pdf

2. GENERAL INFORMATION ABOUT THE CITY

Szczecin is a city situated in the north-west of Poland, where the river Odra meets the Baltic Sea (through Szczecin Bay). For centuries this location has been the junction for major European transit routes, from the west to the east and from the north, through the Baltic, to the south of Europe. Szczecin is also the capital of a new province, the Western Pomeranian Province. This is the result of the recent reform of the national administration.

Szczecin is a city with over a thousand years of tradition and turbulent history, and is also the historical capital of Western Pomerania. Its most illustrious period was the time of the reign of the dukes of the Griffin dynasty, when the city belonged to the Hanseatic League. At this time the city was one of the most powerful ports and trade centres on the Baltic. In the 17th century, after the termination of the line of descent of the Pomeranian dukes, the strategic location of Szczecin became the cause of numerous armed interventions from adjoining nations - Denmark, Sweden, Brandenburg and Germany. At the end of the 19th century the city experienced a period of particularly dynamic economic development, as capital flowed in from all over Europe. The port, maritime economy and cargo transport developed extremely rapidly. After the end of the Second World War, the reconstruction of the destroyed city was taken care of by settlers from all over Poland, who arrived in Szczecin and in the area of Western Pomerania in large numbers. Although the former image of the city changed, its unique character was preserved with the captivating charm of historical, secessionist architecture and the beauty of its lustrous vegetation. All visitors coming to Szczecin should see – among others – such beautiful places, like: the Pomeranian Dukes' Castle, Chrobrego Embankments, the Maidens' Gate, the City Hall, the Royal Gate, the Port Gate, the Saint Jacob's Cathedral, the church of St. Peter and Paul, the church of John the Evangelist and many many others ... There are many other kinds of entertainment – the city has many museums, art galleries, there are few cinemas, theatres and even an opera in the castle ... Major cultural events take place in Szczecin, for example: "Days of the Sea" held every June and "Street Artists' Festival" held every July.

It should be added that the region of Szczecin is one of the most beautiful in Poland, with its vast forest and the 900 or so clear lakes that are perfect for yachting. Szczecin has a reputation as a 'green city', and not without reason. There are few cities in Poland so replete with vegetation, water areas, and convenient climatic conditions for residence or tourism.

The forest on the outskirts of Szczecin, and Szczecin`s vast parks are excellent areas for walking, jogging or hiking.

Only an hour's journey by car, rail or waterway divides the residents of Szczecin from well-known seaside resorts: Świnoujście (with its ferry services towards Denmark and Sweden), Międzyzdroje, Dziwnów, and Rewal. No lesser popularity is enjoyed by the towns situated on Szczecin Bay: Nowe Warpno, Trzebież and Stepnica.

Szczecin and the West Pomerania Province belong to the most attractive areas of Poland, as far as tourism is concerned. Over 400 thousand of tourists visit us every year. Almost half of them are foreign visitors. Szczecin is definitely worth visiting!

3. SZCZECIN UNIVERSITY - GENERAL PRESENTATION

The Szczecin University (US) was founded in 1984 and it is a generalist university, combining teaching and research in the fields of Law and Administration, Economics and Management, Management and Economics of Services, Humanities, Natural Sciences, Theology, Philology, Mathematics and Physics.

There is no main campus of Szczecin University, because the faculties are spread through the whole city.

Most of University Students Houses, as well as the faculties of: Law and Administration and Philology are located in Alee Piastów or in the neighbouring area. The Humanistic Faculty, as well as Faculty of Management and Economics of Services are situated out of the city centre in the Krakowska Street in a very modern complex of buildings.

The oldest one - Faculty Economics and Management is located in the Mickiewicza street.

The main administrative buildings of US, as well as the faculties of: Natural Sciences and Mathematics and Physics and also the Szczecin University's Linguistic Centre (SULC) are located in the very centre of the city – in the Alee Jana Pawła II.

The US academic offer includes 30 undergraduate courses, 25 master degrees, 66 postgraduate and continuing education programmes and 6 doctoral programmes. There is a total of 35.000 degree students, 3.375 postgraduate and life-long learning students, 229 scholars and researchers and 850 administration and services staff.

3. 1. FACULTY OF LAW AND ADMINISTRATION (STRUCTURE)

exists in the frame of Szczecin University structure since 1988. Faculty website address is <http://mec.univ.szczecin.pl>

Faculty contains 16 following departments:

Intellectual Property Law Department

No Head of the Department

The curator of the department is prof. Bronisław Ziemianin

Economic Sciences Department

Head of the Department is prof. Karol Schneider

Commercial Public Law and Management Department

Head of the Department is prof. Roman Sowiński

Civil Procedure Department

Head of the Department is prof. Henryk Dolecki

Theory and Philosophy of Law Department

Head of the Department is prof. Stanisław Czepita

Roman Law and the History of Political Doctrine Department

Head of the Department is prof. Władysław Rozwadowski

Labour Law and Social Politic Department

Head of the Department is prof. Andrzej Chobot

International Law Department

Head of the Department is prof. Piotr Łaski

Constitutional Law and European Integration Department

Head of the Department is prof. Andrzej Bałaban

Penal Law Department

Head of the Department is prof. Łukasz Pohl

Administrative Law and Administrative Procedure Department

Head of the Department is prof. Janusz Sługocki

Financial Law Department

Head of the Department is prof. Zbigniew Ofiarski

Civil and Commercial Law Department

Head of the Department is prof. Bronisław Ziemianin

Penal Procedure Department

Head of Department is prof. Stanisław Stachowiak

Criminalistic and Criminology Department

No Head of the Department

The curator of the department is prof. Stanisław Czepita

History of Law Department

No Head of the Department

The curator of the department is prof. Stanisław Czepita

3.1.1 RESEARCH ACTIVITIES – MAIN TOPICS:

- public law history,
- private law history,
- international administration genesis,
- international law history,
- law cultures,
- roman law,
- history of political doctrines,
- German school of the law of nature,
- Theory of law,
- models of implementing law,
- rules of the interpretation,
- Constitutional Tribunal judgment,
- the theory of the constitution,
- problems of realisation of Polish constitution,
- law aspects of economic movement,
- consumer's protection,
- forms and activities of legal persons,
- problems of civil procedure implementation,
- problems of social pathologies,
- juvenile delinquency and proceedings in matters concerning juveniles,
- refugees protection,
- legal character of the European Union,
- problems of diplomatic protection,
- activities of international criminal tribunals,
- law of intellectual property,
- tax law and financial law,
- Penal Revenue Law
- Self-government Law
- maritime law,
- Criminology,
- non-governmental organizations,
- the law of competition protection,
- economic and financial delinquency.

3.1.2 FACULTY PUBLICATIONS:

Since 1987 Faculty publish annuals "Roczniki Prawnicze" (18 numbers have been published until now).

Since the 2004 Faculty members publish yearly collective papers.

3. 2. THE AUTHORITIES OF THE FACULTY OF LAW AND ADMINISTRATION:

DEAN – PROF. HENRYK DOLECKI

The dean's secretariat, room number 113:

tel. (091) 444 28 26

fax. (091) 444 28 46

VICE DEANS :

DR BEATA KANAREK (FOR INTRAMURAL STUDIES)

tel. (091) 444 28 86 room number 111

e-mail: prodziekan@mec.univ.szczecin.pl

www: http://www.us.szc.pl/prodzien_wpia

DR MAREK TKACZUK (FOR EXTRAMURAL STUDIES - LAW)

tel. (091) 444 28 25

DR RITA JAWORSKA – STANKIEWICZ (FOR EXTRAMURAL STUDIES – ADMINISTRATION)

tel. (091) 444 28 20

STUDENT'S OFFICE –

room number 11, tel.(91) 444-28-54

e-mail: dzdzienny@mec.univ.szczecin.pl

FACULTY LIBRARY

ul. Narutowicza 17 A

70-240 Szczecin

tel. 444-28-16 (czytelnia)

email: oin@mec.univ.szczecin.pl

Opening hours:

Monday - Friday: 9.00 - 18.45

Saturday: 10.00 - 14.00

3.3. FORMS OF STUDIES:

Faculty conducts the following kinds of studies:

Law – on intramural and extramural unitary five years studies and

Administration – extramural two years studies (second degree only) and several kinds of post-graduate studies.

Students might gain Master Degree.

Faculty has 2 buildings: the main one is placed in Narutowicza street number 17a and the second one with biggest lectures rooms is placed on Piastów street number 30B.

3.3.1 ACADEMIC CALENDAR:

Adaptation day – 30.09.2008

Inauguration - 1.10.2008

Winter semester starts 1.10.2008, ends 03.02.2009 with the Christmas break (22.12.2008 – 2.01.2009)

Examination time – 4.02-14.02.2009

Winter holidays – 18.02-26.02.2009

Summer semester starts 27.02.2009, ends 21.06.2009 with Pasha break (10.04.2009 – 15.04.2009)

Examination time – 22.06--5.07.2009

3. 4 FACULTY OF LAW AND ADMINISTRATION STUDY PROGRAMME (EDUCATION OFFERT)

GROUP A – OBLIGATORY SUBJECTS (THERE ARE NO REGULAR COURSES IN FOREIGN LANGUAGES - YELLOW MARKED SUBJECTS CAN BE PROVIDED IN FOREIGN LANGUAGES BY THE LECTURERS MENTIONED BELOW IN SMALL GROUPS OF FOREIGN STUDENTS)

		ECTS POINTS
Wstęp do prawoznawstwa	Introduction to Jurisprudence	7
Teoria prawa	The Theory of Law - English – prof. S. Czepita	
Zasady techniki normotwórczej	The Principles of Jurisdiction	7
Logika dla prawników	Logic for Lawyers	7
Historia prawa prywatnego	The History of Private Law - French – dr I. Wierzchowiecka	7
Historia prawa publicznego	The History of Public Law - French – dr I. Wierzchowiecka	7
Prawo rzymskie	Roman Law - Italian – prof. P. Policastro	8
Historia doktryn politycznych i prawnych	The History of Political and Law Doctrines - French – dr I. Wierzchowiecka; German – dr D. Bogacz	7
Ekonomia	Economics – English – prof. P. Policastro	7
Prawo cywilne, część ogólna	Civil Law, General Part	7
Prawo cywilne, część rzeczowa	Civil Law, Substantive Part	7
Prawo cywilne, zobowiązania	Civil Law, Liabilities	8
Prawo rodzinne i spadkowe	Civil Law, Family Law and Inheritance Law	7
Postępowanie cywilne	Civil Proceedings	8
Prawo własności intelektualnej	The Law of Intellectual Property - English – dr J. Szyjewska	7
Prawo handlowe	Commercial Law - English – dr. R. Molski, Italian – prof. P. Policastro	8
Prawo międzynarodowe prywatne	Private International Law – English – dr H. Bzdak	5
Prawo konstytucyjne	Constitutional Law - English – prof. A. Bałaban or French, Italian – prof. P Policastro	8
Prawo Unii Europejskiej	European Union Law - English, French, Italian – prof. P Policastro	7
Prawo karne materialne	Penal Law	8
Postępowanie karne	Criminal Proceedings – French – dr M. Wasilewska	8

Prawo finansowe	Financial Law	8
Prawo bankowe i kredytowe	Banking and Credit Law	7
Prawo podatkowe	Tax Law	8
Prawo gospodarcze publiczne	Public Economic Law	8
Teoria organizacji i zarządzania	The Theory of Organization and Management	7
Prawo administracyjne	Administrative Law – English or Italian – prof. J. Sługocki	12
Postępowanie administracyjne	Administrative Proceedings - English or Italian – prof. J. Sługocki	8
Prawo ochrony środowiska	The Law of Environment's Protection	5
Prawo międzynarodowe publiczne	Public International Law - English – dr I. Gawłowicz	8
Kryminalistyka	Criminalistics – French – dr M. Wasilewska	7
Prawo pracy	Labour Law	7
Seminaria magisterskie	MA Seminars	6
Praktyki studenckie	Student's practise (4 weeks after 3-rd or 4-th year of study)	4

FACULTATIVE COURSE UNITS

GROUP B (60 HOURS, 6 ECTS CREDITS FOR EACH SUBJECT)

Prawo karne skarbowe	Penal Revenue Law
Prawo samorządowe	Self-government Law
Prawo morskie	Maritime Law
Podstawy sprawozdawczości finansowej	Basics of financial reporting
Ochrona praw człowieka	Protection of Human Rights
Prawo dyplomatyczne i konsularne	Diplomatic and Consular Law – English – dr I. Gawłowicz
Prawo upadłościowe i naprawcze	Bankruptcy and Settlement Proceedings
Kryminologia	Criminology - French – dr M. Wasilewska
Prawo policyjne	Police Law
Organizacje pozarządowe	Non-governmental Organisations
Historia administracji	The History of Administration - French – dr I. Wierzchowiecka
Samorząd gospodarczy i zawodowy	Economic and Professional Self-government
Prawo ochrony konkurencji	The Law of Competition Protection – English – dr R. Molski
Europejska myśl o państwie i prawie	The European Ideas of Law and State
Postępowanie sądowoadministracyjne	Administrative Proceedings before the Administrative Courts
Studencka poradnia prawna	Students Legal Guidance
Kontrola finansowa – audyt wewnętrzny	Revenue Audit
Przestępczość ekonomiczno – finansowa	Economic and Financial Delinquency

FACULTATIVE COURSE UNITS

GROUP C (30 HOURS, 4 ECTS CREDITS FOR EACH SUBJECT)

Język łaciński	Latin Language
Prawo karne wykonawcze	Executive Penal Law
Prawo karne medyczne	Medical Penal Law
Przestępczość nieletnich i postępowanie w sprawach nieletnich	Juvenile Delinquency and Proceedings in Matters Concerning Juveniles
Wiktymologia	Victimology - French – dr M. Wasilewska
Prawo wykroczeń	Law of the Offences
Międzynarodowe sądownictwo karne	International Criminal Jurisdiction English – dr I. Gawłowicz
Polityka gospodarcza	Economic Policy
Międzynarodowe stosunki gospodarcze	International Economic Relations
Prawo kanoniczne	Canon Law
Socjologia prawa	Sociology of Law
Etyczne problemy prawa i prawoznawstwa	Ethic Problems of Law and Jurisprudence
Podstawy psychologii	Basics of Psychology
Medycyna sądowa	Medical Jurisprudence
Psychiatria sądowa	Psychiatry Jurisprudence
Ustrój organów ochrony prawnej	The System of The Bodies for Legal Protection
Prawo ubezpieczeń społecznych	The Law of Social Insurance
Filozofia dla prawników	Philosophy for Lawyers
Filozofia prawa	The Philosophy of Law
Zasady tworzenia prawa	The Principles of Law Making
Retoryka prawnicza	Juridical Rhetoric
Semiotyka języków prawnych i prawniczych	The Semiotics of Legal Languages and Juridical Languages
Metodologiczne problemy prawa i prawoznawstwa	Methodological Problems of Law and Jurisprudence
Współczesne ustroje państwowe	Contemporary State Systems
Sądownictwo konstytucyjne we współczesnej Europie	Constitutional Jurisdiction In Contemporary Europe English, French, Italian – prof. P. Policastro
Kontrola skarbowa	Fiscal Audit
Prawo celne	Customs Law – English – dr R. Molski
Międzynarodowe prawo finansowe	International Financial Law
Prawo giełdy i papierów wartościowych	The Law of Stock Exchange and Securities
Prawo organizacji międzynarodowych	The Law of International Organisations – English – dr I. Gawłowicz
Międzynarodowa ochrona uchodźców	International Protection of Refugees - English – dr I. Gawłowicz

Postępowanie antymonopolowe	Antimonopoly Proceedings
Przestępczość gospodarcza	Economic Delinquency
Ochrona pokrzywdzonego w systemie polskiego postępowania karnego	The Protection of the Injured Party in the Polish System of Penal Proceedings
Zwalczanie międzynarodowej przestępczości zorganizowanej	The Fighting against International Organized Delinquency
Prawno-kryminalistyczne problemy środowiska	Juridical and Criminalistic Problems of Environments
Kultura języka polskiego	Polish Language Culture

3.5 BOLOGNA PROCESS AND ECTS FACULTY COORDINATOR

DR IZABELA GAWŁOWICZ - MAIL TO izagaw@mec.univ.szczecin.pl

CONSULTING HOURS – WEDNESDAY 16.00 – 17.00, **ROOM 326** (NARUTOWICZA BUILDING)
TEL. 091 – 444- 28 - 55

Useful informations for foreign students are available on the Faculty website in the window “International Cooperation – LLP Erasmus”.

NOTES:

ECTS note	note	
A	bardzo dobry / excellent	5
B	plus dobry / very good	4.5
C	dobry / good	4.0
D	plus dostateczny / satisfactory	3.5
E	dostateczny / sufficient	3.0
FX, F	niedostateczny / fail	2.0

3. 6 INTERNATIONAL STUDENTS/SCHOLARS FIGURES

The record of international students, researchers and scholars is based on the International Relations Office's (IRO) database. All exchange students from the Erasmus programmes and almost all official master and doctoral students visit the IRO. However, there is no comprehensive database of international students, taking part in continuing education programmes – i.e. preparing doctor's thesis out of formal doctoral studies or being free movers.

There is an estimated number of 100 international students, which count for the 0,29% of the total of US students. Most of them are undergraduate students, mostly from the Erasmus programme.

Taking into account only the IRO database, the four most represented countries are Italy (arr. 40%), Turkey (arr.30%), Germany, Spain, France.

4. SERVICES TO INTERNATIONAL STUDENTS

4.1 STRUCTURE AND TASKS

There is one central international relations office at the US. However, other US units, faculties, departments, faculty coordinators, students organizations and offices are involved in these services, as described in the figure below.

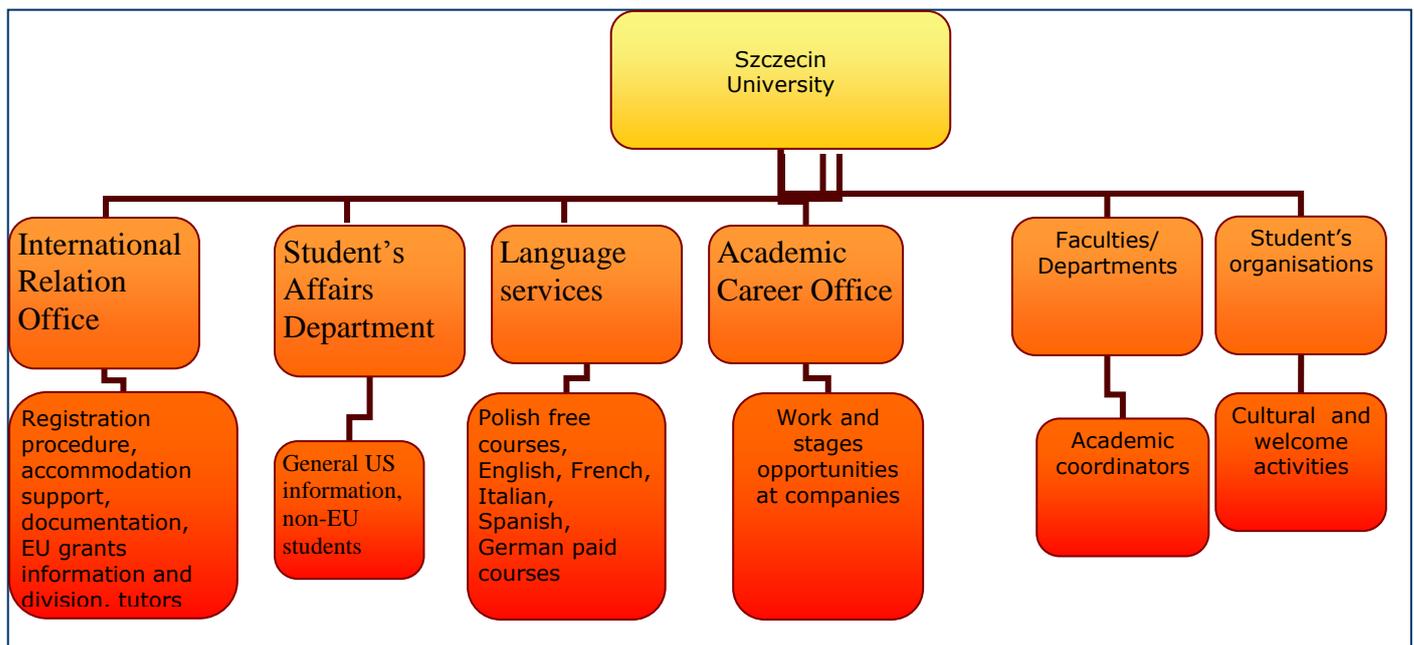


Fig. 2 Scheme of US offices, areas and units involved in providing services to international students

5. DESCRIPTION OF THE SERVICES

5.1 ACADEMIC ISSUES:

- **Admission procedures/requirements information**

Specific questions on the most academic aspect of courses (academic admission, subjects, etc.) can be answered by the faculties/coordinator of the course. Faculty coordinators are also responsible for the formal procedures (e.g. learning agreement, etc.).

Information on administrative procedures of the courses and programmes are given at the Secretary at each Faculty and the University Student's Affairs Department.

While applying for an ERASMUS study at Szczecin University students are obliged to submit their learning agreement including the courses they intend to follow during their stay in Poland.

The ECTS informations packages (descriptions of courses) are published on our website www.us.szc.pl

It is advisable for students preparing their learning agreement to contact their ECTS coordinators at Szczecin University to discuss the current offer of courses delivered in English (or other European languages) and the choice of the study program and to solve problems (e.g. no updated version of a package is published on the website)

After accepting the student by the Faculty, a letter of acceptance is issued by our office and forwarded to the student in question. The letter is necessary to apply for a residence permit or to start the visa procedure in the student's home country.

The learning agreement forms and the list of Szczecin University ECTS coordinators are available on the website: www.us.szc.pl/erasmus_en and on the websites of each faculty.

- **Application Procedure:**

Students mobility is regulated by bilateral agreements signed between Szczecin University and its partner institutions. The agreements cover a given study area/ areas (eg. economics). Attending courses in the areas of study that are not covered by agreements is possible if faculties agree to accept students outside their agreements and if they offer courses instructed in English (or other languages other than Polish).

ERASMUS students qualified at their home universities should submit the following documents to the International Relations Office (possibly by fax, however the original documents must be submitted by a later date by post or after the student's arrival):

1. ERASMUS application Form (**by June 30th for winter semester and December 31st for summer semester**).

2. Declaration whether they wish to take advantage of University accommodation – please state the type of room (single or double) and the name of the house (if student has made the choice), but please note that the choice is limited (deadlines for application as above; there is no separate accommodation form, for accommodation details see below).
3. Learning Agreement with proposals of courses s/he wishes to follow at Szczecin University (as soon as possible). **The learning agreement has to be accepted by the Faculty hosting the student before his/her arrival.**

- **Academic tutor**

Each exchange tutor has a faculty coordinator to whom he/she can address for academic orientation.

Student Tutors:

A student tutor for incoming ERASMUS students will be arranged to help with getting around the town and the University. Incoming students will be notified about the person's details (name, e-mail address, etc.) in due time before their arrival. Incoming students are asked to get in touch with their tutors before their arrival to communicate the details of their arrival and get the answer to any questions they may have.

- **Career orientation support/Learning skills improvement**

The Academic Career Office and Academic Enterprise Incubator provide support in both: the career orientation issues and learning skills improvement.

- **Lectures offered in English**

The offer of lectures taught in English is currently quite limited to several courses on each faculty, especially at the Economics, Law and Administration and Philology faculties; like the following courses:

EU institutional system, International Relations, Applied Mathematics, Advanced Physics and Computing, Economic and Management, Finance and Banking, Diplomatic and Consular Law, International Organisations, Administrative Law and Procedure.

5.2 COMMUNICATION SKILLS

- **Language courses**

Lessons at the US can be given in Polish, as well as are organised the exams – written or oral. Some faculties offer special courses in English, as has been mentioned above, so students might need to contact the faculty coordinator (or specific professor) directly or ask it on the first day of class.

At the beginning of the each semester there are free Polish language basic communication courses (lessons are held twice a week – each lesson lasts two hours). Polish language courses are free for all the international community.

- **Language exchange activities**

There is a volunteer programme in creation where a US student helps an international student to understand the lectures and to practice the language. This activity will be supported by the European Law Students Association as well as other students organisations and Erasmus Student Network (ESN).

- **Language support material**

All international students are given an Erasmus student's calendar in English dictionary.

5. 3 PRACTICAL SUPPORT

The International Relation Office (IRO) is the major source of practical support that students find before, during and after their arrival.

- **Pre-arrival information**

Before arrival international students receive a welcome letter by e-mail containing information on legal requirements and procedures, academic registrations, accommodation, cost of living, language courses and the academic calendar. Admission letters are sent by post and by e-mail.

Most questions on grants, accommodation, legal requirements, etc. are answered via e-mail and telephone contacts at the IRO.

- **Practical support upon arrival**

Upon arrival exchange students are registered at the IRO database and given the international student card that allows them to get free Polish courses and use the library or get the discount for public transport service. They are also given the Erasmus Student's Calendar. Most usual questions at this stage, such as how to find accommodation, information on language courses, how to open a bank account, get internet access, about sports centres, etc. are also answered at the IRO. Afterwards Erasmus students are told to register at the Secretariats at their faculty and to contact their faculty coordinators.

Non-EU students are informed about the possibility of issuing the residence permit through the Student's Affairs Department. EU students staying longer than three months are informed on how to register at the IRO.

- **Accommodation**

All Erasmus students are granted accommodation in the University Students Houses.

There is no housing service for students that helps students find a flat, a room in family homes in student residencies, but generally incoming students are using the rooms in University students houses, especially in Assistant's House at Szwoleżerów street, where incoming professors can also be accommodated. All types of services such as hairdressers, shops, restaurants, bistros, fitness centers are available in the neighbouring area.

- **Other information (Weather, culture, cost of living)**

Maps and tourist information are also provided and cost of living as well as weather information is sent to students prior to arrival by IRO.

EWA'S PROJECT

In order to gather first hand information about student life and entertainment in Szczecin a project has been made by Ewa, one of our Erasmus students. She collected recommendations and data from students living in Szczecin. Student can find the full text of the booklet at US website www.us.szc.pl/erasmus_en

- **Work opportunities**

The Academic Career Office and Academic Enterprise Incubator are the offices at the US, which are devoted to promote work and stage opportunities of US students in companies or institutions. But so far not many incoming students have used those opportunities.

LEGAL SUPPORT

- **Information on migration requirements and legal procedures**

In the welcome letter sent prior to arrival, students receive wide information on the migration requirements and legal procedures to undertake upon arrival.

- **Contacts to Embassies/Consulates**

After student's request the faculty coordinators or the IRO contact embassies and consulates to ask for the state of issuing or for the speeding up of visa processes. In some occasions contacts are made with the Ministry of Foreign Affairs directly.

- **Legal procedure done through university**

Non-EU students can issue their legal residence documents through the Student's Affairs US Department upon arrival.

Residence permits:

EU countries:

Students staying in Poland for longer than 3 months are obliged to apply for a temporary residence permit. To meet this obligation, please collect the following:

1. application in 3 copies (available in Urząd Wojewódzki, at Wały Chrobrego Street or on the website http://bip.szczecin.uw.gov.pl/bip/chapter_8170.asp: "Wniosek o zarejestrowanie pobytu" Word/ Pdf file.)
2. 4 copies of passport or identity card (page with a photograph)
3. confirmation of Erasmus student status (to be issued by International Office upon a student's arrival)
4. confirmation of temporary residence address (for students lodging in student halls - to be issued by the student hall after arrival and registration, for students lodging in private houses – to be issued by municipality upon owner's notion submitted) together with the declaration of the accommodation monthly cost (issued by the student hall and the student respectively)
5. health insurance document - **in Polish**, sworn translation
6. a copy of a credit card or cheque card.
7. students don't need any photographs.

Having collected the above mentioned documents, students visit **Urząd Wojewódzki, ul. Wały Chrobrego 4, department: Wydział Spraw Obywatelskich** (preferably with tutor as they will have to cope with some forms in Polish)

Here are a few tips: Student have to show the officer original documents of each copy. All documents should have been signed in the officer's presence. Before student make the application, he/she has to pay 1 PLN at till ("Kasa") in the Office with remark "for certificate

of registration of stay in Poland“ (“za zaświadczenie o zarejestrowaniu pobytu”). Student can get the information in English, German and French on the website http://bip.szczecin.uw.gov.pl/bip/chapter_8170.asp. Student should submit the documents in the room 48, ground floor - Urząd Wojewódzki, ul. Wały Chrobrego 4, Wydział Spraw Obywatelskich.

Student should fill in the residence permit application form (Wniosek o zezwolenie na pobyt) and enclose the above documents. The charge for issuing the residence permit is 30,00 PLN.

Non-EU/EEA countries:

A citizen of a non-EU/EEA country can enter the territory of Poland on the basis of a valid travel document (passport) and **visa (if required)**. A citizen of a non-EU country has to obtain the visa from the Polish embassy in his/her country of residence.

Students should apply for a visa in a consulate for the whole planned period of studying in Poland. A visa is issued on the basis of the acceptance letter from the hosting university in Poland confirming the student’s enrollment for a certain period of studies.

Students are pleased to visit Urząd Wojewódzki **no later than 45 days after arrival** (preferably with student’s tutor as they will have to cope with some forms in Polish)

Urząd Wojewódzki, ul. Wały Chrobrego 4 Wydział Spraw Obywatelskich

Foreign students from Non-EU/EEA-countries should submit the following documents:

1. a copy of passport
2. a health insurance document **in Polish**, sworn translation
3. confirmation of Erasmus student status (to be issued by International Office upon a student’s arrival)
4. confirmation of temporary residence address for students lodging in student halls - to be issued by the student hall after arrival and registration, for students lodging in private houses – to be issued by municipality upon owner’s notion submitted (to be issued by the student hall after arrival and registration) together with the declaration of the accommodation monthly cost (issued by the student hall and the student respectively)
5. documents confirming the availability of funds for staying in Poland - no less than 477 PLN/ month after living costs deduction (e.g. a bank statement, confirmation from home university that a student receives Erasmus grant, the amount of monthly/ total grant specified; other sources)
6. for persons visiting Poland for the first time: birth certificate (“akt urodzenia”) translated into Polish, sworn translation
7. for persons visiting Poland for the first time - certificate of clean criminal record (zaświadczenie o niekaralności) translated into Polish, sworn translation – not obligatory
8. 5 photographs

NOTE: All documents should be translated into Polish by a sworn translator.

Student will fill in a residence permit application form (legalizacja pobytu) and enclose the above documents. At the time of making the application student has to pay 340,00 (trzysta czterdzieści) PLN.

For information on residence permit application see also the website of the Polish Ministry for Foreign Affairs: www.msz.gov.pl

SOCIAL RELATIONSHIPS AND LEISURE

- **Erasmus party**

The IRO is in charge of organising the big Erasmus party for Erasmus incoming and outgoing students once a year. The programme usually includes a welcome speech by the International Relations vice-rector, the presentations of the main services, of the Student Associations. There is also some food and music.

- **Cultural activities / trips and visits**

The student's organisations (ESN, ELSA, Polites) on each faculty organise different trips and activities that range from visits to cities and monuments to movies, festivals and other cultural events.

Szczecin University organise once a year (in May) a big event, three days party called "Juwenalia" for all students and present the Polish music and students culture. Students get the change to know each other, to have fun together and are introduced to the main cultural aspects (music, human towers, etc.).

- **Mentoring programme**

There is the mentor programme at the Szczecin University, provided since four years. Local students have a maximum of arr. 1 - 3 international students under their responsibility and help them in solving any kind of problem, participate in the trips and activities organised for international students.

- **Student associations**

The Erasmus Student Network (ESN) and other students' organizations like ELSA, Polites are organising specific events for international students such as trips and excursions, parties and language exchange activities.

- **Regular cultural activities/events**

There are also regular faculty events like Bal Politologa (Political Sciences Ball albo Prom), Bal Humanisty (Humanist Ball lub Prom), Human Rights Movie's Festival or Law Education Day, Summer Theatre Festival and other summer festivals, Opera on the Castle but the biggest and most important events are Juwenalia (various concerts and events for all students) and Otrzęsiny - form of initiation ceremony for new students.

- **Sports**

The Sports and Physical Health Institut offers a number of different types of sport activities and courses. Among its facilities there are football grounds, tennis, climbing walls, aerobic, modern dance, fitness, etc.

- **Religious Services**

There are no religious services at the University. However, there are some contacts with an academic church in the city centre - the University cooperates with academic ministry and weekly, on Saturday evening, students can play football, basketball and volleyball in the gym.

HEALTH AND WELFARE

- **Disabled students**

There is no special service for disabled students on the Faculty.

- **Health Centre**

Medical insurance

Students from EU/EEA countries are entitled to medical services on the basis of form E-111, European Card of Health Insurance or equivalent. The forms should be obtained from students' national health services before their trip to Poland. They should be presented upon registration at a public medical centre.

For further information see www.nfz.gov.pl (Health care in Poland)

ERASMUS students are advised to consult doctors at Szczecin University medical centre (Przychodnia Lekarska Uniwersytetu Szczecińskiego), ul. Bohaterów Warszawy 75 (the corner of Boh. Warszawy and Szwoleżerów).

Students from non EU/EEA countries should purchase health insurance in Poland immediately after their arrival (it is suggested that travel insurance should cover the travel and initial stay). Monthly cost is ca. 30 – 40 PLN

Zachodniopomorski Oddział Wojewódzki NFZ (local National Health Fund)

ul. Arkońska 45, 71-470 Szczecin,
tel. (+48 91) 425 10 00, fax (+48 91) 425 11 88

- **Psychological Support**

There isn't a free psychological service at the US. But there is free psychological service at Żołnierska street, which can be available in emergency cases. Only at the Humanistic Faculty there is a psychological-social consultancy specialization where one can find advices from specialists from this specialization.

Specific services for Erasmus Mundus students/scholars

Szczecin University does not provide Erasmus Mundus studies so far, so there is no special service for Erasmus Mundus students.

Specific services for under/postgraduate students, scholars, etc.

US services do not differ from one kind of international student or scholar from the other. The main specific service is the welcome activity, which is organised separately for under and postgraduate students.

US international policy and improvement plans

Szczecin University's authorities perceive international cooperation as an important factor enhancing the quality of its research and teaching activities. The location of Szczecin, a town on the border with Germany lying 60 km from the Baltic Sea, influences greatly the international policy of the University which is open to international cooperation and dialogue both with European and non-European institutions.

The objective of the teaching process is to educate graduates equipped with theoretical knowledge and practical skills making them competent employees sought for on the labour market. The teaching goals include also acquiring qualities such as enterprise and flexibility as well as a habit of continuing education and training considered essential in the quickly changing economic and social environment. In order to prepare graduates for functioning in modern European community Szczecin University is making efforts to expose the greatest possible number of its students to European experience through increasing student and staff mobility, extending the offer of courses taught in foreign languages, active participation in multilateral projects, Erasmus Mundus and Jean Monnet Programme.

Szczecin University, aware of its role in facilitating access to knowledge for all, actively cooperates with institutions and enterprises in the region. Through its increasing participation in international educational and research programmes it is also becoming a truly European university, attractive for students and partners from and outside Europe.

In order to give visibility to Erasmus activities, this Erasmus Policy Statement accepted by Szczecin University's authorities in English and Polish version, will be immediately published on the University's internet site www.us.szc.pl. Its content, together with Erasmus University Charter will be distributed and implemented by all its units. Both documents will be published in information materials and disseminated at regular information sessions targeted at various groups of recipients: students, ECTS coordinators and academic staff. The information on current actions and activities will be disseminated among the University's community through magazines "the University Review" and "the US Bulletin". The University will also promote the Programme and its actions in the local media.

The University's authorities will ensure an easy access to information and Erasmus activities for all interested students and staff, prevent discrimination and xenophobia and encourage and support disadvantaged candidates and participants.

Quality of academic mobility activities:

A body of faculty and departmental ECTS coordinators is responsible for academic preparation of outgoing students (assistance with Learning Agreements etc.). Partner institutions are selected on the basis of the programme offer so that programme discrepancies can be eliminated. ECTS system is used at all faculties as a tool of accumulation and transfer of results obtained outside the home institution (in national and international mobility

schemes as well as individual mobility). Updated information packages are available on internet sites of faculties. Detailed procedures for student mobility (with focus on Learning Agreements and academic recognition) are set out in the “Study Regulations” and the “Rules on ECTS functioning within Szczecin University”.

The University emphasises promotion of Erasmus activities. Throughout the academic year there are numerous information sessions and fairs, at which candidates receive “step-by-step” guides, contact former beneficiaries and students from partner institutions. Students have access to a frequently updated database containing information on partner institutions, they can also consult individually their respective ECTS coordinators and Erasmus institutional coordinator.

Satisfaction of outgoing and incoming students is checked through questionnaires after their completed study period.

The University promotes and supports Erasmus teaching activities. Periods completed in host institutions are acknowledged in regular staff evaluation.

General preparation and language learning of mobile students and staff are supported and facilitated.

Faculty of Law and Administration Szczecin University cooperates with several foreign universities – partner institutions in LLP Erasmus program are following:

Bari University (Italy)

University of Genova (Italy)

Bordeaux University – Montesqieu IV (France)

Montpellier University I (France)

Rostock University (Germany)

Walencja University (Spain)

Santiago di Compostella University (Spain)

Saragossa University (Spain)

Faculty of Law takes part also in **Senior Lawyers Programme** (coordinating by Salzburg Center for International Legal Studies).