

DESCRIPTION OF THE STUDY PROGRAMME FOR THE **MANAGEMENT** FIELD OF STUDY

first-cycle studies, practical profile

1. GENERAL CHARACTERISTICS OF THE STUDY PROGRAMME	
Faculty:	Faculty of Administration and Social Sciences
1.1 Programme of study/field of study/speciality	Field of study: Management Specialities: – Business management – Human resources management
1.2 Level of study	First-cycle studies
1.3 Level of the PQF	Level 6
1.4 Educational profile	Practical
1.5 Form of study	Full-time studies/part-time studies
1.6 Number of semesters and ECTS credits required for completion of studies:	6 semesters 180 ECTS
1.7 Total number of teaching hours on full-time studies / part-time studies	Full-time studies- 2290 hours, including 6-month student work placements. Part-time studies- 1670 hours, including 6-month student work placements.
1.8 Total number of ECTS credits obtained from humanities or social sciences	180 ECTS
1.8 Academic degree awarded, ISCED CODE. Synthetic description of professional characteristics and work positions for the graduates	<p>Bachelor's degree, ISCED code 0413</p> <p>The graduate holding the above qualification knows, at an advanced level, what concepts, methods and theories constitute general knowledge of management sciences and the related sciences, as well as having knowledge of operating activities of business entities, taking into account the organisation's nature and management processes. The person is aware of the mechanisms of functioning of contemporary organizations in the changing environment and the processes for managing the organisation's key resources within its essential organic functions.</p> <p>The graduate is able to:</p> <ul style="list-style-type: none"> • use appropriate methods and tools, including ICT techniques, to collect and process data to describe and understand phenomena within the organisation and in the socio-economic environment, • discuss issues on management with the use of specialised terminology, also in a foreign language at B2+ level <p>The person is also prepared to establish and conduct their own business activity. In addition, he/she is ready to continue studies at the second-cycle programme, at level 7.</p> <p>— <u>in the speciality of Business management</u></p> <p>The person is able to formulate and solve complex and non-typical problems of a practical nature related to the management of entities conducting a business activity and, in particular, to perform the following tasks:</p> <ul style="list-style-type: none"> • describing, analyzing and anticipating phenomena and processes taking place in socio-economic organisations and their surroundings, • applying appropriate methods and procedures for the proper performance of tasks within the essential functional areas of the organization, which are typical of the organization and for the fulfilment of a professional management role, • developing reports, analyses and forecasts for decision-making in key areas of the organisation activities. <p>The holder of the above qualifications is prepared to work in analytical, specialized, subordinate, up to middle management positions in organizations/entities with different characteristics, performing management tasks within the basic functional areas of their operating activities, i.e. sales, marketing, finance, human resources management, logistics, manufacture and services. In addition, he/she is prepared to establish and conduct a business activity.</p> <p>— <u>in the speciality of human resources management:</u></p> <p>The graduate is able to formulate and resolve complex and non-typical of a practical nature in the area of human resources management in business entities, and in particular to perform the following tasks:</p> <ul style="list-style-type: none"> • making a diagnosis of the phenomena and processes taking place in socio-economic organisations and their surroundings in the context of the management of the social potential of the organisation, • acquiring the staff and competences for the organisation, • designing and running human and competence development programmes, • supervising processes of work performance assessment, • designing remuneration schemes • implementing solutions promoting optimal working conditions • developing summaries, reports, analyses and forecasts for decision-making in the area of human resources management <p>The person holding the above qualification is prepared to work</p> <ul style="list-style-type: none"> • in enterprises producing goods and services, in commerce, in insurance companies, in industry as a human resource employee, a personnel specialist, • as specialists in institutions representing different areas of human resources management, e.g. in training companies, in job centres.
2. LEARNING OUTCOMES DEFINED IN THE STUDY PROGRAMME AND THE DISCIPLINES OF SCIENCE ASSIGNED	
2.1 Discipline of social sciences assigned	
Discipline of science: social sciences	

No.	Discipline of science	Number of ECTS credits	%
1.	Management and Quality Studies	144	80
2.	Economics and Finance	36	20
Total number of ECTS credits and the percentage of ECTS credits in the programme of study		180	100 %

2.1. Learning outcomes for the field of study with reference to the Polish Qualifications Framework (PQF)

Field of study:	Management		
Level of education:	LEVEL 6 of PQF – first-cycle studies		
Profile of study:	Practical	Reference to:	
Learning outcomes symbol for the study programme	Learning outcomes after completing first-cycle studies in Management	universal characteristics for a given PQF level	characteristics for first –cycle studies learning outcomes for qualifications at PQF levels 6

KNOWLEDGE The graduate knows and understands:

K_W01	at an advanced level, theories, concepts and terminology as well as basic general knowledge of management and quality studies (both in Polish and in a foreign language), economics and finance, including practical applications of this knowledge in the field of study-related activities	P6U_W	P6S_WG
K_W02	at an advanced level, types of social structures and institutions at a regional, national and international level; knows how entities operate in the economic system; understands the organization's essence, is aware of principles and mechanisms of their operating activities, taking into account their diversity in terms of objectives, size and scope of their activities;	P6U_W	P6S_WG
K_W03	the relationship between market structures and institutions of social life at a regional, national and international level; knows and understands the dependence of management systems on economic factors; knows and understands the relationship between organizations and economic entities and other social institutions of the local and global environment	P6U_W	P6S_WG
K_W04	in greater detail, the types of social ties (organisational, economic, professional, legal and cultural) and the patterns governing these; understands the social relationships within economic organisations and between the organization and its local/global environment and stakeholders	P6U_W	P6S_WG
K_W05	views and perceptions of the human, taken from social sciences to describe the nature and regularity of human behaviour as an economic entity and as a participant (creator) of an organisation (including multicultural organisations)	P6U_W	P6S_WG
K_W06	methods and tools for business and management analyses, is familiar with advanced data acquisition, analysis and interpretation techniques to support problem-solving and decision-making processes for the various resources and management areas available worldwide	P6U_W	P6S_WG
K_W07	professional standards and rules (legal, moral, ethical, cultural, organisational), which play an important role in the economic life and the operating activities of organizations; knows and understands the key types of norms and standards for organisations, their sources, the context of change and their importance in organising social activity and rationalising resource management. The person knows how to solve the problems underlined by the conflict of social norms and the need to respond to specific dilemmas in the modern economy.	P6U_W	P6S_WK
K_W08	to a bigger extent, the processes of change taking place in the social and economic sphere, taking into account the local and global perspectives. The person knows and understands the reasons and areas for change in the organization as well the processes and principles for institutional and structural change.	P6U_W	P6S_WG
K_W09	at an advanced level, theories covering the evolution of views in the sphere of human economic activity, economic organisations and structures.	P6U_W	P6S_WG
K_W10	concepts, sources and legal arrangements for organisational and legal forms of establishment in both the public and private sectors, taking into account assets protected by intellectual property	P6U_W	P6S_WG P6S_WK
K_W11	concepts of individual entrepreneurship in terms of actions and attitudes, as well as the determinants of its development in the world (legal, economic, socio-cultural, psychological)	P6U_W	P6S_WK

SKILLS The graduate is able to:

K_U01	observe and interpret social phenomena (using knowledge of management and quality studies, economics and finance); analyse their links with different economic activities and processes in socio-economic organisations on a local and global scale.	P6U_U	P6S_UW
K_U02	use knowledge of management and quality studies, economics and finance to describe and practically analyse economic processes and phenomena, including, in particular, socio-economic organizations, taking into account international and multicultural organisations.	P6U_U	P6S_UW
K_U03	use knowledge related to management and quality studies as well as economics and finance to properly analyze the causes and course of economic processes and phenomena, changes in socio-economic organisation and management processes, as well as economic behaviour.	P6U_U	P6S_UW
K_U04	use standard methods and tools relevant to management and quality studies as well as economics and finance to predict the course and practical effects of socio-economic phenomena, including business organizations, their surroundings and stakeholders.	P6U_U	P6S_UW

K_U05	make appropriate use of the normative systems that govern the process of conducting a business activity and the selected legal, ethical and professional standards that are necessary for the proper performance of tasks, problem solving and professional management role, taking into account the international environment.	P6U_U	P6S_UW
K_U06	observe and interpret social phenomena (using knowledge of management, quality studies, economics and finance); analyse their links with different economic activities and processes in socio-economic organisations on a local and global scale.	P6U_U	P6S_UW
K_U07	use knowledge of management and quality science, economics and finance knowledge to describe and practically analyse economic processes and phenomena, including in particular socio-economic organisations, taking into account international and multicultural organisations.	P6U_U	P6S_UW
K_U08	use knowledge related to management and quality studies as well as economics and finance to properly analyze the causes and course of economic processes and phenomena, changes in socio-economic organization and management processes, as well as economic behaviour.	P6U_U	P6S_UW
K_U09	use standard methods and tools relevant to management and quality studies as well as economics and finance to predict the course and practical effects of socio-economic phenomena, including business organizations, their surroundings and stakeholders.	P6U_U	P6S_UW
K_U10	make appropriate use of the normative systems that govern the process of conducting a business activity and the selected legal, ethical and professional standards that are necessary for the proper performance of tasks, problem solving and professional management role, taking into account the international environment.	P6U_U	P6S_UK
K_U11	use foreign language skills, including those relevant to the 'Management' field of study, in accordance with the requirements specified for level B2 of the European Framework of Reference for Languages.	P6U_U	P6S_UK
K_U12	define priorities and create a plan for self-development being in line with the concept of lifelong learning in the field of professional and social activity.	P6U_U	P6S_UU P6S_UO
K_U13	manage the learning process (individual learning and group learning), identifying and using available resources.	P6U_U	P6S_UU P6S_UO
K_U14	participate in the work of various teams (working teams, task teams, project teams, management teams) and be aware of the dynamics of the group processes in which they participate as a member, taking a variety of roles including a culturally diverse group.	P6U_U	P6S_UO
K_U15	communicate constructively in a variety of environments, including those representing fields other than management and other cultures, also communicate effectively in essential interpersonal and decision-making situations typical of the role of manager.	P6U_U	P6S_UO
K_U16	systematically identify, plan and monitor the development of their own competences (knowledge, skills and attitudes).	P6U_U	P6S_UU
SOCIAL COMPETENCES The graduate is prepared to:			
K_K01	critically analyze existing knowledge in the process of diagnosing problems arising in the management and planning of their solutions.	P6U_K	P6S_KK
K_K02	critically analyze professional and social roles, defining the ethical and moral issues involved.	P6U_K	P6S_KO
K_K03	act in accordance with the principles of professional ethics, taking into account the consequences of the impact of the economic sphere on other areas of the society on a local and global scale.	P6U_K	P6S_KR
K_K04	introduce and participate in projects and organizational changes (including those in a foreign language environment), taking into account their social, multicultural, economic, legal and technological aspects.	P6U_K	P6S_KO P6S_KR
K_K05	exploit emerging opportunities for creating the value added (social and economic).	P6U_K	P6S_KO
K_K06	change existing activities in order to improve resource efficiency.	P6U_K	P6S_KO
K_K07	initiate processes in the socio-economic sphere and take the associated risks.	P6U_K	P6S_KO

2.3	Method of verification and assessment of the learning outcomes	<p>The following methods are used to verify the learning outcomes: written exams (e.g. tests) and oral exams; written and oral credits; projects, presentations, a talk, case studies, task/problem resolution, group discussion, e-learning, developing of reports and presentation of their results, implementation of a degree seminar as well as an assessment of the student behaviour and engagement during the classes.</p> <p>The verification covers all categories of areas (knowledge, skills and social competences) and the learning outcomes are the basis for determining the scope of the learning content and their place in education modules. Within the framework of different modules, the verification of the learning outcomes takes place at two levels: through a formative assessment, which is carried out throughout the semester and serves both the student and the lecturer to assess the progress of learning and the validation of the learning methods, and a summative assessment conducted at the end of the semester needed to evaluate whether and to what extent the student has achieved the assumed learning outcomes. The adequacy of the learning outcomes for the Management field of study is assessed not only by the students (in the form of an assessment questionnaire) but also by the academic staff responsible for conducting particular modules, and employers engaged in the activities of the Faculty Committee for Study Programmes and Teaching Quality Assurance. The assessment of verification of the learning outcomes made in the course of 'Graduate Tracer Studies' is used for the same purpose as well.</p> <p>The University of Economics and Innovation in Lublin has developed tools to validate the assumed learning outcomes. They are supported by measures for the achievement of the students' learning outcomes, divided into two groups:</p> <p>A. quantitative measures;</p> <p>B. qualitative measures.</p>
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		Therefore, the verification of the assumed learning outcomes for the Management field of study takes place at two main levels: the module level and the programme level, respectively. In the former, the degree of the achievement of the module learning effects is assessed, whereas in the latter, the learning outcomes defined for the Management field of study, first-cycle studies, are evaluated.
2.4	Analysis of the correlation of the assumed learning outcomes with the needs of the labour market and the results obtained from the assessment analysis	<p>The learning outcomes for the Management field of study, first-cycle studies, fully meet the expectations of many employers, and help the graduates learn the basics of running a business activity. The analysis of the correlation of the assumed learning outcomes with the needs of the labour market is conducted jointly by the academic staff, the students, the graduates and employers. The results obtained from the assessment analysis give way to a constant improvement of the study programme.</p> <p>The university cooperates with external entities on the basis of the contracts signed. Consultation and cooperation with the socio-economic environment is primarily aimed at improving the quality of education at the Faculty.</p> <p>The established and continuously developing cooperation with external parties is manifested by:</p> <ul style="list-style-type: none"> – appointing employers' representatives to co-work with the faculty committee for Study Programmes and Education Quality Assurance, – participating in the activities of a group of social and economic experts at WSEI, made up of employers representing over 20 leading institutions and companies in the province of Lublin; taking part in the University Convention by the local community representatives, – creating an educational offer based on ongoing analyses of the local labour market and in direct cooperation with entrepreneurs, – signing business agreements to organise study visits and meetings with employers for the students, – conducting assessments and executing other tasks on behalf of external stakeholders. <p>The study programme on the first-cycle studies in the field of Management is continuously monitored by the university environment and adapted to the needs of employers and the local labour market. Modifications to study programmes are made in consultation with external experts as well as the students and graduates, who often represent management staff.</p>

3. LIST OF COURSES / MODULES, A DETAILED STUDY PLAN

3.1	Classes or groups of classes (modules) including the number of ECTS credits assigned	<p>General academic modules: 18 ECTS credits</p> <ul style="list-style-type: none"> – General module – 5 ECTS – Foreign language module – 8 ECTS – Humanities module – 5 ECTS – Physical education module – 0 ECTS <p>Field of study-related modules: 55 ECTS credits</p> <p>Student-selected modules: 75 ECTS credits</p> <ul style="list-style-type: none"> – Optional modules – 5 ECTS – Speciality modules – 60 ECTS – Seminar and a degree examination – 10 ECTS <p>Student work placement: 32 ECTS</p> <p>Total: 180 ECTS</p> <table border="1"> <thead> <tr> <th>Module name</th><th>Number of ECTS credits</th><th>Form of course completion</th></tr> </thead> <tbody> <tr> <td>General University Modules</td><td>18</td><td></td></tr> <tr> <td>General module (Occupational Health and Safety (OHS), Fundamentals of Intellectual Property Protection, Library, IT)</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Social and humanistic module (to be selected from: ethics, sociology, psychology, philosophy)</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Foreign language (to be selected from: English, German, Russian)</td><td>8</td><td>EXAM</td></tr> <tr> <td>Physical Education (PE)</td><td>0</td><td>MODULE GRADE</td></tr> <tr> <td>Field of study-related modules</td><td>55</td><td></td></tr> <tr> <td>Mathematical and statistical methods</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Microeconomics</td><td>5</td><td>EXAM</td></tr> <tr> <td>Fundamentals of law</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Fundamentals of management</td><td>5</td><td>EXAM</td></tr> <tr> <td>Fundamentals of financial accounting</td><td>5</td><td>EXAM</td></tr> <tr> <td>Entrepreneurship</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Organizational science</td><td>5</td><td>EXAM</td></tr> <tr> <td>Computer science in management</td><td>5</td><td>GRADED CREDIT</td></tr> <tr> <td>Quality management</td><td>5</td><td>EXAM</td></tr> <tr> <td>Human resources management</td><td>5</td><td>EXAM</td></tr> </tbody> </table>	Module name	Number of ECTS credits	Form of course completion	General University Modules	18		General module (Occupational Health and Safety (OHS), Fundamentals of Intellectual Property Protection, Library, IT)	5	GRADED CREDIT	Social and humanistic module (to be selected from: ethics, sociology, psychology, philosophy)	5	GRADED CREDIT	Foreign language (to be selected from: English, German, Russian)	8	EXAM	Physical Education (PE)	0	MODULE GRADE	Field of study-related modules	55		Mathematical and statistical methods	5	GRADED CREDIT	Microeconomics	5	EXAM	Fundamentals of law	5	GRADED CREDIT	Fundamentals of management	5	EXAM	Fundamentals of financial accounting	5	EXAM	Entrepreneurship	5	GRADED CREDIT	Organizational science	5	EXAM	Computer science in management	5	GRADED CREDIT	Quality management	5	EXAM	Human resources management	5	EXAM
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		Project management	5	GRADED CREDIT
		Total of general university modules and field of study-related modules	73	
		Optional modules	5	
		Social and economic policy/European integration and regional policy	5	GRADED CREDIT
		Specialty modules I: Business management	60	
		Organisational behaviour	7	EXAM
		Enterprise marketing	7	GRADED CREDIT
		Marketing research in the enterprise	7	GRADED CREDIT
		Operational and strategic management in the enterprise	8	EXAM
		Business process analysis	8	GRADED CREDIT
		Economics of production and services	8	GRADED CREDIT
		Enterprise value management	8	GRADED CREDIT
		Enterprise logistics	7	GRADED CREDIT
		Speciality modules II: Human resources management	60	
		Organisational behaviour	7	EXAM
		Marketing and internal communication	7	GRADED CREDIT
		Marketing research in the enterprise	7	GRADED CREDIT
		Operational and strategic management in the enterprise	8	EXAM
		Acquisition of competences	8	GRADED CREDIT
		Development of competences	8	GRADED CREDIT
		Work evaluation and remuneration	8	GRADED CREDIT
		Health and the working environment	7	GRADED CREDIT
		Total of Specialty Modules I: Business management	138	
		Total of Specialty Modules II: Human resources management	138	
		Seminar and Degree Examination	10	
		Total of study programme for specialty I: Business management	148	
		Total of study programme for specialty II: Human resources management	148	
		Student work placement	32	MODULE GRADE
		Total number of hours and ECTS credits in the study programme for specialty: Business management	180	
		Total number of hours and ECTS credits in the study programme for specialty: Human resources management	180	

3.2 Detailed study plan The detailed programme of study and the study plan are available in a paper version at the Dean's Office of the Faculty of Administration and Social Sciences, and after logging into the WSEI e-learning platform.

4. DURATION, PROCEDURE AND FORM OF STUDENT WORK PLACEMENTS, THE NUMBER OF ECTS CREDITS FOR A PRACTICAL PROFILE OF THE STUDY PROGRAMME

Student work placements last for 6 months (being assigned 32 ECTS), and the specific learning outcomes for the placements are defined in the student work placement programme.

Student Work Placement Programme for the Management field of study, first-cycle studies, practical profile.

The conditions for obtaining credit by the students on the learning outcomes during work placements are specified in the Ordinance of the Rector of WSEI in Lublin, under which the student placement is divided into three parts:

- I. General placement;
- II. Field of study-related placement;
- III. Specialty-related placement.

5. STUDENT-SELECTED MODULES INCORPORATED INTO THE STUDY PROGRAMME

The number of ECTS credits obtained from student-selected modules (at least 30% of the overall number of ECTS credits): 120 ECTS credits, which constitutes about 67% of the overall ECTS credits in the programme of study, i.e.

Student-selected modules include:

Foreign language (English, German and Russian) — 8 ECTS;

Humanistic module (to be selected from: ethics, sociology, psychology, philosophy) — 5 ECTS;

Modules of selected specialty — 60 ECTS;

Optional modules — 5 ECTS;

Degree Seminar — 10 ECTS;

Student work placement — 32 ECTS.

6. NUMBER OF ECTS CREDITS OBTAINED FROM DEVELOPING PRACTICAL SKILLS IN THE PROGRAMME OF STUDY, PRACTICAL PROFILE

Within the framework of the Management programme of study, first-cycle studies, practical profile, the number of ECTS credits to be obtained from developing practical skills is 110.

7. DESCRIPTION OF CONDITIONS FOR CONDUCTING THE STUDIES

7.1	Method of organization and implementation of the education process	<p>First-cycle studies in the field of Management are practical studies conducted in a modular system. The study programme includes:</p> <ul style="list-style-type: none"> • general academic modules and their courses; • field of study related modules and their courses; • specialization modules; • optional modules • seminar module and degree examination; • 6-month student work placements. <p>The modular education system combines developing practical skills with gaining necessary theoretical knowledge and its application in particular professional situations.</p> <p>The student is also given an opportunity to use the knowledge obtained during laboratory classes, project work and student work placements, as well as being in direct contact with an employer, getting familiar with the conditions in the labour market and gaining work experience during studies.</p> <p>Part of the classes in different modules on some selected courses are run by business practitioners, with many years of professional experience related to the learning outcomes for the Management field of study, first-cycle studies.</p> <p>First-cycle studies in the field of Management comprise the following specialties:</p> <ul style="list-style-type: none"> • Business management; • Human resources management
7.2	Conducting classes that develop the students' practical skills	<p>Classes developing the students' practical skills, that are incorporated into the study programme, are conducted:</p> <ol style="list-style-type: none"> 1) in the proper conditions for a particular professional activity; 2) in the way that makes it possible for the students to perform practical tasks. <p>In order to facilitate the process, the students are given access to the university laboratories, including computer rooms with statistics software installed such as, among others, Statistica, used for drawing up economic and financial analyses, developing business plans and programs supporting the process of management, e.g. iCargo. The students also make use of software that acts as an advisory tool which facilitates the process of decision-making in a company. As part of the implementation of the training programme, simulated management games developed by the academics are used. The student also has the possibility to carry out certain specific practical activities during study visits to employers.</p>
7.3	Selected study programme indicators	<p>The study programme:</p> <ul style="list-style-type: none"> – determines the total number of ECTS credits to be obtained by the student from courses with the direct participation of the academic staff or other trainers, i.e. at least 90 ECTS credits; – defines the number of ECTS credits to be obtained by the student in humanities and/or social sciences, not less than 5 ECTS credits — non- applicable to disciplines in fields other than humanities or social sciences, respectively – first-cycle programme, full-time studies also include physical education courses of not less than 60 hours; No ECTS credits are assigned to physical education classes; – determines the number of ECTS credits that can be obtained with the use of distance learning methods and techniques, which cannot exceed 50% of the number of ECTS credits – non applicable.
7.4	Systematic assessment and improvement of the study programmes	<p>The Management study programme, first-cycle studies, is systematically assessed by the academic staff, the students, the graduates and employers. The results obtained from the assessment analysis give way to a constant improvement of the study programme.</p> <p>The Faculty Committee for Study Programmes and Teaching Quality Assurance Programmes monitors the changes made to the programme, and ensures that they do not exceed 30% of the total number of the learning outcomes defined in the study programme. The changes to the study programme are introduced at the beginning of a new cycle of study, and the changes can only be made in the course of study. These may involve:</p> <ul style="list-style-type: none"> - the changes in the selection of the educational content passed to the students during classes, including the most recent scientific achievements or those related to a professional activity; -the changes necessary to eliminate deficiencies found by the Polish Accreditation Committee; -the changes necessary to adjust the programme of study to the amendments to commonly applicable legal regulations. <p>The information about the changes to the programme of study, introduced in the course of the cycle of study, is made available in the public information bulletin on the website of WSEI, at least a month before the commencement of the semester the changes refer to.</p>
8.	Library resources	<p>The university is equipped with a modern computerised library which gives full access to books recommended for the Management field of study as well as to electronic resources of knowledge, both in Poland and abroad.</p>
9.	Implementation of the classes	<p>Full-time studies – classes are conducted from Monday to Friday, between 8a.m and 4p.m.;</p> <p>Part-time studies– classes are conducted every two weeks, on Saturdays and Sundays, from 8a.m. to 8p.m.</p>