

MSc in International Business Economics

STUDENT HANDBOOK

2016-2017



UCZELNIA
ŁAZARSKIEGO

TABLE OF CONTENTS

THE PROGRAMME	4
IMPORTANT ADMINISTRATIVE INFORMATION	7
ADMISSION PROCEDURES	8
THE DEGREE	9
DEGREE CRITERIA	11
ASSESSMENT	12
DETAILS OF COURSE ASSESSMENT	14
MARKING SCHEME	16
EXAMINATION PAPERS	19
PROGRESSION	21
EXAMINATION BOARD	24
UNFAIR PRACTICE – RULES REGARDING CHEATING AND PLAGIARISM	25
COMPLAINTS PROCEDURE	26
QUALITY ASSURANCE	27
CORE MODULE DESCRIPTORS	28
<i>MODERN MICROECONOMICS</i>	28
<i>CONTEMPORARY MACROECONOMICS</i>	31
<i>RESEARCH METHODS</i>	34
<i>BASICS OF ECONOMIC MODELLING</i>	37
<i>HISTORY OF ECONOMIC THOUGHT</i>	40
<i>MSC BUSINESS ACADEMIC WRITING I</i>	43
<i>CORPORATE FINANCE</i>	46
<i>MSC BUSINESS ACADEMIC WRITING II</i>	49
<i>GLOBALIZATION, REGIONAL INTEGRATION AND INTERNATIONAL COMPETITIVENESS</i>	52
ELECTIVE MODULES	56
<i>SOCIO-ECONOMIC CHANGES IN CONTEMPORARY CHINA</i>	56
<i>INTERNATIONAL CAPITAL MARKETS</i>	59
<i>LABOUR MOBILITY IN THE EUROPEAN UNION</i>	62
<i>THE AMERICAN ECONOMY: FACTORS OF GROWTH – PAST, PRESENT, AND</i>	

<i>FUTURE</i>	65
<i>BUSINESS PERFORMANCE MANAGEMENT</i>	68
<i>TAX SYSTEMS IN EUROPEAN UNION COUNTRIES</i>	71
<i>THE INTERNATIONAL FINANCIAL SYSTEM</i>	74
<i>CORPORATE GROWTH AND FINANCIAL MARKETS</i>	77
MODULE LEADERS	80
USEFUL VOCABULARY AND TERMS	105
APPENDIX A - DIRECTIONS TO STUDENTS AT EXAMINATIONS	107
APPENDIX B – UNFAIR PRACTICE PROCEDURE	109
APPENDIX C – STUDENT COMPLAINTS PROCEDURE	114

This Handbook may be updated. Its latest version is available on the Łazarski University website:
<http://zasoby.lazarski.pl>.

THE PROGRAMME

Basic Information

Master of Science in International Business Economics (MSc in IBE) is a three-semester Programme, offered by Lazarski University in Warsaw. The Programme consists of two parts: two semesters of course work and an accepted master's thesis (dissertation) which takes one semester to accomplish. The language of instruction, assessments, grading and quality assurance is English. Graduates of the Programme are awarded a British Master of Economic and Social Studies Degree.

The students of MSc in IBE may receive not only British MSc degree but may qualify for a Polish equivalent degree (*magister*) if they meet additional requirements (see degree criteria).

Rationale

Today's global labour market has increasingly led to greater competition among young professionals across borders, cultures and continents. Attractive jobs and positions are no longer reserved for nationals but are open to qualified candidates from around the world. Good education is the key which allows that this competition can be understood not as a threat but as a great opportunity. We, at LU, believe that there is a growing demand for high quality education, and the MSc in IBE Programme attempts to provide a response to that demand. We also believe that the increasingly global context for business activities, along with Poland's entry into the European Union, makes the MSc in IBE a particularly attractive option for those who want to succeed in this new environment.

The MSc in IBE programme satisfies the Economics benchmark statements that can be found at:

<http://www.qaa.ac.uk/en/Publications/Documents/SBS-Economics-15.pdf>

Aims

- To provide graduates with in depth understanding of economic tools necessary to conduct contemporary business activities in the global context.
- To provide students with comprehensive understanding of contemporary finance and organization of company's activities.
- To provide highest academic standards based on British educational principles.

Learning Outcomes

To gain the qualification the student will have demonstrated i) subject knowledge and understanding, ii) cognitive skills, iii) subject-specific practical and professional skills, and iv) other generic skills and capabilities specified in the learning outcomes for modules within the Programme.

Upon successful completion of the MSc in IBE Programme, the graduates will have the following qualities and capabilities:

Knowledge and understanding in the context of the subject

1. Demonstrate relevant knowledge and understanding of organizations, the external environment in which they operate and how they are managed.
2. Demonstrate knowledge of core economic principles.
3. Demonstrate knowledge of relevant quantitative methods and computing techniques.
4. Display familiarity with financial instruments in company activities.
5. Demonstrate knowledge of the principles of international trade regulations.
6. Demonstrate knowledge of areas such as: Environment and tools of international financial operations; Marketing rules and techniques; Tendencies and tools of international capital markets; Main areas and tools of EU policies; Communication and information technologies and especially the practice of e-business; Global economic tendencies, global competition; Banking system.

Cognitive skills

1. Critical thinking, analysis, synthesis.
2. Understanding of economic problems.
3. Analysis of economic trends, market etc.
4. Ability to identify assumptions, evaluate statements, identify problems, define terms adequately.

Subject-specific practical\professional skills

1. Evaluation of the company's performance.
2. Formulating and solving business problems.
3. Evaluation of economic projects.
4. Economic data analysis.
5. Analysis of market tendencies.
6. Use of communication and Information Technology in business applications.

Generic\transferable skills

1. Problem-solving
2. Decision making
3. Reporting information
4. Forecasting
5. Identifying problems
6. Gathering information
7. Defining needs
8. Developing evaluation strategies.
9. Individual initiative.
10. Proficiency in using appropriate qualitative and quantitative skills.
11. Presentation.
12. Language skills

Graduates

The Graduates of MSc in IBE are future managers and economists, prepared to work in international corporations, in companies involved in international trade and finance, and in governmental and EU institutions. They will have the know-how necessary to become leaders and managers, with the potential ability to organise company's operations at different levels. They should also be able to manage

medium size businesses, especially those operating in the field of international trade and finance.

The educational and training goals of the programme seek to promote and demonstrate the following qualities, skills, capabilities and values in the student:

i) Intellectual

- Creative thinking
- Critical reading of texts, financial documents etc.
- Analysis
- Synthesis
- Learning

ii) Practical

- Research techniques
- Professional skills
- Use of computers and IT
- Excellent written and oral communication in English.

iii) Personal and Social

- Team work
- Leadership
- Managing Time
- Setting and meeting deadlines
- Self-motivation

IMPORTANT ADMINISTRATIVE INFORMATION

Academic Year 2016/17 important dates

Autumn semester dates: 10/10/2016 - 27/01/2017

Autumn semester examination session dates: 30/01/2017 - 10/02/2017

Autumn semester re-sit examination session dates: 24/04/2017 - 12/05/2017

Spring semester dates: 27/02/2017 - 02/06/2017

Spring semester examination session dates: 05/06/2017 - 16/06/2017

Spring semester re-sit examination session dates: 18/09/2017 - 29/09/2017

Useful addresses

<http://recruitment.lazarski.pl/>

www.lazarski.pl

<http://www.coventry.ac.uk/>

<http://www.lazarski.pl/pl/wydzialy/wydzial-eiz/English-language-studies-registrar/>

<http://zasoby.lazarski.pl/>

<http://www.samorzad.lazarski.pl/>

Useful info

Students are asked to contact the **Validated Studies Registrar** personally (**room 362 / 3rd floor / sector F**), by phone (**022 54 35 369**) or e-mail

(validated.studies@lazarski.edu.pl) when they:

- need an application form to the Programme Director and want to submit it;
- need a statement about their student status;
- change their personal details, address, e-mail address or telephone number;
- face a sudden personal situation that has influenced their current mode of studies;
- have lost their ID card;
- have a disability;
- wish to withdraw;
- have a complaint;
- have any other issues related to the studies.

ADMISSION PROCEDURES

Lazarski University offers the MSc in International Business Economics Programme with the aim of attracting both former graduates of Lazarski as well as students from other institutions.

The Programme is offered to those who have completed an undergraduate education – in Poland that means three years of full-time studies, passing all appropriate examinations, including the final thesis defence examination – and have a first degree (Bachelor Degree/Licentiate) in economics or relating fields. Additionally, the candidates have to prove their competence in English either by proving an appropriate certificate or by passing a language test. Minimum English Language Requirements is 6.5 IELTS

The required documents are:

- Original or certified true copy of B.A (licentiate) level diploma or an appropriate local equivalent (translated into English by a sworn translator);
- Original or certified true copy of IELTS, Cambridge Advanced Proficiency, or TOEFL scores.

THE DEGREE

Programme Title:	Master of Science in International Business Economics
Degree Awarded:	MSc – Master of Economics and Social Studies in International Business Economics (Honours).
Credit Points:	180 UK Credit Points 90 European Credit Transfer System (ECTS) Credit Points
Duration:	1,5 years

MSc Diploma: 180 credits

Part 1 (the Diploma)	120 credits
Part 2 (Dissertation)	60 credits

To be awarded the Master's degree, the students must complete:

Part I of the Programme (the Diploma), which includes nine obligatory modules (90 credits altogether), and three electives out of eight (30 credits altogether) – 120 credits in total. There are three modules worth fifteen credits each, four modules worth ten credits each and one worth five credits. Additionally, the Advanced English I module does not bear any CATS points; however, it bears 1 ECTS credit. Despite bearing 0 CATS points, the module is obligatory, as it equips students with tools necessary for the production of their MSc thesis, and as such students must pass it.

Part II of the Programme (the Dissertation) carries 60 credits, giving an overall total of 180 credits for the Master of Science degree award.

Part I: coursework (120 credits)

Course	E/Z	hours together	ECTS credit/UK credits
1st Year			
semester 1			
Modern Microeconomics	E	45	7/15
Contemporary Macroeconomics	E	45	7/15
Research Methods	E	45	5/10
The Basics of Economic Modelling	E	30	5/10
History of Economic Thought	E	30	5/10
MSc Business Academic Writing I	Z	45	1/0
Polish	Z	60	0/0
1st semester together		300	30/60
semester 2			

Corporate Finance	E	45	7/15
Globalization, Regional Integration and International Competitiveness	E	30	4/10
MSc Business Academic Writing II	Z	30	3/5
Electives (3)	E	90	15/30
Athletics	Z	30	1/0
Polish	Z	60	0/0
2nd semester together		195	30/60
1st Year together		585	60/120
Electives:			
Socio-Economic Changes in Contemporary China	E	30	5/10
International Capital Markets	E	30	5/10
Labour Mobility in the European Union	E	30	5/10
The American Economy: Factors of Growth – Past, Present, and Future	E	30	5/10
Business Performance Management	E	30	5/10
Tax Systems in European Union Countries	E	30	5/10
The International Financial System	E	30	5/10
Corporate Growth and the Financial Markets	E	30	5/10

**An elective course should have no fewer than ten students and no more than twenty. The list of the elective courses can be modified.*

Part II: Dissertation (60 credits)

Each student (candidate) selects a thesis supervisor (tutor) who supervises his/her work on the thesis (dissertation). The selection of the tutor should take place during the second semester. The student chooses the topic of his/her thesis which is reviewed and approved (or rejected) by the tutor. During the third semester the students pursue a programme of primary research as well as a critical review of secondary literature in preparation of the thesis under the supervision of the tutor. The tutor and students meet on regular basis, usually once a week or every other week to discuss the progress in student's research and writing. The context, data, analysis and conclusions of the student's study are to be presented for assessment in a dissertation that should not exceed 20,000 words in length. Its assessment will be based on an agreed mark between 2 Internal Examiners and the External Examiner after the dissertation has been presented for examination.

For more information regarding dissertation please read *MA Dissertation Manual* available on Lazarski University website.

DEGREE CRITERIA

1. To be awarded the Master's degree, the students must complete:
Part I: Two semesters of coursework (modular part of study) and earn 120 credit points (60 ECTS credits)
Part II: Write Master's dissertation worth 60 credit points (30 ECTS credits)
2. The Master's degree is classified according to the following scheme:
Distinction: 70% or more
Merit 60-69%
Pass: 40%-69%
Fail: 39 or less
3. The calculation of final classification grade takes equally into account both parts of the Programme:
Part I: (120 credits) 50 % of the final grade
Part II: (60 credits) 50 % of the final grade
4. MSc students who have completed Part I with an overall average grade 65% to 69% are still eligible for the award of a degree "with Distinction," provided that they obtained a mark 70% or more in Part II, and that the aggregate mark for Part I and Part II is 70% or higher.
5. Master's students who did not progress to completion of the programme may qualify for either
 - i. a Postgraduate Certificate upon attaining a minimum of 60 credits in their coursework at level 7, or
 - ii. a Postgraduate Diploma upon attaining 120 credits in their coursework at level 7.

Polish MSc degree

The MSc in IBE students may receive also a Polish Master's degree (*magister*) provided that they:

- Successfully completed the British part of the programme (coursework and the thesis, i.e., part I and II)
- Successfully completed coursework during the 2nd year of the post-graduate programme worth 100 ECTS credits
- Passed the thesis defense examination.

There is one MSc thesis for British and Polish degrees, however, under Polish rules, the thesis is worth only 20 ECTS credits (40 British credits). The final mark for the Polish degree is calculated as follows: coursework is worth 60%, the thesis 20%, the defense examination 20%.

ASSESSMENT

Teaching and Learning

Students' presence in all classes is obligatory. Absence in 3 classes without serious reasons may lead to failing the course. Repeated unexcused absence (more than 3 classes missed) may lead to deleting a student from the Programme by the Programme Director. Student can excuse his/her absence due to illness and other serious reasons. All absences must be reported to the Programme Director. Students, who without good cause, fail to complete their forms of assessment by the required date or absent themselves from examinations, will be awarded a zero mark for the component concerned.

Each CATS credit will require approximately 10 hours of student workload. This will consist of contact time comprising lectures, seminars and workshops as well as individual study time, including preparation of coursework, presentations, projects and papers, and studying for the mid-term and final examinations.

Methods of Assessment

Individual module assessment methods are laid out in module descriptors. In the case of core modules, coursework, irrespective of its form, accounts for 40% of the final mark, while final exam is worth 60% of the final mark. In the case of elective courses, both coursework and final exam weigh 50% of the final mark each.

The following methods of assessment are applied:

- Examination papers (final, in-class and midterm)
- Final assessment
- Essays
- Presentations accompanied by a written report
- Case studies
- Reports on projects
- Group projects
- Thesis prospectus
- Extended dissertations
- MSc Thesis project

Assessment Weighting

ASSESSMENT COMPONENT	CORE MODULES	ELECTIVE MODULES
Final examination	60 %	50%
Coursework	40%	50%

The Structure of Assessment

Part I Assessment of each core module will comprise of a final examination lasting 120 minutes and one component of coursework. Coursework components will include: papers and/or reports (3000-4000 words),

and projects (individual or group).

Assessment of five-CATS credit points modules shall comprise of one element only: coursework or final exam.

Assessment of each elective module will comprise of a final examination lasting 110 minutes and one component of coursework. Coursework components used will include: papers and projects.

Part II Semester III (Thesis). Each candidate (student) writes the dissertation under the supervision of his/her tutor. The dissertation should not exceed 20,000 words. Each dissertation is marked independently by two members of the tutorial staff of the Programme as well as by an External Examiner. Students must obtain a pass on their dissertation in order to obtain the MSc Degree.

For certain exceptional cases, such as 5 credit modules and final dissertation, the way that assessment is structured may differ from these norms.

NB: Unless stated otherwise in the syllabus, individual forms of assessment shall be used. In the case of group projects / reports / presentations, marks awarded will be a combination of the groups result and merit earned by individual students for their contributions.

DETAILS OF COURSE ASSESSMENT

Module	Assessment 2016/2017
YEAR1	
Semester 1	
Modern Microeconomics	Final exam – 60% Coursework – 40%, paper
Contemporary Macroeconomics	Final exam - 60% Coursework – 40%, paper
Research Methods	Econometric problem analysis – 60% Research project report – 40%
The Basics of Economic Modelling	Final exam – 60% Coursework – 40%, project
History of Economic Thought	Final exam – 60% Coursework – 40%, paper
MSc Business Academic Writing I	Final exam – 60% Coursework – 40% 30% – in-class exam 10% – an essay
Semester 2	
Corporate Finance	Final exam – 60% Coursework – 40%, project
Globalization, Regional Integration and International Competitiveness	Final exam – 60% Coursework – 40%, group project
MSc Business Academic Writing II	Final exam – 60% Coursework – 40% - 30% – in-class exam - 10% - one essay
3 electives 15/30 (5/10 credits) 3 out of 8	
Socio-Economic Changes in Contemporary China (Elective)	Final exam – 50% Coursework – 50%, group paper
International Capital Markets (Elective)	Final exam – 50% Coursework – 50%, a paper
Labour Mobility in the European Union (Elective) Countries (Elective)	Final exam – 50% Coursework – 50%, a paper

The American Economy: Factors of Growth –Past, Present, and Future	Final exam, - 50% Coursework, 50%, a paper
Business Performance Management (Elective)	Final exam – 50%, Coursework – 50%, project
Tax Systems in European Union Countries (Elective)	Final exam – 50%, Coursework – 50%, project (and its in-class presentation)
The International Financial System (Elective)	Final exam – 50% Coursework – 50%, a paper
Corporate Growth and the Financial Markets (Elective)	Final exam – 50% Coursework – 50%, project

MARKING SCHEME

Assessment of modules and module components shall be made on the basis of a percentage scale, with those translated into the both the British letter marking system (A, B, C, D, E, F), and the Polish number marking system (5, 4.5, 4, 3.5, 3, 2).

Students will be assessed in English-language Programmes according to the following marking scheme:

70-100%	A
60-69%	B
50-59%	C
40-49%	D
0-34%	F*

*mark 35-39% is a Marginal Fail (E)

For the purposes of translating percentage-scale marks into the Polish number scale, Lazarski University shall apply the following criteria:

71-100%	5.5 (celujący)
65-70%	5.0
59-64%	4.5
53-58%	4.0
47-52%	3.5
40-46%	3.0
0-39%	2.0

Students who receive 71% or above may also classify for a Polish grade of 5.5, or “celujący”. This mark is possible to achieve by such a student who fulfils all the criteria listed below:

1. conducts scholarly research or participates in group research,
2. demonstrates outstanding knowledge and skills which are beyond the module content,
3. is excellent at analysis and synthesis of issues,
4. does not make any content-related errors.

The following assessment criteria shall be used to apply marks for MA / MSc programmes:

Indicative mark	Percentage % marks	Characteristics
A	70% and above	Very high standard of critical analysis using appropriate conceptual frameworks. Excellent understanding and exposition of relevant issues. Clearly structured and logically developed arguments. Good awareness of nuances and complexities. Substantial evidence of well-executed independent

		research. Excellent evaluation and synthesis of source material. Relevant data and examples, all properly referenced.
	Distinction 70% and above	
B	69-60%	High standard of critical analysis using appropriate conceptual frameworks. Clear awareness and exposition of relevant issues. Clearly structured and logically developed arguments. Awareness of nuances and complexities. Evidence of independent research. Good evaluation and synthesis of source material. Relevant data and examples, all properly referenced.
	Merit 60-69%	
C	59-50%	Uses appropriate conceptual frameworks. Attempts analysis but includes some errors and/or omissions. Shows awareness of issues but no more than to be expected from attendance at classes. Arguments reasonably clear but underdeveloped. Insufficient evidence of independent research. Insufficient evaluation of source material. Some good use of relevant data and examples, but incompletely referenced.
D	49-40%	Adequate understanding of appropriate conceptual frameworks. Answer too descriptive and/or any attempt at analysis is superficial, containing errors and/or omissions. Shows limited awareness of issues but also some confusion. Arguments not particularly clear. Limited evidence of independent research and reliance on a superficial repeat of class notes. Relatively superficial use of relevant data, sources and examples and poorly referenced.
	Pass Mark = 40%	
E	39-30%	Weak understanding of appropriate conceptual frameworks. Weak analysis and several errors and omissions. Establishes a few relevant points but superficial and confused exposition of issues. No evidence of independent research and reliance on a superficial repeat of class notes. Relatively superficial use of relevant data, sources and examples and poorly referenced.
F	29% and below	Very weak or no understanding of appropriate conceptual frameworks.

		<p>Very weak or no grasp of analysis and may errors and omissions.</p> <p>Very little or no understanding of the issues raised by the question.</p> <p>No appropriate references to data, sources, examples or even class notes.</p>
--	--	--

EXAMINATION PAPERS

For the MSc Programme in International Business Economics, the predominant form of assessment will be papers and/or projects, in-class exams and final written examinations. Examinations will be conducted according to the norms set out in Lazarski University.

According to Łazarski University regulations, **students are not permitted to appeal against academic judgement of the Examiners** as fairness and consistency are ensured through the moderation process. Both the overall results of assessment as well as each individual student's result will be further scrutinized at the meeting of the internal and external examiners and at the final, decision-making Examination Board.

Internal Examination Marking

Before the start of the exam session, the Programme Director appoints an internal moderator for each module. The moderator reviews all forms of assessment assigned for that module.

Exam papers shall reveal only student ID numbers, and shall not ask students to write their first or last names.

The marks awarded for each exam answer, as well as the cumulative mark for the entire exam, shall be shown clearly on the front cover of the exam.

Moderators shall be given sample copies of the exam, consisting of a sample of no less than 10% of the examinations, to grade independently of the first examiner.

Examinations, marked by the examiner, that have received grades between 35%-39% and 67%-69%, as well as a sample (1-2) for each class of marks, shall also be given to the internal moderator for review. The moderator may ask to see other pieces of assessment outside of the given sample if necessary.

The internal moderator checks the given assessments for marking consistency and fairness. The moderator may suggest to lower or raise the marks given by the first examiner, or to have the marking redone if serious inconsistencies are evident.

In the case of questionable marking, or if lack of consensus between the examiners, the Programme Director may ask to consult with a third internal examiner and/or with the external examiner.

When the marking is completed, the answer papers are returned to the Registrar.

Examiners will draw attention of the Programme Director to any papers which pose problems (marginal classification, fails, and suspected irregularities). Any suspicion of cheating shall be immediately referred to the Lazarski University Unfair Practice

Procedure.

Examination Marking: External marking

All examination papers and marks of both first and second internal examiners are available for the External Examiners and Academic Link Tutors designated by Lazarski University's Validated Studies partner. The role of the External Examiners is to ensure that justice is done to each student and that the standard of the University's awards is maintained and comparable with that in other UK higher education institutions. External Examiners are expected to provide informative comment and recommendation upon whether or not:

- a. the institution is maintaining the threshold academic standards set for its awards in accordance with the framework for Higher Education Qualifications and applicable subject benchmark statements;
- b. the assessment processes measure student achievement rigorously and fairly against the intended outcomes of the course(s) and is conducted in the line the institution's policies and regulations;
- c. the academic standards and achievements of students are comparable with those in UK higher education institutions of which the external examiners have experience.

Students are not permitted to appeal against academic judgment, as fairness and consistency are ensured through moderation. In addition, the External Examiners will review the marking process and marks awarded. Both the overall results of assessment as well as each individual student's result will be further scrutinized at the Examination Board.

Thesis Marking

The MSc thesis is marked independently by two internal reviewers (one of them is the teacher of the thesis seminar). The External Examiner reviews a sample of theses.

Disclosure of Marks and Feedback to Students

It is important to distinguish between unconfirmed marks and confirmed marks.

1. Unconfirmed marks are those that have not been confirmed by the Examination Board including the relevant External Examiner(s);
2. Confirmed marks are those that have been confirmed by the Examination Board including the relevant External Examiner(s). Confirmed marks are released to Lazarski students electronically after having been finally approved by the Examination Board;
3. Students are given individual feedback on their performance to date (e.g. coursework, semester one examinations) as this promotes learning and facilitates improvement. Any feedback should be constructive and timely, in order for a student to benefit from the feedback and to improve their performance. It is good practice to establish a clear timescale for providing feedback to students as well as establishing guidance on the level of feedback to be provided.
4. If unconfirmed marks are provided, students should be made aware that any marks are subject to final confirmation by an Examination Board.

PROGRESSION

Lazarski University students are required to complete successfully the full annual assessment programme before being permitted to proceed to the next level of study. This means that:

- a. A student must pass each module in the programme.
- b. The minimum pass requirement for each module is 40%.
- c. In cases of modules with more than one component of assessment (i.e. coursework and final exam), the minimum component mark required is 35%.

The student can also be eligible for compensation of his/her mark (see below).

Compensation: Compensation means that students can pass a module with a final mark lower than 40%, provided that the overall average mark for the current academic year to date is equal to or higher than 45%. A student can obtain compensation only for one module per semester. The decision whether to apply compensation or not belongs to the Examination Board.

- a. For MA/MSc students, compensation is possible only within 2 points on any module.
- b. A student can compensate in both core and elective module, for both regular and re-sit session.
- c. Compensation can also be applied when determining the classification of any final award to be made to a student.
- d. In case where there is more than one component of assessment, if one of them (i.e. final exam or coursework) has been failed (i.e. marked below 35%), compensation is not awarded even if other criteria mentioned above are met.

Condonement: Condonement means that under the conditions specified below a module mark may be raised within the maximum of 2 percentage points.

- a. Module marks of 68-69% may be condoned to 70% for one module per semester, provided that the overall average mark for the semester is in the 60%+ band.
- b. Module marks of 58-59% may be condoned to 60% for one module per semester, provided that the overall average mark for the semester is in the 60%+ band.
- c. Condonement may also be applied to final awards.

Students are entitled to obtain either compensation or condonement only once per semester.

Resit examination:

Reassessment of a module by resit of one or more components (as appropriate) is restricted to one attempt only. In the case of reassessment, the same basic rules apply as in the case of first-attempt assessment.

- a. The total module mark of a reassessed module will be capped at 40%, regardless of the actual mark(s) obtained by the students for the resat or resubmitted component(s).
- b. If a module is failed, all components with a mark below 40% must be reassessed; marks over 40% in the other component shall be carried forward and combined with the reassessed component.

- c. Any module failed in the first attempt because of a failed component of the assessment and passed at the second attempt shall carry its original total mark from the first attempt.
- d. Any module component failed at the first attempt and failed at the second attempt shall carry the higher component mark of the two attempts.
- e. Dates of assessment may be deferred only in extraordinary circumstances with the consent of the Programme Director. Medical grounds are only permitted in case of a medical certificate from a hospital, which needs to be submitted within 7 calendar days starting from the date of discharge from hospital, together with an application to the Programme Director. Deferred first assessments shall be treated as a first attempt.

A student may not resit any module that has been passed or a component of assessment that has received a mark of 40% or above.

Repetition.

Students who are not able to pass a module in second attempt may retake the module. The final mark for the retaken course will be capped at 40%.

MA/MSc students are allowed to retake only two modules. If a student fails to pass more than two modules, they are deleted from the programme under the discretion of the Examination Board.

- a. A student at Master's level who has failed and retaken a module cannot be eligible for Distinction in the degree.

Deletion from the Programme

A BA student who failed three modules in one year or made no progress during a semester might be required to repeat the academic year/level by the programme director or the Examination Board. Deletion is automatic for BA students if they fail five modules in one academic year, fail more than five modules in the programme, or fail to pass a retaken module.

A deleted student may be allowed to enroll into their programme again, however, all marks have to be forfeited and the student begins with clear record.

Absence from Examinations and Assessments

Absence from examination or assessment at Lazarski University is permitted only in extraordinary circumstances. Medical grounds are only permitted in case of a medical certificate from a hospital, which needs to be submitted within 7 calendar days starting from the date of discharge from hospital, together with an application to the Programme Director. The Programme Director shall have discretion to decide whether, on the basis of the evidence received, a student has been absent with good cause.

If a student completes a module but is absent from the examination/assessment concerned for good cause, the Programme Director may permit the student:

- a. to sit a supplementary examination, or
- b. to sit the examination or submit the assessed work as a first attempt on the next occasion on which the examination/assessment is scheduled to take place.

The provisions described at (i) and (ii) immediately above may be made only if:

- a. the Programme Director agrees that the supporting evidence is satisfactory,
- b. if the student's performance in other examinations or assessed work justifies such action.

A student who, without good cause, has been absent from any examination or failed to complete other forms of assessment by the required date, shall be awarded a zero mark for the examination/assessment concerned. This zero mark shall be treated as any other mark in an Examination Board's procedure for arriving at the degree result.

Thesis submission

The above rules apply to the submission of the final BA thesis as well. In case of late delivery of the thesis (unless it was justified and extension was approved by the Programme Director), the final mark for the thesis will be capped at 40%. Students are to consult a detailed thesis/dissertation timetable circulated at the beginning of each academic year.

Time limits

All requirements for the completion of the MA/MSc degree must be met within not more than 30 months from the start of the scheme.

EXAMINATION BOARD

The Dean of the Faculty of Economics and Management shall establish Examination Boards for English-language programmes to consider results and make recommendations on students pursuing programmes leading to awards of the Coventry University. The Examination Boards shall convene at the end of the academic year, following the collection of final grades and exams for the passing year.

Examination Board is part of the quality assurance process. The decision whether a student can proceed to the next level of study belongs to the Examination Board.

The main tasks of Examination Board are to:

1. ensure that the diet of assessment established in the course scheme has been duly administered by scrutinizing examination scripts, projects, course work, and any other evidence of assessment;
2. ensure that marking has been fair, internally consistent, and consistent with marking in UK higher education institutions;
3. ensure that students have satisfied the programme and university regulations in order to either progress or qualify for an award of the accrediting UK institution;
4. determine appropriate action, such as re-sits, for students who have not satisfied the conditions for progression or qualification;
5. take into account any special circumstances that may have affected student performance in any element of assessment and apply appropriate measures if necessary;
6. take decisions on any borderline cases;
7. decide final degree classifications
8. discuss any cases of unfair practice or other breaches of the regulation,
9. make recommendations for future assessment exercises.

The principal options for progression are:

1. progress with no modules pending,
2. progress after compensation (with or without modules pending),
3. progress with modules pending with re-sits at the next available opportunity,
4. re-assessment with progression dependent on passing a certain number of modules,
5. repetition of the whole year if the number of failed modules is so large that re-assessment at the next opportunity is not permitted under the regulations,
6. exclusion from the programme if the number of failed modules is so large as to require a student to withdraw, or the student has run out of time to complete the programme, or has run out of re-sit opportunities under the regulations.

UNFAIR PRACTICE – RULES REGARDING CHEATING AND PLAGIARISM

Cheating and plagiarism are strictly prohibited and shall be severely penalized. All work submitted by students will be checked using anti-plagiarism software and reports of the check will be used as evidence should plagiarism be detected. Students found guilty of cheating and/or plagiarizing will face the risk of being removed from the programme.

For more information on the **Unfair Practice Procedure** see Appendix B

COMPLAINTS PROCEDURE

See Appendix C

QUALITY ASSURANCE

The English-language programmes at Lazarski University are subject to university-wide quality assurance procedures as administered by the University Senate (*Senat*), the Board of the Faculty of Economics and Management (*Rada Wydziału*), the Executive Board of the Faculty of Economics and Management (*Komisja Programowa i Kolegium Dziekańskie*), and by Faculty Chairs (*Katedry*).

The overall responsibility for quality assurance of Lazarski's English-language programmes and their adherence to university-wide quality assurance procedures shall lie with the Dean of the Faculty of Economics and Management.

The Dean shall maintain regular contact with the Faculty Chairs, shall convene meetings of the Faculty Board and the Executive Faculty Board, and shall monitor the work of the Associate Dean in charge of English-language programmes.

The Associate Dean reports directly to the Dean of the Faculty of Economics and Management. He/she shall:

1. monitor the work of Programme Directors;
2. convene Committee of Inquiry hearings;
3. maintain contact with the external validating bodies;
4. oversee the general quality of the English-language Programmes.

The Programme Directors report directly to the Associate Dean for English-language Programmes. They shall :

1. set programme content, programme structure, and ensure that the programmes adhere to educational standards set forth by the Polish Ministry of Higher Education and are in accordance with British university best practices;
2. maintain regular contact with the teaching staff and students to assure proper quality of the teaching and learning process;
3. convene Examination Board meetings;
4. make decisions regarding unfair practice, student complaints, student appeals and verification as outlined in sections VI, VII, VIII, and IX of the *Rules and Regulations Governing English-Language Programmes*.

In addition to university-wide quality assurance procedures, Examination Boards, Programme Faculty Meetings shall act as additional checks for quality assurance for Lazarski University's English-language programmes.

CORE MODULE DESCRIPTORS

(in the order in which they are offered)

MODERN MICROECONOMICS

1. MODULE SUMMARY

Aims and Summary

The aim of this course is to give students the conceptual basis and the necessary tools for understanding modern microeconomics at the intermediate level. This course makes some use of calculus.

Module Size and Credits

CATS points	15
Total student study hours	150
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Introduction to Microeconomics

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

Upon completion of this course, students will be able to:

1. Utilize tools of economic analysis to solve consumer's utility maximization problems.
2. Calculate & assess how changes in economic parameters result in changes in and agent's behavior using the Slutsky identity.
3. Solve profit maximization problems for a firm in different market structures.
4. Utilize various analytical approaches to solve microeconomics problems.

Indicative Content

1. Budget constraint
2. Preferences
3. Utility
4. Choice
5. Demand
6. Slutsky equation
7. Buying and selling
8. Intertemporal choice
9. Technology
10. Profit maximization
11. Cost minimization
12. Cost curves
13. Firm supply on competitive market
14. Industry supply
15. Monopoly

Teaching and Learning

This module will be taught by means of seminars and self-directed study.

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	105 hours	(70%)
Seminar	45 hours	(30%)
Workshop	0 hours	(0%)
Total	150 hours	

Method of Assessment (normally assessed as follows)

Final exam, 60%, will assess all learning outcomes

Coursework, 40%, composed of a paper (3000-4000 words), will assess all learning outcomes

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

H. Varian, *Intermediate Microeconomics*, 8th ed., Norton, 2010

T. Bergstrom, H. Varian, *Workouts in Microeconomics*, 8th ed. 2010

Recommended Reading

R. Pindyck, Rubinfeld D., *Microeconomics*, 6th ed. Prentice Hall International

J. Hirschleifer, A. Glazer, D. D. Hirschleifer, *Price Theory and Applications*, 7th ed. Cambridge University Press, 2005

Robert Frank, *Microeconomics and behaviour*, 8th ed. The McGraw-Hill, 2010.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader	Dr. Jarosław Neneman
Name	
E-mail	neneman@uni.lodz.pl

Length and month of examination

120 minutes in January

Expected teaching timetable slots

No timetable information available. Timetable information should be verified with the School responsible for the module

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

CONTEMPORARY MACROECONOMICS

1. MODULE SUMMARY

Aims and Summary

To make students understand contemporary and past economic events that shape the world we live in, and at a proper analytical level. Theory is taken seriously as it is quite essential to understand the world better. The course includes a wealth of historic and current episodes and data to both see how theories can help interpret the world and also to judge their validity. Economies today are very inter-connected; what happens in China matters pretty much everywhere; and what happens in one (even small) country in the euro zone has implications for the whole euro area and beyond, consequently Contemporary Macroeconomics adopts a very international focus.

Module Size and Credits

CATS points	15
Total student study hours	150
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Introductory Microeconomics, Introductory Macroeconomics, Basics in Mathematics.

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Teaching and Learning

This module will be taught by means of lectures, workshops and self-directed study. Formative Assessment. Tutorial guidance will be provided for exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	30 hours	(20%)
Self guided	105 hours	(70%)
Seminar	0 hours	(0%)
Workshop	15 hours	(10%)
Total	150 hours	

Intended Module Learning Outcomes

On completion of this module, a student should be able to:

1. Evaluate determinants of long run growth.
2. Critically analyse the impact of policy instruments in the short and long run.
3. Judge implications of recent macro-economic developments in the global economy and selected national economies.
4. Critically analyse current economic policy-making in selected countries.
5. Create a rational model to deal with the occurrence of short run macroeconomic fluctuations.
6. Analyse the origins of inflation and unemployment and design mechanisms leading to inflation and unemployment control.

Indicative Content

- IS-LM model (open economy included) and AS-AD model, disinflation path, monetary policy
- Long run growth, Solow's model
- Business cycles and economic policy
- Asset markets and the financial sector
- Exchange rate and exchange rate policy.
- Expectations.

Method of Assessment (normally assessed as follows)

Final examination, 60%, will assess learning outcomes 1-6

Coursework, 40%, composed of a paper (3000-4000 words), will assess learning outcomes 1-4

Date of last amendment

15.07.2015

3. MODULE RESOURCES

TEXTBOOKS:

D. Miles, A. Scott, F. Breedon (2012), *Macroeconomics: Understanding the Global Economy* John Wiley & Sons; 3rd edition.

READING:

M. Burda and Ch. Wyplosz, (2009), *Macroeconomics: A European Text*, Oxford University Press, USA; latest edition.

R. J. Barro (2007), *Macroeconomics: A Modern Approach*, South-Western College Publications.

The Economist, Financial Times, Wall Street Journal, various issues

4. MODULE ORGANISATION

Module leader

Name Prof. Bogna Gawrońska-Nowak

Email: b.gawronska@lazarowski.edu.pl

Length and month of examination

120 minutes in January

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study

Faculty Collaborative Provision Committee

Subject Assessment Board

Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC

Revised version 09.07.2014

RESEARCH METHODS

1. MODULE SUMMARY

The purpose of this course is to provide students with basic methodological knowledge about conducting research and data analysis in economics and related areas. Additionally, some up to date theoretical and methodological approaches will be presented to enable students not only to acquire some methodological tools but also to stimulate the way they think about methodological issues.

The course consists of three parts:

The first part focuses on general introduction to research methodology. It should present students necessary theoretical framework and help them to understand problems they may meet while trying to find the way how to make the concepts measurable. Stress will be put on critical approach to research methodology to help them to understand that the perfect tool which reflects the reality in 100% does not exist. In this part of the course some collecting data methods (commonly used in economics) will be presented.

The second part will be devoted to survey as most commonly used in economics gathering primary data research tool. The course will provide basic practical knowledge how to construct the questionnaire (how to ask questions, how to avoid unnecessary biases etc.).

Third part of the course will be focused on providing practical knowledge about econometrics. It should indicate students how they should search for economic time series, how they should find data, extend their knowledge concerning linear regression model and its interpretation, present binary choice model and interpret its parameters, improve software capabilities. The students are supposed to be taught how to solve some economic problems with the usage of econometric methods.

Module Size and Credits

CATS points 10

Total student study hours 100

Number of weeks 12

School responsible Lazarski University, Faculty of Economics and Management

Academic Year 2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Econometric problem analysis, 60%

Research project, 40%

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, students should be able to:

1. Evaluate basic methodological knowledge about project conceptualisation, conducting research, and data analysis in economics and related areas.
2. Construct and assess questionnaires.
3. Conduct (including data analysis) a simple survey project and analyse it in a critical way problems and biases which usually are related to this research tool.
4. Apply the concept of spurious regression in econometrics.
5. Verify validity of error term assumptions in linear regression model.
6. Utilize various econometric models.
7. Judge which method should be applied to the specific problem.

Indicative Content

I. Introduction, collecting data methods

1. Aim of the course, general introduction, key concepts in social science methodology.
2. Research Design; Conceptualization, Operationalization and Measurement
3. Collecting primary data methods and analyse

II. Practical econometric

4. Searching for economic time series. Libraries with economic data
5. Working with economic data

III. Linear regression model

7. Problems in linear regression model. Nontypical observations in econometrics
8. Binary choice analysis
9. Working with econometric software (I)
10. Working with econometric software (II)

IV. Working with econometric software

12. Interpretation of research results
13. Group project presentations

Teaching and Learning

This module will be taught by means of seminar and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	55 hours	(55%)
Seminar	45 hours	(45%)
Workshop	0 hours	(0%)
Total	100 hours	

Method Of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Econometric problem analysis, 60%, will assess learning outcomes 4,5,6,7

Research project report (3000-4000 words, excluding graphs and tables), 40%, will assess learning outcomes 1, 2, 3

Date of last amendment

15.07.2015

3. MODULE RESOURCES**Essential Reading**

1. Saunders, Mark, Thornhill Adrian, Lewis Philip, 2007, *Research Methods for Business Students*, Prentice Hall
2. Klein Lawrence R., Welfe Aleksander, Welfe Władysław, 1999, *Principles of Macroeconometric Modeling*, North-Holland

Recommended Reading

Oppenheim A.N., 1992, *Questionnaire design, interviewing and attitude measurement*, Continuum.

Required Equipment

None.

4. MODULE ORGANISATION**Module leader**

Name	Dr. Olha Zadorozhna Dr. Jarostaw Jura olha.zadorozhna@lazarski.pl
E-mail	juraja@o2.pl

Length and month of examination

None

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
-----------------------	---

Subject Assessment Board	Faculty Council, Faculty of Economics and Management
---------------------------------	--

Shortened title

Date of approval by FCPC	Revised version 09.07.2014
---------------------------------	----------------------------

BASICS OF ECONOMIC MODELLING

1. MODULE SUMMARY

Aims and Summary

The aim of this course is to learn statistical concepts in business, economics, and the other social sciences. Therefore a course offers a balanced presentation of fundamental statistical theories and methods, along with practical advice of their effective application to real-world problems. Beyond simply teaching of the methods, a primary objective of the course is to improve students' 'statistical thinking' abilities in order to promote their beneficial use in practice.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Mathematics

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of a project

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. final exam and coursework). Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business and Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, students should be able to:

1. Explain the main ideas of the regression analysis.
2. Perform the suitable calculations and estimate the model parameters.
3. Construct and interpret the confidence intervals and statistically test the regression coefficients.
4. Utilize software such as Excel or eViews in solving real-life econometric problems.
5. Apply different econometric methods to solving/estimating economic models

Indicative Content

CONTENT

1. An introduction to statistics. A quick review of basic statistical concepts
2. Linear regression models with one or several explanatory variables

3. Estimation of parameters
4. The coefficient of determination and its interpretation
5. Interval estimation and hypothesis testing.
6. Forecasts based on real economic data
7. Instrumental Variables.
8. Vector Auto Regressive Models (VAR)
9. Panel data analysis (Difference-in-Difference estimation, Fixed and Random Effects models)

Teaching and Learning

This module will be taught by means of seminars and self-directed study.

Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	30 hours	(30%)
Self guided	70 hours	(70%)
Seminar	0 hours	(0%)
Workshop	0 hours	(0%)
Total	100 hours	

Method Of Assessment (normally assessed as follows)

Final exam, 60%, will assess all learning outcomes

Coursework, 40%, composed of a project, will assess all learning outcomes

Date of last amendment

29.04.2015

3. MODULE RESOURCES

Essential Reading

- D. N. Gujarati, D. Porter (2008) *Basic Econometrics*, 5th Edition, McGraw-Hill /Irwin
- J.M. Wooldridge (2010) *Econometric Analysis of Cross Section and Panel Data*, 2nd ed., The MIT Press.
- J.M. Wooldridge (2012) *Introductory Econometrics*, 5th ed., Cengage Learning

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name	Dr Olha Zadorozhna
E-mail	olha.zadorozhna@lazariski.pl

Length and month of examination

120 minutes in January

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
-----------------------	---

|

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC July 2015

HISTORY OF ECONOMIC THOUGHT

1. MODULE SUMMARY

To present students the development of economic thought from ancient times till the end of 20th century. To search common feature of old and modern economic theories. To encourage students to read original texts. To analyze historical and economic material. To support critical and analytical approach to history of economic thought.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Basis of macroeconomics

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this course a student should be able to:

1. Compare and contrast main trends in economic thought.
2. Appraise the value of the contributions of leading economists.
3. Appraise historical sources.
4. Assess how outside factors influence the state of economic thought.

Indicative Content

1. History of discipline. Economic thought in Ancient times and Middle Ages.
2. Mercantilism in the theory and practice.
3. Pre-classical thought: William Petty, John Locke, David Hume.
4. Classical political economy: Adam Smith, David Ricardo, John Stuart Mill.
5. Economic thought of Karl Marx.
6. Institutionalism and historical school: Thorstein Veblen, Max Weber, Joseph Schumpeter.

7. Economical schools at the turn of XIX and XX century: Alfred Marshall' thought, Austrian, Lausanne and Swedish school.
8. John Maynard Keynes' general theory.
9. Economic thought after Keynesian economics' hegemony.
10. Selective guide to the Nobel laureates in economics.

Teaching and Learning

This module will be taught by means of seminars and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	30 hours	(30%)
Self guided	70 hours	(70%)
Seminar	0 hours	(0%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment

(normally assessed as follows)

Final examination, 60%, will assess learning outcomes 1-4

Coursework, 40%, composed of a paper (3000-4000 words), will assess learning outcomes 1-3

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

Landreth H., Colander D.C., *History of Economic Thought*, 4th edition, Boston: Houghton Mifflin, 2002 (also previous editions).

Recommended Reading

Blaug M., *Economic Theory in Retrospect*, Cambridge: Cambridge University Press, 1996.

Galbraith J.K., *Economics in Perspective. A Critical History*, Boston: Houghton Mifflin, 1987.

Heilbroner R., *The Worldly Philosophers: The Lives, Times and Ideas of the Great Economic Thinkers*, New York: Touchstone Rockefeller Center, 1999.

Rostow W., *Theorists of Economic Growth: from David Hume to the present*, London 1990.

Parts of works of: W. Petty, A. Smith, D. Ricardo, J.S. Mill, K. Marx, A. Marshall, T. Veblen, J.M. Keynes and other economists.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Prof. hab. Wojciech Bienkowski

E-mail wbienkowski@gmail.com

Length and month of examination

120 mins in January

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

MSC BUSINESS ACADEMIC WRITING I

1. MODULE SUMMARY

Aims and Summary

This course will help students to participate actively in all forms of written assessment made in English, especially to write essays. The term starts with a diagnostic (placement) test, the aim of which is to assess students' level of English and discover what areas of grammar need to be revised in more detail. The aim is to solidify students' linguistic abilities by providing a thorough revision of main grammatical problems. Students will write one in-class essay and in-class exam. The second one involves earlier preparation of sources and quotations which will be used during class writing, so students will be provided with an indicative topic beforehand. Students' mistakes, which will be clearly indicated in terms of their type, will not be corrected by the teacher, so when essays are returned to students, they are required to correct their errors themselves on the basis of remarks on paper and teacher's comments. Apart from making students more aware of their mistakes, such an approach should help them avoid these errors in the future.

Module Size and Credits

CATS points	0
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of an in-class exam (essay, 700 words, 30%) and one essay (700 words, 10%).

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. final exam and coursework). Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this term, students should be able to:

1. Write a well-structured paragraph and an outline an essay.
2. Write argumentative essays in English on a variety of topics.

3. Use appropriate grammar, punctuation, style and register.
4. Make proper use of in-text citations and bibliography.

Indicative Content

The course will focus on two activities: preparing & writing an essay and reading model essays. Students will practice a variety of exercises. These will range from error correction to paraphrasing, depending on the content. The following issues will be covered:

1. Review of grammar (tenses, passive voice, modal verbs, relative clauses).
2. Punctuation.
3. Paragraph & outline of the essay, sequencing ideas.
4. Quotations, footnotes, in-text citation and dealing with sources.
5. Linking words.
6. Personal & impersonal tone.
7. Formal register and its characteristics.
8. Summary and paraphrase.
9. Argumentative essays.

Teaching and Learning

This module will be taught by means of a seminar, involving solving exercises, explanations, analyzing longer essays and other texts, and discussion, depending on the content of each class as well as self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	55 hours	(55%)
Seminar	0 hours	(0%)
Workshop	45 hours	(45%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 60%, will assess learning outcomes 1-3.

Coursework, 40%, composed of an in-class exam (essay, 700 words, 30%) and an essay (700 words, 10%), will assess learning outcomes 1-3.

Date of last amendment

22.02.2015

3. MODULE RESOURCES

THE MAIN TEXTBOOK

1. Hogue, A & A Oshima, Writing Academic English, Pearson Longman, 2006

ADDITIONAL TEXTBOOKS

1. Graver, B D, Advanced English Practice, Oxford University Press, 1996
2. Jordan, R R, Academic Writing Course, Longman, 2002
3. McCuen, J R, A C Winkler, From Idea to Essay, Boston, 2001, 9th edition
4. Morley, J, P Doyle & I Pople, University Writing Course, Express Publishing, 2007

5. Vince, M, Macmillan English Grammar in Context. Advanced, Macmillan, 2008
6. Vince, M, Advanced Language Practice, Heinemann, 1994

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name	mgr Piotr Kłossowicz
E-mail	pklossowicz@gmail.com

Length and month of examination

120 minutes in January

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
Subject Assessment Board	Faculty Council, Faculty of Economics and Management
Shortened title	
Date of approval by FCPC	July 2015

CORPORATE FINANCE

1. MODULE SUMMARY

Aims and Summary

The course covers cross-sectional knowledge on financial decision making within a company. The accent is put on fundamental decisions that every business has to make when it comes to raising funds and investing them. The course is divided into seven main areas: objective function, financial analysis, investment decisions, financing decisions, dividend decisions, company valuation and dealing with SHV creation. The students will acquire certain practical skills enabling them to use financial ratio analysis to evaluate a public firm's financial position; identify the linkages between risk and expected return and use this relationship to calculate the required rate of return for a firm's common stocks.

Module Size and credits

CATS points	15
Total student study hours	150
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Basic Accounting

Excluded Combinations

n/a

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of a project

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

n/a

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

n/a

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, a student will be able to:

1. Apply valuation principles to calculate a bond's value and its yield.
2. Prepare pro forma financial statements and use them to identify a firm's external financing requirements.
3. Use stock valuation models to describe when corporate growth strategies can create SHV.
4. Use financial ratio analysis to evaluate a public firm's financial position.
5. Appraise linkages between risk and expected return and use this relationship to calculate the required rate of return for a firm's common stocks.

6. Calculate a project's NPV and IRR and use these measures to make investment decisions.
7. Explain and calculate the WACC for a company.

Indicative Content

The course will focus on:

1. The company's financial goals, needs, budgeting;
2. Corporate entity;
3. Corporate securities
4. The basic accounting statements;
5. Cash flow and cash management
6. Short-term finance
7. Sources of long-term finance
8. Financial Ratio Analysis;
9. IPO and private placement
10. Hybrid securities
11. Portfolio risk and return;
12. Estimation of asset value, including NPV model and rate of return;
13. Capital structure;
14. Portfolio theory and CAPM;
15. Dividend model and decision;
16. SHV creation.

Teaching and Learning

This module will be taught by means of lectures and problem solving. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	45 hours	(30%)
Workshop	0 hours	(0%)
Self guided	105 hours	(70%)
Total	150 hours	

Method Of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 60%, will assess learning outcomes 1-7

Coursework, 40%, composed of a project, will assess learning outcomes 1 – 7

Date of last amendment

15.07.2015

3. MODULE RESOURCES

Essential Reading

Allan C. Shapiro, Sheldon D. Balbirer, *Modern Corporate Finance*, Prentice Hall, 2004

Recommended Reading:

Brealey R.A., Myers S.C., Allen F., *Principles of Corporate Finance (10th Edition)*, Global Edition, McGraw-Hill Irwin (2011)

Brigham E.F, Houston J.F, *Fundamentals of Financial Management (11th Edition)*, ThomsonSouth-Western (2007)

Aswath Damodaran, *Corporate Finance: Theory and Practise*, Wiley, New York 2001.

D. Watson, A. Head, *Corporate Finance: Principle & Practice*, Financial Times Prentice Hall, 2004, 3/E;

The Wall Street Journal, Financial Times, HBR.

Required Equipment

A computer with MS Windows software and an overhead projector.

4. MODULE ORGANISATION

Module leader

Name Dr Włodzimierz Majcherczak

E-mail wlodzimierz.majcherczak@citi.com

Length and month of examination

120 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

MSC BUSINESS ACADEMIC WRITING II

1. MODULE SUMMARY

Aims and Summary

This course will help students to participate actively in all forms of written assessment made in English, especially to write essays. Students will also review the most important issues of grammar. The aim is to solidify students' linguistic abilities by providing a thorough revision of key grammar points. Students write two essays: an in-class essay and in-class exam. The second one involves earlier preparation of sources and quotations which will be used during class writing, so students will be provided with an indicative topic beforehand. Students' mistakes in essays which are clearly indicated in terms of their type are not corrected by the teacher, so when each essay is handed back to students, they are required to correct their errors themselves on the basis of remarks on paper and teacher's comments. Apart from making students more aware of their mistakes, such an approach should help them avoid these errors in the future.

Module Size and Credits

CATS points	5
Total student study hours	50
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 60%

Coursework, 40%, composed of an in-class exam (essay, 700 words, 30%) and one essay (700 words, 10%)

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. final exam and coursework). Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this term, students should be able to:

1. Write longer papers and essays in English on a variety of topics.
2. Use more advanced grammar and observe punctuation.
3. Be sensitive to stylistic issues.

Indicative Content

1. Linking words.
2. Avoiding repetition as opposed to repetition for emphatic purposes.
3. Emphatic sentences & inversion.
4. Comparison and contrast essays.
5. Cause and effect essays.

Teaching and Learning

This module will be taught by means of seminars and self-directed study.

Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	20 hours	(40%)
Seminar	0 hours	(0%)
Workshop	30 hours	(60%)
Total	50 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 60%, will assess learning outcomes 1-3.

Coursework, 40%, composed of an in-class exam and one essay (750 words), will assess learning outcomes 1-3.

Date of last amendment

22.02.2015

3. MODULE RESOURCES

THE MAIN TEXTBOOK

1. Hogue, A & A Oshima, Writing Academic English, Pearson Longman, 2006

ADDITIONAL TEXTBOOKS

- Graver, B D, Advanced English Practice, Oxford University Press, 1996
- Macpherson, R, English for Academic Purposes, Wydawnictwo Naukowe PWN, Warszawa, 2004
- McCarthy M & F O'Dell, Academic Vocabulary in Use, Cambridge, 2008
- McCuen, J R, A C Winkler, From Idea to Essay, Boston, 2001, 9th edition
- Vince, M, Macmillan English Grammar in Context. Advanced, Macmillan, 2008
- Vince, M, Advanced Language Practice, Heinemann, 1994

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name	mgr Piotr Kłossowicz
E-mail	pklossowicz@gmail.com

Length and month of examination

120 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics
and Management

Shortened title

Date of approval by FCPC July 2015

GLOBALIZATION, REGIONAL INTEGRATION AND INTERNATIONAL COMPETITIVENESS

1. MODULE SUMMARY

Aims and Summary

The course aims to educate and train professionals. The main goals are:

1. To familiarize the students with the concept and the process of globalization including current trends in global and more integrated economy,
2. To bring and refresh most known theories on causes and gains of international trade as well as on theories of regional economic integration processes based on EU and NAFTA as examples
3. Convey understanding of the long term challenges nations and companies face at the time of regional economic integration and globalization process at present
4. To analyze determinants of competitiveness of nations and companies in global economy and to provide students with some critical methods and instruments how to measure competitiveness
5. To make important theories on economic policy choices of governments accessible and interesting for students
6. To examine, via case studies methods, what are the causes and outcomes of such new global trends like outsourcing and offshoring, the growing role of Multinational enterprises /MNEs/in world economy and world trade .

Some special additional attention is to be given to recent developments in global economy either caused by the US and international financial crisis as well as to some positive initiatives such as EU-USA Free Trade Negotiations /or TTIP/and world energy trends and its impact on growth prospect and competitiveness position of various regions and countries.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Microeconomics I, Macroeconomics I, International Economics.

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final Exam, 60%

Coursework, 40%, composed of group projects presented in the form of strategic games prepared by sub groups of students during final classes.

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component. Re-assessment: coursework

component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

MSc in International Business Economics

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

The following lectures' outcomes are to be obtained and demonstrated when the course is completed and examines are passed by the students:

1. Evaluate impact of current advancement in globalization on governments' economic policy choices and challenges facing economic agents.
2. Apply international trade theory to analyze the most recent trends in world economy.
3. Evaluate regional economic integration theory and policy measures.
4. Compare two concepts; competitiveness and competition.
5. Identify critical factors /determinants/ of international competitiveness under globalization and regional integration.
6. Apply different economic policy models to evaluate country competitiveness in the longer run.
7. Apply theory to create/propose an "appropriate economic model" for Poland.
8. Critically verify available data on country competitiveness as illustrated by competitiveness annual rankings.
9. Understand recent trends in world economy

Indicative Content

1. Globalization – a new or a well-known phenomenon?
2. Globalization at present and validity of theories of international trade to explain recent developments
3. Globalization and regional integration; is it a parallel, independent, or reinforcing phenomenon?
4. Globalization and international competitiveness of countries and firms ; opportunity or threat ?
5. How nations (governments) should respond to globalization to maintain competitiveness. Effectiveness of various economic models and economic policies directions to enhance country's competitiveness
6. Outsourcing and offshoring as an example of the new trends in global economy explained and illustrated by MNEs activities
7. Poland and countries in transition and their chances to be competitive internationally

Teaching and Learning

This module will be taught by means of lectures, workshops and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	20 hours	(20%)
Self guided	70 hours	(70%)

Seminar	0 hours	(0%)
Workshop	10 hours	(10%)
Total	100 hours	

Method Of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 60%, results in learning outcomes 1-5

Coursework, 40%, composed of a research project followed by a presentation and debate, will assess learning outcomes 1, 5-8. Individual marks will be awarded on the basis of a group's results as well as individual students' contributions.

Date of last amendment

22.04.2015

3. MODULE RESOURCES

Essential Reading

1. Charles W. L. Hill International Business: Competing in the Global Marketplace" McGraw Hill. International Edition, 2011 or earlier editions (related chapters)
2. Richard Baldwin and Charles Wyplosz, The Economics of European Integration, Fourth Edition, McGraw-Hill, 2012.
3. Paul R. Krugman, Maurice Obstfeld, Marc Melitz, (2011), International Economics: Theory and Policy, HarperCollins College Publishers, recent edition. – related chapters.
4. World Economic Forum The Global Competitiveness Report 2014-2015 (available on website).

Recommended Reading

1. IMD World Competitiveness Yearbook 2014, IMD- World Competitiveness Center, Lasagne, Switzerland, 2014 (related parts).
2. "Poland. Competitiveness Report 2014"; World Economy Research Institute. Warsaw School of Economics 2014
3. World Bank Report on "Doing business-2015",
4. Molle, W. *The economics of European integration: theory, practice, policy*, 5 th ed. (Aldershot, England ; Burlington, VT : Ashgate, 2006).
5. W. Bieńkowski, J.C. Brada, M. Radło, *Reaganomics goes global. What can the EU, Russia and other transition countries learn from the USA? Palgrave- Macmillan, UK-USA 2006.* (related chapters)
6. W. Bieńkowski, J.C. Brada, M. J. Radło „Growth vs Security. Old and New EU members' Quest for a New Economic and Social Model" Palgrave-Macmillan, UK-USA 2008 ./related chapters marked by professor/.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Prof. dr hab. Wojciech Bienkowski

E-mail wbienkowski@gmail.com

Length and month of examination

120 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
Subject Assessment Board	Faculty Council, Faculty of Economics and Management
Shortened title	
Date of approval by FCPC	July 2015

ELECTIVE MODULES

SOCIO-ECONOMIC CHANGES IN CONTEMPORARY CHINA

1. MODULE SUMMARY

Aims and Summary

The main aim of the course is to provide the students with knowledge, which should help them to understand genesis of Chinese “economic miracle” and growing political importance of Peoples Republic of China nowadays. In order to achieve such aims students will be provided with general knowledge concerning contemporary China; its culture, geography, politics, economy and social situation. To be able to understand complexity of Chinese case some information about China's history and traditional culture will be presented as well.

Module Size and Credits

CATS points 10

Total student study hours 100

Number of weeks 12

School responsible Lazarski University, Faculty of Economics and Management

Academic Year 2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a group paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, a student should be able to:

1. Critically analyze genesis of Chinese transformation process.
2. Evaluate potential repercussions of Chinese transition.
3. Evaluate Chinese position in the World's Economy nowadays and discuss prognosis for future
4. Judge how the economic changes have influenced social transformation and *vice versa*.

Indicative Content

1. Milestones in Chinese modern history.
2. China contemporary political system.
3. International relations of Peoples Republic of China – history and state of play.
4. Confutianists heritage and contemporary China – “face”, “guanxi”, social hierarchy etc., and its importance in Chinese social and business life.
5. Economic reforms – genesis, way of introduction and outcomes: agrarian reform, special economic zones, industrialization, privatization, reconstruction of “work units”, etc.
6. Chinese economy today
7. China and international economic system. Chinese economic expansion in the world (South East Asia, Latin America and Africa)
8. Social repercussion of economic reforms: migration, unemployment, social insecurity, society polarization
9. Social changes in contemporary China and its economic consequences: individualization, globalization, consumption and consumerism, etc.

Teaching and Learning

This module will be taught by means of lectures and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 50%, will assess learning outcomes 1, 2, 3, 4

Coursework, 50%, composed of a group paper (3000-4000 words), will assess learning outcomes 1-4. Individual marks will be awarded on the basis of a group’s results as well as individual students’ contributions.

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

Naughton Barry, 2007, *The Chinese Economy: Transitions and Growth*, The MIT Press

Recommended Reading

Brandt Loren, Rawski Thomas G. (eds.). 2008. *China’s great economic transformation*, Cambridge University Press

Webber Michael John, Wang Mark, Zhu Ying (eds.), 2003, *China’s Transition to a Global Economy*, Palgrave Macmillan

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Dr. Jaroslaw Jura

E-mail juraja@o2.pl

Length and month of examination

110 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

INTERNATIONAL CAPITAL MARKETS

1. MODULE SUMMARY

This course is designed to provide participants with knowledge of the capital markets (with great emphasis on international aspect of capital markets) needed to earn MSc degree with focus on International Business.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Macroeconomics I

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final Exam, 50%

Coursework, 50%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, the students will be able to:

1. Formulate the main tools used in capital markets
2. Apply different methodology in the capital markets
3. Examine the effects that the business cycle of expansions and recession has on interest rates
4. Judge the roles played by central banks in general in the economy and financial system of a nation
5. Define the most important indicators of monetary policy in use today
6. Compare regional differences between the capital market
7. Examine and apply the different ways business firms issue securities in order to borrow funds in the international capital markets
8. Assess market tendencies
9. Evaluate behaviour of particular securities
10. Construct investment strategy for a company

Indicative Content

1. An Introduction to International Capital Markets
2. International Financial Institutions
3. Organization and Structure of the Capital Markets
4. The International Equity and Bonds Market
5. Central banks and monetary policy
6. Interest rate and the price of financial assets
7. The Capital Markets for the Global Firm
8. International Capital Budgeting
9. International Investing and Risk Management
10. International Venture Capital
11. International M&A
12. Euro Capital Markets
13. The USA Capital and Bonds Market
14. Japanese Capital Markets
15. The Emerging Capital Markets

Teaching and Learning

This module will be taught by means of seminars and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

Final exam, 50%, will assess learning outcomes 1-9.

Coursework, 50%, composed of a paper, will assess learning outcomes 1-10;

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

1. P.S. Rose, *Money and Capital Markets*, BPI/Irwin 2003
2. F. Fabozzi, F. Modigliani, *Capital Markets: Institutions and Instruments*, Prentice Hall College Div, 2002
3. *The Wall Street Journal Europe*, *Financial Times* and *HBR*

Recommended Reading

None.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name	TBC
-------------	-----

E-mail TBC

Length and month of examination

110 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

LABOUR MOBILITY IN THE EUROPEAN UNION

1. MODULE SUMMARY

Aims and Summary

The aim of the course is to make students familiar with concepts of international mobility with the special attention to EU labour markets. Social and political consequences of migration are also considered. Presentation of the topic is not limited to economic approach. Students acknowledge approaches characteristic for other social sciences. They learn interdisciplinary attitude to this complex topic; they can locate it in broad context, which is a helpful skill in analysis and assessment of migration and its prospects.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Łazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final Exam, 50%,

Coursework, 50%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component. Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

None

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

By the end of the course,, students should be able to:

1. Compare different social and economic theories of migration and integration.
2. Judge their applicability in different contexts.
3. Revise different migration patterns after the WW2.
4. Critically analyze, compare and assess policies, patterns and mechanisms of migration in Europe.

Indicative Content

1. Economics and migration from the perspective of labour market, international trade and migration theories. Segmented labour markets.

Impact upon economy and migration.

2. Guest workers schemes after 1945 in Europe – a source of ethnic division on labour markets.
3. Globalization, migration and development.
4. Patterns of integration of migrants: exclusion/inclusion, discrimination of migrant workers. Impact upon demographic structures. Ageing of population and “replacement migration”. Irregular migration and informal labour market.
5. Migration pressure on Europe; policies of immigration and migrants’ integration - Management of international migration main ideas, constraints and scenarios for the future. Fortress Europe: Welcome the skilled, keeping away unskilled.
6. Changes on labour markets in CEE region in the 1990s – a source of demand for forming labour migration
7. Dynamics and structure of labour migration from Poland before and after 1989.
8. Polish labour migrants in the selected EU countries after 2004.
9. Dynamics and structure of labour migration into Poland after 1989. Migration Policy of Poland after 1989

Teaching and Learning

This module will be taught by means of lectures and seminars. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 50%, will assess learning outcomes 1, 2, 3, 4

Coursework, 50%, composed of a paper (3000-4000 words), will assess learning outcomes 1, 2, 3,4

Date of last amendment

15.07.2015

3. MODULE RESOURCES

Essential Reading

Castles S.& Miller M.J. The age of Migration, International Population Movements in the Modern World, fourth edition, Palgrave Macmillan, 2009

Portes A. and DeWind J. (eds), Rethinking Migration. New Theoretical and Empirical Perspectives, Berghahn Books, 2007

Recommended Reading

Iglicka, K. Poland’s Post-War Dynamics of Migration, Aldershot, Ashgate, 2003

Selected papers from academic journals provided by the teacher

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Dr. Katarzyna Gmaj

E-mail k.gmaj@lazaski.edu.pl

Length and month of examination

110 minutes in June

Expected teaching timetable slots

Note that some tutorials/seminars may be provided at times other than those shown below. Timetable information should be verified with the School responsible for the module. No timetable information available.

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

THE AMERICAN ECONOMY: FACTORS OF GROWTH – PAST, PRESENT, AND FUTURE

1. MODULE SUMMARY

Aims and Summary

The course examines the economic history of the United States as an approach to economics, and a survey of major issues pertaining to the historical/institutional bases for the distinctive performance of the American economy. The course will also assess factors of growth, their past development and how they impact future expansion. Challenges facing the American economy in the 21st century will also be analyzed and examined. Class discussion is central to the course, and students are expected to come to class prepared.

Module Size and credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, a student should be able to:

1. Analyze main factors in the development of the American economy.
2. Appraise mutual influences between the American economy and the global economy.
3. Appraise aspects of American industrialization, development, as well as economic and trade policy
4. Debate current changes, crises and threats in the American economy.

Indicative Content

1. America's place in the world economy
2. The US Constitution as an economic document
3. The American slave trade and industrialization
4. The growth of big business and the roaring twenties
5. Causes and response to the Great Depression
6. America's role in shaping the world economic order after WWII
7. Economic stagnation of the 1970s and the rise of Reaganomics
8. American economic growth at the turn of the century
9. Sources of the most recent financial and economic crisis and its impact on the US and global economy
10. The US economy under the Obama administration and beyond

Teaching and Learning

This module will be taught by means of lectures, seminars and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	00 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

Final exam, 50%, will assess learning outcomes 1-4

Coursework, 50%, composed of a paper (2000-2500 words) will assess learning outcomes 1-4

Date of last amendment

14.04.2015

3. MODULE RESOURCES

Essential Reading

G.Walton, J. Hughes, *History of the American Economy*, Cengage Learning, 2009

W. Bienkowski, *Reaganomics Goes Global: What Can the EU, Russia and Transition Countries Learn from the USA?*, Palgrave Macmillan, 2006.

W. Bienkowski, *Growth versus Security*. Palgrave Macmillan, 2008

Recommended Reading

Douglass North, "Institutions", *Journal of Economic Perspectives*, 5, Winter (1991), pp. 97-112.

Hall, Robert E. and Charles I. Jones. 1999. 'Why do some countries produce so much more output per worker than others?'. *Quarterly Journal of Economics*, 114: 83-116.

Eugene N. White, "The Stock Market Boom and Crash of 1929 Revisited." *Journal of Economic Perspectives*, Vol. 4, No. 2 (Spring 1990), pp. 67-83.

A. Nathan. "How China Sees America." *Foreign Affairs*. 3 Feb. 2015. Web. 3 Feb.

2015.

J. Schumpeter, *The Theory of Economic Development*, Transaction Publishers, 1982

Barro, Robert, *Determinants of Economic Growth: A Cross-Country Empirical Study*, NBER Working Paper No. 5698, 1996

H. Kissinger. "The Future of U.S.-Chinese Relations." *Foreign Affairs*. 3 Feb. 2015. Web. 3 Feb. 2015.

P. Krugman *The Return of Depression Economics and the Crisis of 2008*. W. Norton & Company, 2009.

F. Zakaria. *The Post-American World: Release 2.0*. W. Norton & Company, 2012.

A. Laffer. *The End of Prosperity: How Higher Taxes Will Doom the Economy--If We Let It Happen*. Threshold Editions, 2009.

W. Niskanen. *Reaganomics*. Oxford University, 1988.

M. Rothbard, *Economic Depressions*. Ludwig von Mises Institute, 2011.

T. Taylor. "Thinking about a 'New Economy,'" *The Public Interest*, Spring 2001, pp. 3-19

S. Fischer. *Globalization and Its Challenges*. American Economic Review, 2003, vol. 93, issue 2, pages 1-30

Conte and Karr, *An Outline of the U.S. Economy*. -

<http://usa.usembassy.de/etexts/oecon/>

R. Altman. "The Fall and Rise of the West." *Foreign Affairs*. 3 Feb. 2015. Web. 3 Feb. 2015.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name Prof. dr. hab. Wojciech
Bienkowski

E-mail wbienkowski@gmail.com

Length and month of examination

110 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and
Management

Shortened title

Date of approval by FCPC July 2015

BUSINESS PERFORMANCE MANAGEMENT

1. MODULE SUMMARY

Aims and Summary

The aim of the course is to develop knowledge and skills in the application of management account concepts and techniques for performance measurement and evaluation decisions. Organizations are regularly examining business performance more closely as they strive to improve efficiency and effectiveness across all aspects of the business to meet challenging economic conditions. Regular assessments of business performance are vital for-profit as well as not-for-profit organizations. With the help of the course students will evaluate the role of management accounting and have a deep knowledge of types of performance measures. They will be able to evaluate the implications of the advanced cost calculations for the pricing and profitability of the product; they will be aware that in decision making sage it is important to take into accounts various factors such as scarce resources, pricing, relevant costing, etc. The students will attain knowledge how to assess the basic variances and behavioural aspects of budgeting and how different managers might react to them.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Łazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

N/A

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a project (50%)

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is an elective

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

By the end of the course students should be able to:

1. Evaluate the role of management accounting and have a deep knowledge of types of performance measures;
2. Evaluate the implications of the advanced cost calculations for the pricing and profitability of the product;

3. Employ in decision making, the problems surrounding scarce resources, pricing, relevant costing, make-or-buy
4. Evaluate shut down decisions and how these problems relate to the assessment of performance;
5. Assess the basic variances and behavioral aspects of budgeting and how different managers might react to them.

Indicative Content

1. Evaluate cost accounting and performance measurement techniques;
2. Apply budgeting techniques, and to give assessment to different budgeting methods;
3. Use standard costs and variance analysis to measure and control business performance;
4. Evaluate manager or division performance based on selected relevant performance measures.

Teaching and Learning

This module will be taught by means of lectures. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

The intended learning outcomes will be assessed as follows:

Final exam, 50%, will assess learning outcomes 1-5.

Coursework, 50%, composed of an individual project, will assess learning outcomes 1-3

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

Wayne W. Eckerson. *Performance dashboards: measuring, monitoring, and managing your business* (Wiley, 2005).

Recommended Reading

Porter L. J., S. J. Tanner, and European Centre for Business Excellence, *Assessing Business Excellence: A Guide to Business Excellence and Self-Assessment* (Oxford: Butterworth-Heinemann, 2004).

Donley S. "Business performance: The management grill—how to assess strategic tools, in *New Zealand Management* 52:2 (March 2005: 43).

Franceschini, Fiorenzo, Maurizio Galetto, and Domenico Maisano. *Management by Measurement: Designing Key Indicators and Performance Measurement Systems* (Berlin: Springer, 2007).

Hoque, Z. *Handbook of Cost and Management Accounting* (London: Spiramus, 2005).

Parmenter D. *Key Performance Indicators: Developing, Implementing, and Using Winning KPIs* (NJ: Wiley, 2007).
Rugman, A. M. *Regional Aspects of Multinational and Performance* (Oxford: Elsevier, 2007).
Simon, R. "Performance Measurement & Control Systems for Implementing Strategy" (Upper Saddle River, NJ: PrenticeHall, 2000).
Zimmerman, J.L., *Accounting for Decision Making and Control* (McGraw-Hill, 6th ed., 2008).

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name dr. Sergiusz Prokurat

E-mail serios@wp.pl

Length and month of examination

110 minutes in June

Expected teaching timetable slots

Note that some tutorials/seminars may be provided at times other than those shown below. Timetable information should be verified with the School responsible for the module.

No timetable information available

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Business Economics

Shortened title

Date of approval by FCPC Revised version 09.07.2014

TAX SYSTEMS IN EUROPEAN UNION COUNTRIES

1. MODULE SUMMARY

Aims and Summary

The main focus of the class content will be on the variety of tax systems in the European Union countries and the dilemma whether these should be harmonized. However, some comparisons will be made between EU systems and federal tax systems such as Switzerland and the United States. The students will be introduced to various tax systems functioning in EU member countries and to tax competition hypotheses developed over past decades by the economists. The students will also be shown how to evaluate tax system as a national institution.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Łazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

- Previous knowledge of Microeconomics I and Macroeconomics I is a prerequisite.
- Participation in class requires working command of English

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a student's project and its in-class presentation

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

By the end of the course students will:

1. Compare the various tax systems present in EU member countries and their role in attracting and maintaining a competitive economic environment
2. Evaluate the main three theories related to tax competition and apply them in argumentative form for or against tax competition in the EU
3. Evaluate the two main theories related to institutional competition and apply them in argumentative form for or against tax competition in the EU
4. Appraise the role of taxation and the characteristics of "desired" tax systems

5. Analyze EU tax systems

Indicative Content

1. Tax systems in the economic theory – the relation between taxation and economics
2. Qualitative and quantitative characteristics of tax systems
3. Tax systems' harmonization in the European Union countries – a dilemma
4. Tax competition in economic models – Tiebout model, Zodrow-Mieszkowski model, Leviathan model
5. Tax system as an institution – related theories
6. Tax competition and location of enterprises in the EU
7. Tax systems in EU member countries

Teaching and Learning

This module will be taught by means of lectures.

Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam.

Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows):

Final exam, 50%, will assess learning outcomes 1-5

Coursework, 50%, composed of a student's project and its in-class presentation (multi-media strongly preferred), will assess learning outcomes 1-5

Students may miss the class twice. For each additional unexcused absence 10% of the earned points will be deducted. Documentation attesting to the reasons of your excused absence will be accepted only during the first in-class presence after the absence and be subject to the assessment of the teacher.

Date of last amendment

15-07-2015

3. MODULE RESOURCES

- Kocia, Agata. Tax Systems Competition and Economic Growth in European Union Countries. Economic-Institutional Approach, script, 2009.

- Articles provided by lecturer.

Required Equipment

Projector in class

4. MODULE ORGANISATION

Module leader

Name Dr. Agata Kocia

E-mail akocia@wne.uw.edu.pl

Length and month of examination:

110 minutes in June

Expected teaching timetable slots

Note that some tutorials/seminars may be provided at times other than those shown below. Timetable information should be verified with the School responsible for the module

No timetable information available.

Subject Quality and Approval information

Board of Study Faculty Collaborative Provision Committee

Subject Assessment Board Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC Revised version 09.07.2014

THE INTERNATIONAL FINANCIAL SYSTEM

1. MODULE SUMMARY

Aims and Summary

This course aims at outlining a comprehensive picture of the institutional structure and functioning of the international financial system in the era of financial globalization, focusing on the nature of challenges, which it faces (as illustrated by the experiences of the recent global financial crisis, extensively analyzed in the course of these lectures). The complex nature of individual market segments and features of the most important instruments, traded in those markets, receive due attention in this context. The emphasis is placed upon practically relevant aspects of the subject matter, although recent changes in the theoretical perspective adopted in the literature on the subject are also extensively discussed at various stages of the course.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Microeconomics I, Macroeconomics I, International Economics.

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a paper

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

On completion of this module, the students will be able to:

1. Assess what factors influence and shape the overall structure of the present-day global financial system,
2. Appraise the policies and actions of the global financial system's component institutions and market segments,
3. Judge what conditions are required to ensure the stability and smooth functioning of the global financial system

Indicative Content

1. Origins and unfolding of the present-day international financial system
2. Structure of the contemporary international monetary system
3. The types of exchange-rate arrangements and adjustment processes
4. The build-up and operation of the international currency market
5. Types and mechanics of international capital flows
6. General principles of risk management in international financial transactions
7. Financial futures and options – types and uses
8. Currency swaps, interest-rate swaps, credit default swaps – examples and uses
9. Financial offshore centers - eurocurrency banking markets, origins and characteristics
10. The eurobond market
11. International banking, structure and recent trends in its evolution
12. Investment banking and other financial intermediaries in the international sphere
13. Sources and nature of the latest international financial crisis
14. Regulatory and supervisory challenges in the era of financial globalization
15. The present and prospective role of international financial organizations
11. International banking, structure and recent trends in its evolution
12. Investment banking and other financial intermediaries in the international sphere
13. Sources and nature of the latest international financial crisis
14. Regulatory and supervisory challenges in the era of financial globalization

Teaching and Learning

This module will be taught by means of seminars and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

Final exam, 50%, will assess learning outcomes 1-3

Coursework, 50%, composed of a paper (3000-4000 words), will assess learning outcomes 1-3

Date of last amendment

15.07.2014

3. MODULE RESOURCES

Essential Reading

Stephen Valdez – “An Introduction to Global Financial Markets” – Palgrave MacMillan, 6th ed.

Supplementary reading: articles from the financial press indicated by the lecturer

Recommended Reading

None.

Required Equipment

None.

4. MODULE ORGANISATION

Module leader

Name	Dr. Tomasz Schabek
E-mail	schabek.tomasz@gmail.com

Length and month of examination

110 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
Subject Assessment Board	Faculty Council, Faculty of Economics and Management
Shortened title	
Date of approval by FCPC	Revised version 09.07.2014

CORPORATE GROWTH AND FINANCIAL MARKETS

1. MODULE SUMMARY

Aims and Summary

This course aims at introducing M.Sc. students to core ideas of corporate finance, focusing on corporate growth, its financing and use of financial market instruments. In particular, the course examines 1) financial markets and the pricing of principal types of securities, 2) corporate decision making, 3) development and implementation of a corporate financial strategy, 4) some special sources and methods of corporate funding and growth.

Module Size and Credits

CATS points	10
Total student study hours	100
Number of weeks	12
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2016/2017

Entry Requirements (pre-requisites and co-requisites)

Financial Accounting, Introductory Corporate Finance

Excluded Combinations

None

Composition of module mark (including weighting of components)

Final exam, 50%

Coursework, 50%, composed of a project

Pass requirements

To pass the course a student must score at least 40% of the overall weighted average and not less than 35% for each assessment component (i.e. final exam and coursework). Re-assessment: coursework component(s) and/or examination as appropriate.

Special Features

None

Course stages for which this module is mandatory

None

Course stages for which this module is a core option

MSc in International Business Economics

2. TEACHING, LEARNING AND ASSESSMENT

Intended Module Learning Outcomes

By the end of the course, students should be able to:

1. Construct and apply a strategic planning model.
2. Appraise the contributions made by investment projects, mergers and acquisitions to corporate growth.
3. Conceptualize the relationship between the corporate life cycle, financing strategy and payout policy.
4. Discuss corporate fund raising in private and public capital markets.
5. Evaluate the arguments for and against the existence of an optimal capital structure of a business.

Indicative Content

1. **Value:** financial decisions and market efficiency, risk, return and risk pricing, valuation of cash flows, bonds and common stocks, valuation and delivery of growth opportunities;
2. **Growth:** strategic financial planning, corporate life cycle theory, managing a business through the stages of growth, corporate investment projects, mergers and acquisitions,
3. **Financing:** long-term financing of a firm, raising capital in private and public markets, capital structure and payout decisions.

Teaching and Learning

This module will be taught by means of lectures and self-directed study. Formative Assessment: Comments will be given on assessments, and tutorial guidance will be provided for coursework and exam. Student activity and time spent on each activity comprises:

Guided	0 hours	(0%)
Lecture	0 hours	(0%)
Self guided	70 hours	(70%)
Seminar	30 hours	(30%)
Workshop	0 hours	(0%)
Total	100 hours	

Method of Assessment (normally assessed as follows)

Final exam 50%, will assess learning outcomes 1 – 5.

Coursework, 50%, composed of a project, will assess learning outcomes 1 – 5.

Date of last amendment

20.01.2015

3. MODULE RESOURCES

Essential Reading

Brealey R.A., Myers S.C., Allen F., *Principles of Corporate Finance (10th Edition)*, Global Edition, McGraw-Hill Irwin (2011).

Recommended Reading

Bender R., Ward K., *“Corporate Financial Strategy” (3^d Edition)*, Routledge (2009).

Required Equipment

A computer with MS Windows software and an overhead projector.

4. MODULE ORGANISATION

Module leader

Name	Dr. Tomasz Schabek
E-mail	schabek.tomasz@gmail.com

Length and month of examination

110 minutes in June

Expected teaching timetable slots

No timetable information available

Subject Quality and Approval information

Board of Study	Faculty Collaborative Provision Committee
Subject Assessment Board	Faculty Council, Faculty of Economics and Management

Shortened title

Date of approval by FCPC July 2015

MODULE LEADERS

(in alphabetical order)

WOJCIECH BIEŃKOWSKI

PRESENT POSITION

- Director, US Economy and International Business Relations Institute, Lazarski University;
- Fellow at the Institute for Applied Economics and the Studies of Business Enterprise, Johns Hopkins University, Baltimore

EDUCATION AND RESEARCH

1968	Warsaw School of Economics (formerly – Main School of Planning and Statistics in Warsaw, faculty: Foreign trade), M.A. diploma
1978	Ph.D. diploma
1993	D.Sc. diploma
1971-1972	University of Rochester, NY, USA; Ph.D. Studies
1984-1986	Harvard University, Cambridge, Mass., USA; Visiting Scholar
1991-1992	Nagoya City University, Japan, Visiting Scholar
02/06 1994	George Mason University, USA, Visiting Scholar
Fall 2005	Harvard University, Visiting Scholar
Fall 2006	Johns Hopkins University, Visiting Scholar

Several short-term research studies in:

Germany (RFE/RL Institute in Munich), Austria, Italy (The Rockefeller Conference and Study Center at Bellagio) and University of Rochester, New York.

Scientific research as Head of the team

2010 (till now)

Head of the project: “Przydatność polskich rynków finansowych na niestabilności wewnętrzne i zewnętrzne” (Committee of Economic Research NBP), with budget of 68 500zł

2007-2009

Head of the project nr N112 008 32/0274, pt: “Zmiana znaczenia czynników międzynarodowej konkurencyjności gospodarczej wynikająca z procesów globalizacji i integracji z Unią Europejską. Wnioski dla optymalizacji modelu polskiej polityki gospodarczej” (Ministry of Science and Higher Education), with budget of 200,000zł.

BUSINESS EXPERIENCE:

1993 – 1995	Director, International Cooperation Department National Environmental Fund (NFOŚiGW)
1995 – 1998	Vice-President, National Environment Fund
1998 – 1999	Executive Director, European Investment Fund
2006 – present	Advisor to Poland’s Minister of Economy

Member of several supervisory boards, including Environmental Bank and the Polish Agency for Foreign Investment

MEMEBERSHIPS:

- Harvard Alumni Club in Poland (Vice-President)
- W. Fulbright Scholar Association
- Salzburg Seminar Alumni Association
- Foreign Trade Faculty Graduates Association
- Association of Polish Economists (TEP)

OTHER INFORMATION

2006-2007 – Adviser to Poland’s Minister of Economy

06/2009 – present – Editorial Board Member of “ Eastern European Economics”

CONFERENCES (recent)

2010 – Conference “Drivers from Higher to Quality Education, organized by U.S. Economy and Transatlantic Relations Institute, Lazarski University

2010 - V Congress of the Citizens „Polish Idea of the 21st Century”, Warsaw University of Technology;

2009 - Conference „Transatlantic Dimension of the mobility of Europeans”, US Economy and Transatlantic Relations Institute at Lazarski University;

2009 - Conference „International Management. Competitiveness of the Polish Enterprises”, Faculty of Economics and Management at Lazarski University;

2009 - Conference „Conditions for the Effectiveness of the Medical Care System Reforms in Poland”, Faculty of Economics and Management at Lazarski University;

PUBLICATIONS:

Author and co-author of dozens of articles and several books published by such publishing houses as Palgrave-Macmillan (USA-UK), Cambridge University Press (UK), M.E. Sharpe (USA), Maruzen (Japan) and PWN, PWE (Poland) and at scientific journals: Harvard International Review, Comparative Economic Studies, Journal of Comparative Economics, Bank of Austria

Selected publications

Międzynarodowa zdolność konkurencyjna kraju i przedsiębiorstw. Wyzwania dla Polski na progu XXI wieku. Wydawnictwo SGH, Warszawa 2004

Reaganomika i jej wpływ na konkurencyjność gospodarki amerykańskiej, wyd. PWN, Warszawa 1995,

“Prospects for East-West Trade in the 1980s”, in Harvard International Review, Vol. IX, No.2, January 1987,

“New Developments in Economic Relations Between Japan and CMEA Countries (co-author with Masumi Hakogi), in Marie Lavigne (ed.), *The Soviet Union and Eastern Europe in the Global Economy*, Cambridge University Press, Spring 1992

“Completion of Systemic Transformation Processes in Post-Communist Countries as a Condition for Successful Development of Economic Cooperation”,

Vol. 40, no. 3, M.E. Sharpe, Inc. – USA, 2002.

"Globalization and economic integration and its impact on government economic policy choices", Journal of Economics Shxang University, China, 2002.

BOGNA GAWROŃSKA-NOWAK

Current post:	Dean of Faculty of Economics and Management, Head of Chair of Economics
Education and Qualifications	2014- habilitation in Economics at the Faculty of International Business and Economics at Poznań University of Economics, habilitation thesis title: "Exchange rate regimes in view of instability in emerging European economies"; 2002- PhD in Economics at the Faculty of Economics and Sociology at the University of Łódź, dissertation title: "Regional differences in unemployment in Poland in the nineties", supervisor: Prof. zw. dr hab. Eugeniusz Kwiatkowski;
Teaching Experience:	since 2003 – teacher at the validated programmes in Economics at Lazarski University (Macroeconomics, International Economics) teaching in the MBA organized by the National Bank of Poland (International Finance) teaching in the LLM organized by Lazarski University and Boston University (Finance and International Business)
Pedagogic interests (how these interests inform your teaching and research):	Macroeconomics, International Economics, International Finance, Exchange Rate Economics, Mathematical Economics, Macromodeling, Financial Markets, Financial Crisis, Contagion, Behavioural Economics, Interdisciplinary approach towards Economics.
Research, scholarly and enterprise activity	2014- Coordinator of two modules in the research project titled "Immigrants with degrees in the Polish labour market" carried out by the Foundation ISEE and Nasz Wybor, founded by European Fund for the Integration of third-country nationals and the Polish government, the report is published; from 2013- expert and reviewer in the multidisciplinary project "Recovering Forgotten History. The Image of East-Central Europe in English-Language Academic Textbooks" founded by Ministry of Foreign Affairs and International

	<p>Visegrad Fund, and also organized and co-financed by the Foundation of Civic Space and Public Policy. The project partners are Georgetown University and Polish Academy of Learning;</p> <p>September 2011 - December 31, 2011, senior researcher in the project coordinated by Dr Joanna Konieczna-Sałamatin, the project funded by the Stefan Batory Foundation, title: "The Open Europe- own actions, A Friendly Border, Monitoring of passenger traffic handling between the Polish and Ukraine by Polish state services." the report is not published;</p> <p>November 5, 2009 - November 4, 2011- coordinator of the project financed by the Ministry of Science and Higher Education titled "The effectiveness of foreign exchange interventions for the economies similar to those Polish", published in two monographs;</p> <p>28 May 2010 - 31 May 2010- senior researcher in the project coordinated by Wojciech Bieńkowski, the project came into force on the base of 1st edition competition of the Committee for Economic Research of the National Bank of Poland, project title "The vulnerability of Polish financial markets to interior and exterior instabilities", the research report is published in Materials and Studies of NBP and related publications;</p> <p>June 2007, October 2006- expert of Sejm (the Polish Parliament) Bureau of Research, analysis of the state budget (evaluation of the budget bill for 2007 and the implementation of the budget in 2006) with particular emphasis on the labor market; publication: "The state budget for 2007. Preliminary Appraisals." Sejm Paper 1000, 2/2006, Bureau of Research, Chancellery of the Sejm;</p>
<p>Published output from research and scholarly activity:</p>	<ol style="list-style-type: none"> 1. „Imigranci o wysokich kwalifikacjach na polskim rynku pracy. Raport z badań 2014 – 2015”, [eng: "Immigrants with degrees in the Polish labour market. The research report 2014 - 2015"], ed. Joanna Konieczna-Sałamatin, iSEE- Institute for Socio- Economics Enquiry, foundation "Nasz Wybor", Warsaw 2015, p. 335. 2. Wojciech Bieńkowski, Bogna Gawrońska-Nowak, Wojciech Grabowski "Comovements of Stock Markets in the CEE-3 Countries During the Global Financial Crisis", Eastern European Economics Vol. 52, Iss. 5, 2014. 3. Bogna Gawrońska-Nowak, Joanna Konieczna-Sałamatin, „Szara strefa” w: „Rynek pracy wobec zmian demograficznych”, [eng: "The Shadow Economy", "Labour market in a view of demographic changes"], Zeszyty Demograficzne No. 1, p. 18. 4. Bogna Gawrońska-Nowak, „Reżimy kursowe wobec niestabilności dotyczących europejskie gospodarki wschodzące”, [eng: "Exchange rate regimes in view of instability in emerging European economies"] Scholar Publishing House, Warsaw 2013, p. 205. 5. Wojciech Bieńkowski, Bogna Gawrońska-Nowak, Wojciech Grabowski, „Analiza transmisji szoków dla rynków giełdowych Czech, Węgier i Polski w okresie globalnego kryzysu”, [eng: „Analysis of shocks transmission on Czech, Hungarian and Polish stock markets during the global crisis"], 2013 Bank and Credit, NBP, p. 29.

	<ol style="list-style-type: none"> 6. Wojciech Bieńkowski, Bogna Gawrońska-Nowak, Wojciech Grabowski, „Podatność polskich rynków finansowych na niestabilności wewnętrzne i zewnętrzne”, [eng: The vulnerability of Polish financial markets to interior and exterior instabilities"], Materials and Studies, No. 258, NBP, Warsaw 2011, p. 66. 7. Bogna Gawrońska-Nowak i Wojciech Grabowski, Cointegration Approach to Estimation of the Exchange Market Pressure in Slovakia, Journal of Business and Economics, Academic Star Publishing Company, Volume 2, Number 1, January 2011, US, s. 11. 8. Bogna Gawrońska-Nowak, „Kryzysy walutowe w krajach rozwijających się”, [eng:” Currency crises in developing countries”], ed. R. Piasecki, "Development Economics", Polish Economic Publishing House, II edition (amende), Warsaw 2011, p. 20. 9. Bogna Gawrońska-Nowak, „Reżim kursowy a presja kryzysowa w wybranych gospodarkach nowych krajów członkowskich UE”, [eng: „Exchange rate regime at the time of crisis pressure in certain selected economies of the new EU member states”], Optimum- Economic Studies. No 1 (49), Publishing House of the University of Białystok, 2011, p. 15. 10. Bogna Gawrońska-Nowak, Wojciech Grabowski i Katarzyna Rzentarzewska, „Efektywność interwencji walutowej w warunkach gospodarek transformowanych”, [eng:” The effectiveness of foreign exchange interventions in transforming economies”], Scholar Publishing House, Warsaw 2011, p. 157. 11. Bogna Gawrońska-Nowak, Łukasz Konopielko, Katarzyna Rzentarzewska, „Interwencja walutowa – jej efektywność i aspekt etyczny”, [eng: „The foreign exchange intervention- its effectiveness and the ethical aspect”], ed. Andrzej Bocian, Economics-Politics-Ethics, Volume IV, University of Białystok 2011, p.16. 12. Bogna Gawrońska-Nowak i Wojciech Grabowski, „Using genetic algorithm in a dynamic model of speculative attack”, Proceedings of the 6-th Finance Conference, Ponta Delgada, Portugal, 2010 published online, p. 16. 13. Bogna Gawrońska-Nowak, „To peg or not to peg? – an update crisis lesson from experience of Central and Eastern Europe”, ed. Sławomir Bukowski, Global Economy. Challenges of the 21st century, Technical University of Radom 2010, p. 17.
<p>Research grants and awards:</p>	<p>2006 (November / December) - study visit to the Universidad Internacional SEK, Ecuador, Quito, financed by the University of Łódź, gathered materials for the habilitation thesis, held interviews with representatives of the Central Bank of Ecuador, presentation of a paper titled: “Euroisation - what we can learn from dollarisation case of Ecuador?” on a seminar organized on Dec. 4, 2006 at the Universidad Internacional SEK Ecuador in Quito;</p> <p>June 1998 to September 1997- internship at the University of Padua, Department of Economics and Management "Marco Fanno", University of Padua PhD scholarship awarded for the research titled:” Regional labour markets in Europe – differences and similarities”, publication “On Some Determinants of Regional Unemployment in Poland in Transition” (co-authorship E. Kwiatkowski, P. Kubiak P), University of Padua, „Discussion Paper”, Nr 2, Padova 1998 ;</p>

	<p>1997 (January - June) - internship at the University of Glasgow, Institute of the Central and Western European Studies, scholarship Dekaban Liddle Glasgow, Junior Fellowship, awarded for conducting the research on "Determinants of Regional Unemployment in Europe", presentation of the paper: "Regional unemployment in Poland in the 90-s";</p> <p>1996 (June)- summer school at the Central European University in Budapest on the topic: "Labour Markets and the Applied Microeconomics of Transition", own research on the topic " Entrepreneurship and Polish Unemployment in the Transformation Period";</p> <p>1995 – study visit to the London School of Economics, courses in Intermediate and Advanced Macroeconomics and selected courses in MSc in Economics, Batory Foundation scholarship;</p> <p>1992 (January - June) - a TEMPUS fellowship at Erasmus University of Rotterdam, Undergraduate European & Environmental Studies;</p> <p>June 1991 - September 1990- a TEMPUS fellowship at the University of Coimbra, European Studies</p>
Administrative roles:	<p>from 2015- Dean of the Faculty of Economics and Management at Łazarski University in Warsaw;</p> <p>2013- 2015- a Member of the Board of the Institute for Socio- Economics Enquiry (ISEE) in Warsaw;</p> <p>2011- 2012- Rector's Adviser for Foreign Affairs at Łazarski University in Warsaw;</p> <p>from 2009- Head of Chair in Economics at Łazarski University in Warsaw;</p> <p>2009- 2011- Deputy Dean for International Affairs and Learning at Łazarski University in Warsaw;</p> <p>2007- 2009- a Director of Programs in Economics validated by the University of Wales at Łazarski University in Warsaw;</p>

KATARZYNA GMAJ

Current post:	Lecturer
Education and Qualifications (with dates and Institutions details):	Ph.D., 2011, Faculty of Sociology and Philosophy, Warsaw University Postgraduate Course Program "Teaching Polish as a Foreign Language" , 2011, Warsaw University M.A. in Sociology, Warsaw University , M.A. in Culture Studies, 2001,1999, Warsaw University
Career details to-date	2012 – ...lecturer at Lazarski University 2011-2012 – lecturer at University of Computers Sciences and Economics (WSliE TWP) in Olsztyn 2008-2010 - junior member of teaching at Lazarski University 2002 - ... researcher in various institutions (Center for International Relations, Institute of Public Affairs, Foundation for Somalia, Helsinki Foundation for Human Rights)
Research, scholarly and enterprise	Participation in EU Grants : 2014-2015 – Namaste Poland! Researching the situation and integration

<p>activity (how this has informed your teaching):</p>	<p>needs of Indian immigrants in Poland (Namaste Polsko! Badanie sytuacji i potrzeb związanych z integracją Hindusów w Polsce), European Fund for the Integration of Third Country Nationals. Project carried out by the Foundation for Somalia.</p> <p>2013-2015 - ASSESS - Integration of Vulnerable Migrant Groups. European Fund for the Integration of Third Country Nationals. International project in Poland carried out by the Lazarski University.</p> <p>2012-2014 - Diversity in Political Parties' Programmes, Organisation and Representation, European Fund for the Integration of Third Country Nationals. International project. In Poland project carried out by the Lazarski University.</p> <p>2012-2013 – Integration of refugee children and minors under international protection into Polish schools, European Refugee Fund. Project carried out by the Center for International Relations.</p> <p>2011-2012 – Integration of non-EU women, wives of Polish citizens (Cudzoziemscy małżonkowie obywateli polskich – wymiar genderowy),, European Fund for the Integration of Third Country Nationals. Project carried out by the Center for International Relations.</p> <p>2011-2012 A hurdle race - barriers to integration (Bieg przez płotki. Bariery na drodze do integracji), European Fund for the Integration of Third Country Nationals. Project carried out by the Helsinki Foundation for Human Rights.</p> <p>2009 –2011 METOIKOS 'Circular Migration Patterns in Southern and Central Europe: Challenges and Opportunities for Migrants and Policy Makers', EC DG JFS. International project. In Poland Project carried out by the Center for International Relations.</p> <p>2007-2009 CLANDESTINO 'Undocumented Migration: Counting the Uncountable. Data and Trends across Europe', 6th Framework Programme – International project. In Poland Project carried out by the Center for International Relations.</p> <p>2006-2009 EMILIE ' A European Approach to Multicultural Citizenship: Legal, political and educational challenges', 6th Framework Programme International project. In Poland Project carried out by the Center for International Relations.</p> <p>Since all above-mentioned projects are devoted to migration, and integration in particular, their findings are useful not only at the stage of curriculum development and preparing certain lectures or seminars. They also make me more aware of problems that might influence foreign students' performance at University.</p>
<p>Research, scholarly and enterprise activity (how this has informed your teaching):</p>	<p>Participation in EU Grants :</p> <p>2014-2015 – Namaste Poland! Researching the situation and integration needs of Indian immigrants in Poland (Namaste Polsko! Badanie sytuacji i potrzeb związanych z integracją Hindusów w Polsce), European Fund for the Integration of Third Country Nationals. Project carried out by the Foundation for Somalia.</p> <p>2013-2015 - ASSESS - Integration of Vulnerable Migrant Groups. European Fund for the Integration of Third Country Nationals. International project in Poland carried out by the Lazarski University.</p> <p>2012-2014 - Diversity in Political Parties' Programmes, Organisation and Representation, European Fund for the Integration of Third Country Nationals. International project. In Poland project carried out by the Lazarski University.</p> <p>2012-2013 – Integration of refugee children and minors under international</p>

	<p>protection into Polish schools, European Refugee Fund. Project carried out by the Center for International Relations.</p> <p>2011-2012 – Integration of non-EU women, wives of Polish citizens (Cudzoziemscy małżonkowie obywateli polskich – wymiar genderowy), European Fund for the Integration of Third Country Nationals. Project carried out by the Center for International Relations.</p> <p>2011-2012 A hurdle race - barriers to integration (Bieg przez płotki. Bariery na drodze do integracji), European Fund for the Integration of Third Country Nationals. Project carried out by the Helsinki Foundation for Human Rights.</p> <p>2009 –2011 METOIKOS ‘Circular Migration Patterns in Southern and Central Europe: Challenges and Opportunities for Migrants and Policy Makers’, EC DG JFS. International project. In Poland Project carried out by the Center for International Relations.</p> <p>2007-2009 CLANDESTINO ‘Undocumented Migration: Counting the Uncountable. Data and Trends across Europe’, 6th Framework Programme – International project. In Poland Project carried out by the Center for International Relations.</p> <p>2006-2009 EMILIE ‘ A European Approach to Multicultural Citizenship: Legal, political and educational challenges’, 6th Framework Programme International project. In Poland Project carried out by the Center for International Relations.</p> <p>Since all above-mentioned projects are devoted to migration, and integration in particular, their findings are useful not only at the stage of curriculum development and preparing certain lectures or seminars. They also make me more aware of problems that might influence foreign students’ performance at University.</p>
<p>Research supervision:</p>	<p>TRANSFAM – Doing Family in Transnational Context. Polish-Norwegian Research Fund. Center for International Relations, Work Package Leader.</p> <p>Namaste Poland! Researching the situation and integration needs of Indian immigrants in Poland (Namaste Polsko! Badanie sytuacji i potrzeb związanych z integracją Hindusów w Polsce), European Fund for the Integration of Third Country Nationals. Project carried out by the Foundation for Somalia</p> <p>A hurdle race - barriers to integration (Bieg przez płotki. Bariery na drodze do integracji), European Fund for the Integration of Third Country Nationals. Project carried out by the Helsinki Foundation for Human Rights.</p>
<p>Published output from research and scholarly activity:</p>	<p>Recent five years:</p> <p>Iglicka K., Gmaj K. 2015, From Integration to Participation. Challenges for Immigration in Poland and Europe, Warszawa: Scholar (forthcoming)</p> <p>Iglicka K. Gmaj K. 2015, Od integracji do partycypacji. Wyzwania imigracji w Polsce i Europie, Warszawa: Scholar (forthcoming)</p> <p>Gmaj K. 2015, Dlaczego Polska? [Why Poland?], in: Bąbiak I., Gmaj K. (eds), Namaste Polsko! : sytuacja i potrzeby imigrantów z Indii w Polsce [Namaste Poland! Researching the situation and integration needs of Indian immigrants in Poland], Warszawa: Scholar, pp.24-46</p> <p>Bąbiak I., Gmaj K , 2015, Wstęp [Introduction] Dane statystyczne na temat osób pochodzących z Indii, zamieszkałych w Polsce; Opis badania [Indian immigrants in Poland – statistics. About the research], Główny wniosek z badania. I co dalej...? [Main findings. What is next?], in: Bąbiak I., Gmaj K. (eds), Namaste Polsko! : sytuacja i potrzeby imigrantów z Indii w Polsce [Namaste Poland! Researching the situation and integration needs of Indian immigrants in Poland], Warszawa: Scholar, pp. 7-9, 11-23, 70-74</p>

Gmaj K. (with Iglicka K. and Walczak B.), 2013, Dzieci uchodźcze w polskiej szkole. Wyzwania systemu edukacji dla integracji i rynku pracy.[Refugee children in Polish school. Educational challenges for integration and labour market], Scholar, Warszawa p.115

Gmaj K.(with Iglicka K.), 2013,Circular Migration Patterns between Ukraine and Poland, in: Triandafyllidou A.(ed) Circular Migration between Europe and its Neighbourhood. Choice or Necessity? Oxford: OUP,pp.166-187

Gmaj K. (with Iglicka, K and Bąbiak I.), 2012, Integracja imigrantek - żon polskich obywateli. Wyniki badań i rekomendacje [Integration of women, wives of Polish citizens], Scholar, Warszawa, p. 105

Gmaj K. (with I. Babiak), 2012, Migranci „rodzinni” [Migrants driven by family reasons], in: Mikulska A. and Patzer H. (eds), “Bieg przez płotki – bariery na drodze do integracji”, pp.80-108

Gmaj K. (with Iglicka, K and T. Maroukis), 2011, ‘Irregular migration and informal economy in Southern and Central-Eastern Europe: breaking the vicious cycle?’, *International Migration* vol. 49 (5), pp.129-156.

Gmaj K., 2011, Immigrant Pupils: Realities and Challenges for Polish Schools, in: Ziótek-Skrzypczak M. and Gandenberger G. (eds), “Labour Market Integration of Immigrant Youth. Polish and German Perspectives”, Internationales Forum Burg Liebenzell and Centrum Stosunków Międzynarodowych

Gmaj K. (with K. Iglicka), 2010, Poland: ‘Waiting For’ Irregular Migration’, in: Triandafyllidou A. (ed.), *Irregular Migration in Europe. Myths and Realities*, Ashgate, Aldershot, pp. 201-227.

Włodzimierz Majcherczak

Current post:	Director, Risk Management Department, Citibank Handlowy Warsaw.
Education and Qualifications (with dates and Institutions details):	<p>1974-1979; Department of Foreign Trade, Warsaw School of Economics (formerly Central School of Planning and Statistics)</p> <p>1979 : obtained a title Master of Economics</p> <p>1979-1981; Post-Doctoral Studies, Warsaw School of Economics.</p> <p>1984-1990; Institute of Economics, Polish Academy of Sciences, Warsaw</p> <p>1986; University of Sussex, Institute of Development Studies, internship, research fellow.</p> <p>1989: IMF Institute, Washington D.C. Macroeconomic Modelling - 3 months course.</p> <p>1989: Ph.D. awarded by Warsaw School of Economics. Dissertation submitted “Modern Theories of Exchange Rate Determination and their Verification”.</p> <p>1991-2016 ; various positions within Citigroup Inc. including Citibank Poland, Banker, 1991-96 Citicorp Securities, USA, banker, 1997-1999 Citibank N.A. UK, senior internal auditor,2000-2001 Citibank Handlowy,Poland,Head of Commercial Credit RiskMan.2002-2006 Citibank Ukraine, Chief Risk Officer, 2007-2012 Citibank Handlowy, Poland, Head of Restructuring Dep.2013-2016.</p>

Membership of Professional Bodies and Learned Societies:	Polish Economist Association 1985-1990 FINRA Registered Investment Adviser.
Career details to-date:	1979 – 1981; Doctoral Studies Warsaw School of Economics (formerly Warsaw School of Planning and Statistics) 1982-1984; WSK Swidnik, trade representative 1984-1990; Institute of Economics, Polish Academy of Sciences, research assistant 1988-1990: National Bank of Poland, Statistics Department, part time. 1991-1996: Citibank Poland, Banker, Corporate Bank Head. 1997-1999: Citicorp Securities Inc., USA, investment banker 2000-2001; Citibank N.A, UK, internal auditor 2002-2006: Citibank Handlowy, Poland, Senior Credit Officer 2007-2012; Citibank Ukraine, Chief Risk Officer 2013-2016: Citibank Poland, Head of Restructuring Department.
Teaching Experience: Please highlight teaching experience (e.g. undergraduate or postgraduate)	1979 – 1981 Warsaw School of Economics; as professor’s assistant I taught undergraduate course on International Economic Relations. 2002-2003: High School of Banking and Insurance Warsaw, I taught course on “Management of Credit Risk in Financial Institutions” - ungraduated studies.
Pedagogic interests (how these interests inform your teaching and research):	With my academic background and professional experience specified above I would like to share this experience with students and again be involved in research related to finance and banking.
Consultancy and industry links (how these have informed your teaching):	Industry Links – 26 years with Citigroup in various countries allowed me to assess what are the expectations of prospective employers in finance industry, what needs to be taught at the university level to adequately prepare graduates for entering job market. I have been involved in hiring on various levels and in various capacities. I managed teams of young graduates on the one hand, on the other I have observed closely how employer’s expectations have been evolving over the past couple of years. I hope that while teaching courses related to business I will be able to combine and pass to students rigorous theoretical models with deep understanding of real processes taking place currently in the global economy.
Published output from research and scholarly activity:	1986 – Zeszyty Ekonomiczne INE PAN “Management of external debt in highly inflationary countries”. 1990 : Polish Banking Gazette : Introduction to Derivatives” 1991: Polish Banking Gazette: Various ways to privatize state owned enterprises”. 1996: CASE Publications: Foreign banks and competition in the financial sector.
Overseas links: (e.g with British/European higher education)	As mentioned above I was on 6 months internship at the University Of Sussex, Development Institute. I did my research on “Growth and inflation in developing Countries with high external debt”.

Institutes)	
-------------	--

	Sergiusz Prokurat	
	Academic Lecturer / Manager	
Education and Qualifications (with dates and Institutions details):	2015	Polish Academy of Science, PhD, economics
	2012	Academy of Strategic Leadership, ICAN Institute
	2011-2012	Warsaw University of Technology, IT & Project Management
	2010-2011	Polish Academy of Science, Executive MBA
	2008-2009	Universitas Udayana (Indonesia), scholarship
	2003-2007	Warsaw University, European studies (BA)
	2001-2007	Warsaw University, Historical studies (MA)
Career details to-date:	Period	June 2015 – present
	position held	IT Manager
	company name	HP (Hewlett Packard)
	responsibilities:	Managing projects for external customers from USA/Germany/UK/Poland.
	Period	October 2007 – present
	position held	Director and Board Member
	company name	NGO/Think tank CSPA (Centrum Studiów Polska Azja / Poland Asia Research Centre)
	responsibilities:	Managing several projects (conferences, IT, website, staff, budget, international communication) and team of 15 volunteers.
	Period	February 2015 – March 2015
	position held	Lecturer at University
	company name	Universidad de Granada (Spain, Granada, Ceuta)
	responsibilities:	Classes delivered in English/Spanish
	Period	March 2014 – April 2014
	position held	Lecturer at University
	company name	Universidad de Jaume I (Spain, Castellon)
	responsibilities:	Classes delivered in English/Spanish
	Period	September 2015 – February 2016
	position held	Lecturer at University
	company name	Wyższa Szkoła Finansów i Zarządzania (Poland)
	responsibilities:	Lecturing
	Period	2012- present
	position held	Lecturer at University
	company name	University of Euroregional Economy (Poland)
	responsibilities:	Lecturing
	Period	2006- present
	position held	Idea-spreder/Writer
	company name	Various

	<p>responsibilities: Over 200 of my articles, opinions, reviews were featured in newspapers: „The Hill” (USA, Washington DC), „The Journal” (UK, Ireland), „America Latina Business Review” (South America), „Harvard Business Review”, „Wprost”, „Gazeta Bankowa”, „Gazeta Finansowa”, „Metropolia Bussiness Magazine”, „Rynki Zagraniczne”, „Warsaw Business Journal”, „The Observer”, „Stosunki Międzynarodowe”, „Puls Biznesu”, „Mówia Wieki”, “Proseed”, „National Geographic Traveler”, „Nowy Dziennik” (USA), “Najwyższy Czas”, “Kontrateksty”, „Dziennik Gazeta Prawna”, „Rzeczpospolita”, „Focus Historia”, “Polska The Times”, „Gazeta Wyborcza”, „Newsweek”. I've been also tv opinion expert in tv: “TVN”, “TVN24”, “Polsat”, “Polsat news”, “TVP1, TVP2” and radio: “Polskie Radio pr.1”, “Polskie Radio pr.3”, “PR24”, “Czwórka Polskie Radio”, “TOK FM”, “Akademickie Radio Kampus”, “Radio ESKA” and others.</p> <p>Period July 2011 – July 2013 position held Project Manager company name Harvard Business Review & ICAN Institute responsibilities: Writing articles for Harvad Business Review and conducting interviews with USA global thinkers and proffesors from Harvard / Stamford / MIT (i.e. Jeffrey Gitomer, Hal Gregersen, Chris Zook, Robert Cooper, Mike Bosworth, Don Peppers, Heike Bruch, Gerd Leonhard, Andrew McAfee).</p> <p>Qualitative and quantitative analysis Projects were as follows: The Computing Cloud: The Pros and the Cons (in cooperation with IBM). Audit as Value for the Company (in cooperation with KPMG). Polish Companies in Social Networks, (in cooperation with Capgemini). Young Workers on the Labour Market (in cooperation with PZU). The Art of Managing Client Experience (in cooperation with RWE). Managerial Development: Being ready for Continuous Change for Price Competition (in cooperation with A.T. Kearney). Innovations in Polish companies,(in cooperation with Capgemini).</p> <p>period October 2010 –March 2011 position held Business Analyst company name Citibank International PLC responsibilities: AML / KYC systems. Relational database management.</p> <p>period March 2010 – September 2010 position held Consultant company name BDO responsibilities: Advising firms them how to use information technology in order to meet their business objectives or overcome their problems.</p> <p>period February 2010 – July 2010 position held Project Manager company name “Polska Przedsiębiorcza” Foundation responsibilities: Preparing strategies throughout the Partnership Programme and strategies for individual cities selected for the project: Warsaw, Katowice, Gdańsk, Kraków, Poznań.</p> <p>period 2005 – 2009 position held Owner</p>
--	---

	<p>company name FreshBamoo, Self-employed in import-export business and import-export consulting</p> <p>responsibilities: Development of my own company.</p> <p>Period 2004 – 2005</p> <p>position held Intern / Reporter</p> <p>company name TVN television</p> <p>responsibilities: Television reporter, creating content for TV shows: “Reportaż”, “Bezpiecznik”, „Alfabet Mafii”. Recordings are available on demand.</p>
<p>Teaching Experience:</p> <p>Please highlight teaching experience (e.g undergraduate or postgraduate)</p>	<p>position held Lecturer at University</p> <p>company name Universidad de Granada (Spain, Granada, Ceuta)</p> <p>responsibilities: Classes delivered in English/Spanish (10h)</p> <p>position held Lecturer at University</p> <p>company name Universidad de Jaume I (Spain, Castellon)</p> <p>responsibilities: Classes delivered in English/Spanish (10h)</p> <p>position held Lecturer at University</p> <p>company name Wyższa Szkoła Finansów i Zarządzania (Poland)</p> <p>responsibilities: Lecturing (30h)</p> <p>position held Lecturer at University</p> <p>company name University of Euroregional Economy (Poland)</p> <p>responsibilities: Lecturing (about 800h of teaching)</p>
<p>Pedagogic interests (how these interests inform your teaching and research):</p>	<p>Specialization - Economics & management</p> <p>In terms of economics:</p> <ul style="list-style-type: none"> - ASEAN and South East-Asia economies (mostly Indonesia, but also: Malaysia, Thailand, Cambodia) - Economic history - Economic development - Economic growth - Neoinstitutional economics - Age Management - Labour market <p>In terms of management:</p> <ul style="list-style-type: none"> - Project management - IT management - Finances
<p>Research, scholarly and enterprise activity (how this has informed your teaching):</p>	<p>Board member of following NGO: CSPA (1), Schumpeter Centre (2). Both are knowledge spreading institutions that actively popularize content about Asia (1), and economic thought (2).</p>
<p>Consultancy and</p>	<p>Courses finished with certificates:</p>

<p>industry links (how these have informed your teaching):</p>	<p>PRINCE2 - CRM S.A. (Prince2 Practitioner Certificate nr. P2R/880298), 2012 PRINCE2 - CRM S.A. (Prince2 Foundation Certificate nr. P2R/764828), 2010 PMP – Project Management Institute, (PMP Number: 1437206), 2011 ITIL Foundation, 2011 (License ITIL/4297375), 2011 AML training – CITI, 2010 Six Sigma – SL, 2012</p> <p>Worked on different projects with ICAN partners: PWC, KPMG, Accenture, A.T.Kearney, Capgemini, IBM, Ernst&Young (E&Y), Bank Poczty, PZU, RWE and others.</p>
<p>Published output from research and scholarly activity:</p>	<p>Published books:</p> <ol style="list-style-type: none"> 1. “Work 2.0: nowhere to hide”, CS, New Hampshire (USA) 2013. ISBN-10: 1492252468, ISBN-13: 978-1492252467. 2. “Niezwykłe początki znanych firm”, PWN, Warszawa 2015. ISBN: 978-83-01-18186-4 3. „Archipelag znikających wysp” (Indonezja), Bezdroża, Kraków 2015. ISBN 9788324692903 (współautor: P.Śmieszek) 4. „To nie jest miejsce dla Gringo”, Bezdroża, Kraków 2015. ISBN 9788328310216 5. „Praca 2.0”, Onepress, Kraków 2016. ISBN 9788328323063 <p>Written academic articles – peer reviewed journal academic papers (author or coauthor):</p> <ol style="list-style-type: none"> 1. „Anatomia myśli eurosceptycznej na przykładzie ""Naszego Dziennika" in: „Studia Europejskie” (edited by D.Milczarek), Volume 2, Warszawa 2008, pp. 89-114. 2. „Wpływ Europejskiego Modelu Społecznego na wyrównywanie nierówności społecznych w Europie”, in: „Nierówności społeczne a wzrost gospodarczy” (edited by M.Wozniak), Wydawnictwo Uniwersytetu Rzeszowskiego, Volume 18, Rzeszów 2011, pp. 150-162. 3. “The BRICs and Inequality: Income Inequality Trends In Major Emerging Markets and Their Implications”, in: „Nierówności społeczne a wzrost gospodarczy” (edited by M.Wozniak), Wydawnictwo Uniwersytetu Rzeszowskiego, Volume 26, Rzeszów 2012, pp.122-135. (Co-Authored with J.Fabisiak). 4. “Age Management as a Tool for the Demographic Decline in the 21st Century: An Overview of its Characteristics”, in: “Journal of Entrepreneurship, Management and Innovation” (JEMI) (edited by A.Ujwary-Gil), Volume 8, Issue 4, Nowy Sącz 2012, pp. 83-96. (Co-Authored with J.Fabisiak). 5. „Od masowej produkcji do masowej kastomizacji - przedsiębiorczość w perspektywie zmian gospodarczych” in: “Rynek Społeczeństwo Kultura” , Volume 3/2012, Dobrzeń Wielki 2012, pp. 5-12. 6. “Chinese Outward Direct Investments - Structure and Geography” in: „Journal of Modern Science”, no.1, volume 16, 2013, Józefów 2013, pp.301-322 (Co-Authored by K.Palonka).

7. "Palm oil – strategic source of renewable energy in Indonesia and Malaysia" in: „Journal of Modern Science”, no.3, volume 18, 2013, Józefów 2013, pp.425-443.

Chapters in books – peer reviewed academic book chapters (author or coauthor):

1.„Zmiany w strukturze geograficznej handlu zagranicznego Indonezji wskutek kryzysu roku 1997 w regionie i poza regionem ASEAN” in: „Integracja Azji Wschodniej. Mit czy rzeczywistość?” (edited by B.Skulska), Uniwersytet Ekonomiczny we Wrocławiu, Wrocław 2009, pp.262-272.

2.“European Social Model and East Asian Economic Model – different approach to productivity and competition in economy” in: “Asia - Europe. Partnership or Rivalry?” (edited by B.Skulska), Uniwersytet Ekonomiczny we Wrocławiu, Wrocław 2010, pp. 35-47.

3.“Project Management as an Idea to Increase Efficiency and Earnings” in: “Knowledge and enterprise” (edited by B.Balewski, J.Mucha), Akademicki Instytut Naukowy Altus, Poznań 2011, pp.39-46.

4.„Prawne i ekonomiczne aspekty systemu obrotu ziemią w Indonezji”, in: „Azjatyckie Życie Gospodarcze na początku XXI wieku” (edited by J.Marszałek-Kawa), Wydawnictwo Adam Marszałek, Torun 2012, pp.361-387

5.„The implication of the Financial Crisis of 2008 for key competitiveness drivers of global Financial Centres: Underlying Trends and Changes in Relative Standings”, in: “Banking and Financial Markets During and After Global Crisis of the 2008-2010” (edited by A.Balcerzak), Polish Economic Society Branch in Toruń, Torun 2012, pp. 151-172. (Co-Authored with J.Fabisiak)

6. “Work 2.0 and social media: threats and dangers” in: “Consumer Protection - selected issues of the information safety” (edited by M.Sitek, I.Niedziółka, A.Ukleja), Józefów 2014, pp.145-161.

7. “Indonesian parliamentary and presidential elections in 2014. The electoral process and economic challenges” in: M. Sitek, M. Łęski, Socio-economic relations between Europe and Asia in the 21st century, Józefów 2014.

Corporate working papers:

1. The Asian Economic Model, BDO Research Papers, June 2010.
2. The 24-hour Society, BDO Research Papers, September 2010.
3. Research report – The Computing Cloud: The Pros and the Cons, ICAN Research, February 2012 (in cooperation with IBM).
4. Research report – Audit as Value for the Company, ICAN Research, April 2012 (in cooperation with KPMG).
5. Research report – Polish Companies in Social Networks, ICAN Research, May 2012 (in cooperation with Capgemini).
6. Research report – Young Workers on the Labour Market: Not as Bad as it Looks, ICAN Research, October 2012 (in cooperation with PZU).
7. Research report– The Art of Managing Client Experience: From Punctual Initiatives to Elements of Strategy, ICAN Research, November 2012 (in cooperation with RWE).
8. Research report– Managerial Development: Being ready for Continuous Change, ICAN

	<p>Research, December 2012.</p> <p>9. Research report – Is There an Alternative for Price Competition?, ICAN Research, March 2012 (in cooperation with A.T. Kearney).</p> <p>10. Research report – Innovations in Polish companies, ICAN Research, June 2012 (in cooperation with Capgemini).</p> <p>11. Youth Empowerment guidebook - Active Young – The value for Employers - Forum Ekonomiczne w Krynicy</p> <p>12. Employability brochure - Active Young – The value for Employers -- Forum Ekonomiczne w Krynicy</p> <p>13. Experize, Polish strategy in Asia, MSZ, 2009</p> <p>14. Expertise, Malaysia, MON, 2012.</p> <p>15. Expertise, China, MON, 2013.</p> <p>16. Report – How to cooperate with Publishing House / Printing Office – Business Edge, 2013.</p>
<p>Overseas links: (e.g with British/European higher education Institutes)</p>	<p>Universidad de Granada (Spain, Granada, Ceuta)</p> <p>Universidad de Jaume I (Spain, Castellon)</p>

JAROSŁAW JURA

<p>Current post:</p>	<p>since 2015 Assistant Professor, Lazarski University, Warsaw, Poland</p>
<p>Education and Qualifications (with dates and Institutions details):</p>	<p>2006 - University of Warsaw, Faculty of Sociology and Philosophy, Institute of Sociology, Ph.D. in Sociology, dissertation title: Social functions of eating and drinking behaviour. Anthropological study of contemporary Beijing; Major: Interactional Sociology, Sociology and Anthropology of Food Minor: China studies</p> <p>1996 - University of Lodz, Faculty of Economics and Sociology, Master of Science in Sociology; Major: Sociology of Communication, Sociology of Culture Minor: Interactional Sociology</p>
<p>Membership of Professional Bodies and Learned Societies:</p>	<p>2016 - Mixed Methods International Research Association – member</p> <p>2012 - The Chinese in Africa/Africans in China Research Network (CA/AC Research Network) - member</p> <p>2012 - American Anthropological Association - member</p> <p>2011 - European Sociological Association - member</p> <p>2008 - European Association of Chinese Studies - member</p> <p>2008 -The Association for Asian Studies – member</p>
<p>Career details to-date:</p>	<p>2015 – Lazarski University (Warsaw, Poland), Assistant Professor.</p> <p>2013 – Institute for Socio – Economic Enquiry - president</p>

	<p>2008 – 2013 Lazarski University (Warsaw, Poland), Assistant Professor.</p> <p>2008 Jagiellonian University, Faculty of Far and Middle Eastern Cultures, Krakow, Poland, Assistant Professor.</p> <p>2006/2007 Academy of International Economic and Political Relations (Gdynia, Poland), Lecturer</p> <p>1997-2006 University of Warsaw, Institute of Sociology, Ph.D. student, Researcher, Lecturer</p> <p>2004-2006 The Academy of Humanities and Economics (Lodz, Poland), Lecturer: Chinese Mandarin</p> <p>2002 University of Warsaw, Oriental Studies Institute, Lecturer</p> <p>2001/2002 University of Trade (Lodz, Poland), Lecturer</p>
<p>Teaching Experience:</p> <p>Please highlight teaching experience (e.g undergraduate or postgraduate)</p>	<p>Lazarski University (Warsaw, Poland) Courses taught (in English): Introduction to Sociology, Introduction to Anthropology, Intercultural Communication, Research methods, Communication and Negotiations, East Asia, Socio-Economic Changes in Contemporary China, Chinese civilisation, Internet, Social Media And Marketing Research, Introduction to statistics</p> <p>Jagiellonian University, Faculty of Far and Middle Eastern Cultures, Krakow, Poland Courses taught (in Polish): Sociology of Culture, Chinese Food Culture, Social Transformations in Contemporary China, Individual, Community, State in Traditional and Contemporary China</p> <p>Academy of International Economic and Political Relations (Gdynia, Poland), Lecturer: Contemporary China</p> <p>University of Warsaw, Institute of Sociology, Ph.D. student, Lecturer: Social Anthropology, Introduction to Sociology</p> <p>The Academy of Humanities and Economics (Lodz, Poland), Lecturer: Chinese Mandarin</p> <p>University of Warsaw, Oriental Studies Institute, Lecturer: Qualitative Methodology in Intercultural Research</p> <p>University of Trade (Lodz, Poland), Lecturer: Sociology of Organization</p>
<p>Pedagogic interests (how these interests inform your teaching and research):</p>	<p>Sociology, Cultural Anthropology, Sociology and Anthropology of Food, Sociology of Culture, Sociology of Communication, Negotiations, Cross-Cultural Business and Organization Culture, Qualitative Methods, Social Anthropology, Research methods, Asian Studies, Chinese Studies, Asian Business Culture, Chinese expansion in Africa, Qualitative and Quantitative Content Analysis, Data Mining Software Application in Sociology and Related Sciences</p>
<p>Published output from research and scholarly activity:</p>	<p>SELECTED PUBLICATIONS</p> <p>Jura J., Kałużyńska K., 2016, "Transformation of the Dragon - China's image in Polish media." in: J. Wardęga (ed.), China-Central and Eastern Europe (CEE). Societies, markets and cultures in transition (working title), Wydawnictwo Uniwersytetu Jagiellońskiego, Kraków (forthcoming)</p> <p>Jura J., de Carvalho P., 2016, Percepção da China e dos chineses em Angola</p>

	<p>in: Biblioteka Iberyjska (forthcoming)</p> <p>Jura J., Kałużyńska K., de Carvalho P., 2015, Events Over Endauvours: Image of the Chinese in Zambia and Angola, Wydawnictwo Uniwersytetu Jagiellońskiego, Kraków</p> <p>Jura J., Kałużyńska K., 2015, „Obraz obcokrajowców i imigrantów w polskich mediach tradycyjnych i internetowych” in: J. Konieczna Salamatin (ed.) Imigranci o wysokich kwalifikacjach na polskim rynku pracy. Raport z badań 2014-2015, Instytut Społeczno-Ekonomicznych Ekspertyz; Fundacja „Nasz Wybór”, Warszawa</p> <p>Beck K., Gawrońska-Nowak B., Jura J., 2015, „Dyskryminacja imigrantów – kandydatów do pracy. Badanie eksperymentalne.” in: J. Konieczna Salamatin (ed.) Imigranci o wysokich kwalifikacjach na polskim rynku pracy. Raport z badań 2014-2015, Instytut Społeczno-Ekonomicznych Ekspertyz; Fundacja „Nasz Wybór”, Warszawa</p>	
Research grants and awards:	<p>2011- 2014</p> <p>2007</p> <p>1999</p> <p>1996/97</p>	<p>research grant of National Science Centre: „Obraz Chin i Chińczyków oraz kształt interakcji międzykulturowych pomiędzy Chińczykami, a Afrykanami w Zambii i Angoli”(The view of China and Chinese and inter-cultural relations between Chinese and Africans in Zambia and Angola)</p> <p>Institute of Civic Space and Public Policy, Warsaw, research fellowship</p> <p>Renmin University, Beijing, Polish Ministry of Education fellowship (Ph.D. studies), field research</p> <p>Sichuan Union University, Polish Ministry of Education fellowship</p>
Other:	<p>Presentations at Conferences</p> <p>2015 - The 2nd Academic Conference on China-Central and Eastern Europe (CEE) Cross-cultural Dialogue, Education and Business, Kraków, The image of China and Chinese in selected Polish periodicals and so called "new" Internet media.</p> <p>2015 - Imigranci o wysokich kwalifikacjach na polskim rynku pracy. Badanie społeczne, (Immigrants of high qualification on the Polish labor market) Warsaw, Obraz cudzoziemców w polskich mediach i internecie (The image of foreigners in Polish media and Internet).</p> <p>2014 - Colóquio Comemorativo dos 40 anos do 25 de Abril, (Re)pensar Abril, Warsaw, Percepção da China e dos chineses em Angola</p> <p>2012 - 111th meeting of the American Anthropological Association, San Francisco Trust, Conflict, and Social Class: The Diverse Relations Between Chinese and Africans</p>	

PIOTR KŁOSSOWICZ

PRESENT POSITION

Since 1999 Lazarski University, Warsaw, English language teacher
(Specialty: Academic Writing)

Since 1996 Melchior Wankowicz Warsaw College of Journalism, English Language teacher, head of language teaching unit.
 Since 1998 lectures/seminars "British Institutions In Historical Perspective"

EDUCATION

1990-1995 Uniwersytet Warszawski, Department of English and American Studies, **M.A.**
 Major: *American Studies* Minor: *British Studies*

AREAS QUALIFIED TO TEACH

General English, Business English, Academic Writing, TELC courses.

FELLOWSHIPS AND AWARDS

1994 Scholarship at Warwick University, UK.

WORK EXPERIENCE

Since 1999 Lazarski University, Warsaw, English language teacher,
 Since 1996 Melchior Wankowicz Warsaw College of Journalism, English Language teacher, head of language teaching unit.
 Since 1998 lectures/seminars "British Institutions In Historical Perspective"

AGATA A. KOCIA

<p>Current post:</p>	<p>Adjunct Lecturer Faculty of Economics and Management Lazarski University</p> <p>Assistant Professor Chair of Banking, Finance and Accounting Faculty of Economic Sciences University of Warsaw</p>
<p>Education and Qualifications (with dates and Institutions details):</p>	<p>ASSOCIATION OF ACCOUNTANTS IN POLAND Professional Studies for Chief Accountant in IAS/IFRS Warsaw, Poland, 10.2011 – 02.2013</p> <p>WARSAW UNIVERSITY, EDUCATION DEPARTMENT Education Studies Warsaw, Poland, 10.2006 – 12.2007</p> <p>WARSAW UNIVERSITY, FACULTY OF ECONOMIC SCIENCES Doctoral Studies Warsaw, Poland, 10.2005 – 09.2009</p> <p>SUFFOLK UNIVERSITY, DEPARTMENT OF MANAGEMENT M.B.A. Studies, specialization: International Business Boston, U.S.A., 09.2003 – 08.2004</p> <p>WARSAW UNIVERSITY, FACULTY OF ECONOMIC SCIENCES</p>

	<p>Master Studies, specialization: Finance and Banking Warsaw, Poland, 02.2002 – 06.2003</p> <p>AUBURN UNIVERSITY, SCHOOL OF BUSINESS Bachelor Studies, specialization: Finance Auburn, U.S.A., 08.1998 – 12.2001</p>
Career details to-date:	<p>WARSAW UNIVERSITY, FACULTY OF ECONOMIC SCIENCES Chair of Banking, Finance and Accounting Lecturer, Researcher since 11.2009</p> <p>LAZARSKI UNIVERSITY Lecturer since 12.2009</p> <p>SUFFOLK UNIVERSITY, DEPARTMENT OF MANAGEMENT Researcher Boston, U.S.A., 09.2003 – 05.2004</p>
Teaching Experience: Please highlight teaching experience (e.g undergraduate or postgraduate)	<ul style="list-style-type: none"> - Tax Systems in European Union countries - Financial Statement Analysis - Financial Accounting - Managerial Accounting - History of Economic Thought - Issues in Macroeconomics - Microeconomics
Pedagogic interests (how these interests inform your teaching and research):	<p>Research area: Public economics in the area of institutional regulation particularly:</p> <ul style="list-style-type: none"> - taxation in European Union member countries with respect to positives and negatives of competition and harmonization, - possible incorporation of institutional improvements in Poland's public administration, - financial accounting including differences in standards (US GAAP, Polish Accounting Act, IAS/IFRS).
Research, scholarly and enterprise activity (how this has informed your teaching):	<p>Chair of Banking, Finance and Accounting at Faculty of Economic Sciences, University of Warsaw; financed by National Research Centre, research project entitled: Model of fiscal policy integration analysis in European Union, 09.2012 – 11.2014</p> <p>Chair of Banking, Finance and Accounting at Faculty of Economic Sciences, University of Warsaw; financed by National Research Centre, research project entitled: Measurement methodology of networks in public administration, 06.2011 – 02.2014</p> <p>Chair of Banking, Finance and Accounting at Faculty of Economic Sciences, University of Warsaw; research project entitled: Factors determining effectiveness of modern organizations, 09.2010 – 09.2011</p> <p>Doctoral grant from the Polish Ministry of Higher Education, Grant no. N N112 0425 33 pt.: Tax systems competition and economic growth in European Union countries. Economic-institutional approach, 10.2007 – 06.2009</p>

	Cooperation with international research team (Boston, USA and Warsaw, Poland) to conduct empirical studies on Foreign Direct Investment (FDI) in European Union, 06. 2007 – present
Published output from research and scholarly activity:	<p>Opolski, Krzysztof, Modzelewski, Piotr and Kocia Agata, (2014), Measurement methodology of networks in public administration, Wydawnictwo CeDeWu.</p> <p>Kocia, Agata and Maselewska, Marzena, (2012), “Is Greek collapse, possible in Poland” Journal of Marketing Development and Competitiveness, vol. 6(2).</p> <p>Kocia, Agata and Szymańska, Grażyna, (2012), “PFSA and BaFin - comparison of institutional framework in dynamic financial markets” Journal of Applied Business and Economics, vol. 13(2), pp. 188-205.</p> <p>Kocia, Agata and Maselewska, Marzena, (2012), “Selected aspects of accounting and their impact on effectiveness of modern organizations” Journal of Accounting and Finance, vol. 12(1), pp. 84-93.</p> <p>Kocia, Agata, (2011), “Tax System as an Institutional Factor Attracting Investment into the European Union Countries”, in Polish Yearbook of Law & Economics, J. Bełdowski, K. Metelska-Szaniawska, L. Visscher, eds., Publisher: CH Beck, pp. 155-170.</p>

TOMASZ SCHABEK

Current post:	lecturer, research assistant, Ph.D, University of Lodz, Poland
Education and Qualifications (with dates and Institutions details):	<p>2008 – lecturer, research assistant, per Ph.D. (concluding in 2015) University of Lodz, Poland</p> <p>2013.07-12 – visiting collaborator; Universidade de Sao Paulo – USP, (Sao Paulo, Brazil)</p> <p>2013.05 – visiting researcher, lecturer; Gazi University, (Ankara, Turkey)</p> <p>2013.07-12 – visiting collaborator; Universidade de Sao Paulo – USP, (Sao Paulo, Brazil)</p> <p>2011.07 - 2012.01 – Erasmus Scholarship, University of Tampere and Tampere University of Applied Sciences, Tampere, Finland</p> <p>2003 – 2008; University of Lodz, Master of Science, Economics, Specialization: Capital Investments, Master Thesis: Test of Arbitrage Pricing Theory on The Polish Stock Market</p>
Membership of Professional Bodies and Learned Societies:	Since 2013 – expert in Institute for Socio-Economic Enquiry (iSEE), Warsaw
Career details to-date:	Finished PhD thesis: “Influence of behavioral and fundamental factors on stock market rates of returns in Emerging Markets – case of Poland and Brazil”
Teaching Experience:	Both under- and post-graduate

	<ul style="list-style-type: none"> - Fundamental Analysis of Stock Markets, - Derivatives Markets (Risk management), - Econometrics of Financial Markets, - Bonds Market Analysis, - Capital Markets, - Financial Managements,
Pedagogic interests	Capital markets, behavioural finance, economics, business administration
Research, scholarly and enterprise activity (how this has informed your teaching):	Research at University of Lodz and University of Sao Paulo in capital markets, behavioural finance.
Published output from research and scholarly activity:	<p>Castro H., Schabek T., (2014), "Sell not only in May". Seasonal Effect on Emerging and Developed Stock Markets, in review</p> <p>Lucińska A., Schabek T., (2014), Factors affecting the prices of artworks in the Polish auction market, „Quantitative Methods in Economics”, in printing</p> <p>Gajdka J., Schabek T., (2013), WIG-Energy shares on Warsaw Stock Exchange, „Energy Market”, s.31-38</p> <p>Schabek T., (2013), Influence of macroeconomic variables on Polish stock market returns in: „Local and global conditions for economic growth”, Polish Economic Society, Łódź, s.361-368</p> <p>Brzeszczyński J., Gajdka J., Schabek T., (2011), The role of stock size and trading intensity in the magnitude of the „interval effect” in beta estimation. Empirical evidence from the Polish capital market, „Emerging Markets Finance and Trade”, 47 (1): 28-49</p> <p>Schabek T., (2010) Analysis of relationship between stock market rates of return and growth rate of US Gross Domestic Product „Management of intensifying economic development”, „Science and Economy” vol. II , ed. J. Teczek, J. Czekaj, 2010</p> <p>Gajdka J., Gniadkowska A., Schabek T., (2010), Liquidity and return in Polish stock market „Research Papers – University of Poznan” nr 142</p> <p>Brzeszczyński J., Gajdka J., Schabek T., (2010), Earnings management in the Polish stock market, „Research Papers – University of Wroclaw”, nr 98</p> <p>Gajdka J., Brzeszczyński J., Schabek T., (2010), Variability of beta parameters depending on time in Polish stock market „ Research Papers – University of Wroclaw”, nr 117</p> <p>Brzeszczyński J., Gajdka J., Schabek T., (2009), Sustainable investing, “Polish Journal of Environmental Studies”, vol. 18 no. 5B/2009</p> <p>Brzeszczyński J., Gajdka J., Schabek T., (2009), Relationship between the stock market and real economy in Poland „Organization Review”, 7-8/2009</p> <p>Prządo I., Schabek T., (2009), The influence of U.S. macroeconomic announcements on volatility of the Polish stock market in: ed. Z. E. Zieliński, in: „The role of informatics in social and economics sciences”</p> <p>Brzeszczyński J., Gajdka J., Schabek T., (2008), Application of ARCH Models For The Estimation of Beta Parameters Using Different Time Intervals for Returns, „Research Papers” 1200, Wroclaw University of Economics</p> <p>Schabek T., Zieliński B., (2008), Exchange Market Pressure in determining degree of economic integration – case of Poland, The Czech Republic and Hungary, in: ed. Gawronska-Nowak Bogna, „The effects of EU integration in different sectors of economy”</p>

	<p>Brzeszczyński J., Gajdka J., Schabek T., (2008), „Interval Effect” in the Estimation of the Beta Parameter for Stocks Listed on the Warsaw Stock Exchange. The Role of Trading Intensity and Capitalization „Research Papers” 520, Szczecin University</p> <p>Gawrońska-Nowak B., Schabek T., (2008), Walerysiak G., Zieliński B., Exchange Market Pressure indicator as a method of analysis of currency crisis and contingent effect in Poland, Czech and Hungary in 1998-2005, „Folia Oeconomica”, nr 219</p>
Other:	<p>University of Lodz Rector’s prize for the best academic articles in the field of finance and investing, 2012</p> <p>Passed international exam CFA Level II – June 2012, Warsaw</p> <p>CFA Society of Poland Scholarship ‘2012</p> <p>Passed international exam CFA (Chartered Financial Analyst) Level I – December 2010, London</p> <p>Finalist of “Young Economist” Contest organized by TEP and FOR, Warsaw</p> <p>Laureate of the 3rd edition of Academy of the Capital Market Leaders organized by Leslaw A. Paga Foundation, 2008, Warsaw</p> <p>Finalist Primus Inter Pares – Student of Year 2008, Lodz county</p> <p>National Finalist – international contest Global Management Challenge (prev. Euromanager) 2007, Warsaw</p>

OLHA ZADOROZHNA

Current post:	<p>Since 2014 Lecturer (adjunct faculty) at the Faculty of Economics and Management at Lazarski University, Warsaw</p> <p>2011-present Kyiv School of Economics, Visiting Research Associate</p>
Education and Qualifications	<p>2013 Bocconi University, Milan, Italy, Ph.D. in International Law and Economics; Major field: Political Economics;</p> <p>2009 Houston University, Houston, USA, M.A. in Theoretical Economics Major field: <i>Financial Economics</i>;</p> <p>2008 Ternopil National Economic University, Ternopil, Ukraine, M.A. in International Economics with distinction;</p> <p>2007 London Metropolitan University, London, UK, M.Sc. in Business Economics and Finance with merit;</p> <p>2006 Ternopil National Economic University, Ternopil, Ukraine, B.A. in International Economics with distinction;</p>

Career details to-date:	<p>Since 2014 Lazarski University (Warsaw, Poland), Lecturer in Economics</p> <p>Since 2011 Kyiv School of Economics (Kyiv, Ukraine), Visiting Research Associate</p> <p>2006 - 2010 Research Center on Energy and Environmental Economics (Milan, Italy), Research Fellow</p> <p>2009 BG Capital Investment Bank (Kyiv, Ukraine), Analyst</p> <p>2008-2009 Concorde Capital Investment Bank (Kyiv, Ukraine), Analyst</p>
Teaching Experience:	International Economics, International Political Economics, Research Methods, Economics of European Integration, Mathematical Economics, Information Technology, Moder Microeconomics, BA Thesis Seminar, Econometrics, BOEM, Research Methods and Statistics
Pedagogic interests	Political and Development Economics, Law and Economics, International Economics, Financial Economics, Economies in Transition.
Published output from research and scholarly activity:	<p>Publications</p> <p>“Security of Property Rights and Land Use Transition in Ukraine” (with D. Nizalov, S. Loveridge, S. Thornsby, oraz M. Woods), Chapter 21 in “The Emerging Role of KRU in Global Agricultural Markets: Promise and Concern”, eds. Andy Schmitz and Willie Meyers), CABI, 2015.</p> <p>“Determinants of GHG emissions from urban ground transportation” (with E. Croci, S. Melandri, T. Molteni), in: AA.VV. ISEE (International Society of Ecological Economics) Conference proceedings – Ecological Economics and Rio+20: challenges and contributions for a green economy. 2012, p. 1/1-1/14.</p> <p>“The Impact of Cultural and Social Biases on Investment Decisions and Trade” International economy at the beginning of 21st century, Tarnopol: Economic Thought, 2006. – str. 88-95.</p> <p>Working papers</p> <p>“Impact of Political Regime Shift on Stock Returns of Oligarch Companies” (with Natalia Zaderey) EERC Working Paper No. 13/06E, EERC, 2013</p> <p>“How Much Do the Neighbors Pay? Economic Costs of International Gas Disputes”, IEFEE Working Paper No. 48, Bocconi University, 2012.</p> <p>“Weather Effects in Transition” (with Tom Coupe), Kyiv School of Economics Discussion Paper Series No. 36, 2010</p> <p>“Foreign Market Servicing Strategy in the Context of Ukrainian Pharmaceutical Industry”, TNEU-06</p>
Research grants and awards (recent):	<p>2012-13 Bocconi University, Milan, academic excellence research grant.</p> <p>2012-13 EERC research grant competition, project “Impact of Political Regime Shift on Stock Returns of Oligarch Companies”.</p> <p>2011-13 Skovoroda scholarship from Katedra Foundation, Canada, project “Land and Power: Evidences of Clientelism in Ukraine”.</p> <p>2009-12 Bocconi University, Milan, Ph.D. scholarship.</p>

Other:	<p>PRESENTATIONS AT CONFERENCES</p> <p>2013 Annual World Bank Conference on Land and Poverty. Washington, USA.</p> <p>2012 European Business and Economics Society-2012. Warsaw, Poland.</p> <p>2012 Warsaw International Economic Meeting 2012. Warsaw, Poland.</p> <p>2012 Land Use in Transition. IAMO Forum 2012. Halle, Germany.</p> <p>2011 Economic Policy and Agri-Food Sector. Warsaw University of Life Sciences.</p> <p>2011 Economic and Political Transformation. Corvinus University of Budapest.</p> <p>2011 International Conference of Political Economy. Izmit, Turkey.</p> <p>2010 European Business and Economics Society-2010. Athens, Greece.</p> <p>2010 9th EUDN PhD Workshop, CERDI – Clermont-Ferrand, France.</p>
---------------	---

USEFUL VOCABULARY AND TERMS

Academic Link Tutor: a professor appointed on behalf of LU’s partner university on the recommendation of the LU to ensure that the teaching and assessment practices conform to the rules agreed in the submission documents and to the British education standards.

Assessment: methods of evaluation of student’s learning performance. It usually consists of a final examination, and coursework, e.g. mid-term examinations, term papers, problem sets, case studies, projects, strategic games or presentations in class. The final BA thesis is also one of the forms of assessment.

Capped mark: in case of reassessment (of coursework or an examination), a module repetition or a delay in submitting the final thesis, the final module mark will not be higher than 40%. The student should be informed of the real value of his/her work though.

Compensation: a possibility to get a pass grade without taking a re-sit examination when student’s overall average mark is equal or higher than 45% and when the student has achieved at least 35% on all forms of assessment. Compensation is possible only within the number of 4 percentage points on any course (module).

Condonement: a special “reward” for good students (with overall mark of 60% and above) awarded by the Examination Board, whereby marks of 58-59% as well as 68-69% are raised to 60 and 70% respectively. Condonement also applies to final awards.

Elective courses: courses (modules) which are elected by students and indicate their areas of specialisation.

External Examiner: an external examiner (or examiners) appointed on behalf of LU's partner university on the recommendation of LU; this examiner does not belong to the faculty of LU, and is appointed from a different British university to ensure that the assessment practice is fair and conforms to the British education standards.

Internal Examiner: an examiner who belongs to the faculty of LU and who marks students' examination papers. Final examinations are marked by two internal examiners.

Retake: a course (module) which is taken again because the student failed it.

Resit examination: a second examination for a failed course (module).

Validation: Lazarski University defines validation as the process by which the partner university, as the awarding institution, judges that a programme developed and delivered by Lazarski University is of an appropriate quality and standard to lead to its award.

APPENDIX A - DIRECTIONS TO STUDENTS AT EXAMINATIONS

The examinations will be held at times specified in the degree examination timetable. Students should be in their seats punctually at the hours fixed for the commencement of the examination.

No student may enter the examination room fifteen minutes or more after the commencement of an examination.

Students are not permitted to leave the examination room until forty five minutes have elapsed, nor may they leave in the last fifteen minutes of the examination. Any student who has left the room without the invigilators' authority shall not be allowed to re-enter it during the examination. This regulation does not apply to students who completed their exams earlier and returned their work to the invigilator.

In every examination the students occupy the seats assigned to them by the invigilator.

Students may take into the examination room only such books, mathematical or other tables, printed documents, manuscripts, notes, formulae, electronic equipment or other source of information or assistance as have been approved by Lazarski University and the Examination Board. In some cases, where appropriate, students will be provided by Lazarski University with such material and / or equipment as the examiners consider necessary. Examination Boards shall prepare lists of material and / or equipment to be permitted in examination rooms and students shall be notified in advance, in writing of the contents of these lists and which, if any, of the permitted items will be provided by Lazarski.

The material and / or equipment which students are permitted to bring into the examination room shall bear no marks or notes of any kind other than the name of the owner and anything which is regarded as normal in the nature or construction of the item in question.

Unfair practice during examination or test conditions

Under examination or test conditions it is unfair practice to:

- i. introduce into an examination room any unauthorized form of materials such as a book (including mathematical tables), manuscripts, or loose papers of any kind or any source of unauthorized information;
- ii. communicate with any other person in the examination room, except as authorized by an Invigilator;
- iii. copy or use in any other way unauthorized materials or the work of any other student;
- iv. impersonate an examination student or allow oneself to be impersonated;

- v. engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- vi. claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact been carried out or to claim to have obtained results which have not in fact been obtained.

Where it is considered or suspected that a student is engaging in unfair practice, the student shall be informed by the invigilator, preferably in the presence of a witness, that the circumstances will be reported. According to LU Rector's Regulation no. 10/11, the teacher/invigilator is to put a 0% on the exam script and ask the student to leave the examination room in an orderly fashion.

Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances in writing, with any evidence retained, to the Registrar worker.

APPENDIX B – UNFAIR PRACTICE PROCEDURE

LU defines unfair practice as any act whereby a student obtains for himself/herself or for another, an unpermitted advantage which may or may not lead to a higher mark than his/her abilities would otherwise secure.

Unfair practice during examination or test conditions

Under examination or test conditions it is unfair practice to:

- i. introduce into an examination room any unauthorized form of materials such as a book (including mathematical tables), manuscripts, or loose papers of any kind or any source of unauthorized information;
- ii. communicate with any other person in the examination room, except as authorized by an Invigilator;
- iii. copy or use in any other way unauthorized materials or the work of any other student;
- iv. impersonate an examination student or allow oneself to be impersonated;
- v. engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- vi. claim either to have carried out experiments, observations, interviews or any form of research which one has not in fact been carried out or to claim to have obtained results which have not in fact been obtained.

Where it is considered or suspected that a student is engaging in unfair practice, the student shall be informed by the invigilator, preferably in the presence of a witness, that the circumstances will be reported. According to LU Rector's Regulation no. 10/11, the teacher/invigilator is to put a 0% on the exam script and ask the student to leave the examination room in an orderly fashion.

Where appropriate, the invigilator shall confiscate and retain evidence relating to any alleged unfair examination practice, so that it is available to any subsequent investigation. The invigilator shall as soon as possible report the circumstances in writing, with any evidence retained, to the Registrar worker.

Unfair practice in work completed under non-examinable conditions

Unfair practice in work completed under non-examinable conditions includes plagiarism or any other act that falls under the definition of unfair practice in section 105.

Plagiarism can be defined as using another person's words or ideas without acknowledgment and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism are given below:

- i. Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, which quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.

- ii. Use of another person's words or ideas that has been slightly changed or paraphrased to make it look different from the original.
- iii. Summarising another person's ideas, judgments, diagrams, figures, or computer programmes without reference to that person in the text and the source in the bibliography.
- iv. Use of services of essay banks and/or any other agencies.
- v. Use of unacknowledged material downloaded from the Internet.
- vi. Re-use of one's own material except as authorized by the department.

Lazarski University shall use anti-plagiarism software (i.e. Plagiat.pl and TurnitinUK) as well as other means to identify and reprimand acts of plagiarism.

If a member of the LU faculty considers, or suspects, that unfair practice has occurred in relation to work submitted as a piece of coursework, or any work completed under non-examination conditions, he/she shall report the matter in writing to the Registrar's Office. Depending on the gravity of the offence, the teacher may decide to fail the plagiarised work and demand that the student resit the assessment, or ask for the Committee of Inquiry to decide on appropriate action.

The Programme Director shall first decide whether there is a prima facie case for treating the matter as a case of unfair practice by referring to documentation.. If the Programme Director believes that a prima facie case exists, he/she shall inform the Registrar to inform the student of the investigation. If no case exists, and the student is aware of the investigation, the student shall be informed that the matter is closed.

LU also considers collusion to fall under the definition of unfair practice, which occurs when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one student is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.

The fabrication of data is also forbidden, i.e. the making of false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

The presentation of evidence of special circumstances to Examination Boards, which evidence is false or falsified or which in any way misleads or could mislead Examination Boards, also falls under the definition of unfair practice.

Suspected Unfair Practice Detected During or Subsequent to the Marking Period

An internal or external examiner or any other faculty member who, whether in the course of the marking period or subsequently, considers or suspects that a student has engaged in an unfair practice, shall retain any relevant supporting evidence and report the matter in writing to the Registrar's Office.

If it is decided that no further action against the student should be taken, the Programme Director shall, where appropriate, inform the student in writing that the matter is closed.

Where appropriate, the student shall be informed in writing by the Registrar and that the Committee of Inquiry will be convened to consider the case.

The Unfair Practice Procedure

Where an allegation of unfair practice arises at any time after an individual has been admitted to the English-language programmes at LU, the matter shall be investigated by the Committee of Inquiry.

The student may appeal to the University Appeals Board (*Odwolawcza Komisja Dyscyplinarna*) chaired by the University's Rector (*Rektor*) from the decisions of the Committee of Inquiry. Students of the validated programmes may also appeal from LU disciplinary decisions to CU Registrar within 10 days from the date on which such a decision is made.

In cases of unfair practice, the Committee of Inquiry and the Appeals Board have the power to initiate proceedings to revoke the individual of the degree.

Establishment of the Committee of Inquiry

The Committee of Inquiry for English-language Programmes (henceforth referred to as "Committee of Inquiry" or simply "the Committee") shall be a standing panel charged with investigating allegations of unfair practice at LU acting in accordance with the Polish law.

On receipt of an allegation of unfair practice, the Registrar shall arrange for the Committee of Inquiry to be convened no longer than 6 working weeks of the allegation being made.

The Secretary of the Committee shall inform the student of the date, place and time when the Committee intends to meet and that he/she has the right to be represented or accompanied, to hear all the evidence, to call and question witnesses and to submit other evidence, including evidence of mitigating circumstances.

The student shall be required to inform the Secretary whether or not he/she intends to attend the meeting of the Committee. If the student indicates that he/she does not wish to attend the meeting, the Committee shall proceed in his/her absence. In such

a case the student can elect to be represented at the meeting. Where no response is received from the student, there may be one postponement of the Committee pending investigation (e.g. to establish whether the student has received the communications).

A student who intends to be accompanied and/or represented shall inform the Secretary of the name of the person accompanying and/or representing him/her in writing in advance of the meeting, and shall state whether or not the person representing or accompanying him/her has legal qualifications. Such persons cannot attend the meeting in a legal capacity.

Should a student not attend the meeting of the Committee of Inquiry, having previously indicated to the Secretary that he/she would attend, and provided that all reasonable means have been taken to contact the student, the meeting shall proceed in his/her absence.

If the Committee finds that the case has been substantiated, it shall then consider the penalty to be imposed.

When determining the penalty to be imposed, the Committee shall consider the student's record, including profile of marks, and any assessment conventions and regulations for the scheme of study in question.

If the Committee finds that the case has not been substantiated the student shall be informed of the outcome in writing. All record of the case shall be removed from the student's file.

Penalties available to the Committee of Inquiry

In cases where students are found to be guilty of unfair practice, the Committee of Inquiry may issue the following penalties:

- i. issue a formal reprimand to the student, a written record of which shall be kept.
- ii. cancel the student's marks in part or in whole for module(s) concerned, or in all of the modules for the year in question, with a recommendation as to whether or not a reassessment should be permitted, either with eligibility for the bare pass mark only or for the full range of marks.
- iii. instruct examiners, when marking, to ignore any plagiarized text, which may result in a reduced mark.
- iv. reduce the degree result by one class or the non-award of a distinction, as appropriate.
- v. disqualify the student from any future Lazarski University examination.

If the Committee of Inquiry decides that the above penalties are inappropriate, the Committee may use its discretion to decide upon the appropriate penalty.

Actions to be taken following the meeting of the Committee of Inquiry

Where the student has received a formal reprimand, the Committee may recommend that the student should receive advice from an appropriate member of staff, in order to make clear the reasons for the Committee's decision and to ensure that the cause of the action (e.g. unintentional plagiarism) is discussed with the student to ensure that any future repeat offence by him/her cannot then be classed as 'inadvertent'.

If the finding of the Committee is that a case has not been substantiated, the Chair of the Committee may inform the student orally of this. The Registrar shall notify the student formally in writing of the Committee's findings and that the matter is therefore closed.

If the finding of the Committee is that the allegation has been substantiated, the Chair of the Committee may inform the student orally, but there shall be no discussion of the Committee's decision with the student. The Registrar shall notify the student of the findings and the penalty imposed as soon as possible. The penalty shall be recorded on the student's record.

The Registrar shall further inform the student of his/her right of appeal to the decision of the Committee of Inquiry. Where the allegation has been substantiated, the Registrar shall require the Examination Board concerned to determine the student's overall examination result in the light of the penalty imposed by the Committee of Inquiry.

If the Committee of Inquiry has decided that the mark obtained for the unit of assessment in which unfair practice has occurred shall be cancelled, the Examination Board shall award a mark of zero for the unit and shall then determine the student's overall result.

APPENDIX C – STUDENT COMPLAINTS PROCEDURE

The Student Complaints procedure applies to:

- i. Complaints arising from a student's educational experience, other than disputes relating to assessment and examinations;
- ii. Complaints in respect of academic and/or administrative support or other services provided by Lazarski University;
- iii. Complaints regarding alleged harassment by staff of Lazarski University;
- iv. Complaints arising from alleged discrimination by staff of Lazarski University in relation to gender, race, disability, sexual orientation or otherwise.
- v. Complaints falling outside those listed above will be considered and investigated at the discretion of the Programme Director.

The Student Complaints procedure does not apply to:

- i. Students wishing to appeal against an academic decision—students should note that appeals against the academic judgment of examiners cannot be accepted;
- ii. Disciplinary matters;
- iii. Issues concerning physical education and internships.

Submission of a Complaint – Stage One

In order to make a formal complaint to Lazarski University, the student concerned should submit the Complaints Form (available in the Registrar), attach any supporting evidence to it and send to the Programme Director. The form can be submitted electronically, though certified copies of documents (e.g. medical certificates) may be requested. Should a student prefer the complaint to remain anonymous and it is feasible to do so, the Programme Director shall seek to respect the student's wishes.

The Programme Director will confirm receipt of the complaint to the student normally within 5 working days and will liaise with the English-language Studies Registrar regarding the complaint. The outcomes available are as follows:

- i. Complaint not upheld.
- ii. Complaint upheld in whole or in part.
- iii. In the event of a complaint being upheld in whole or in part, recommendations should be made in respect of remedial action required. A response may be required from Lazarski University, within a set timeframe.

Submission of a Complaint – Stage Two

If a student is not satisfied with the outcome of the Stage One investigation of the complaint, he/she may submit an appeal against the outcome within 14 days of the written judgment being issued by the Programme Director.

The appeal should be submitted to the University Rector, and should indicate in writing why the response to the complaint is not satisfactory. Taking into account all the previous attempts at resolution, the Rector (or his/her nominee) will decide whether a further complaint hearing is required, and will normally communicate

his/her decision to the student within 10 working days of the appeal against the outcome being received.

Should such a complaint hearing be required, the Rector shall convene it within one calendar month of the appeal against the outcome being received.

The student (and if deemed necessary staff from Lazarski) will be invited to any meeting but the meeting shall be held via telephone or videoconference if necessary. In the event of a meeting a meeting being held, the student (and if deemed necessary Lazarski) shall have access to all relevant documentation relating to the complaint. The student may be accompanied, but not represented, by a member of the academic, welfare, or advisory staff of Lazarski University, by a student or officer of the Students' Self-Government at Lazarski, but not by any other individual. The appellant may not send another person to a hearing in his/her stead.

The outcomes available are as follows:

- i. Complaint not upheld.
- ii. Complaint upheld in whole or in part.
- iii. In the event of a complaint being upheld in whole or in part, recommendations should be made in respect of remedial action required. A response may be required from the institution concerned, within a set timeframe.

The written response to the complaint, and details of any action to be taken in the light of the complaint, will be sent by the Office of the Rector to the student and to the English-language Studies Registrar.

QAA Compliance Update – Complaints procedure for students studying at collaborative institutions

Students studying on a course leading to an award from Coventry University may if they wish submit their complaint/appeal to the Registrar & Secretary of Coventry University if they are dissatisfied with the outcome of the process at Lazarski University. In order to qualify for consideration by Coventry University, details of the complaint/appeal and full supporting documentation should be sent to Coventry University within ten (10) days of completing the internal process at Lazarski University.

The Registrar & Secretary (or nominee) shall consider the referred matter **on the grounds of procedural irregularity only**.

The Registrar and Secretary shall endeavour to complete the review within thirty (30) days of receipt of the complaint. However, given the requirement to investigate the case thoroughly with Lazarski University some additional time may be required, in which case the student shall be informed accordingly.

At the end of the Registrar and Secretary's review, the student will receive a letter setting out the findings and outcome, and will additionally be issued with a "Completion of Procedures" letter to enable the student to take their complaint to the UK Office of the Independent Adjudicator for Higher Education if appropriate.

The Office of the Independent Adjudicator for Higher Education ("OIA") operates an independent student complaints scheme pursuant to the UK Higher Education Act 2004.

Students or former students may only take their complaint relating to a final decision reached under the University's review and appeal process to the OIA once all internal processes have been exhausted. The OIA cannot look at complaints relating to matters of academic judgement. The "Completion of Procedures" letter will therefore only be issued from the office of Coventry University's Registrar & Secretary when it has been determined that all internal processes at Lazarski University have been completed. The OIA must receive a completed Scheme Application Form within three months of the date of Completion of Procedures Letter.