Erasmus Policy Statement (EPS)

1. Please describe clearly your institution’s strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and networks, etc.) and any other actions in the context of the Lifelong Learning Program.

Please also provide information on the following:

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 Warsaw School of Computer Science, founded in the year 2000, is a higher vocational school. Providing quality education and numerous opportunities for practical application of knowledge is at the core of our School’s philosophy. Our alumni and alumnae can therefore, successfully compete in IT and business fields.

Our main goal within the European Higher Educational Area and the Lifelong Learning Programme is to increase the mobility of our students, academic staff and the administration by forging cooperative links between our School and other European higher education institutions as well as various IT companies. We would like to make it possible for our students to combine studies at the Warsaw School of Computer Science with at least one semester in another country as a part of their degrees. We feel that student- and teacher exchange contributes to the personal development of staff and students alike. For this reason, we will whole-heartedly welcome academic teachers and students from other European states.

Our priority for the next years is to actively participate in the LLP. We are a relatively small higher education institution and we will be able to offer support to all people involved in academic mobility, ensure high quality of activities as well as quickly disseminate information on the Erasmus Programme.

We are planning to launch a complex campaign designed to promote the Erasmus Programme:

- information sessions as well as meetings with previous beneficiaries will be organized;
- leaflets, brochures and posters will be distributed;
- our website will undergo serious changes in December 2007 / January 2008 so that students and faculty have easy access to all information about the Programme. Our website will be updated regularly and the Erasmus Policy Statement along with the ECTS Course Catalogue will be published on our page and available to everyone;
- information on partner institutions and the terms of staff- and student mobility will be given;
- we shall also participate in the Erasmus Student Network (and ESN projects: Satellite, Galaxy, Identity and Supernova);
- various contests will be organized with the help of our student council (e.g. to design a T-shirt for exchange students);
- Erasmus Success Stories and ex-Erasmus Student Experience will be publicized (using, for instance, Web 2.0 – blogs, sharing videos).
International cooperation is of great importance to us. We would also like to reinforce our worldwide presence. A unique initiative of Andrzej Zylawski, the rector of the Warsaw School of Computer Science, is worth mentioning in this context. The initiative was to create Polish IT Resources (Open Source Technology) in partnership with IT / Computer Science Departments of major Polish universities. We would like to develop our School as an international institution by translating the resources into English and increasing the number of English-taught modules. As for today, individuals from, for instance, Ukraine or Tunisia enroll in our undergraduate programmes. We have already signed bilateral agreements with two British higher education institutions – North East Wales Institute of Higher Education and De Montfort University – as well as one German, The Business and Information Technology School.

Teacher- and student exchange contributes to intercultural dialogue. At the Warsaw School of Computer Science we aim at increasing cultural understanding and we comply with non-discrimination objectives. Equal treatment and opportunities are guaranteed to all students and staff irrespective of sex, race and socioeconomic circumstances. We are also particularly well equipped to integrate and cater for disabled students and teachers.

2. Quality of academic mobility activities:
What kind of specific measures are implemented in the institution to ensure highest quality in academic mobility activities? Details should be provided in particular on: recognition and credit systems, the provision of information on curricula, information and counseling of outgoing students, tutoring and integration of incoming students, provision of student service (in particular accommodation), preparatory and refresher language courses, facilitation and acknowledgement of staff mobility.

The administrative support and supervision of mobility within the framework of the Erasmus Programme will be performed by the Foreign Language Studies Department. The following procedures for outgoing and incoming students will be followed:

- full implementation of the ECTS system
- full recognition for completing activities specified in Learning and Placement Agreements
- information meetings
- full academic supervision
- obtaining feedback (e.g. online questionnaires about the exchange)
- regular e-mail contact
- language crash courses (e.g. English for Computer Science or Survival Polish)
- transparent selection procedures, information about Learning Agreements and the Erasmus Student Charter (for outgoing students)
- “information package” about the School (syllabuses, examination regulations, state-of-the-art computer labs, library, gym, etc.), the city of Warsaw and Poland in general (for incoming students)
- tandem system of learning languages (e.g. an incoming student teaching his/her mother tongue to a Polish student and vice versa)
- providing accommodation
- implementing LLP Link database

Full support will also be given to the staff members in mobility. In addition, teacher mobility will be recognized as a vital element of professional achievements.

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

The Warsaw School of Computer Science will bring specific measures to ensure high quality of student placements. Placements will generate a significant mobility mainly due to the structure of our study programmes.
The placement periods are described in the curriculum. Our students train, above all, at Polish branches of major IT companies (e.g. HP, Novell, IBM). Cooperation agreements with placement institutions are signed, students have their tutors, our representatives regularly meet with employers, questionnaires and reports from the placements are thoroughly evaluated.

The Warsaw School of Computer Science would like to offer its students an opportunity to gain experience at various companies in Europe as well. Nowadays it is crucial to be able to respond to the changing requirements of the job market, to acquire skills valued on the European market and to verify the knowledge gained at the School in the international business environment.

Placement periods in Europe will be recognized in students’ academic career. Arrangements between the parties – The Warsaw School of Computer Science, beneficiary and company – will be prepared and then monitored with great care, including:

- detailed agreements specifying, for instance, the duration and conditions of the placement;
- evaluation process (e.g. checking the quality and the results of a placement).

Prior to the departure, we will also organize travel, accommodation and insurance for our students.