

DESCRIPTION OF THE STUDY PROGRAMME
FOR THE FINANCE AND ACCOUNTING 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: Finance and accounting Specialities: -Accounting of business entities -Finance and financial reporting -Tax management |
| 1.2 Level of study | First-cycle studies |
| 1.3 Level of the Polish Qualification Framework | Level 6 of the Polish Qualifications 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 |
| 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 |
| 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 Graduates holding the above qualification understand: the rules of creating financial statements and have the ability to make an effective analysis of financial statements; the options available to the organization on reporting the effects of its business activities. They understand the difference between accrual and cash basis accounting. They know and can put into practice the notions of straight interest, compound interest, current value, future value. They can use different approaches to address issues related to time value of money. These competences allow both simple and complex financial analyses to be conducted, including e.g.: analysis of financial statements, ratio analysis, budgeting (material and financial planning), assessment of investment projects feasibility, developing financial forecasts, valuation of financial instruments and the entire companies. They are able to use quantitative methods, modelling as well as the knowledge of Big Data and that related to forecasting the economic reality (e.g. business cycles, stock market ratings and derivatives) thanks to advanced methods of the probability theory. The holder of the above qualifications is prepared to work in institutions/companies with different business profiles, including: • private and state-owned enterprises; • banks and tax offices; |

| | <ul style="list-style-type: none"> • tax and accounting advisory services; • non-governmental organizations; • research centres specialized in data analysis; • audits and controlling companies. <p>holding the following positions:</p> <ul style="list-style-type: none"> • Accounting specialist; • Financial analyst; • Accounting officer; • Banking specialist; • Tax advisor; • Financial adviser; • Audit specialist; • Big Data Analytics manager; • Controlling specialist. <p>The holder of these qualifications is also prepared to establish and run a business activity.</p> | | |
|--|--|---|---|
| 2. LEARNING OUTCOMES DEFINED IN THE STUDY PROGRAMME AND THE DISCIPLINES OF SCIENCE ASSIGNED | | | |
| Scientific discipline of social sciences assigned | | | |
| Scientific field: social sciences | | | |
| No. | Discipline of science | Number of ECTS credits | % |
| 1. | Economics and Finance | 148 | 82 % |
| 2. | Management and Quality Studies | 32 | 18 % |
| Total number of ECTS and the percentage of ECTS in the study programme | | 180 | 100 % |
| 2.1. Learning outcomes for the field of study with reference to the Polish Qualifications Framework (PQF) | | | |
| Field of study: | | FINANCE AND ACCOUNTING | |
| 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 Finance and Accounting | 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: | | | |
| K_W01 | sophisticated key issues, selected facts and phenomena, including terminology used in finance and accounting and explanatory methods that constitute basic general knowledge of the scientific discipline of economics and finance, understands its links with related disciplines in social sciences and knows the practical application of this knowledge in professional activities related to the field of study | P6U_W | P6S_WG |

| | | | |
|---------------------------------|---|-------|--------|
| K_W02 | at an advanced level, economic structures and institutions, including, in particular, financial institutions, and understands the relationship between them | P6U_W | P6S_WG |
| K_W03 | key concepts, terms, patterns, laws and phenomena, and has general knowledge of the scientific discipline, i.e. management and quality studies demonstrating an understanding of its patterns | P6U_W | P6S_WG |
| K_W04 | professional role of humans in the structures of economic and financial institutions and the extent of their decisions related, in particular, to financial and accounting matters | P6U_W | P6S_WG |
| K_W05 | at an advanced level, sources of data used analyses made by financial institutions, including methods and tools used in the scientific discipline of economics and finance | P6U_W | P6S_WG |
| K_W06 | norms and rules (social, legal, moral, ethical, organizational) which play an important role in economic life, especially in financial matters, and understands selected issues from physical culture | P6U_W | P6S_WK |
| K_W07 | changes to which economic institutions including, in particular, financial institutions, are subject; is aware of the reasons, course and impact of these changes | P6U_W | P6S_WG |
| K_W08 | fundamental dilemmas of modern civilization on the functioning of financial entities and the business activity conducted | P6U_W | P6S_WK |
| K_W09 | concepts and principles related to the protection of industrial property and copyright in respect of professional activities related to the field of study | P6U_W | P6S_WK |
| K_W10 | rules of the establishment, management and development of economic entities related to financial matters | P6U_W | P6S_WK |
| K_W11 | a foreign language at a B2 level according to the Common European Framework of Reference for Languages, including specialized language in the field of finance and accounting | P6U_W | P6S_WG |
| K_W12 | at an advanced level, rules on financial variables identified in organizations, including rules on recording business operations and financial management | P6U_W | P6S_WG |
| K_W13 | mechanisms in the sphere of international relations between economic structures and institutions including, in particular, financial institutions | P6U_W | P6S_WG |
| K_W14 | ways of using information and communication techniques to address financial and accounting problems | P6U_W | P6S_WG |
| K_W15 | selected issues and the methods related to them necessary for making a proper economic and financial analysis, including the drawing up of a balance sheet, a profit and loss account, financial flows, accounting ways and methods | P6U_W | P6S_WG |
| SKILLS | | | |
| The graduate is able to: | | | |
| K_U01 | make use of existing knowledge, including the identification, observation and correct interpretation of economic phenomena, in particular their financial aspects; | P6U_U | P6S_UW |

| | | | |
|--------------|---|-------|------------------|
| K_U02 | describe and analyze, on the basis of theoretical knowledge, individual financial phenomena and processes in a practical way | P6U_U | P6S_UW |
| K_U03 | explain the reasons and the course of selected processes and financial phenomena | P6U_U | P6S_UW |
| K_U04 | anticipate the practical effects of specific processes and financial phenomena, using standard methods and tools typical of the scientific discipline of economics and finance | P6U_U | P6S_UW |
| K_U05 | solve complex and unusual problems and perform financial tasks using selected legal norms and rules as well as ethical principles | P6U_U | P6S_UW |
| K_U06 | using the knowledge acquired, perform financial tasks, including accounting ones based on the principles of the abiding accounting, taking into account advanced IT tools and techniques | P6U_U | P6S_UW |
| K_U07 | make use of the knowledge acquired, formulate and solve problems and implement recommendations for economic and financial decisions taken for the economic activity conducted | P6U_U | P6S_UW |
| K_U08 | on the basis of theoretical knowledge, analyze selected problems related to financial issues | P6U_U | P6S_UW |
| K_U09 | produce typical written reports, including those in a foreign language (as required for a B2 level of the Common European Framework of Reference for Languages) on finance and accounting, using a variety of sources | P6U_U | P6S_UK |
| K_U10 | prepare and present oral speeches and participate in a debate, including that in a foreign language in the field of finance, addressing theoretical and practical issues related to the field of study | P6U_U | P6S_UK |
| K_U11 | apply the terminology used in the scientific discipline of economics and finance, also in a foreign language | P6U_U | P6S_UK |
| K_U12 | apply rules related to financial variables identified in organizations, including rules on recording economic operations and financial management | P6U_U | P6S_UW |
| K_U13 | analyze and assess the mechanisms existing in the sphere of international relations between economic structures and institutions including, in particular, financial institutions | P6U_U | P6S_UW |
| K_U14 | make an appropriate selection of sources and information needed to assess critical analysis and synthesis of this information on selected financial issues | P6U_U | P6S_UW |
| K_U15 | select and apply appropriate IT tools including, in particular, appropriate operating systems, application programmes and applications for the use of online resources for professional activities | P6U_U | P6S_UW |
| K_U16 | apply rules of ethics and occupational health and safety at work at positions related to the performance and resolution of finance tasks, spread knowledge in the professional environment, including planning and organizing both individual and team work | P6U_U | P6S_UO P6S_UK |

| | | | |
|--|---|---|------------------|
| K_U17 | analyze and interpret the essential legal provisions on the operating activities of financial structures and institutions | P6U_U | P6S_UW |
| K_U18 | acquire knowledge and develop professional skills on their own; define priorities and establish a general plan for their own development in line with the concept of lifelong learning in work and social activity, and take care of health and physical fitness; | P6U_U | P6S_UU |
| K_U19 | in order to deal with tasks related to financial matters, cooperate and work in a group, taking on different roles in the group | P6U_U | P6S_UO |
| K_U20 | adequately define priorities aimed at the implementation of their own or other people's tasks related to financial matters | P6U_U | P6S_UO |
| K_U21 | describe the operating activities of organizational units of an institution | P6U_U | P6S_UW |
| SOCIAL COMPETENCIES The graduate is ready to: | | | |
| K_K01 | apply ethical rules and standards to the financial aspects of an economic activity, being aware of its dilemmas | P6U_K | P6S_KR P6S_KK |
| K_K02 | correctly identify and resolve professional dilemmas | P6U_K | P6S_KR |
| K_K03 | contribute to the development of economic projects including, in particular, financial projects working on them in multilingual groups | P6U_K | P6S_KO |
| K_K04 | think and act in an entrepreneurial way, take care of the achievements and traditions of the profession, promote the social and cultural importance of sport | P6U_K | P6S_KO P6S_KR |
| K_K05 | follow the rules of professional ethics, taking into account the consequences of the impact of the economic sphere on other areas of social life, both at a local and a global level | P6U_K | P6S_KR |
| 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 for the Finance and Accounting 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</p> | |

| | | |
|-----|--|--|
| | | <p>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> <p>A. quantitative measures; B. qualitative measures.</p> <p>Therefore, the verification of the assumed learning outcomes for the Finance and Accounting 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 Finance and Accounting field of study, first-cycle studies, 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 assessment analysis | <p>The learning outcomes for the Finance and Accounting 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> <p>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 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 organise 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> <p>The study programme on the first-cycle studies in the field of Finance and Accounting 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> |

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

| 3.1 | Classes or groups of | Module Name | ECTS credits | Form of completion |
|-----|----------------------|-------------|--------------|--------------------|
|-----|----------------------|-------------|--------------|--------------------|

| | | | |
|--|--|-----------|----------------------|
| 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 (to be selected: professional ethics, sociology, psychology, philosophy) | 5 | GRADED CREDIT |
| | Foreign language (to be selected: English, German, Russian) | 12 | EXAM |
| | Physical education | 0 | CREDIT |
| | FIELD OF STUDY-RELATED MODULES | 60 | |
| | Mathematical and statistical methods for finance specialists | 5 | GRADED CREDIT |
| | Fundamentals of micro-economics | 5 | EXAM |
| | Fundamentals of law | 5 | GRADED CREDIT |
| | Company Management | 5 | EXAM |
| | Fundamentals of finance | 5 | EXAM |
| | Econometrics | 5 | EXAM |
| | Fundamentals of accounting | 5 | EXAM |
| | Macro-economics | 5 | EXAM |
| | Data analysis in business and finance | 5 | GRADED CREDIT |
| | Entrepreneurship | 5 | GRADED CREDIT |
| | Human resources management | 5 | GRADED CREDIT |
| | Financial accounting | 5 | EXAM |
| | OPTIONAL MODULES | 5 | |
| | Project management/Social economy | 5 | GRADED CREDIT |
| | SPECIALITY MODULES | | |
| | Speciality I: Accounting of economic entities | 51 | |
| | Audit and internal control | 6 | GRADED CREDIT |
| | Insurance and risk management | 7 | GRADED CREDIT |
| | Accounting of micro, small and medium-sized enterprises | 7 | GRADED CREDIT |
| | Accounting and financial audit | 6 | GRADED CREDIT |
| | Accounting records and finance management support systems | 7 | EXAM |
| | Accounting workshops | 6 | EXAM |
| | Trade and international finance | 6 | GRADED CREDIT |
| | Management accounting and cost accounting | 6 | GRADED CREDIT |
| | SPECIALITY MODULES | | |
| | Speciality II: Tax management | 51 | |

| | | | | |
|--|----------------------------|--|-----|---------------|
| | | <u>Audit and internal control</u> | 6 | GRADED CREDIT |
| | | <u>Insurance and risk management</u> | 7 | GRADED CREDIT |
| | | Tax inspection and fiscal audit | 7 | GRADED CREDIT |
| | | Accounting in tax management | 6 | EXAM |
| | | Enforcement and penal fiscal proceedings | 7 | EXAM |
| | | EU tax systems | 6 | GRADED CREDIT |
| | | <u>International finance</u> | 6 | GRADED CREDIT |
| | | <u>Management accounting and cost accounting</u> | 6 | GRADED CREDIT |
| | | SPECIALITY MODULES | | |
| | | Finance and financial reporting | 51 | |
| | | Financial reporting | 7 | GRADED CREDIT |
| | | Valuation of economic entities | 6 | GRADED CREDIT |
| | | Taxes in economic activity | 7 | GRADED CREDIT |
| | | Financing of economic activity | 6 | GRADED CREDIT |
| | | <u>Audit and internal control</u> | 6 | GRADED CREDIT |
| | | <u>Risk management, including credit risk</u> | 7 | GRADED CREDIT |
| | | <u>International finance</u> | 6 | GRADED CREDIT |
| | | <u>Management accounting and cost accounting</u> | 6 | GRADED CREDIT |
| | | SEMINAR AND DEGREE EXAMINATION | 10 | EXAM |
| | | Total of study programme for speciality I: Accounting and finance of economic entities | 148 | |
| | | Total of study programme for speciality I: Accounting and tax management | 148 | |
| | | Student work placement -6 MONTHS | 32 | CREDIT |
| | | Total of study programme for speciality I: Accounting and Ffinance of economic entities | 180 | |
| | | Total of study programme for speciality II: Tax management | 180 | |
| | | Total of study programme for speciality III: Data analysis, big data and date science in finance | 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 Finance and Accounting 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> <p>I. General student work placement;</p> <p>II. Field of study-related student work placement;</p> <p>III. Speciality-related student work placement.</p> <p>There are three possibilities to implement student work placements at the University, i.e.:</p> <p>1. A student work placement in a company chosen by the student, and arranged by the student himself/herself;</p> <p>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.</p> <p>3. A student work placement organized by the University.</p> | | |
| 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):</p> <p>83 ECTS credits, which constitutes about 46% 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- 51 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 Finance and Accounting programme of study, first-cycle studies, practical profile, the number of ECTS credits to be obtained from developing practical skills is 122.</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 Finance and Accounting 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 Finance and Accounting field of study, first-cycle studies.</p> <p>First-cycle studies in the field of Finance and Accounting comprise 3 specialities:</p> <ul style="list-style-type: none"> • Accounting of economic entities, • Tax management, • Finance and financial reporting. |
| 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 for all sorts of accounting ranging from lump sum, revenue and expense ledger to full accounting called bookkeeping, computer rooms with statistics software installed such as, among others, Statistica, used for drawing up economic and financial analyses, developing business plans and programmes for restructuring firms. 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. 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; |
| 7.4 | Systematic assessment and improvement of the study programmes | <p>The Finance and Accounting 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; |

| | | |
|----|--------------------------------------|--|
| | | <p>-the changes necessary to adjust the programme of study to the amendments to commonly applicable legal regulations.</p> <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 Finance and Accounting 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., except student work placements.</p> |