

**DESCRIPTION OF THE STUDY PROGRAMME
FOR THE ECONOMICS FIELD OF STUDY
first-cycle studies, practical profile**

1. GENERAL CHARACTERISTICS OF THE STUDY PROGRAMME	
Faculty of study:	Faculty of Administration and Social Sciences
1.1 Programme of study/field of study/speciality	Field of study: Economics Specialities: — Business economics — Labour market and social policy
1.2 Level of study	First-cycle studies
1.3 Level of the Polish Qualification Framework	Level 6 of the Polish Qualification Framework
1.4 Profile of study	Practical
1.5 Form(s) of study	Full-time studies/part-time studies
1.6 Number of semesters and ECTS credits required for the completion of study	6 semesters, 180 ECTS credits
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 – 1700 hours (including 6-month student work placements)
1.8 Total number of ECTS credits obtained from humanities or social sciences	180 ECTS credits
1.8 Academic degree awarded to graduates, ISCED CODE. Synthetic description of professional characteristics and work positions for the graduates	Bachelor's degree, ISCED code 0311 The person holding the above qualifications has general knowledge of social sciences. The person knows, at an advanced level, what concepts, methods and theories constitute general knowledge of economics and other complementary social sciences as well as specific knowledge of the functioning of markets and economic operators. The person understands how different economic systems operate, is familiar with the interdependence of the elements of the national economy, public administration institutions and the international environment. They know the rules of the establishment and operating activities of businesses. In addition, they can communicate, including discussing economic issues, with the use of specialized terminology and in a foreign language at B2 level. The person is also prepared to establish and conduct their own business activity. They can continue their study and undertake second-degree studies, at level 7. Within a speciality: Business economics the person will, in particular: be able to formulate and resolve complex and unusual problems of a practical nature in the field of economics and, in particular, to perform tasks such as: <ul style="list-style-type: none"> • describing economic and social processes and phenomena; • analyzing individual economic phenomena, • indicating the causes and consequences of economic decisions taken by economic operators and households, • assessing the rationality of choices made by consumers, economic operators and the state; • drawing up summaries, reports, analyses and forecasts for decision-making in the areas of economic activity, • participating in the implementation of economic projects, • using appropriate data collection and processing methods and tools to describe and understand economic phenomena, including ICT techniques; The person holding the above qualification is prepared to work in analytical and specialist positions in:

	<ul style="list-style-type: none"> • manufacturing and service companies, • consultancy bodies as well as sales team manager, sales specialist, sales representative, customer assistant. <p>Within a speciality: Labour market and social policy will, in particular:</p> <ul style="list-style-type: none"> • be able to formulate and solve complex and unusual problems of a practical nature in the field of economics and labour market and, in particular, to perform tasks such as: • describing economic and social processes and phenomena; • interpreting social phenomena and identifying the main economic and socio-demographic determinants of social problems. • conducting social research • planning their own career • seeking optimal solutions on the labour market, • assessing the rationality of economic choices made by consumers, economic operators and the state, • using modern analytical methods and IT systems, • is able to manage teamwork and interact with the team. <p>A person holding the above qualification is prepared to work as a specialist in job centres, state and local government administration offices, foundations and associations, employment agencies, centres for public opinion, HR departments, as a professional adviser.</p>
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2. LEARNING OUTCOMES DEFINED IN THE STUDY PROGRAMME AND THE DISCIPLINES OF SCIENCE ASSIGNED

2.1 Scientific discipline of social sciences assigned

Scientific field: social sciences

No.	Discipline of science	Number of ECTS credits	%
1.	Economics and Finance	146	81 %
2.	Management and Quality Studies	34	19 %
Total number of ECTS and the percentage of ECTS in the study programme		180	100 %

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

Field of study:	ECONOMICS		
Level of education:	Level 6 of the PRK – First-cycle studies		
Profile of study:	Practical		Reference to:
Learning outcomes symbol for the study programme	Learning outcomes after completing first-cycle studies in Economics	universal characteristics for a given PQF level	characteristics for first-cycle studies learning outcomes for qualifications at PQF levels 6-7

KNOWLEDGE
The graduate knows and understands:

Learning outcomes symbol	Description of learning outcomes	Reference to	Reference to
K_W01	at an advanced level, terminology (in Polish and in a foreign language), concepts and theories in the area of economics and finance, management and quality studies as well as their methodological and field of study relationships in relation to selected subjects of specific knowledge and its practical application to professional activities related to the field of study	P6U_W	P6S_WG
K_W02	at an advanced level, selected facts and phenomena and their methods and theories explaining the complexity of interdependencies between them as a basic knowledge of operating activities of various economic systems	P6U_W	P6S_WG
K_W03	at an advanced level, the foundations of the establishment, operating activities and development of companies, the rules on the management of their assets and the processes taking place, and the rules of competitive game and how this knowledge is used in practice in their professional activities.	P6U_W	P6S_WG
K_W04	at an advanced level, principles and standards necessary for the independent conduct of a business activity and the types of social ties associated with the operating activities and management of an economic operator	P6U_W	P6S_WG

K_W05	types of links between structures and economic institutions, and understands the causes and consequences as well as dilemmas behind those changes in modern civilization	P6U_W	P6S_WK
K_W06	at an advanced level, interdependencies between different components of the national economy, public administration institutions and the international environment in the field of specific knowledge relevant to a study programme of a practical profile	P6U_W	P6S_WG
K_W07	at an advanced level, methods, theory and techniques for obtaining data relevant to the understanding of economic phenomena necessary to assess the activities of an economic operator	P6U_W	P6S_WG
K_W08	entrepreneurship determinants, defines the role of an entrepreneur in the modern economy, is familiar with economic principles, ethical and professional standards as well as legal standards on their own activities, and has adequate knowledge of physical culture	P6U_W	P6S_WK
K_W09	at an advanced level, selected economic facts and phenomena and the related methods and theories explaining the complex interdependencies between them that rationalize consumption and investment decisions	P6U_W	P6S_WG
K_W10	the role of economic actors and how to apply knowledge in this field to professional activities related to the field of study	P6U_W	P6S_WG
K_W11	at an advanced level, quantitative tools used in economic analyses and their use to solve cognitive and decision-making problems in the economy	P6U_W	P6S_WG
K_W12	at an advanced level, ways of using information and communication technologies to solve economic science problems; understands dynamics of the development of ICT techniques and business processes	P6U_W	P6S_WG
K_W13	at an advanced level, data acquisition and processing methods and tools to describe interdependencies as well as economic and social processes	P6U_W	P6S_WG
K_W14	at an advanced level, principles and instruments of general economy, social and regional policies and understands the causes and directions of changes in the economy and its components	P6U_W	P6S_WG
K_W15	legal standards and their conditions in professional activities related to the field of study, including regulations on economic law contracts; knows and understands the basic concepts and principles of the protection of industrial property and copyright.	P6U_W	P6S_WK
K_W16	fundamental economic and social dilemmas of modern civilisation, has basic knowledge of a human as part of economic structures	P6U_W	P6S_WK
K_W17	foreign language at B2 level of the Common European Framework, of Reference for Languages, including specialized language in the field of economics and finance	P6U_W	P6S_WG
SKILLS The graduate is able to:			
K_U01	obtain, analyze and interpret information from literature, databases and other sources, and use the knowledge acquired to solve problems and perform practical tasks in their professional activity	P6U_U	P6S_UW
K_U02	observe and correctly interpret fundamental economic phenomena and link them to different areas of their professional activity	P6U_U	P6S_UW
K_U03	select and apply basic quantitative tools and methods, including advanced information and communication technologies in economic analyses and to address complex decision-making issues at a macro- and micro-economic level	P6U_U	P6S_UW
K_U04	use appropriate economic tools to make rational decisions in relation to their professional activities	P6U_U	P6S_UW
K_U05	on the basis of the knowledge acquired, make a practical analysis of individual economic phenomena and assess the rationality of choices made by consumers and economic operators	P6U_U	P6S_UW
K_U06	on the basis of their knowledge and methods, standards and rules, to solve specific problems and to perform tasks typical of their professional activities associated with the field of study	P6U_U	P6S_UW
K_U07	select and apply IT tools used in economics and the related sciences, including the use of information and communication technology (ICT)	P6U_U	P6S_UW
K_U08	plan, work and communicate in a team that solves specific economic issues, with different social or economic roles	P6U_U	P6S_UO
K_U09	describe and analyze economic and social processes and phenomena using standard methods and tools used in economic sciences, and make simple macro- and microeconomic forecasts	P6U_U	P6S_UW
K_U10	has analytical and prognostic skills to identify the causes and consequences of economic decisions taken by economic operators and households;	P6U_U	P6S_UW
K_U11	has the ability to interpret laws and determine their impact on the operating activities of the economy and economic operators	P6U_U	P6S_UW
K_U12	interpret basic legal acts in relation to the different spheres of economic activity, in particular the establishment and operating activities of economic operators	P6U_U	P6S_UW

K_U13	participate in the preparation and implementation of new economic and organizational projects in groups, formal and non-formal teams	P6U_U	P6S_UO
K_U14	use elementary skills to solve economic problems appropriately to analyze and present them; is able to discuss and participate in a debate	P6U_U	P6S_UK
K_U15	draw up, in Polish and in a foreign languages, summaries, reports, analyses and expert opinions with a view to making correct decisions in different areas of economic activity and present them	P6U_U	P6S_UK
K_U16	speak a foreign language recognized as the language of international communication, at level B2 of the European System of Reference for Languages, on economics and finance, and on management and quality studies	P6U_U	P6S_UK
K_U17	anticipate and forecast economic phenomena useful for the operating activities of economic entities	P6U_U	P6S_UW
K_U18	independently plan and conduct their own further training related to the changing legal regulations and to use specialized language of economics and finance	P6U_U	P6S_UU
K_U19	describe the operating activities of the institution's organizational units departments/sections	P6U_U	P6S_UW
K_U20	identify workplace hazards, including OSH risks and the ways to prevent them, and to take care of health and physical fitness	P6U_U	P6S_UW
SOCIAL COMPETENCIES The graduate is ready to:			
K_K01	critically assess their own knowledge and competences in the context of the expectations of the socio-economic environment	P6U_K	P6S_KK
K_K02	improve the ability to think logically and analytically both in working situations and in social life	P6U_K	P6S_KR
K_K03	seek alternative, optimal solutions to the problems analyzed, and to ensure that the data collected is accurate and reliably analyzed	P6U_K	P6S_KK
K_K04	follow ethical principles, correctly identify and resolve moral dilemmas related to the exercise of the profession	P6U_K	P6S_KR
K_K05	demonstrate a critical attitude to the results of their own work – articulate and defend their views on economic issues	P6U_K	P6S_KK
K_K06	make an autonomous assessment of social and economic phenomena, formulate their own conclusions on them, conduct substantive discussions (also in a foreign language), including promoting a healthy lifestyle	P6U_K	P6S_KK P6S_KO
K_K07	think and act in an entrepreneurial way with regard to the entities in which they operate, takes care of their own interests and the surroundings	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 (e.g. writing assignments/quizzes) and oral tests; projects, presentations, a talk, case studies, task/problem resolution, group discussion, e-learning, developing of reports and presentation of their results, discussions based on scientific literature, 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.</p> <p>The adequacy of the learning outcomes 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 WSEI University of Lublin has developed tools to validate the assumed learning outcomes, which are used for the verification of the learning outcomes for the Economics field of study. They are supported by measures for the achievement of the students' learning outcomes, divided into two groups:</p> <ul style="list-style-type: none"> • quantitative measures; • qualitative measures. <p>Therefore, the verification of the assumed learning outcomes for the Economics 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 relevant field of study and the level of study are evaluated.</p>
2.4	Analysis of the correlation of the assumed learning outcomes with the needs of the labour market and the results obtained from the	<p>The learning outcomes for the Economics 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 of Administration and Social Sciences.</p> <p>The established and continuously developing cooperation with external parties is manifested by:</p>

	assessment analysis	<ul style="list-style-type: none"> -appointing employers' representatives to co-work with the faculty committee for Study Programmes and Education Quality Assurance, - the activities of a group of social and economic experts at WSEI University, 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, - entrepreneurs' agreement to organize study visits and meetings with employers for the students, - implementation of diploma theses related to engineering issues taken from real-life operating activities of companies, - conducting assessments and executing other tasks on behalf of external stakeholders. <p>The study programme on the first-cycle studies in the field of Economics 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 executive/management staff.</p>
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3. LIST OF COURSES / MODULES, A DETAILED STUDY PLAN

		Module Name	ECTS credits	Form of completion
3.1	Classes or groups of classes (modules) including the number of ECTS credits assigned	GENERAL ACADEMIC MODULES	22	
		General module/IT (Occupational Health and Safety (OHS), Fundamentals of Intellectual Property Protection, Library, IT)	5	GRADED CREDIT
		Humanistic Module A (to be selected: professional ethics, sociology, psychology, philosophy)	5	GRADED CREDIT
		Foreign language (to be selected: English, German, Russian)	12	EXCERPTS
		Physical education	0	CREDIT
		FIELD OF STUDY-RELATED MODULES	55	
		Mathematical and statistical methods for economists	5	GRADED CREDIT
		Fundamentals of micro-economics	5	EXAM
		Fundamentals of law	5	GRADED CREDIT
		Company Management	5	GRADED CREDIT
		Fundamentals of accounting	5	EXAM
		Macro-economics	5	EXAM
		Economic and financial analysis	5	GRADED CREDIT
		Econometrics	5	GRADED CREDIT
		Entrepreneurship	5	GRADED CREDIT
		International Economics	5	EXAM
		Fundamentals of finance	5	EXAM
		OPTIONAL MODULES	5	
		Project Management/Social Economy	5	GRADED CREDIT
		SPECIALITY MODULES	56	
		Speciality I: Business economics		
		Organizational behaviour	7	GRADED CREDIT
		Company marketing	7	GRADED CREDIT
		Economics of manufacturing and services	7	GRADED CREDIT
		Strategic and operational management	7	EXAM
		Business forecast and simulations	7	EXAM
		Economic and Social Policy	7	GRADED CREDIT
		European integration and regional economy	7	EXAM
		Human resources management	7	GRADED CREDIT
		SPECIALITY MODULES	56	
Speciality II: Labour market and social policy				
Organizational behaviour	7	GRADED CREDIT		

		Employment and labour market policy	7	EXAM
		Methods and techniques of social research	7	GRADED CREDIT
		career guidance and planning	7	GRADED CREDIT
		European social policy	7	EXAM
		Economic and Social Policy	7	GRADED CREDIT
		European integration and regional economy	7	EXAM
		Human resources management	7	GRADED CREDIT
		Seminar and Degree Examination	10	EXAM
		Total of study programme for speciality I: Business economics	148	
		Total of study programme for speciality II: Labour market and social policy	148	
		Student work placement -6 MONTHS	32	CREDIT
		Total of hours and ECTS credits for speciality I: Business economics	180	
		Total of hours and ECTS credits for speciality II: Labour market and social policy	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 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				
<p>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.</p> <p>Student Work Placement Programme for the Economics field of study, first-cycle studies, practical profile.</p> <p>The conditions for obtaining credit by the students of WSEI on the learning outcomes during work placements are specified in the Ordinance of the Rector of the WSEI University of Lublin, under which the student placement is divided into three parts:</p> <ol style="list-style-type: none"> I. General student work placement; II. Field of study-related student work placement; III. Speciality-related student work placement. <p>There are three possibilities to implement student work placements at the University, i.e.:</p> <ol style="list-style-type: none"> 1. A student work placement in a company chosen by the student, and arranged by the student himself/herself; 2. The completion of a student work placement as a part of his/her professional activity, provided that it is in line with the profile of study and allows/has allowed him/her to achieve the specified learning outcomes specified in the student work placement programme and the duration of the placement is not/was not shorter than the duration of the placement specified in the programme. 3. A student work placement organized by the University. 				
5. STUDENT-SELECTED MODULES INCORPORATED INTO THE STUDY PROGRAMME				
<p>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 approximately 67% of the overall ECTS credits in the programme of study, i.e.</p> <p>Student-selected modules include:</p> <p>Foreign language (English, German and Russian) — 12 ECTS;</p> <p>Humanistic module (courses to be selected: ethics, sociology, psychology, philosophy)— 5 ECTS;</p> <p>Selected speciality modules- 56 ECTS</p> <p>Optional modules — 5 ECTS;</p> <p>Degree Seminar — 10 ECTS;</p> <p>Student work placement — 32 ECTS.</p>				
6. NUMBER OF ECTS CREDITS OBTAINED FROM DEVELOPING PRACTICAL SKILLS IN THE PROGRAMME OF STUDY, PRACTICAL PROFILE				
<p>Within the framework of the Economics programme of study, first-cycle studies, practical profile, the number of ECTS credits to be obtained from developing practical skills is 102.</p>				
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 Economics are practical studies conducted in a modular system.</p> <p>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; • speciality 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 Economics field of study, first-cycle studies.</p> <p>First-cycle studies in the field of Economics comprise 2 specialities:</p> <ul style="list-style-type: none"> • Business economics; • Labour market and social policy.
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 classrooms with the installed software such as, among others, Statistica, used for drawing up economic and financial analyses, developing business plans and programmes for restructuring firms, computer programmes for company tax settlements, e.g. REX. In addition, BI software is used as an advisory tool to facilitate company decision-making, as well as SPSS and GNU R software. 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, i.e. not less than 5 ECTS credits - for fields of study assigned to scientific disciplines in fields other than humanities or social sciences respectively - not applicable; - first-cycle programme, long-cycle Master's degree 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 total number of ECTS credits to be obtained by the student as part of courses with the direct participation of academic teachers or other trainers; - determines the number of ECTS credits to be obtained through distance learning methods and techniques which shall not exceed 50 % of the number of ECTS credits - not applicable
7.4	Systematic assessment and improvement of the study programmes	<p>The Economics 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 the University, 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 computerized library which gives full access to books recommended for the Economics field of study as well as to electronic resources of knowledge, both in Poland and abroad.</p>
9.	Implementation of 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>