

Erasmus Policy Statement (2007-2013)

The mission of Collegium Civitas (CC) is to provide quality education in social sciences and to promote civic virtues. CC prepares students for careers in an internationalizing economy and society, puts stress on learning foreign languages and earning international experience, educates in respect for freedom, human rights and tolerance. We believe that building strong European dimension of studies is an important part the mission. We are committed to cultivate and expand this dimension in years 2007-2013, in particular through policies and activities listed below. The policies and activities, which are already in place and will continue, include:

1. CC offers: many for-credit courses on European history, politics, society and economy; an MA specialization in European Studies; a post-graduate European Studies Program. CC takes part in Jean Monnet program.
3. Degree programs in English (International Relations and Political Science) provide more than 70 courses in English, and will expand. Students in other programs may take some of their courses in English. ECTS is operative in all programs.
4. Cooperation with universities abroad, especially student exchange under Erasmus program, has greatly expanded and will so.
5. Placement program is part of CC curricula; it has also an international component.
6. We teach six foreign languages and Polish as a foreign language.

CC goals for 2007-2013 include:

1. Encourage more CC students to study abroad, to reach the level of 7% of full-time students annually.
2. Establish new forms of international cooperation, in particular joint degree projects and curriculum development under EU programs.
3. Attract more international students.
4. Introduce new programs for continuing education at postgraduate level.
5. Further develop the placement program, expand its international component. Review curricula to for the needs of the labour market and society at large. Strengthen contacts with employers in business and administration.
6. Expand IT use in learning.
7. Improve management and administration, including via transfer of best practices from partner universities.

Erasmus activities

To give visibility to Erasmus activities we will highlight relevant information in CC Virtual School, e-bulletins, website, on info boards and posters. Open meetings and Erasmus Days will provide more detailed information to those interested. Relevant staff will respond to telephone and email inquires. Erasmus University Charter will be on display in the main lobby, its copy and the EPS will be online.

Non-discrimination is a basic principle of CC, safeguarded the CC charter and the ethos of our scholarly community. Students may submit complaints and requests to their elected representatives in the CC Senate and in student self-government, to Program Heads and Vice-Presidents. They anonymously present their comments and grade the behaviour of CC staff in the obligatory semester survey on the quality of courses and administration.

Academic mobility activities

To ensure high quality in the mobility activities:

- 1.Full recognition is given to students for satisfactorily completed activities specified in the Learning Agreement (LA) and to the period of study abroad. ECTS is operative in all study programs.
- 2.Information on curricula and course catalogues are available online and in print at no fee.
- 3.Institutional Coordinator is responsible for providing update information on the mobility program to outgoing, incoming and other interested students and teachers, the office is open daily; counselling by the Coordinator and program alumni (from the Erasmus Student Network) is available.
- 4.The Coordinator assists in contacts between the student and host university; monitors implementation of LA.
- 5.Students are encouraged to take part in mobility programs (via posters, e-bulletins, printed materials, Erasmus Days, etc).
- 6.Candidates to mobility programs are selected on a competitive basis, selection criteria known and transparent.
- 7.CC selects carefully partner institutions for bilateral mobility agreements.
- 8.CC does not have on-campus accommodation, but our International Office provides assistance in finding accommodation.
- 9.Each incoming student may expect friendly assistance from members of the Erasmus Student Network chapter, who help in practical matters (incl. accommodation) and societal integration. Integration measures include Mentor and Tandem Program (mutual language teaching).
- 10.English is part of curriculum for all CC students (in BA and MA programs), a second foreign language (out of six available) is in the MA curriculum, and is optional for undergraduate students; outgoing students are encouraged to take Erasmus Intensive Language Courses.
- 11.Teaching activity abroad is encouraged and acknowledged in teachers' assessment. Courses by incoming Erasmus Teachers are recognized for credit. International Office provides administrative support to outgoing and incoming teachers.

Student placements

Placements make part of CC curricula in all programs of study. Each CC student must have a period of practice in a field relevant to his/her studies, in Poland or abroad; the placement is approved by his/her academic supervisor and listed in the Student Record. Since 2007 the placements will earn credits. Information on placement program is available online, on info boards and in CC printed materials. The unit responsible for the placement program is the Career Centre, which is to:

1. Search and prepare placement opportunities, i.e. screen labour market, advertise the program among potential employers, provide them with information on program requirements, students available for placements, their knowledge and skills; negotiate and sign letters of intent.
2. Provide students with up to date information on placement opportunities and their conditions, i.e. maintain our placement database, notify students of new opportunities, respond to questions by email, phone and personally (the Centre is open daily).
3. Recruit and select candidates for given placement(s) on a competitive basis; selection criteria include relevance of the field of study, additional skills (if needed), academic record and interests.
4. Jointly with the student and employer specify the placement agreement, including the work programme.
5. Maintain contacts with students and employers to monitor ongoing placements, immediately respond to any sign of non-compliance to the placement agreement.
6. Evaluate placement using final report of the student and employer's report; notify student's academic supervisor.
7. Counsel students in employment-related matters, organize relevant training sessions, encourage proactive attitudes and entrepreneurial spirit.