

Poznańska Wyższa Szkoła Biznesu i Języków Obcych
Part B of diploma no. SUPPLEMENT*)

I. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1. Surname:
2. First name(s):
3. Date of birth (day, month, year):
4. Student identification number or code:

II. INFORMATION IDENTIFYING THE QUALIFICATION

1. Name of qualification and title conferred ¹⁾: *licencjat –Bachelor degree*
2. Main field of study and field of *specialisation: management, specialty: management in business, specialization :*
3. Name of awarding institution ¹⁾: *Poznańska Wyższa Szkoła Biznesu i Języków Obcych-Poznan University College of Business and Foreign Languages is a non-public school of higher vocational education, which was set up on 3 October 2001 based on decision of Ministry of Education. It is inscribed by the Minister of National Education in the Register of non-public higher vocational education schools under number 82.*
4. Name(s) and status of institution(s) in which part of the study was completed ²⁾
5. Language(s) of instruction/examination: *Polish*

III. INFORMATION ON THE LEVEL OF THE QUALIFICATION

1. Level of qualification: *college level vocational studies*
2. Official length of programme: *3 years*
3. Access requirements: *possessing of matriculation certificate, interview, positive result of qualification procedures*

IV. INFORMATION ON THE CONTENTS AND RESULTS GAINED ³⁾

1. Mode of study:
2. Programme requirements: *standards according to the decree of the Ministry of National Education and Sport from April 18, 2002 regarding setting of the educational standards for particular faculties of studies and levels of education (Journal of Law-act No 116, entry.1004 with later changes)*

3. Programme details and individual achievements, grades/marks/(ECTS) credits obtained:

Year I - academic year/....

Subjects	Hours	System of credit award	Mark and type of instruction	ECTS
-----------------	--------------	-------------------------------	-------------------------------------	-------------

Total score ECTS

Year II - academic year/....

Subjects	Hours	System of credit award	Mark and type of instruction	ECTS
-----------------	--------------	-------------------------------	-------------------------------------	-------------

Total score ECTS

Year III - academic year/.....

Subjects	Hours	System of credit award	Mark and type of instruction	ECTS
-----------------	--------------	-------------------------------	-------------------------------------	-------------

Total score ECTS

Year III - academic year/.....

Subjects	Hours	System of credit award	Mark and type of instruction	ECTS
-----------------	--------------	-------------------------------	-------------------------------------	-------------

Total score ECTS
Total score ECTS 1 + 2 + 3

The subject of thesis:

Thesis mark:

The result of qualifying examination:

The average mark of studies:

4. Grading scheme and, if available, grade distribution guidance:

Our College uses the following range of grades :

Very good - 5,0

Good + - 4,5

Good - 4,0

satisfactory + - 3,5

satisfactory - 3,0

unsatisfactory - 2,0

The average of all marks is calculated based on arithmetical mean of all marks earned from individual subjects.

The basis to receive a credit for the course is the reception of minimal satisfactory or positive credit mark for this course. The basis for the credit of thesis and positive passing of thesis examination is receiving at least a satisfactory mark.

The basis for the final mark .

- a) average of marks(the arithmetical average of all marks received from all subjects at all times in the this faculty
- b) the mark from thesis evaluation
- c) thesis examination mark

Final mark for the studies is the sum of:

- a) $\frac{1}{2}$ of arithmetical average of all marks from examinations and required credit courses calculated with closeness(accuracy) to two places after comma
- b) $\frac{1}{4}$ of arithmetical average mark of thesis evaluation calculated based on the opinion of promoter and a reviewer calculated with closeness(accuracy) to two places after comma
- c) $\frac{1}{4}$ of arithmetical average of marks earned for answering of three questions during final thesis qualifying exam, calculated with closeness(accuracy) to two places after comma

Final mark on the diploma (degree) of higher vocational college education is entered according to the rule:

up to 3,25 – dostateczny - satisfactory

3,26 - 3,75 –dostateczny plus - above satisfactory(satisfactory+)

3,76 - 4,25 – dobry - good

4.26 - 4,61 – dobry plus - good+

above 4,62 – bardzo dobry - very good

5. Overall classification of the qualification-Final mark for the studies ¹⁾:

V. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

1. Access to further study: **possibility to apply for MASTER level studies - graduate and supplementary**
2. Acquired qualifications and professional designation if applicable: *obtained university college level professional qualification confirms, qualification to work in management and leading functions of various enterprises and carrying an owns business activity (within chosen specialization).*

VI. ADDITIONAL INFORMATION ³⁾

1. Additional information, including practical placements completed, research activities undertaken, awards received:

Student's practice:

Practice length :

2. Sources of further information on the qualification obtained, including institution's website:

-www.pwsbijo.pl

-calendar of the college

-charter of the college PWSBiJO

-college regulations

-office for recognition of professional qualifications and international exchange:

www.buwiwm.edu.pl

VII. CERTIFICATION OF THE SUPPLEMENT

1. Date:
2. Signature and name-bearing stamp or seal of the dean or head of the organizational unit:

*) This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the transparency and fair academic and professional recognition of qualifications at international and national levels. It is designed to provide a description of the nature, level, content and status of the studies that were completed. It should be free from any value judgments, equivalence statements or suggestions about recognition.

VIII. DESCRIPTION OF NATIONAL HIGHER EDUCATION SYSTEM THE SYSTEM OF EDUCATION IN POLAND

1. School education system

Until September 1999, the first stage of education in Poland was an eight-year primary school. Primary school leavers were entitled to apply for admission to post-primary schools, general or vocational. In addition to curricular changes, the school education reform of 1999 introduced new types of schools: a six-year primary school, a three-year gymnasium (lower secondary school), and post-gymnasium (upper secondary) schools: a three-year general lyceum, a three-year specialised lyceum, a four-year technical school, a basic vocational school where education lasts between 2 and 3 years, a two-year supplementary general lyceum and a three-year supplementary technical school (with the latter two types of schools designed for basic vocational school leavers). In the transition period, post-primary schools and postgymnasium schools work in parallel. The total duration of education until completion of a school which offers the possibility of taking the secondary school leaving examination (maturity examination) is 12-15 years. Having passed successfully the secondary school leaving examination (maturity examination), graduates are awarded a secondary school leaving certificate (maturity certificate) which entitles them to apply for admission to a higher education institution.

2. Higher education system

The higher education system in Poland includes State (public) and non-State (non-public) higher education institutions, the latter established since 1990. Non-State higher education institutions are established on the basis of a permit issued by the Minister of National Education and Sport, and acquire legal personality upon their entry into the register of non-State higher education institutions kept by the Minister of National Education and Sport. In addition to existing university-type institutions, State and non-State higher vocational education schools have been established since 1998. A major component of training in these schools is a compulsory 15-week practical placement. Higher education programmes may be offered as full-time, part-time or extramural studies. Full-time studies are the basic mode of study, unless the statutes of a higher education institution state otherwise. The minimum requirement for access to a higher education institution is a secondary school leaving certificate. Procedures for admission to the first year of study are laid down independently by the higher education institutions. Some institutions hold entrance examinations, other institutions admit students on the basis of the grades given on secondary school leaving certificates, and others admit solely on the basis of registration.

3. Degrees („professional titles”) awarded to graduates of higher education institutions

- *licencjat*: the degree obtained upon completion of first-cycle programmes which last 3 or 3.5 years;
- *licencjat pielęgniarstwa* or *licencjat położnictwa*: the degrees obtained upon completion of first-cycle programmes in the field of Nursing or Midwifery respectively;
- *inżynier*: awarded to graduates of first-cycle programmes in engineering and technology, except in the field of Architecture and Urban Planning, in agriculture and forestry, as well as in other fields of study where course units covering engineering and technology, agriculture

or forestry account for no less than 50% of the total course load as provided for in syllabuses and curricula for these fields;

- *inżynier architekt*: awarded to graduates of first-cycle programmes in the field of Architecture and Urban Planning;

- *magister* and equivalent degrees of *magister sztuki*, *magister inżynier*, *magister inżynier architekt*, *lekarz*, *lekarz dentysta* (until 30 April 2004: *lekarz stomatolog*), *lekarz weterynarii*, *magister pielęgniarstwa*, *magister położnictwa*: awarded upon completion of 4- to 6-year Master's degree programmes offered in one cycle. The degree of *magister* may also be awarded upon completion of 2- to 2.5-year second-cycle Master's degree programmes, undertaken by those who have completed a first-cycle programme and obtained the degree of *licencjat* or *inżynier*. In order to obtain the above-mentioned degrees, a student is required to complete all course units and practical placements included in a syllabus, to submit and defend a thesis, and to pass successfully the final examination. In the fields of Medicine, Medicine and Dentistry, and Veterinary Surgery, the degree is awarded on the basis of the final qualifying examination required. A graduate of a higher education institution obtains a higher education diploma in a specific field of study and, upon request, a copy of the diploma in a foreign language.

4. Higher-level degrees (“academic degrees” and “academic title”)

The academic degrees are the degrees of *doktor* and *doktor habilitowany* of a specific area of science in a given scientific discipline. The degrees awarded in arts are the degrees of *doktor* and *doktor habilitowany* of a specific area of arts in a given artistic discipline (until 30 April 2003, *kwalifikacje artystyczne I stopnia* and *kwalifikacje artystyczne II stopnia* were awarded in arts and artistic disciplines, which provided the basis for conferring a qualification equivalent to the academic degrees of *doktor* and *doktor habilitowany* respectively). The degree of *doktor* is conferred to a person who holds the degree of *magister*, *magister inżynier*, *lekarz* or another equivalent degree, has passed doctoral examinations covering the scope defined by the board of the awarding organisational unit, and has submitted and defended a doctoral thesis. Access to the procedure leading to the degree of *doktor habilitowany* is open to a person who holds the degree of *doktor*, has significant academic or artistic achievements, and has submitted a dissertation. The procedure is completed by a resolution of the board of the awarding organisational unit conferring the degree of *doktor habilitowany*. The degrees of *doktor* and *doktor habilitowany* are conferred in organisational units of higher education institutions and in other academic institutions which are entitled to confer them. The academic title is the degree of *profesor* of a specific area of science, while the equivalent degree in arts is the degree of *profesor* of a specific area of arts. The degree of *profesor* is conferred by the President of the Republic of Poland.

1) In the case of translation into a foreign language, the names given remain in the original language.

2) Indicate the status of the higher education institution offering the higher education programme concerned: State, non-State/State-recognised, and, if possible, who has accredited it to provide higher education programmes.

3) Items IV.2-4 and points VI.1-2: pages may be added, where necessary.