

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

The mission of the University of Vincent Pol in Lublin is identical with those of the Bologna Agreement and Lisbon Strategy. The Erasmus University Charter facilitates a continuous development and improvement of the standards of education through developing international cooperation. By allowing students to study and to take part in student placement programs abroad we enhance their mobility, break the boundaries, help them to make first steps on the European educational – and later job – market. The mobility of scholars, teaching and administrative staff promotes international cooperation and continuing education.

The main idea and objective of the University of Vincent Pol is to educate students in the field of the most up to date vocational specialties and to prepare them for practical application of the skills they have been taught. The educational offer of our University creates new opportunities in the field of higher education in the region. Faculties such as Physiotherapy and Tourism and Recreation prepare for work in rare specialties, highly demanded by employers.

The development of cooperation and improvement of standards is possible due to:

- a permanent development of educational programs that take into account the needs of the job market (both Polish and European),
- the introduction of the ECTS system,
- monitoring and updating the ECTS system both in Polish and English languages,
- the improvement of the quality of foreign language learning among students and the teaching and administrative staff,
- the development of the on-line application system,
- promoting the development of partnership.

In order to develop student and staff mobility we plan to:

- fully recognize courses that the students have satisfactorily completed during their mobility period,
- set up informational meetings, provide information on University's web pages, set up an internet experience exchange forum,
- support incoming students through assigning shepherds, help with accommodation, and integration,
- take the mobility factor into account in the teachers' promotional process,
- support student organizations in the international exchange of experience.

The information about the University's participation in the program will be given to the students during informational meetings, placed on the University's web page and published in all University's promotional materials. The Erasmus Charter and the EPS will be available on the University's web page, both in Polish and English versions.

The visiting students will be integrated in educational activities taking part at the University.

The building of the University is accessible for students with disabilities. Disabled students can study at all departments and specializations and take part in all international activities.

In order to enhance the level of awareness and tolerance among students we plan to hold meetings devoted to cultural differences between nations aimed at combating xenophobia and racism.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information

and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

We plan to ensure the highest quality in academic mobility through the following:

- recruiting students with high scores and knowledge of a foreign language for the program
- using the ECTS system in all faculties/departments
- full recognition of courses completed in teaching facilities abroad on the basis of the Learning Agreement and Placement Agreement
- placing the information about partnership institutions on the University's web page
- providing up to date information about the University's curriculum and ECST, both in Polish and English versions
- providing information and counseling for incoming and out coming students
- helping incoming students with accommodation, integration, learning of Polish language and culture
- running additional preparatory language courses and exams for students going abroad
- assigning coordinators responsible for the bilateral agreements and a constant contact between partnership institutions
- assigning shepherds for the incoming students
- guaranteeing incoming Erasmus students equal access to laboratories, libraries and student activities
- providing incoming Erasmus students and their institutions with transcripts containing full and accurate and timely information at the end of their mobility period abroad
- ensuring the highest quality in the organization of student and staff mobility
- ensuring the highest quality in student placement organization
- promoting and giving visibility to the activities supported by the Erasmus program
- publicizing the Erasmus University Charter and the related Erasmus Policy Statement of the Institution
- complying with the objectives on non-discrimination set out in the Lifelong Learning Program.
- supporting staff mobility which will create possibilities of exchanging experience, developing language skills, creating projects all of which will have direct influence on the quality of education and student mobility

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

The legal grounds for student placement is the Act of 27th July 2005 Law on Higher Education (Dz. U. z 2005 r. Nr 164, poz. 1365), the University Statute and Student Placement Program.

The following steps have been taken in order to ensure the highest quality of student placement:

- The University set up a Department of Student Placement organizing and monitoring and created the Regulations of Student Placement

- student placement programs were created for all faculties and specializations
- student placement agreements with various institutions are signed by the Director of Practical Training Program
- the placement institutions are selected at least two months before their beginning in order to complete all the necessary formalities and check whether the institution guarantees a full realization of the student placement program goals to be completed by the trainee
- the completion of the goals is monitored by the faculty student placement coordinator identified in the agreement
- WSSP student placement program takes place in cooperation with institutions from Poland and abroad

The requirements for completing placement programs:

- a filled in student placement program book, with the confirmation and opinion of the student placement coordinator
- documents confirming and documenting the activities completed during the placement program
- preparing a report in which the student describes his placement program activities
- recognition of completion of the placement program by a commission set up by the Dean and the Director of Practical Training Program

Student placement program abroad:

- Recruitment for student placement programs abroad is based on grades, language skills and the correspondence between the student's major and the character of the training
- The student can take part in the placement program abroad during semester breaks
- the time of the placement training abroad cannot be longer than 3 months