FACULTY OF MANAGEMENT AND TECHNICAL SCIENCES

(name of organizational unit)

STUDY PROGRAMME

FIRST-CYCLE STUDIES

(level of study)

Field of study: MANAGEMENT

Form of studies: FULL-TIME AND PART-TIME

Period of study: 2022 -2025

Profile of studies: General academic

WARSAW **2023**

Author(s) of the program:

PROF. DR HAB. STANISLAW MARCINIAK

(name)

ACCEPT: ....

(Dean of the Faculty)

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GENERAL CHARACTERISTICS OF THE FIELD OF STUDY:

a) **Name of the field of study: MANAGEMENT**

b) **Level of education: I CYCLE**

c) **Form of studies: FULL-TIME, PART-TIME**

d) **Profile of education: OGÓLNOAKADEMICKI**

e) **Fields of study and scientific disciplines to which the assumed learning outcomes relate and the percentage of ECTS credits assigned to them, with an indication of the leading discipline:**
leading discipline of management and quality sciences 75.5 % (136 ECTS credits) Economics and Finance 24.5 % (44 ECTS credits)

Professional title obtained by the graduate: BACHELOR

f) **Names of specialties:**

1) HUMAN RESOURCE MANAGEMENT
2) PUBLIC MANAGEMENT
3) E - MARKETING AND SOCIAL MEDIA
4) BUSINESS MANAGER
5) PROJECT MANAGEMENT

DESCRIPTION OF THE FIELD OF STUDY:

Conducting studies in the field of Management results directly from the University's Strategy. First-cycle studies in the field of Management are addressed primarily to people who want to deepen and expand their knowledge in the field of managing enterprises, organizations, institutions both on the domestic and international market.

The Managerial Academy of Applied Sciences in Warsaw in all areas of its activity, as well as in implementing its mission, vision and strategic goals, refers to the tradition of the best universities in the country and abroad, as well as the assumptions of the European Area of Universities. The university prepares staff capable of meeting the requirements of the modern market, creating an attitude of openness, mutual respect and tolerance among students.

Academic staff in the field of Stage I Management care for the high quality of education, which is why the needs of the modern labor market and the principles of lifelong learning are included in the program offer in this field. Employees of the faculty develop contacts with the

academic community in the country and abroad, as well as with the national and regional economic and social environment.

The course refers to the mission of the Managerial Academy of Sciences Appliedch in Warsaw, which is holistic**, modern education and preparation of students to work on the innovative European market**.

Based on the assumptions of the implementation of the Strategy, the concept of education in the field of Management of the first degree was developed in such a way that the graduate could obtain a bachelor's degree after six semesters of education, ending with a diploma exam. A graduate of first-cycle studies will gain new skills consisting in the use of their knowledge to formulate and solve complex and unusual problems in the field of Management. During the studies, the student will gain knowledge, skills and competences in the field of:

- running your own business taking into account the principles of sustainable development
- innovative management of the company and its components
- management of teams in national and international enterprises
- employer branding activities
- recognizing, diagnosing and solving problems of human, material, financial and information management
- critically analyzing, interpreting and evaluating management phenomena and processes on various scales.

Depending on the chosen specialty, knowledge, skills and competences will be deepened in selected areas.

The first-cycle Management course prepares the graduate to create organizational structures enabling the efficient course of processes taking place in the enterprise and to manage teams of employees in various departments of companies, as well as interdepartmental teams. The graduate also has knowledge about the organization's environment and stakeholders, as well as about ways to diagnose a turbulent environment. Knows statistical methods and is able to use them in social, economic and marketing research.

A graduate of the first degree management is ready to take up employment at various positions and levels in the structures of the organization.

A graduate of the first degree Management faculty is prepared to take up research challenges, efficiently communicates with the environment. It is prepared to continue education at second-cycle studies and to continue lifelong education (scholarships, postgraduate studies, courses, internships). The participation of employers in shaping the concept of education is taken into account in the process of conducting internships and in shaping the specialization program.

Qualifications of a graduate - first-cycle studies SPECIALIZATION

HUMAN RESOURCE MANAGEMENT

A graduate of this specialization will gain knowledge, skills and competences in the field of: periodic assessments, professional development and consulting, employee training, personnel controlling, competence management, employment policy and labor market, shaping intellectual capital, acquiring and selecting employees, employer branding, job valuation, wage formation, corporate social responsibility or pro-environmental activities.

During education in this specialty, in addition to lectures, exercises or tutorials on which case studies in the field of broadly understood human resources management are presented, individual or group research projects are prepared to solve specific problems.

Graduates of this specialization can work primarily in HR departments, recruitment, training, consulting, career counseling at various levels andlevels.

PUBLIC MANAGEMENT

The aim of this specialization is to educate students for the needs of one of the largest areas of the labor market – public administration, mainly local government. Management of huge property, financial and human resources as well as management of complex municipal, poviat or voivodship entities is not easy and requires specialist knowledge, skills and competences. The studies give the opportunity to gain knowledge and acquire practical skills in the field of management decentralization, public finance management, risk management, administrative

law, place marketing and public services, sustainable development strategies, budget accounting and cooperation with non-profit organizations.

A graduate of this specialization is prepared to perform various managerial functions in the public sector – central and local government, elected as well as on the basis of a competition or contract. The acquired knowledge, skills and competences provide the basis for managing human teams, formulating development strategies, public finance management, budget accounting, service marketing and place marketing, obtaining EU aid funds, skilful communication with residents.

E-MARKETING AND SOCIAL MEDIA

Social Media and E-Marketing are becoming leading communication tools for organizations of all sizes. Interactive, innovative and instant – they enable you to build relationships with consumers by engaging users and building a new brand experience. The challenge now is to develop new effective ways of communication to harness the power of e-Marketing and the power of the Internet to grow business and sell online.

A graduate of this specialization receives comprehensive and thorough knowledge in the field of management sciences and related sciences, regarding the essence, regularity, problems of the functioning of enterprises in the marketing industry, as well as ways to effectively and efficiently solve these problems. He has the knowledge necessary to efficiently manage a crisis situation in social media, composing promotional campaigns using public relations tools, including e-PR, creating marketing, image and communication strategies in social media. The graduate is focused on knowledge of marketing strategy on the Internet, designing websites and applications, database management, maintaining relationships with customers, preparing marketing analyzes of online channels, creating and positioning a brand on the Internet, creating advertising campaigns, planning, organizing and carrying out marketing and image campaigns on popular social networking sites. The graduate has the ability to organize teamwork, lead teams and effectively communicate and negotiate. He is prepared to work in specialist positions in the management system, as a social media coordinator, social media specialist, content designer, PR and communication specialist, social media manager and community manager. Subjects and specialty blocks allow you to acquire practical

competences tailored to the market context. The acquired knowledge and skills should shape such qualities of the graduate as entrepreneurship, creativity, impact on reality, making judgments and formulating opinions, the desire to succeed. This will enable you to run your own business, work in creative agencies (advertising, research and development) and take up second-cycle studies, including self-education.

BUSINESS MANAGER

In the Business Manager specialization, graduates improve business competences – which are necessary in business management (e.g. creating a business plan, creating and implementing strategies, crisis management in the organization, project management, managing such company functions as marketing, finance, innovation, HR) and interpersonal competences related to managing people and shaping relationships with various stakeholders (e.g. team management, leadership, motivation, creativity). The key issues of this specialization are related to team building, cooperation, taking a leadership role, initiating creative and innovative activities, organizing work and motivating people, inspiring others, analyzing the competitive environment, planning long-term strategies and business models.

The acquired knowledge and skills should shape such competences of the graduate as entrepreneurship, impact on reality, ability to make effective strategic decisions, making judgments and formulating opinions, the desire to succeed.

The graduate is prepared to run his own business, manage organizations, institutions, enterprises and undertake second-cycle studies and self-education.

PROJECT MANAGEMENT

A graduate of the Project Management specialization obtains the necessary and practical knowledge in the field of project management, as a development of knowledge, skills and competences of managing various organizations. In particular, by studying this specialization, the graduate acquires knowledge, skills and competences in the field of: understanding the essence and role of projects in management, project management principles, definition and planning and related risk. In addition, practical skills of organizing and managing projects are shaped by enriching knowledge with practical skills in using IT project management tools and

by acquiring the ability to effectively use project management tools and methods. The specialization also involves developing the ability to think creatively and innovatively, readiness to work in a team and disciplined and responsible behavior and action.

A graduate of this specialization is prepared to work in the positions of managers/managers and specialists in the field of project management, in various enterprises and organizations in the country and abroad. Graduates of the specialty:

- know the basic concepts, methods and techniques in the field of project management,
- have the knowledge and skills to implement the project at every stage,
- are able to organize the execution of projects and control them,
- are able to use specialized IT tools to analyze, evaluate and design (model) projects,
- are prepared to work in a team, but also have the skills to create and manage a team and take responsibility for the decisions made,
- are prepared to act as a project manager and to be an effective member of the project team,
- They are sought-after specialists by numerous domestic and foreign enterprises, public institutions and non-profit organizations.

The acquired knowledge, acquired skills and created competences allow the graduate of this specialization to continue education at the second cycle of studies.

DESCRIPTION OF EXPECTED LEARNING OUTCOMES:

Table of directional learning outcomes to the characteristics of the PQF and fields of science

DIRECTIONAL LEARNING OUTCOMES

Management
FACULTY OF MANAGEMENT AND TECHNICAL SCIENCES

FIRST-CYCLE STUDIES – GENERAL ACADEMIC PROFILE

Explanation of the markings:

ZO1 (before the underline) – learning outcomes for first-cycle general academic programmes in the field of management
W (after underscore) – knowledge category
U (underscored) – skill category
K (after underline) – category of social competences
01, 02 et seq. (after underline) – indication of the learning outcome;
P6S (before the underscore) – level 6 of the Polish Qualifications Framework with characteristics of qualifications obtained as part of higher education at first-cycle studies
WG (after underscore) – knowledge: scope and depth / completeness of cognitive perspective and dependencies
WK (after underscore) – knowledge: context / conditions, effects
UW (after underscore) – skills: use of knowledge / problems solved and tasks performed
UK (after underline) – skills: communicating/receiving and creating statements, dissemination of knowledge in the scientific community and use of a foreign language
UO (after underscore) – skills: work organization / planning and teamwork
UU (after underscore) – skills: learning / planning your own development and others
KK (after underline) – evaluations / critical approach
SC (after emphasis) – responsibility / fulfillment of social obligations and public interest
CoR (emphasis added) – professional role / independence and development of ethos
Z - science of management and quality
e- Economics and finance

Learning outcomes directional symbol	**Learning outcomes for the field of Management first-cycle studies** **General academic profile**	**Reference to directional learning outcomes for the area of social sciences**	**discipline**
KNOWLEDGE: A graduate of undergraduate studies knows and understands:			
ZO1_W01	At an advanced level - selected facts and processes taking place in the economy and society and related theories constituting basic general knowledge in the field of the discipline of management and quality sciences as well as economics and finance, as well as cause-and-effect relationships between them	P6S_WG	z/e
ZO1_W02	At an advanced level, the functioning of the legal, ethical, economic and social environment of the organization and the determinants of activities and processes related to the functioning of the organization, including the principles of industrial property protection, copyright law and GDPR at national and international level	P6S_WK	with
ZO1_W03	to a deeper degree, the essence of entrepreneurshipin human activity and in running one's own business and their determinants	P6S_WK	with
ZO1_W04	in an advanced degree of genesis of management sciences in the field of management and quality sciences and their development in the context of socio-economic development	P6S_WG	with
ZO1_W05	at an advanced level, the functioning of various types of social and economic systems as well as organizations in micro and macroeconomic terms	P6S_WG P6S_WK	e
ZO1_W06	at an advanced level, the relations between organizations and their stakeholders forming their environment in thescale of the organization, local, regional, national, international and global	P6S_WK	z/e
ZO1_W07	at an advanced level, types of structures, processes , technologies and some factors influencing their changes and	P6S_WG	With

	types of documents formalizing the organization and its processes with their selected applications		
ZO1_W08	at an advanced level, legal provisions regulating the functioning of the organization and the processes taking place in it	P6S_WK	With
ZO1_W09	to a deeper degree, the essence of employee management in an organization, institution and the relations and dependencies between them in the context of cultural conditions	P6S_WG	With
ZO1_W10	to a greater extent, the essence of the organization's strategy and its culture and the possibility of their impact on the competitiveness of the organization	P6S_WG P6S_WK	With
ZO1_W11	in-depth analytical methods and other quantitative and qualitative methods, as well as IT and communication tools for the collection, analysis and presentation of economic and social data.	P6S_WG	I/E
ZO1_W12	to an in-depth extent, the key areas of the organization's functioning and their processes, the dependencies between them and their impact on the efficiency and effectiveness of the organization	P6S_WG	With
ZO1_W13	to a greater extent the essence of safety, security and quality standards in the work environment and beyond in the context of social, economic, legal and management conditions	P6S_WG	With
ZO1_W14	to a greater degree, the principles of rational decision-making concerning individual resources and spheres functioning of institutions, organizations from the point of view appropriate for management sciences and quality	P6S_WG; P6S_WK	with
SKILLS: A graduate of first-cycle studies is able to:			
ZO1_U01	design methods adequate for the diagnosed problems and the course of phenomena/problems, tools leading to their efficient solution in the strategic, tactical and operational area	P6S_UW	z/e
ZO1_U02	communicate in a foreign language to the extent appropriate for management direction, in accordance with the requirements specified for level B2 of the Common European Framework of Reference for Languages and participate in the debate with observance of security and data protection rules	P6S_UK	z/e
ZO1_U03	make decisions, plan and organize work – individually and in a team at various levels of the organization, as well as manage a team	P6S_UO	with
ZO1_U04	independently plan and implement their own lifelong learning	P6S_UU	z/e
ZO1_U05	recognize the need to introduce changes in various types of organizations, and design change management plans, take innovative actions in a selected functional area of the organization	P6S_UW	with
ZO1_U06	effectively argue for introducing changes within the organization's activities and management of limited resources, make a selection and use modern information and communication techniques in management and use legal regulations and standardization systems of the company	P6S_UW P6S_UK	with
ZO1_U07	create and implement innovative projects based on our knowledge in the field of management and quality sciences	P6S_UW P6S_UO	with
ZO1_U08	verify the organization's strategies in the long and short term, recognize attitudes, human behavior, motives and causes of problems / conflicts in the organization and indicate ways to solve them alternatively	P6S_UW	with
ZO1_U09	is able to apply selected analytical methods and tools as well as IT and communication systems supportingdecision-making processes in the organization	P6S_UW	with

ZO1_U10	formulate evaluations of proposed solutions and participate in decision-making processes at the strategic, operational and tactical levels	P6S_UW P6S_UK P6S_UO	with
ZO1_U11	kadhere to the principles of professional ethics in independent expression in writing and orally on a given topic, including in a foreign language, is able to defend their own views on management problems	P6S_UK	z/e
ZO1_U12	comply with safety, security and quality standards in the working environment and outside the context of social, economic, legal and managerial conditions	P6S_UW	with
ZO1_U13	predict, analyze, monitor the behaviors, attitudes, motives of members of various types of organizations, institutions in typical situations and influence them to a specific extent.	P6S_UU	with
SOCIAL COMPETENCES: A graduate of first-cycle studies is ready to:			
ZO1_K01	analysis and critical evaluation of own activities and those of the organization's members	P6S_KK	z/e
ZO1_K02	formulate judgments, opinions on important social and philosophical issues	P6S_KO	z/e
ZO1_K03	ethical and responsible conduct in business practice and popularization of models of proper conduct in the work environment and outside it	P6S_KR	z/e
ZO1_K04	acting in an entrepreneurial way that paves the way his professional development and organization development.	P6S_KR; P6S_KK	z/e
ZO1_K05	personal and professional development	P6S_KR	with
ZO1_K06	participation in the creation of social projects for the public interest (political, economic, civic), taking into account various aspects m.in. legal, ecological, cultural diversity	P6S_KO	z/e
ZO1_K07	to work in different organisational structures taking on different roles and functions, including thinking and acting in an entrepreneurial way for professional development	P6S_KO	with
ZO1_K08	To promote and disseminate models of good conduct in the work environment and outside it	P6S_KR, P6S_KO	with

Matrix of directional learning outcomes in relation to education modules (subjects)

Annex A.

Learning outcomes scoreboard

Annex A

INDICATORS CONCERNING THE PROGRAMME OF STUDIES IN THE FIELD OF STUDY, LEVEL AND PROFILE OF EDUCATION

		Stationary	part-time
1.	Number of semesters	6	6
2.	Number of ECTS credits needed to obtain qualifications corresponding to the level of education	180	180
3.	Number of ECTS credits assigned to classes requiring direct participation of academic teachers and students	93,72	60,32
4.	Number of ECTS credits assigned to modules of classes related to practical vocational preparation for the student's acquisition of practical skills and social competences	Not applicable	Not applicable
5.	Number of ECTS credits assigned to courses in the humanities or social sciences	Sociology 1 ECTS Psychology 1 ECTS Ethics 1 ECTS Information Technology 2 ECTS Protection of intellectual property 1 ECTS Foreign language (n.humanist.) 10 ECTS	Sociology 1 ECTS Psychology 1 ECTS Ethics 1 ECTS Information Technology 2 ECTS Protection of intellectual property 1 ECTS Foreign language (n.humanist.) 10 ECTS
6.	Number of ECTS credits assigned to elective subjects/modules	95	93
7.	Number of ECTS credits assigned to traineeships and number of hours of traineeship	5 ECTS /120 hours	5 ECTS /120 hours
8.	Number of hours of physical education classes – in the case of full-time first-cycle and long-cycle programmes, general	60 hrs	Not applicable
9.	Number of ECTS credits covering subjects related to scientific research conducted in the field of social sciences (discipline of quality management science and economics and finance) related to the field of study, for the acquisition by students of in-depth knowledge and the ability to conduct scientific research (major and specialty subjects)	121	121

DIMENSION, PRINCIPLES AND FORM OF INTERNSHIPS

YEAR II SEMESTER 4 120 HOURS 5 ECTS CREDITS (full-time and part-time studies)

1. The internship is carried out in the amount of **120 clock hours** - in the case of first-cycle studies in **the field of management**.
2. Students are required to have no more than **an 8-hour** internship day. The start and end time of the internship day is determined by the workplace.

Workplace

- has been conducting activities for at least three years in accordance with the field of study of the student applying for a professional internship;
- ensures the implementation of professional internships, consistent with the student's field of study, undergoing professional internships, while ensuring an appropriate level of their implementation;
- ensures the achievement of the purpose of the traineeship, specified in § 2 section 2 of the Traineeship Regulations;
- complies with health and safety rules.

The internship can take place within the country or outside it. Internships may take place using the database of offers of the Faculty of Management and Technical Sciences, the electronic database of offers of the Career Office or in workplaces with which the university has concluded agreements. The student may also indicate the workplace, provided that the internship carried out there is consistent with the specificity of the field of study. An internship completed as part of a trip organized by the Erasmus+ program may be counted towards the internship, if this program has been agreed with the Dean of the Faculty. The student can also carry out an internship in a program financed from the EU structural funds and from other domestic and foreign financial resources. For the purpose of documenting the course of the practice, the Practice Diary is used. Internships are supervised by the Dean of the Faculty and a supervisor of student internships appointed by him.

Internships take place according to the content indicated in the subject card.

METHODS OF ASSESSMENT OF LEARNING OUTCOMES

Implementation of internships within the set deadline. Entries in the practice diary. Assessment and opinion for a student carrying out an internship, issued by the tutor of student professional internships.

During professional internships, it is advisable for the student to become familiar with the following issues and tasks:

- health and safety and fire protection regulations,
- company documentation, regulations, regulations and rules defining the obligations of employees,
- task planning and implementation in the organization,
- basic communication in the implementation of professional tasks,
- flow of information in the unit, structure and organization of workplaces, principles of cooperation in a team,
- organizing individual and team work
- professional ethics
- improvement or acquisition of managerial competences

Detailed guidelines are included in **the Regulations of Student Professional Internships in the field of general academic studies MANS** in Warsaw adopted by Resolution No. 14/12/2021 of the Senate of WSM in Warsaw of December 16, 2021.

ADDITIONAL READING

Admission conditions for studies in the field of "Management"

The conditions and procedure of admission to studies, as well as the qualification criteria applicable at the Managerial Academy of Applied Sciences in Warsaw are impartial and provide candidates with equal opportunities to take up studies in the chosen field. The recruitment process guarantees the selection of candidates with knowledge and skills at the level necessary to achieve the assumed learning outcomes.

The conditions, procedure and date of commencement and completion of recruitment for studies are adopted by the Senate of MANS in Warsaw. The admission procedure is conducted by the Admissions Committee. Admission to studies takes place by way of entry on the list of students, information about entry on the list of MANS students is signed by the chairman of the Admissions Committee. Administrative decisions in the event of refusal of admission to

studies are signed by the chairman of the commission. The decision of the commission may be appealed to the Rector of MANS in Warsaw. The basis for admission to first-cycle studies are:

a) obtaining positive results on the maturity certificate: maturity exam, maturity exam or foreign exam. The basis for admission may also be the results of the maturity exam or maturity exam and the exam or exams confirming qualifications in the profession;

(b)the positive effect of the interview. The Committee consists of: the Dean of the Faculty, the Head of the Department or other research-didactic or didactic employee with knowledge and practical skills in the disciplines to which individual fields of study are assigned and an employee of the Didactic Service Center. The university does not provide for upper limits on admission to studies. Registration of candidates for studies is carried out through the Online Registration of Candidates system.

A person who has obtained confirmation of learning outcomes may also apply for admission to studies. Detailed rules, conditions and procedures for confirming learning outcomes are specified by the Senate of the Managerial Academy of Applied Sciences in Warsaw.

Candidates qualified for admission to the first year of studies are obliged to confirm their intention to study at MANS in Warsaw on a specific form of studies, by submitting in person or by an authorized person a set of required documents.

Rules, conditions and procedure for graduation

The diploma procedure in the field of study guarantees confirmation of the achievement of the assumed learning outcomes provided for in the study programme. Diploma seminars are conducted according to study plans. The rules for conducting the diploma seminar and the course of the diploma exam, as well as the rules and criteria for the preparation and evaluation of diploma theses are defined by the Senate of the Management Academy of Applied Sciences in Warsaw by way of a Senate resolution consisting of the Diploma Regulations of the Management Academy of Applied Sciences in Warsaw and the Rector's Ordinance on the organization of the didactic process in a given academic year.

Choosing a promoter

The diploma student prepares a diploma thesis under the supervision of a supervisor. The diploma chooses a supervisor respectively in the fourth semester of first-cycle studies, the student has the right to freely choose the supervisor under whose direction he will prepare

the diploma thesis. The promoter of the bachelor's thesis may in the first place be an academic teacher who holds the title or academic degree of doctor or habilitated doctor is employed at the University on a full-time basis for which the university is the basic place of work, as well as an academic teacher who holds the title or academic degree of doctor or habilitated doctor employed in the university on a full-time basis, for which the university is an additional place of work. in special cases, with the consent of the Rector, another person who is not an academic teacher conducting classes on the basis of separate regulations, who holds the title or academic degree of doctor or habilitated doctor, may become a supervisor. To act as a promoter of the bachelor's thesis. In justified cases, the Rector may authorize another academic teacher or an outstanding specialist – also from outside the University, if he/she has a professional title or academic title or degree closely related to the research area of the diploma thesis.

Choosing a topic

When determining the topic of the diploma thesis, the scientific or professional interests of the diploma student as well as real scientific, didactic and organizational possibilities are taken into account. The topics of diploma theses should be empirical and concern a precisely formulated research problem. The diploma student has the right to take up a theoretical topic if it is consistent with his scientific interests, falls within the research area of the promoter and corresponds to the field of study. The list containing the final topics of the diploma theses, along with the assignment of promoters, is approved by the Dean of the Faculty, and the detailed procedure for changing the topic of the diploma thesis is specified in the Regulations of Management Studies of the Academy of Applied Sciences in Warsaw.

Reviewer's choice

The reviewer of the diploma thesis may in the first place be an academic teacher who holds the title or academic degree of doctor or habilitated doctor is employed at the University on a full-time basis for which the university is the basic place of work, as well as an academic teacher who holds the title or academic degree of doctor or habilitated doctor employed at the university on a full-time basis, for which the university is an additional place of work. In special cases, with the consent of the Rector, another person who is not an academic teacher conducting classes on the basis of separate regulations, who holds the title or academic degree of doctor or habilitated doctor, may become a supervisor. In justified cases, the Dean of the Faculty, with the consent of the Rector, may appoint another academic teacher or an

outstanding specialist, also from outside the University, as a reviewer – if he/she has a title or academic degree closely related to the field of study. The reviewer's substantive qualifications must be related to the topic of the diploma thesis.

Thesis evaluation

The diploma thesis is evaluated separately by the promoter and reviewer. The promoter and reviewer obligatorily and independently fill in the appropriate diploma thesis assessment sheets, which are a part of the documentation of the examination board conducting the diploma examination. On the basis of the diploma thesis assessment sheets, the final grade of the diploma thesis is calculated, which is the arithmetic average of the promoter's and reviewer's assessment

Diploma exam

The conditions for admitting a graduate to the diploma exam are specified in the Regulations of studies at the Managerial Academy of Applied Sciences in Warsaw. The examination board to conduct the diploma examination is appointed by the Dean of the Faculty. The examination board is composed each time of: the chairman, the promoter and the reviewer. The chairman of the commission should hold at least a doctoral degree. The diploma examination is an oral exam. During the exam, the graduate receives at least three questions: two from the supervisor and one from the reviewer. The promoter's questions are questions in the field of directional and specialty subjects, and the reviewer concerns the diploma thesis. Examination questions should relate to the subject of the seminar subject. The examination board, when calculating the final result of studies and entering the grade in the documentation of the diploma examination, is guided by the principles set out in the Regulations of studies at the Managerial Academy of Applied Sciences in Warsaw.

The procedure to be followed in the event of obtaining an unsatisfactory grade or failure to take the diploma exam for random reasons is provided in the Regulations of Studies at the Managerial Academy of Applied Sciences in Warsaw.

Ways and tools for monitoring and evaluating student progress

Students take exams and obtain credits according to the session schedule, on the dates set for the winter and summer examination sessions, respectively. The session plans include the

dates of the revision sessions. Subjects end with one of three forms: exam, passing with grade, passing.

The rules for the assessment and assessment of the degree of achievement of learning outcomes by students in force ensure impartiality and transparency, as well as comparability of assessments at each stage of studies and at their end.

The main methods of verification of achieving learning outcomes include: tests, examination papers, papers, solving specific problem tasks, projects, colloquia, individual and group work of students performed during classes, practice diaries, diploma theses, diploma exam protocols. The methods indicated above ensure effective verification and assessment of the degree of achievement of all learning outcomes, including general academic skills, as well as the degree of mastery of a foreign language.

The basis for assessing the implementation of individual stages of acquiring knowledge, skills and social competences – depending on the subject – is determined by the teacher. Methods of assessment formulating and summarizing, as well as detailed and generalized methods are distinguished. The development and collection of documentation of forms of verification of the achievement of assumed learning outcomes for a given subject is the responsibility of the competent academic teacher or other person entrusted with the implementation of classes during studies.

STUDY PLAN

a) Settlement of hours according to the content of education

Annex B

Attachments:

1. Resolution of the Senate of the MANS on the adoption of the study program;
2. Opinion of the student government on the study program;
3. Opinions of external stakeholders;
4. Item cards.