

General information

Established in 1996, the Academy of Management and Administration in Opole (WSZiA) offers higher education at the first and second level (undergraduate, supplementary master's and uniform master's studies). The mission of WSZiA is to conduct research and provide education at the highest level, in accordance with horizontal criteria contained in the socio-economic policy of the European Union, adapted to the requirements of the labour market and social needs.

The Academy of Management and Administration prepares graduates to achieve success in a knowledge-based society and economy, where the employee's most important asset is the ability to supplement and acquire new qualifications, and to independently determine the career path. The university ensures comprehensive development of personalities capable of analytical and creative thinking, striving for systematic intellectual and moral improvement and raising its professional skills, taking up current social and economic challenges in the sense of responsibility for undertaken actions.

The highest quality of education in the field of ethical business, management, social sciences and the humanities is a priority in the activity of WSZiA. We conduct research, which in the opinion of scientific communities, contribute to the socio-economic development of the region and the country.

We remain convinced that we equip students with knowledge, skills and competences that will enable them to compete effectively on the labour market and that we provide them with access to tools that allow them to develop in the chosen direction. We strive for many of them to take an active part in the process of further transformation and creation of innovation in both the local, Opole economy and the nationwide.

Therefore, participation in the Erasmus Program is a natural development of the mission in the field of international higher education and part of the strategy for modernization and internationalization. WSZiA in Opole declares participation in international individual academic mobility and interinstitutional cooperation for innovation and good practices.

WSZiA in Opole intends to participate in two actions; Key Erasmus + 1 Action (KA1) - Educational mobility: Mobility of Erasmus + students and staff, and Key Action 2 (KA2) - Cooperation between organizations and institutions.

WSZiA in Opole is a thriving university with high aspirations. We have high hopes for the future exchange of students and academic teachers, which is why we are still striving to improve the mobility of our University. One of the goals we set for ourselves is to increase the mobility of our students for international exchanges to partner universities under the Erasmus + Program. We also hope that the arrivals of students from other universities will broaden the horizons and the cultural and linguistic exchange.

The university is prepared to carry out international student exchange projects and academic teachers. The university has a system of learning outcomes and ECTS credits accumulation in accordance with all European standards. Our students receive a copy of the diploma supplement in a foreign language.

Student internships are an important part of studies at the University of Management and Administration in Opole. Each student is obliged to undergo professional internships and / or pedagogical placements indicated in the program of student studies in companies, institutions and schools. The university helps students in choosing the place of internships, so that they obtain the best practical knowledge, and thus, are well prepared for their future professional work. Student contacts with practical knowledge are not limited to student placements; each student can improve during foreign trips and internships in companies throughout the country.

WSZiA in Opole - Institutional international strategy in the field of mobility activities:

In accordance with the university's development strategy and the strategy of internationalization of education, WSZiA in Opole strives to equip its graduates with innovative knowledge and appropriate practical experience enabling them to function as competent and ethical professionals in the conditions of modern knowledge-based economy.

According to WSZiA in Opole, widely available opportunities to gain international academic experience and related competences should be an integral part of the education process; the above experience and competences are one of the main requirements of a dynamically changing, international labour market. In the area of internationalization of education, the University's strategy focuses on the following key areas: 1) increasing the number of students going abroad to partner universities to take education for one semester or more, 2) increasing the number of foreign students coming to WSZiA in Opole, 3) continuous improvement quality of academic mobility, 4) covering a greater number of immobile students with the process of "internationalization at home", 5) intensifying the University's participation in international, bilateral and multilateral cooperation projects, with particular emphasis on projects involving the development and implementation of joint education programs.

The most important goals of the mobility activities undertaken by the WSZiA include:

- increasing the number of students going to partner universities within the program Erasmus +;
- increasing the number of foreign coming to the University within the program Erasmus +;
- increasing the presence of students less present in the program in mobility (e.g. disabled) to mobility through financial, media and organizational support;
- and increasing the mobility of academics for didactic, scientific and training purposes, seen as an important factor influencing the quality of the education process.

To achieve the above goals, WSZiA will undertake the following mobility activities (before, during and after mobility):

- Establishment of an academic mobility office - a dedicated structure coordinating Erasmus activities, and dealing with the implementation of joint education programs (including

comprehensive advice on accreditation procedures and legal issues). The Erasmus Program Coordinator will have its headquarters in the office;

- Improving the quality of the existing project preparation support system (e.g. preparation of the application or the content of the contract) by increasing employment in the university's existing project coordination office;
- Review and improvement of the existing financial support system for implemented projects;
- Introduction of an incentive system for academic teachers implementing international projects;
- Conducting an action promoting the results of implemented projects and the benefits of participating in international projects.

Preparing our students for participation in the program and accepting incoming people will include the following activities: (among others) qualification of candidates by the Recruitment Committee and the Qualification Committee.

Special departments in the field of culture, language of the destination country, practical training and integration events related to life in the destination country will be organized for outgoing and incoming people.

The Erasmus + Coordinator will supervise the process of passing semesters and calculating ECTS points. Students coming as part of the student exchange will find help at our University in finding accommodation (the University enables accommodation in our Dormitory) and in completing all formalities related to it, as well as any other substantive assistance that we could only provide.

Classes at our University are conducted in small groups of a dozen or so in accordance with the highest European standards. We provide work and study in a good atmosphere, with qualified teaching staff in fully modernized lecture halls. The rooms have all the necessary teaching aids and computer equipment. At the University there is a library available for all students along with a reading room. After class, we provide students with the opportunity to consult and individually work with lecturers.

The Academic Mobility Office will deal with all matters related to the Erasmus program and other international projects implemented at the university. Before mobility, the main task will be the selection of partner institutions.

The selection of partner institutions will be carefully analysed and dependent on the compliance of the institution's profile, common research and teaching interests, and the offer of training programs comparable in terms of the expected learning outcomes.

WSZiA in Opole will be looking for partner universities throughout the EU. The first criterion in searching for partners is the compatibility of the programs, assuming that the partner university will provide at least part of the classes in English. We will also be looking for partner universities whose language of instruction may be known to our students, such as German or Russian. The university currently cooperates with many universities from the Czech Republic, Slovakia and Germany, in the implementation of various teaching and scientific projects. Therefore, these learning will be the first universities with which WSZiA will want to conclude contracts. As for non-EU countries, the same

compatibility criterion applies. In connection with our contacts with local groups of Ukrainian minorities, we prefer institutional partners in Ukraine. The partnership agreement procedure involves consultations among institutes and staff, followed by a Senate debate and decision making.

In individual mobility, we want our students and employees to come across a variety of cultures and lifestyles, e.g. in Spain or Italy. As for institutional cooperation, we are interested in contacts with other Eastern European countries, in connection with shared past experience and understanding of needs. Nevertheless, compatibility of curricula remains the most important criterion.

In relation to building partnerships and consortia for the purposes of implementing cooperation projects, the University intends to use the opportunities arising from cooperation with existing partners (located both within the EU and outside the EU) in specific priority areas, taking into account the real capacity of all parties involved in the project. Decisions regarding new partners will be made on the basis of a thorough analysis in terms of common goals and interests.

We will be looking for partners through existing formal networks (ECHE), international conferences, seminars and other social or cultural events, but also through informal channels such as personal contacts among WSZiA employees in Opole. Partners will be sought in accordance with the general criterion of academic compatibility and usefulness of experience for students and for WSZiA in Opole as an institution. The university will engage in partnerships offering positive cultural and social perspectives, even if they do not coincide with the academic profile of WSZiA in Opole.

At the central level, the coordination of the organization and implementation of international educational projects (EU and non-EU) falls within the scope of the Vice-Rector.

The subordinate administrative unit will include the Academic mobility office. This unit will coordinate mobility projects, consulted the preparation of international educational projects in formal terms, provided administrative services to outgoing and incoming students for the purposes of education, and outgoing employees for didactic and training purposes.

Other mobility activities currently undertaken by the WSZiA in Opole to increase mobility (activities before mobility) include:

- Introducing an increasing number of classes taught in foreign languages, in particular in English, German and Russian at both first and second cycle studies;
- Activities related to launching studies conducted entirely in English;
- Consistent implementation of our language policy both to promote Polish culture and integrate newcomers with the local community and to internationalize education at the University of Management in Opole, by organizing many events and events for foreign students;
- Increasing the offer of foreign language courses for WSZiA students in order to better prepare them for mobility;

Mobility activities that will be undertaken by the WSZiA in Opole during mobility include:

- Organizing educational and social events for local and visiting students to increase the visibility and positive reception of the Program and its context;

- Acquiring new partners for the exchange of students and researchers;
- Consistent implementation of our language policy both in order to promote Polish culture and integrate newcomers with the local community, as well as to internationalize education at the WSZiA in Opole;
- Strict compliance with anti-discrimination policy and its consistent development;
- Animation and engaging non-academic partners to cooperate in the mobility of student internships, development of training programs, dissemination of knowledge and experience to improve the usefulness of education on the dynamic labour market and technological development;
- Increasing the importance of mobility by recognizing and making the participants' achievements public;
- Implementation of transparent and coherent policy, principles and specific solutions for the development of integrated, international educational ventures (combined titles, etc.);
- Conducting polish language courses for incoming students;
- Improving the quality of educational techniques by exchanging methods, technologies and ideas along with increasing employee mobility;

Mobility activities that will be undertaken by the WSZiA in Opole after the end of mobility include:

- Using participants' achievements to further promote and increase mobility;
- Careful observation and evaluation of all international activities and programs in order to eliminate errors and improve them;
- Expanding the diversity of education offer for own and foreign students, helping them find their place in the world and lowering the dropout rate;
- Improving the applicability of education programs, through the use of contacts with partner universities and business partners and reports of mobile students, trainees and employees;
- Confirmation and formal recognition of participants' learning outcomes; and
- Dissemination and exploitation of project results

Plan to promote activities undertaken in the program and implementation of the program rules at the Academy of Management and Administration in Opole.

The target groups of the Erasmus program at the WSZiA in Opole will include students of all degrees, in all fields of study. In addition, they will also cover all academic staff employed at the university.

Academics mobility for the purpose of raising teaching and international competences is understood as part of a broader process of human resource development. Particular emphasis is placed on encouraging young researchers to carry out trips also seen as an opportunity to establish contacts

and initiate work under international cooperation projects. With regard to mobility for training purposes, a special target group are administrative staff involved in servicing mobile students and staff as well as implementing cooperation projects.

In the plan to promote activities undertaken as part of the Program in the Academy of Management and Administration in Opole, it will conduct a wide, continuous information campaign regarding the dissemination of information on the Erasmus + Program, including through:

- Organizing information campaigns at the beginning of each academic year;
- Organizing talks during the introductory meeting for first year students;
- Promotion of the Erasmus + Program during seminars, conferences and competitions organized by the University for students from the region (posters, leaflets) and during educational fairs;
- Access to the Erasmus + Card and the Erasmus + Policy Declaration on the official website of the University of Foreign Affairs in Opole, and in a specially selected place in the University building next to the Academic Mobility Office;
- Organizing leaflet campaigns for all students and employees;
- Conducting in every semester the action entitled "Erasmus Days" where representatives of the Mobility Office and students from the Student Government will inform about the program's possibilities in all university buildings;
- Information on projects under the program will be made available at the University by hanging posters in the Erasmus + Coordinator's information cabinet and at other places in the University building. In addition, information materials on the Erasmus + Program will be available to anyone interested in the University Dean's Office;
- Promoting Erasmus + activities by people who took part in the Program (academic teachers and students who took part in the program) and by the Student Government;
- Instructions for students and employees who show interest in working with the Erasmus + Program Coordinator and / or traveling to partner universities;
- Maintaining direct contact with potential candidates, which is expected to result in an increase in the number of people willing and participating in international exchanges, both outgoing and caring for incoming ones;
- Engaging foreign language teachers in an intensive search for students who know a foreign language at a good level and are willing to take part in the project;
- To improve communication skills of outgoing persons, a program of complementary consultations on English and German based on language teachers will be launched;
- In order to establish close contacts with representatives of foreign enterprises and interest in their potential of the university, promotional correspondence is carried out, personal contacts are initiated and participation in educational, promotional or cultural events is carried out.

Implementation of the Erasmus + program rules at WSZiA in Opole

The participation of universities in the Erasmus + program, in addition to fulfilling the obligations contained in the Erasmus Charter for Higher Education will require WSZiA to implement all the principles of the program, including:

- appointing an Erasmus + university coordinator
- constant cooperation of the university coordinator with the university authorities, with individual faculties / didactic units, financial services / bursaries, student organizations;
- keeping by the financial services (university questionnaire) cost records in the university's accounting system, in accordance with applicable accounting regulations;
- providing space for gathering the necessary documentation;
- permanent internet access;
- efficiently working electronic mail;
- providing equipment enabling the use of IT tools, including from online forms;
- providing a "Course Catalog" presenting a detailed description of the subjects / modules offered by the university within individual fields of study together with related learning outcomes and the number of ECTS credits assigned to them in Polish and in foreign languages on the university's website;
- providing a place in the university dormitory for incoming students and academic teachers;

In addition, WSZiA in Opole undertakes to implement all the rules regarding the program, including:

- Recognition and certification of skills and qualifications;
- Dissemination and exploitation of project results;
- Open access to educational materials developed under the Erasmus + program;
- Promoting language learning among WSZiA students in Opole;
- Ensuring equal access and social inclusion in the program;

Participation in European and international cooperation projects

WSZiA in Opole has been conducting many international projects for both didactics and scientific research for many years.

WSZiA cooperates with the international research institute for higher education - Center for Higher Education Policy Studies - which is located at the University of Twente in the Netherlands. Joint consultations, research works and exchange of scientific staff are carried out. In the last two years, WSZiA has actively participated in the inter-nave program of the Praděd Micro-Project Fund.

Projects implemented under the Praděd Micro Project Fund:

- (1) Style and quality of life as well as life plans and identity of the inhabitants of the Polish-Czech border after Poland and the Czech Republic join the EU. Implementation period: 1.09.2019-31.08.2020. The theoretical goal of the project is to learn about the style and quality of life of the inhabitants of the Czech-Polish border, their life plans and identity in the area of activity of the Euroregion Pradziad as well as the knowledge of young border residents about the life and problems of neighbours from abroad. The practical goal of the project is to visualize the role of quality of life for the functioning of society by popularizing the issue (conference, publications) and opportunities to enrich the knowledge of young residents;
- (2) International analysis of corporate social responsibility in selected regions of Moravian-Silesian and Opolskie voivodship. Implementation period: 01/02/2020-31/01/2021. The aim of the project is to assess the status of implementation of standards and strategies for corporate social responsibility and jointly develop proposals for tools for their implementation in economic units of the Czech Republic and Poland. According to the definition of the European Commission, CSR has a multidimensional character and manifests itself not only in the care of the natural environment, employees and working conditions but mainly in the values of perceiving people in the process of production, distribution and consumption as well as implementing socially responsible principles in all areas of the company's operation. Issues related to corporate social responsibility in the enterprise sector have not been extensively addressed in public statistics and other scientific research, especially at the regional level. Meanwhile, as recommended by the European Commission, enterprises should have mechanisms to integrate social, environmental and ethical issues. Undertaken and implemented research analysing CSR on both sides of the border will allow to develop common values and recognize, prevent and mitigate the possible negative effects of social irresponsibility. Joint research undertaken will not only deepen cooperation between Polish and Czech research centres, but may also bring huge social and environmental benefits on both sides of the border;
- (3) The issue of preventive competences against a comparative background. Implementation period: 1/10/2018 - 30/09/2019. The theoretical and cognitive goal of the project was to learn about the conditions of prevention in Poland and the Czech Republic and to diagnose the preventive competences of future teachers. The practical and implementation goal is to develop practical recommendations related to preventive measures, as well as recommendations for student education programs in the form of a report, publication of publications and organization of a joint conference. Actions taken under the project: 1. Joint workshops in the Czech Republic 2. Conducting a joint diagnosis among students at universities in Poland and the Czech Republic 3. Development of a research report 4. Publication of a joint Polish-Czech publication 5. Organization of a joint conference in Opole.

One of the most important projects, which is implemented by WSZiA and served to exchange students and academic staff, was participation in the organization of meetings of academic youth at the International Summer School: "Enlargement and deepening of the European Union: European integration and security" - co-organizers: European House at the Foundation for the Development of Silesia and Support of Local Initiatives in Opole, Marshal's Office of the Opolskie Voivodeship, NATO Headquarters, Nice International European Training Center. As part of the partnership, seven

editions of the project were organized, in which 164 school participants were selected from a total of 343 candidates. So far, participants of the International Summer School came from: Poland, the Czech Republic, Hungary, Moldova, Estonia, Macedonia, Georgia, Romania, Ukraine, Turkey, Canada, Germany, the Netherlands, Italy, Belgium, Bulgaria, Austria, France, Ireland, Albania, Belarus, Croatia and Spain.

Cooperation with the Universities of Ukraine, especially with the University of Berdiańska and the University of Preszów (Slovakia) is also developing very well - as part of this cooperation, WSZiA has already organized many international scientific conferences - entitled Economics, Education and Health care in modern world. The intensification of the University's participation in international educational projects is one of the goals formulated in the university's strategy for the internationalization of education. Particular emphasis in this area is placed on projects involving the development and implementation of joint education programs that are seen as a tool for sustainable internationalization and modernization.

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The main goals of ongoing cooperation projects include: promoting internationalization, reducing skills shortages and mismatches, rewarding excellence in learning, teaching and skills development, creating inclusive higher education systems, encouraging active citizenship.

Implementation of new requirements related to digitization, environmental protection, inclusion and social involvement.

WSZiA in Opole is a modern university that fully uses modern digital tools in each of its areas of operation. The university has a modern computer infrastructure. College students have access to the WSZiA Electronic Student Index (EIS). All necessary information for students on every aspect of studies is provided in the EIS. In addition, students can submit their applications to the dean's office via the EIS online. Computer workstations are available at the university, which are made available free of charge to university students. The university uses dedicated software that covers every department of the university, therefore the use of paper documents in the university's activity has been significantly reduced.

As part of the Erasmus + program, the university will use all available digital capabilities to facilitate the process of conducting projects online. The university is fully ready to implement the "Erasmus without paper" standards and to use the Erasmus Plus Mobile App.

Activities related to social inclusion and involvement will take into account the objectives set out in the Erasmus + program, and thus primarily: equal access and social inclusion - The Erasmus + program aims to promote equal access and social inclusion by facilitating access for people from

disadvantaged and smaller backgrounds opportunities compared to peers to transnational activities when this access is difficult or restricted for the following reasons: - disability (i.e. participants with special needs); - educational difficulties: young people with learning difficulties; early school leavers; low qualified adults; young people with low school performance; - economic obstacles: people with low standard of living, low income, dependent on the social welfare system or homeless; long-term unemployed or poor young people; people in debt or experiencing financial problems; - cultural differences: immigrants or refugees or their descendants; persons belonging to national or ethnic minorities; people who have difficulties with language adaptation or cultural integration; - health problems: people with chronic health problems, serious illness or mental disorder; - social obstacles: persons discriminated against on grounds of sex, age, ethnicity, religion, sexual orientation, disability, etc.; people with limited social skills or anti-social or risky behaviour; persons in an unstable life situation; (former) criminals, (former) drug addicts and alcoholics; young parents or single parents; orphans; - geographical obstacles: people from remote or rural areas; people living on small islands or in the outermost regions; people from "problematic" urban zones; people from areas with a less developed network of services (limited public transport, poor infrastructure).

WSZiA in Opole is a student-friendly university. All employees and teaching staff take care of compliance with the basic principles of social coexistence and try to prevent all forms of discrimination. During classes, as part of activities for the development of culture, cultural, national, ethnic and religious identity issues are raised. The university is focused on helping disabled people (modern buildings of the university campus adapted to the needs of people in wheelchairs and people with reduced mobility) and students from poorer environments (scholarship assistance program, student support, the possibility of accommodation in a dormitory).

The University, due to the principle of sustainable development, plans to take the following actions related to environmental requirements: - using digital resources where possible, in particular in contacts with students, academic teachers, and between Partners, - limit paper versions of documents to the necessary minimum, - use two-sided document printing, - schedule classes during hours when you can use natural light sources.

In addition, the Academy of Management and Administration in Opole segregates waste. Therefore, both the project employees and its participants will be informed about the rules for using public space. The university is also a partner of the "Eco-labels" program, which informs, among other things, that you only need one piece of paper from the tray to dry your hands.

Maciej Duda