

Bachelor of Art  
in Business Economics

# STUDENT HANDBOOK

2018-2019

Year 3 only



UCZELNIA  
ŁAZARSKIEGO

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This Handbook is valid only for 2016 student intake! It may be updated. Its latest version is available on the Lazarski University website: <http://zasoby.lazarski.pl>.

# THE PROGRAMME

## Basic Information

Bachelor of Arts in Business Economics (BA in BE) is a three-year (six-semester) full-time programme offered by Lazarski University in Warsaw, Poland. The degree scheme is offered on a modular basis. The language of instruction, assessments, grading and quality assurance is English. Graduates of the BA in BE programme are awarded a Single Honour Degree, BA in Business Economics (having gained 180 ECTS / 360 CATS credit points and passed all modules). Honours degree will be awarded with first, upper-second, lower-second or third class honours.

The students of the BA in BE Programme at Lazarski University receive a double BA degree, British and Polish. The programme itself is identical for both degrees, with the same number of credits and one BA thesis. There are, however, some differences relating the final average grade, the thesis and the final mark (see below).

## Rationale

Bachelor of Arts in Business Economics has a practical and multidisciplinary character. Our studies guarantee an open-minded attitude towards current challenges of global economy.

Our students have an opportunity to study in a multicultural environment, explore different dimensions of integration and globalization, and are equipped with up-to-date research techniques and sound knowledge of emerging and developed markets of global economy.

Studying in Poland, a country that has quite recently experienced intensive transformation processes, is an additional benefit for students. Our Programme consists of different case studies, including but not limited to our region, comparative analyses, various research techniques, and multidisciplinary studying materials. We pay special attention to the challenges and opportunities of transition economies and emerging markets.

We have a comprehensive array of internships (at least 160 working hours required) offered in public and private institutions or corporations involved in international or European affairs in Poland or abroad. Students will gain valuable practical experience directly related to their interests and career plans.

The BA in BE programme satisfies the Economics benchmark statements that can be found at:

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

## Aims

Lazarski University BA Programme in BE aims to:

- produce graduates educated in application of fundamental economic knowledge to real-life managerial, financial, ethical, and analytical problems encountered in business;
- produce graduates who are properly equipped to develop their skills and professional interests to become key players in business irrespective of geographical location of their future job places and task diversification they may be given;
- produce graduates who are aware how to apply their knowledge and skills effectively to many areas of their interests including business as well as institutional and policy-making environments of business;
- make students aware of how to use quantitative methods in appropriate way, i.e. solving different economic problems (on both micro- and macro-level of economy); in particular to encourage students to acquire autonomous and universal study skills, which should result in practical, independent, and investigative ways of thinking of and dealing with economy;
- introduce students into empirical part of economic studies making them experience and explore current issues of global economy from different perspectives, paying special attention to some problems of emerging markets and transition economies;
- to share with students the best understanding of a practical, multidisciplinary approach towards globalisation, integration, crises, and other complex issues appearing in micro and macro scale of contemporary global economy;
- to provide students with the knowledge and skills base from which they can proceed to further studies in Economics, related areas or in multi-disciplinary areas that involve Economics.

### **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 BA in Business Economics Programme, students will acquire the following qualities and capabilities:

#### **Knowledge and understanding of the subject**

1. Thorough knowledge and understanding of fundamental concepts and theories in Economics,
2. Evolution of contemporary economics and its practical business-oriented application,
3. A multidisciplinary, hands-on approach towards globalisation, integration, crises, and other complex issues taking place in micro and macro scale of contemporary global economy,
4. Knowledge of the empirical part of economic studies, including current issues of global economy viewed from different perspectives, with special attention paid to some problems of emerging markets and transition economies,

5. Deep understanding of basic mathematics and both quantitative and qualitative research methods.

### **Cognitive skills**

1. Critical thinking; analysis and synthesis.
2. Recognising and using appropriate theories, concepts and principles from a range of Business Economics-related fields.
3. Independent, practical, and investigative way of thinking of and dealing with economy.
4. Locating, extracting, evaluating, analysing and combining different types of information sources.

### **Subject-specific practical\professional skills**

1. Quantitative and qualitative research methods, theory analysis (applied), optimised decision making processes, particularly for employment in: business, international organisations, institutions and corporations; global and EU-focused economic consulting; know-how within the area of business environment of global economy, transition economies or emerging markets.

### **Generic\transferable skills**

1. Creative thinking.
2. Communication skills; ability to express ideas clearly and to show and share understanding of the elements of an effective analytical process; ability to listen and respond to other people's ideas.
3. Effective usage of various quantitative and qualitative research techniques for business economics.
4. Personal and leadership skills, including the use of group initiative, independence, and team spirit.
5. Managing time and resources efficiently.
6. Working in a multicultural environment.

### **Graduates**

They are open-minded specialists, well-trained in up-to-date research techniques (quantitative and qualitative) and aware of socio-economic differences of contemporary world. They receive solid foundations for specialising in different business fields. They boast their analytical, critical-thinking and decision-making skills. They are prepared to understand global economy on the micro and macro level. They are flexible, cosmopolitan, ready to take advantage of changeable market environment. They may become business analytics, managers, and project coordinators. They are ready to lead a team and be an active member of it.

The graduate will demonstrate the following qualities, skills, capabilities and values:

#### **i) Intellectual**

- Identification and evaluation of problems combined with proper tool application.
- Creative and innovating thinking leading to solution of specific problems.
- Ability to use both analysis and synthesis, draw conclusions, formulate and test hypotheses and build theories.

- Ability to plan.
- Ability to make forecasts considering different time periods.
- ii) **Practical**
  - Qualitative and quantitative research methods.
  - Evaluation and presentation of investigative results or creative thinking, including explanation of their significance, validity and limitations.
  - Proper usage of adequate software packages commonly encountered in economics.
  - Excellent written and oral communication in English.
- iii) **Personal and Social**
  - Flexibility — adaptability to work and live in a changeable environment.
  - Teambuilding — the ability to work creatively and flexibly with others as part of a team.
  - Communication, presentation, interaction skills.
  - Mediating skills.
  - Intercultural competence.



## IMPORTANT ADMINISTRATIVE INFORMATION

### Academic Year 2018/19 important dates

Autumn semester dates 08/10/2018 – 18/01/2019

Autumn semester examination session dates: 28/01/2019 – 08/02/2019

Autumn semester re-sit examination session dates: 23/04/2019 – 11/05/2019

Spring semester dates: 22/02/2019 - 31/05/2019

Spring semester examination session dates: 03/06/2019 - 14/06/2019

Spring semester re-sit examination session dates: 17/09/2019 - 28/09/2019

### Useful addresses

[www.lazarski.pl](http://www.lazarski.pl)

[www.coventry.ac.uk/](http://www.coventry.ac.uk/)

[www.lazarski.pl/pl/wydzialy/wydzial-eiz/English-language-studies-registrar/](http://www.lazarski.pl/pl/wydzialy/wydzial-eiz/English-language-studies-registrar/)

[www.samorzad.lazarski.pl/](http://www.samorzad.lazarski.pl/)

<http://wu.lazarski.pl>

<http://www.euczelnia.lazarski.pl/> - This is a link to the virtual repository which module leaders use to share electronic documents. The access codes are provided by the module leaders.

### Useful information

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

([validated.studies@lazarski.edu.pl](mailto: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 accepts Bachelor's degree candidates on the basis of their secondary education achievements. The candidates must complete secondary education prior to admission. Additionally, we expect that they are proficient in English. They need to present either internationally recognized English certificates or pass a language test at Lazarski University. For applicants whose first language is not English, the minimum English Language Requirements is 6.0 IELTS.

The required documents are:

- Original or certified true copy of second level diploma (A-level certificate 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;
- To be eligible for admittance to study, a candidate shall have attained the age of 17 years or over at the time of entry.

### **Recognition of prior learning and credit transfer scheme.**

LU recognises prior learning of a prospective student and will exempt credit towards satisfying the requirements for a degree programme, where and only where this learning is considered equivalent to the content and learning outcomes prescribed for modules or courses within that programme. In the case of candidates applying for dual-award programmes, the application for recognition of prior learning needs to be approved by the partner university as well (Coventry University). Credit shall not be given for more than two thirds of any course, which means the early stages of a course. For example, in the case of a three-year full-time course the maximum credit will normally be two-thirds (i.e. years one to two).

## THE DEGREE

<b>Programme Title:</b>	Business Economics
<b>Degree Awarded:</b>	BA (Hons)
<b>Credit Points:</b>	360 CATS Credit Points 180 European Credit Transfer System (ECTS) Credit Points
<b>Duration:</b>	3 years

To be awarded the BA (Hons) in Business Economics degree, students must complete all three levels (years of study) of the Programme and earn 360 CATS credit points (180 ECTS credit points).

Each year of the BA in Business Economics Programme carries 120 CATS credit points (60 ECTS credit points) and each semester carries 60 CATS credit points (30 ECTS credit points), divided into required (core) and elective modules (courses).

Part I of the Programme (1st and 2nd semester) carries 120 credits, on the basis of eleven core modules, ten modules worth 10 credits each and one module worth 20 credits. Additionally, students need to take a two-semester Athletics module, required by the Polish higher education regulations.

Part II of the Programme (3rd and 4th semester) carries 120 credits, on the basis of ten core modules and four electives. Six of the core modules and the electives are worth 10 credits each. The remaining four core modules are worth 5 credits each.

Part III of the Programme (5th and 6th semester) carries 120 credits, on the basis of twelve core modules. One of the core modules (containing BA Thesis) is worth 20 credits, one of the core modules is worth 15 credits, seven of the core modules are worth 10 credits each, and three of the core modules are worth 5 credits each.

### Second year

Students take courses in: statistics, intermediate micro-and macroeconomics. Moreover, they may choose some subjects that aim to broaden their knowledge about businesses and the economy and support micro- and macroeconomic courses. On successful completion of this level our students should be able to describe, quantify, and interpret various economic issues using their newly-acquired analytical skills. They should be also more aware of their areas of interest in economics. Students are also offered elective courses during the second semester, which allows them to specialize in their majors and broaden their knowledge of BE in general.

### Basic Course Structure

## Core Modules

### Third year

Students may study different aspects of European integration, globalization, developing economies as well as economic analysis for business, quantitative and qualitative research methods, labour and regional economics, various approaches towards finance and management. Research methods are studied to help them specify their interests, and to support their individual research initiative.

### The Basic Course Structure

#### Core Modules

Title	Module Leader	2 <sup>nd</sup> Lecturer	Lecture	Seminar	Workshop	Total hours	ECTS/CATS
Social Policy	Katarzyna Gmaj		15			15	3/5
Game Theory	Maciej Krzak		30			30	5/10
Accounting	Maciej Turata			60		60	5/10
Managerial Economics	Jaroslaw Neneman		30	15		45	4/10
International Economics and Finance	Bogna Gawrońska-Nowak	Iana Okhrimenko	30	15		45	3/5
Econometrics	Olha Zadorozhna	Gilbert Mbara	30	45		75	5/10
Research Methods	Olha Zadorozhna	Jarostaw Jura		60		60	5/10
Investment Analysis	Mateusz Kopyt		30	30		60	5/10
BA Seminar	Olha Zadorozhna/ Łukasz Konopielko	Piotr Kłossowicz		90		90	10/20
<b>Year 3 total</b>			255	315	0	570	61/120
<b>Yrs 1-3 total</b>			720	600	565	1890	181/360

#### Optional Modules\*

(Three optional modules out of five)

Title	Module Leader	Lecture	Seminar	Workshop	Total hours	ECTS/CATS
Economics of	Łukasz Konopielko	30				5/10

Telecommunication					
Introduction to Innovation Economics	Dr Krzysztof Woźniak	30			5/10
Financial Management	Tomasz Schabek	30			5/10
The Monetary and Credit System in the Light of the Global Financial Crisis	Tomasz Schabek	30			5/10
Accounting in Financial Institutions	Agata Kocia	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.*

## DEGREE CRITERIA

To be awarded BA in Business Economics Degree students must pass all three levels of the scheme and earn 360 credits. The final grade for the degree is counted according to the following criteria:

- i. Marks of level 4 (Year I) count for 0% of the final mark
- ii. Marks of level 5 (Year II) count for 33.3% of the final mark
- iii. Marks for level 6 (Year III) along with the completed BA thesis, count for 66.7% of the final mark.

The following table shows a scale for undergraduate awards:

First Class Honours	70-100%
Upper Second	60-69%
Lower Second	50-59%
Third	40-49%
Fail	0-39%

A student who is admitted to the programme but is subsequently unable, or is not permitted, to progress to completion may, depending upon the number of credits attained at the appropriate levels at the time of exit, qualify for one of the following awards:

<i>Credits Pursued</i>	<i>Candidate may exit the scheme with eligibility for:</i>
not fewer than 240 CATS	Undergraduate Diploma of Higher Education
not fewer than 300 CATS	Unclassified Degree

Credits accumulated at level 4 (Year I) do not contribute towards the minimum credits specified above.

### Polish Degree

The students of the BA in BE at Lazarski University receive also a Polish BA degree (*licencjat*). Polish rules require BA thesis defense examination. The final mark for the Polish BA degree is counted as follows: the average grade for all three years is worth 60%, the thesis 20% and the thesis 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 element 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 modules, 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
- Ba Thesis project

## Indicative proportion of the assessment methods

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

## Structure of Assessment

**Level 4 (1st year of study)** Assessment of each module will comprise of a final examination lasting 120 minutes and one or two elements of coursework.

Coursework elements used at Level 4 will include: in-class and mid-term exams (quantitative subjects only), papers and/or essays (1500-2000 words), and projects (individual or group).

#### **Level 5 (2nd year of study)**

Assessment of each module will comprise of a final examination lasting 120 minutes and one element of coursework. Coursework elements used at Level 5 will include: in-class exams (quantitative subjects only), papers, reports and/or essays (2000-2500 words), case studies and projects (individual or group).

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

#### **Level 6 (3rd year of study)**

Assessment of each module will comprise of a final examination lasting 120 minutes and one element of coursework. Coursework components used at Level 6 will include: papers and/or reports (2500 words), and projects (individual or group).

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

The BA thesis should be approximately 10,000 words. Each thesis is marked independently by two members of the tutorial staff of the Programme. Students must obtain a pass on their thesis in order to obtain the BA Degree.

#### **Elective courses**

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

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 2016/17
<b>YEAR 3</b>	
<b>semester 5</b>	
Social Policy	Coursework - 100%, composed of a group presentation accompanied by a paper.
Game Theory	Final Exam – 60% Coursework – 40%, midterm
Accounting	Final exam, 60% Coursework, 40%, paper
Managerial Economics	Final exam – 60% Coursework – 40%, paper
International Economics and Finance	Final exam – 100%
Econometrics	Final exam, 60% Coursework, 40%, composed of a project
Research Methods	Econometric problem analysis, 60% Research project report, 40%
<b>semester 6</b>	
Investment Analysis	Final Exam – 60% Coursework – 40%, project
BA Seminar	100% BA Thesis
<b>ELECTIVES - YEAR 3</b>	
Economics of Telecommunication	Final exam, 50% Coursework, 50%, a group paper
Introduction to Innovation Economics	Final exam, 50% Coursework, 50%, a paper
Financial Management	Final exam, 50% Coursework, 50%, a project
The Monetary and Credit System in the Light of the Global Financial Crisis	Final exam, 50%, Coursework, 50%, a paper
Accounting in Financial Institutions	Final exam, 50% Coursework, 50%, a 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
35-39%	E (Marginal Fail)
0-34%	F

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 BA programmes:

Class	Mark range	Guidelines
Class I	90 – 100%	In addition to that for 70 – 79% below, an outstanding answer that could hardly be bettered. High degree of understanding, critical/analytic skills and original research, where specified. Outstanding in all respects.
	80 – 89%	In addition to that for 70 – 79% below, the answer will demonstrate an excellent level of understanding,

Class	Mark range	Guidelines
	70 – 79%	<p>presence of clear description, critical/analytical skills or research, as appropriate.</p> <p>Answer entirely relevant to the assignment set. Answer will demonstrate clear understanding of theories, concepts, issues and methodology, as appropriate. There will be evidence of wide-ranging reading and/or research, as appropriate, beyond the minimum recommended. Answers will be written/presented in a clear, well-structured way with clarity of expression. At level 3, evidence of independent, critical thought would normally be expected.</p>
Class II : I	65 – 69%	<p>Answer demonstrating a very good understanding of the requirements of the assignment. Answer will demonstrate very good understanding of theories, concepts, issues and methodology, as appropriate. Answer will be mostly accurate/appropriate, with few errors. Little, if any, irrelevant material may be present. Reading beyond the recommended minimum will be present where appropriate. Well organised and clearly written/presented.</p>
	60 – 64%	<p>A good understanding, with few errors. Some irrelevant material may be present. Well organised and clearly written/presented. Some reading/research beyond recommended in evidence.</p>
Class II : II	55 – 59%	<p>Answer demonstrating a good understanding of relevant theories, concepts, issues and methodology. Some reading/research beyond that recommended may be present. Some errors may be present and inclusion of irrelevant material. May not be particularly well-structured, and/or clearly presented.</p>
	50 – 54%	<p>Answer demonstrating a reasonable understanding of theories, concepts, issues and methodology. Answer likely to show some errors of understanding. May be significant amount of irrelevant material. May not be well-structured and expression/presentation may be unclear at times.</p>
Class III	45 - 49%	<p>An understanding demonstrated, but may be incomplete and with some errors. Limited use of material with limited reading/research on the topic. Likely to be poorly structured and not well-expressed/presented. Irrelevant material likely to be</p>

Class	Mark range	Guidelines
	40 – 44%	<p>present.</p> <p>Basic understanding demonstrated, with some correct description. Answer likely to be incomplete with substantial errors or misunderstandings. Little use of material and limited reading/research on the topic in evidence. May be poorly structured and poorly expressed/presented. Some material may be irrelevant to the assignment requirements.</p>
Marginal fail	35 – 39%	<p>Some relevant material will be present. Understanding will be poor with little evidence of reading/research on the topic. Fundamental errors and misunderstanding likely to be present. Poor structure and poor expression/presentation. Much material may not be relevant to the assignment.</p>
Fail	<p>30 – 34%</p> <p>20 – 29%</p> <p>0 – 19%</p>	<p>Inadequate answer with little relevant material and poor understanding of theories, concepts, issues and methodology, as appropriate. Fundamental errors and misunderstandings will be present. Material may be largely irrelevant. Poorly structured and poorly expressed/presented.</p> <p>Clear failure to provide answer to the assignment. Little understanding and only a vague knowledge of the area. Serious and fundamental errors and lack of understanding. Virtually no evidence of relevant reading/research. Poorly structured and inadequately expressed/presented.</p> <p>Complete failure, virtually no understanding of requirements of the assignment. Material may be entirely irrelevant. Answer may be extremely short, and in note form only. Answer may be fundamentally wrong, or trivial. Not a serious attempt.</p>

## EXAMINATION PAPERS

The information below contains excerpts from LU Rules and Regulations. The complete text is available on [euczelnia.lazarski.pl](http://euczelnia.lazarski.pl), access code: course1.

For the BA Programme in Business Economics, the predominant form of assessment will be mid-term papers and/or projects, in-class exams and final written examinations. Examinations will be conducted according to the norms set out by Lazarski University (Appendix A).

According to Lazarski 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 answer, as well as the cumulative mark for the entire exam, shall be shown clearly on the exam scripts.

Moderators shall compile samples of assessment papers, consisting of no less than 10%, to check whether they have been marked in a fair, consistent and accurate manner.

The internal moderator shall moderate marked papers that have received marks between 35%-39% and above 70%, as well as a sample (1-2) for each class of marks. The moderator may check other pieces of assessment outside of the sample if necessary.

The internal moderator checks the marked assessments for accuracy, 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. Suggested changes may pertain to all marks at the top or bottom, marks within one class or all marks across the board, not to individual students' marks.

In the case of questionable marking, or if the first examiner disagrees with the moderator's suggestions, the Programme Director may ask to consult with a third internal examiner and/or with the external examiner.

All examination papers and marks of both the internal examiner and the moderator are available for the external examiner.

When marking is completed, coursework and examination scripts are returned to the Registrar.

Examiners will draw the attention of the Programme Director to any papers which pose problems (marginal classification, fails, and suspected irregularities). Any suspicion of cheating should be referred to immediately according 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 BA 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.

- a. Unconfirmed marks are those that have not been confirmed by the Examination Board including the relevant External Examiner(s);
- b. 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;
- c. Students are given individual feedback on their performance to date as this promotes learning and facilitates improvement. Any feedback should be constructive and timely, in order for students 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.

- d. 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 BA students, compensation is possible only within 4 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).

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\* The rules relating compensation and condonement do not apply to the non-validated students



- 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. On meeting the module assessment requirements a student will be awarded the original module mark or 40%, whichever is the highest.
- 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%\*.

BA students have a possibility to retake a maximum of five modules throughout the programme. If a student fails to pass more than five modules, they are deleted from the programme under the discretion of the Examination Board.

### **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.

### **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 BA degree must be met within not more than 5 years from the start of the scheme.

### **Graduation Ceremony**

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\* The rules relating compensation and condonement do not apply to the non-validated students

Upon completing the programme, graduates may participate in the official graduation ceremony both at LU as well as at CU. Registration deadlines for the CU graduation ceremony will be announced in the Dean's Announcement regarding thesis/dissertation defence timetable (published each November).

## 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.

## ERASMUS EXCHANGE PROGRAMME

For dual-award BA in BE students, applying for Erasmus + programme may lead to the postponement of graduation from Lazarski University. Single diploma students can apply for Erasmus + programme with Programme Countries on a regular basis, as per Decision no. 2a/2015 of the Rector of Lazarski University of 10 February 2015 on funding and the mode of qualifying students of Lazarski University for the Erasmus + programme as well as for Erasmus+ programme with non-EU Partner Countries based on the Regulation No. 10/2015 of the Rector of the Lazarski University of 23 September 2015 on the rules for recruitment, funding and performance of studies.

For details, contact the Departmental Erasmus Coordinator.

## UNFAIR PRACTICE – RULES REGARDING CHEATING AND PLAGIARISM

Cheating and plagiarism are strictly prohibited and shall be severely penalized.

During exams, students are prohibited to:

- a. 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;
- b. communicate with any other person in the examination room, except as authorized by an Invigilator;
- c. copy or use in any other way unauthorized materials or the work of any other student;
- d. impersonate an examination student or allow oneself to be impersonated;
- e. engage in plagiarism by using other people's work and submitting it for examination as though it were one's own work;
- f. 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.

Students found cheating during exams will be asked to leave the examination room, and their exam will be marked as 0%.

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:

- a. 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.
- b. Use of another person's words or ideas that has been slightly changed or paraphrased to make it look different from the original.
- c. 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.
- d. Use of services of essay banks and/or any other agencies.
- e. Use of unacknowledged material downloaded from the Internet.
- f. Re-use of one's own material except as authorized by the department (autoplagerism).

All work submitted by students will be checked using anti-plagiarism software and reports of the check will serve as evidence should plagiarism be detected.

Students found guilty of cheating and/or plagiarizing will be referred to the Committee of Inquiry and face severe punishment, including but not limited to failing the assessment element or component, failing the module, written reprimand that

will be added to the student's file, and deletion from the programme.  
For more information on the **Unfair Practice Procedure** see the full text of the Rules and Regulations (Section VI).

## CODE OF CONDUCT

All students are expected to conduct themselves in a manner appropriate for their legal responsibility as adults and for the good name and reputation of Lazarski University.

### **Classroom Disturbances**

The creation of disturbances or an obstruction during classes is forbidden. In particular, students are not allowed to use their mobile phones during classes. The use of mobile devices and laptops for purposes other than note-taking is strictly forbidden.

## COMPLAINTS PROCEDURE

See Appendix B.

## 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

## YEAR 3 *Social Policy*

### 1. MODULE SUMMARY

#### Aims and Summary

The aim of this course is to explain basic concepts of social welfare and their relationship to politics and society. The course aims to deepen students' understanding of contemporary social issues and problems by looking at how social policy issues are constructed and contested.

#### Module Size and credits

CATS points	5
Total student study hours	50
Number of weeks	6
School responsible	Lazarski University, Faculty of Economics and Management
Academic Year	2018/19

#### Entry Requirements (pre-requisites and co-requisites)

N/A

#### Excluded Combinations

None

#### Composition of module mark (including weighting of components)

Coursework, 100%, composed of a group presentation accompanied by 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

BA in Business Economics, Year 3

#### 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. Evaluate different social policies and perspectives.
2. Analyse the impact of social policies on social conditions and problems.
3. Be self reflective and develop the ability to listen and interact with other individuals and groups taking account of their own moral position.

#### Indicative Content

The course revolves around three main issues in debates over social policy:

arguments over needs, rights and responsibilities.

1. Welfare and society
2. Welfare and equality
3. Values
4. Social need
5. Social security
6. Poverty
7. Social Exclusion
8. Policies (health, housing, education)

### Teaching and Learning

This module will be taught by means of lecture 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:

<b>Lecture</b>	15 hours (30%)
<b>Self study</b>	35 hours (70 %)
<b>Total</b>	50 hours

### Method of Assessment (normally assessed as follows)

Coursework, 100%, composed of a group presentation accompanied by a paper (a written report of 2500 words) will assess all learning outcomes. 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

Hill M., *Social Policy in the Modern World*, Blackwell Publishing 2006

### Recommended Reading

Alcock, P., M. May, K. Rowlingson (eds), *The Student's Companion to Social Policy*, (4<sup>th</sup> edition) Blackwell Publishing, 2012.

<http://paulspicker.wordpress.com/open-access-material/>

Legrand, J., C Propper, R Robinson, *The economics of social problems*, Macmillan 1992.

Spicker, P. *Social policy: themes and approaches*, Prentice Hall 1995.

Nozick, *Anarchy state and utopia*, Basic Books, 1974.

The main international journal in the subject is the *Journal of European Social Policy*.

### Required Equipment

None.

## 4. MODULE ORGANISATION

### Module leader

**Name** Dr Katarzyna Gmaj

**E-mail** k.gmaj@lazarowski.edu.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

## *Game Theory*

### 1. MODULE SUMMARY

#### Aims and Summary

The aim of this course is to introduce basic concepts of game theory and its applications mainly to business. Moreover this is a splendid opportunity to learn by playing games in the classroom.

#### 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	2018/2019

#### Entry Requirements (pre-requisites and co-requisites)

Intermediate Microeconomics

#### Excluded Combinations

None

#### Composition of module mark (including weighting of components)

Final exam, 60%

Midterm exam, 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

None

#### 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. Employ the basic concepts and tools of game theory to everyday business and economic problems.
2. Analyse and solve games using game tree and pay-off matrix.
3. Appraise how businesses can avoid the prisoner's dilemma.
4. Employ and explain strategic moves.

#### Indicative Content

1. Basic ideas and terminology
2. Games with sequential moves, extended form of game
3. Games with simultaneous moves; discrete strategies
4. Games with simultaneous moves; continuous strategies

5. Mixed strategies
6. Prisoners' dilemma in repeated games
7. Strategic moves

### Teaching and Learning

This module will be taught by means of lectures and self-directed study. Formative Assessment: Each in-class exam will be solved and discussed during lecture.

Tutorial guidance will be provided for exam. Student activity and time spent on each activity comprises:

<b>Guided</b>	0 hours	{0%}
<b>Lecture</b>	30 hours	{30%}
<b>Self guided</b>	70 hours	{70%}
<b>Seminar</b>	0 hours	{0%}
<b>Workshop</b>	0 hours	{0%}
<b>Total</b>	100 hours	

### Method of Assessment (normally assessed as follows)

Final exam, 60%, a comprehensive exam, will assess all learning outcomes

Midterm exam, 40%, will assess learning outcomes 1&2

### Date of last amendment

26-01-2015

## 3. MODULE RESOURCES

### Essential Reading

A. Dixit, S. Skeath, *Games of Strategy*, 3<sup>rd</sup> ed., W.W. Norton, 2009

### Recommended Reading

A. Dixit, B. Nalebuff, *The Art of Strategy*, 2008

Hatfield M., *Game theory in management: modelling business decisions and their consequences*. London: Routledge, 2016.

Game Theory with Ben Polak, Open Yale courses:

<http://oyc.yale.edu/economics/econ-159/lecture-1>

### Required Equipment

None.

## 4. MODULE ORGANISATION

### Module leader

**Name** Prof. Maciej Krzak

**E-mail** [maciej.krzak@lazarzski.pl](mailto:maciej.krzak@lazarzski.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

# Accounting

## 1. MODULE SUMMARY

### Aims and Summary

The course aims at familiarising the students with the role of accounting in business. The students will also acquire certain practical skills enabling them to understand how financial statements are prepared and how to use the information included in them. The course presents issues of bookkeeping, cost accounting, balance sheet structure, profit and loss statement, cash flow statement as well as some aspects of managerial accounting – i.e. unit cost calculation.

### 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	2018/2019

### Entry Requirements (pre-requisites and co-requisites)

n/a

### Excluded Combinations

n/a

### 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

n/a

### Course stages for which this module is mandatory

BA in Business Economics, Year 3

### 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 should be able to:

1. Formulate the fundamental principles of accounting in a business setting.
2. Analyze various types of assets, capital, and liabilities.
3. Examine different types of costs and incomes and determine a financial result.
4. Solve & perform basic bookkeeping problems, including accounting for costs.
5. Create elements of a financial statement: balance sheet, profit and loss statement, cash flow statement.

6. Be prepared to perform calculations of unit cost of manufacture.

### **Indicative Content**

1. Introduction to accounting concepts. Role of accounting in business environment. Accounting as a source of information about economic activities – nature and functions of accounting, users of financial information, accounting methods. Fundamental principles of accounting.
2. Elements of the financial report: balance sheet. General classifications of assets, equity and liabilities. Measuring performance – basic structure of a profit and loss statement.
3. Principles of bookkeeping and working with accounts.
4. Definitions and classifications of costs and incomes. Differentiating between accrual values (costs and incomes) and cash values (outflows and inflows of cash). Major categories of costs. Major categories of incomes. Cost accounting.
5. Elements of the financial report: profit & loss statement.
6. Elements of the financial report: cash flow statement. Scope of information disclosed in a cash flow statement – operating, financial and investment activity.
7. Financial and management accounting – differences. Introductory issues of management accounting. Unit cost calculation. Break-even point analysis.

### **Teaching and Learning**

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

<b>Guided</b>	0 hours	(0%)	
<b>Seminar</b>	60 hours	(60%)	introducing new theoretical concepts
<b>Self guided</b>	40 hours	(40%)	out-of-class work including problem solving and study
<b>Total</b>	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 1-6.

Coursework, 40%, composed of a paper (2500 words) will assess learning outcomes 1-6.

### **Date of last amendment**

07-05-2014

### **3. MODULE RESOURCES**

#### **Essential Reading**

Śnieżek E., Walińska E., Frenzel M., Stępień-Andrzejewska J., Financial accounting – key problems, examples, exercises, Centrum Controllingu i Analiz Ekonomicznych, Łódź 2007.

#### **Required Equipment**

Calculators may be used in class as well as during the final exam.

### **4. MODULE ORGANISATION**

#### **Module leader**

**Name** Dr. Maciej Turata



**E-mail**    maciej.turala@gmail.com

**Length and month of examination**

120 minutes in January

**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

The classes are to be scheduled on Fridays in blocks (allowing flexibility in terms of moving from lectures to problem solving activities)

**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

# *Managerial Economics*

## 1. MODULE SUMMARY

### Aims and Summary

The aim of this course is to show the application of modern microeconomic theory in business. We start with the efficiency of competitive market and then discuss pricing with monopoly power. The next part deals with decision-making under uncertainty and the value of information.

### 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	2018/2019

### Entry Requirements (pre-requisites and co-requisites)

Intermediate 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

None

### 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. Compare price and non-price strategies of firms on different markets.
2. Prepare and utilize basic tools of decision-making under uncertainty.
3. Assess the value of information in solving managerial problems.
4. Employ different types of managerial actions in solving managerial problems.
5. Evaluate consequences of asymmetric information.

### Indicative Content

1. Market structure and market power
2. Price discrimination

3. Product differentiation
4. General characteristic of decision-making process
5. Decision-making in uncertainty
6. Value of information
7. Optimal search
8. Bargaining and auctions
9. Asymmetric information

### Teaching and Learning

This module will be taught by means of lectures, workshops and self-directed study.

Formative Assessment: Each in-class exam will be solved and discussed during workshops. Tutorial guidance will be provided for exam. Student activity and time spent on each activity comprises:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self guided</b>	55 hours	(55%)
<b>Seminar</b>	15 hours	(15%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	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 1-5

Coursework, 40%, composed of a paper (2500 words) will assess learning outcomes 1-5

### Date of last amendment

15-07-2014

### 3. MODULE RESOURCES

#### Essential Reading

F. W. Samuelson, G. S. Marks, *Managerial Economics*, 5<sup>th</sup> ed. John Wiley and Sons 2005,

#### Recommended Reading

L. Cabral, *Introduction to Industrial Organization*, 2<sup>nd</sup> ed. Cambridge: MIT Press, 2017.

H. Varian, *Intermediate Microeconomics: a modern approach*, 9<sup>h</sup> ed. New York: W.W. Norton & Company, 2014.

R. Pindyck, Rubinfeld D., *Microeconomics*, 6<sup>th</sup> ed.

#### Required Equipment

None.

### 4. MODULE ORGANISATION

#### Module leader

**Name** Dr. Jaroslaw Neneman

**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

# *International Economics and Finance*

## 1. MODULE SUMMARY

### **Aims and Summary**

This is the key introduction to the entire field of International Economics, mainly International Finance. It introduces all the fundamental notions and concepts of International Economics. The course will mainly cover international finance, however a brief introduction into international trade is also included. The main goal is to enable students to critically analyze those economic issues that result from a country's interaction with the outside world: trade with other countries, international factor movements, supranational economic integration, current account imbalances, exchange rate volatility, currency and financial crises.

### **Module Size and credits**

<b>CATS points</b>	5
<b>Total student study hours</b>	50
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

### **Entry Requirements (pre-requisites and co-requisites)**

Introductory Microeconomics, Introductory Macroeconomics, Basics in Mathematics, Statistics.

### **Composition of module mark (including weighting of components)**

Final examination, 100%

### **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**

BA in Business Economics, year 3

## 2. TEACHING, LEARNING AND ASSESSMENT

### **Intended Module Learning Outcomes**

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

1. Analyse with the help of models the influence of the international environment on companies or other economic agent activities.
2. Assess and solve relevant problems in the area of International Finance.
3. Analyze the effectiveness of policy making in different conditions (openness, exchange rate regime).
4. Describe actual institutional environment of global economy.
5. Measure and analyse instabilities in the currency markets.
6. Apply theories of International Economics to real world problems.

## Indicative Content

1. World Economy, definitions, basic facts & tendencies.
2. Classical trade theory.
3. New trade— increasing returns.
4. International factor mobility.
5. Balance of Payment.
6. Money Market and Foreign Exchange Market, introduction, definitions, arbitrage, spot and forward exchange rates, players in the market, effective exchange rate, hedgers and speculators, exchange rate regimes.
7. Macroeconomic Policy in an Open Economy, the Mundell – Fleming Model, IS-LM-BP schedules, different openness levels and different exchange rate regimes.
8. Purchasing Power Parity and Interest Rate Parity.
9. Elasticity and Absorption.
10. Money, Organisations and Institutions.
11. Policy and Credibility, objectives, targets and instruments, exchange rate regimes, *de jure* and *de facto*, currency intervention effectiveness.
12. European Monetary Union.
13. Eurocurrency and Eurobonds.
14. Financial crisis and currency crisis.

## 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:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(60%)
<b>Self guided</b>	5 hours	(10%)
<b>Seminar</b>	15 hours	(30%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	50 hours	

## Method of Assessment (normally assessed as follows)

Final examination, 100%, will assess all learning outcomes

### Date of last amendment

15.07.2014

## 3. MODULE RESOURCES

### TEXTBOOK

Ch. Van Marrewijk, D. Ottens and S. Schueller (2006), *International Economics: Theory, application, and policy*, OUP Oxford.

### RECOMMENDED READING.

*The Economist*, *Financial Times*, *Wall Street Journal*, various and actual issues; articles from VOX.EU and NBER.ORG

## 4. MODULE ORGANISATION

**Module leader**

**Name** Prof. Bogna Gawrońska- Nowak

**Email:** b.gawronska@lazarski.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

# *Econometrics*

## 1. MODULE SUMMARY

### Aims and Summary

This course aims at teaching students theoretical and applied econometrics. Students will learn different models.

### 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	2018/2019

### Entry Requirements (pre-requisites and co-requisites)

Mathematics, Statistics

### 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. coursework and final exam). Re-assessment: coursework component and/or examination as appropriate.

### Special Features

None

### Course stages for which this module is mandatory

BA in Business and Economics, year 3

### 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. Generate and use basic graphical and numerical descriptive methods.
2. Apply basic estimation and testing procedures.
3. Prepare and use basic methods of the analysis of correlation.
4. Conduct simple and multiple regression analyses.
5. Apply dynamic analysis.
6. Critically evaluate statistical studies.
7. Translate and communicate the results of statistical analyses to management.
8. Manage the statistical problem solving process.

### Indicative Content

1. Introduction to Econometrics



2. Simple Linear Regression Model (SLR). OLS-estimation.
3. Multiple Linear Regression Model (MLR): two explanatory variables.
4. Variables Transformations in Regression Analysis.
5. Dummy Variables.
6. Heteroscedasticity.
7. Simultaneous Equations Models.
8. Maximum Likelihood Estimation.
9. Autocorrelation disturbance.
10. Logit and probit models.

### Teaching and Learning

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:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self guided</b>	25 hours	(25%)
<b>Seminar</b>	45 hours	(45%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

### Method of Assessment (normally assessed as follows)

Final exam, 60%, will assess learning outcomes 1-8

Coursework, 40%, composed of a project (including the preparation of a piece of econometric analysis) will assess learning outcomes 1-8

### Date of last amendment

15-07-2014

## 3. MODULE RESOURCES

### Essential Reading

D.N. Gujarati, Basic Econometrics, Mcgraw-Hill; 4th edition

### Recommended Reading

W Greene, Econometric Analysis, Palgrave, 5-th Edition.

### 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

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

## *Research Methods*

### **1. MODULE SUMMARY**

#### **Aims and 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** 2018/2019

#### **Entry Requirements (pre-requisites and co-requisites)**

Statistics, Econometrics

#### **Excluded Combinations**

None

#### **Composition of module mark (including weighting of components)**

Econometric problem analysis, 60%

Research project report, 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**

BA in Business Economics, Year 3

### **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 critically analyse) questionnaire.
3. Conduct (including data analysis) a simple survey project and analyse in critical way problems and biases which usually are related to this research tool
4. Prepare database for working with it.
5. Apply appropriate model among different types of models
6. Interpret the results of estimation

### **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 econometrics

4. Searching for economic time series. Libraries with economic data
5. Working with economic data
6. 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)
11. Working with econometric software (III)
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 and exam. Student activity and time spent on each activity comprises:

<b>Guided</b>	0 hours	(0%)
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<b>Lecture</b>	0 hours	(0%)
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<b>Self guided</b>	40 hours	(40%)
<b>Seminar</b>	60 hours	(60%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

**Method of Assessment (normally assessed as follows)**

The intended learning outcomes will be assessed as follows:

Research project report (2500 words excluding graphs and tables), 40%, will assess learning outcomes 1, 2, 3

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

**Date of last amendment**

05.05.2014

**3. MODULE RESOURCES**

**Essential Reading**

Ghauri, Pervez, Gronhaug Kjell, 2005, *Research Methods in Business Studies: A Practical Guide*, Prentice Hall, New York,

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

**E-mail** olha.zadorozhna@lazarzski.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

## *Investment Analysis*

### 1. MODULE SUMMARY

#### **Aims and Summary**

This course is design to provide participants with basic knowledge of the investment analysis, valuation of securities , industry and company analysis, analysis of alternative investments and to translate what the students have learned in the class room to actual participation in the financial markets based on real case presentation.

#### **Module Size and credits**

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

#### **Entry Requirements (pre-requisites and co-requisites)**

Introduction to Finance or Basic Accounting

#### **Excluded Combinations**

n/a

#### **Composition of module mark (including weighting of components)**

Final exam, 60%

Coursework, 40%, composed of a project accompanied by a 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**

n/a

#### **Course stages for which this module is mandatory**

BA in Business Economics, Year 3

#### **Course stages for which this module is a core option**

n/a

### 2. TEACHING, LEARNING AND ASSESSMENT

#### **Intended Module Learning Outcomes**

Upon completion of the module students will be able to:

1. analyze market tendencies and risk management
2. analyze methods of portfolio management
3. explain the risk connected to global investment
4. interpret the behaviour of particular securities, like stocks and bonds
5. apply value strategy to selected investment portfolio.

#### **Indicative Content**

1. The Investment Setting

2. The Concept of Investment
3. Organization and Functioning of Securities Market
4. Measure of Return and Risk
5. Source of Information on Investments
6. Efficient Capital Markets
7. An Introduction to Portfolio Management
8. Markowitz Portfolio Management
9. Bonds Fundamentals and Bond Valuation
10. Industry Analysis
11. Technical and Fundamental Analysis

### Teaching and Learning

This module will be taught by means of discussion classes, lectures and problem solving.

Student activity and time spent on each activity comprises

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Seminar</b>	30 hours	(30%)
<b>Self guided</b>	40 hours	(40%)
<b>Total</b>	100 hours	

### Method of Assessment (normally assessed as follows)

Final exam, 60%, will assess learning outcomes 1-5

Coursework, 40%, composed of a project: a report accompanied by a presentation, will assess learning outcomes 1, 2, 5

### 3. MODULE RESOURCES

#### Essential Reading

Reilly, F K (2000) Investment Analysis and Portfolio Management; The Dryden Press

#### Recommended Reading:

Hirt G A, Block S B (2006) Fundamentals of Investment Management, McGraw-Hill/Irwin.

The Wall Street Journal, Financial Times.

#### Required Equipment

A computer with MS Windows software and an overhead projector.

### 4. MODULE ORGANISATION

#### Module leader

**Name** Dr. Mateusz Kopyt

**E-mail** mkopyt@dwne.uw.edu.pl

#### Length and month of examination

120 minutes in June

#### Expected teaching timetable slots

Timetable information should be verified with the School responsible for the module

No timetable information available

#### Date of last amendment

15.07.2014

### **Subject Quality and Approval information**

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



## *BA Seminar*

### 1. MODULE SUMMARY

#### **Aims and Summary**

This course aims to support students with their individual research work and to make them define and analyse problems of their interest. Moreover it provides them with appropriate methods and techniques for their research and prepares students to write BA Thesis.

#### **Module Size and credits**

<b>CATS points</b>	20
<b>Total student study hours</b>	200
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

#### **Entry Requirements (pre-requisites and co-requisites)**

successful completion of level I and level II of studies

#### **Excluded Combinations**

None

#### **Composition of module mark (including weighting of components)**

100% BA Thesis

#### **Special Features**

None

#### **Course stages for which this module is mandatory**

BA in Business Economics, year 3

#### **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. Solve individual research problems.
2. Describe and know how to measure analysed issues.
3. Make analytical assessment of the state of play in the area of interest.
4. Successfully conduct individual research.
5. Present and be ready to discuss research effects.

#### **Indicative Content**

1. Initial guidance on research and BA Thesis preparation (general remarks on content, presentation, and assessment criteria)
2. Defining, measuring, and analysing complex economic issues in a given field area
3. Critical revision of relevant field literature (both theoretical and empirical)
4. Data mining techniques

5. Application of proper statistical and econometric methods
6. Selection of multimedia tools

### 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:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	0 hours	(0%)
<b>Self guided</b>	110 hours	(55%)
<b>Seminar</b>	90 hours	(45%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	200 hours	

### Method of Assessment (normally assessed as follows)

100% BA Thesis (learning outcomes 1-5)

### Date of last amendment

26-01-2014

### 3. MODULE RESOURCES

#### Essential Reading

Damodar Gujarati. *Econometrics by Example*. Palgrave Macmillan, 2011.

William H. Greene. *Econometric Analysis*. Prentice Hall; 7 edition, 2011.

#### Recommended Reading

Loraine Blaxter, Christina Hughes, Malcolm Tight. *How to Research*. Open University Press; 4 edition, 2010.

Colin Robson. *How to do a Research Project: A Guide for Undergraduate Students*. Wiley-Blackwell; 1 edition, 2007.

Gary Thomas. *How to do Your Research Project: A Guide for Students in Education and Applied Social Sciences*. SAGE Publications Ltd, 2009.

Marion Danis MD, Emily Largent B.S.N., Christine Grady R.N. Ph.D., David Wendler Ph.D., Sara Chandros Hull Ph.D., Seema Shah J.D., Joseph Millum Ph.D., Benjamin Berkman J.D., *Research Ethics Consultation: A Casebook* Oxford University Press, USA; 1 edition, 2012.

Adil E. Shamoo , David B. Resnik. *Responsible Conduct of Research* Oxford University Press, USA; 2 edition, 2009.

#### Required Equipment

Statistical databases, computers with the software like E-views and Excel.

### 4. MODULE ORGANISATION

#### Module leader

**Name** Dr. Olha Zadorozhna

**E-mail** olha.zadorozhna@lazarowski.pl

#### Length and month of examination

None

## Subject Quality and Approval information

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

## Electives – Year 3

### *Economics of Telecommunication*

#### 1. MODULE SUMMARY

##### **Aims and Summary**

Telecommunication industry and branches connected with it (such as e-business) constitute the area of a great business opportunity, as well as remains one of the best paying employers (at least in Poland), also within its economic departments. This course will analyze the economics of telecommunications and related services. We will study the evolution of the telecommunications industry, the economic and public policy issues related to the telecommunications industry from a historical, present and future perspective. The economics of monopoly and oligopoly concepts as applied to network industries and, in particular, to telecommunications markets will be discussed. We will apply this approach to the analysis of traditional telecommunications markets, such as voice services, as well as to "new" telecommunications markets including mobiles; internet and digital tv. Mergers and consolidation issues in the industry will be considered and predictions for the direction of industry change will be made. In addition, students will gain a better understanding of the managerial decision-making that takes place in the industry. Although the course's focus is on the telecommunications industry, much of the economic analysis is applicable to other industries as well. First part of the course will be devoted to building theoretical background of the industry, while later we will focus on more practical issues such as business cases for specific services, analysis of particular operators or current developments in telecommunication. The course will have an emphasis on actual case studies. Field visits (large operator or/and office of UKE – Polish telecom regulator) are envisaged, subject to availability.

##### **Module Size and credits**

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

##### **Entry Requirements (pre-requisites and co-requisites)**

Introductory micro/macroeconomics, Introduction to Business

##### **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**

BA in Business Economics, Year 3

## **2. TEACHING, LEARNING AND ASSESSMENT**

### **Intended Module Learning Outcomes**

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

1. Appraise the impact of various economic and social factors on the telecommunication industry.
2. Perform tasks typical for an economist employed by a telecommunication company.
3. Analyze the impact of telecommunication advances on states, societies and economies as well as connections between technical and business developments in the industry.
4. Appraise the effect of state and non-state actors (e.g. operators associations) in regulating and managing telecommunication industry.

### **Indicative Content**

1. What is telecommunications? The big picture – Market Structure: users (residential, business), services (voice, data, internet, tv related services), other markets (intermediate markets, equipment)
2. A bit of technique – How does it all work? Radio vs. cable access, data transmissions protocols, voice techniques. PSTN, VoIP, GSM, femtocells, IPTV, MPLS, triple play.
3. Review of economic theories related to telecoms – Perfect competition/Monopoly/price discrimination, economics of networks.
4. Antitrust, regulation and privatization
5. How to read financial statements of a telecommunication company? – case studies.
6. Business case and its role in preparation of telecommunication investment
7. Mergers and acquisitions – rationale, methods and performance of consolidated business.
8. Intercarrier compensation and interoperator relations
9. Mobile and radio – all in one in the near future?
10. Internet, next generation network, e-business and key issues in the economics of information.

### **Teaching and Learning**

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

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self guided</b>	70 hours	(70%)
<b>Seminar</b>	0 hours	(0%)
<b>Workshop</b>	0 hours	0%)
<b>Total</b>	100 hours	

### **Method of Assessment (normally assessed as follows)**

Final exam, 50%, will assess all learning outcomes

Coursework 50%, composed of a group paper (2500 words, presented in class prior to submission) will assess all learning outcomes. 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**

Goleniewski, L: Telecommunications Essentials, 2<sup>nd</sup> ed., Boston: Addison-Wesley, 2009

#### **Recommended Reading**

Nuechterlein J. and Weiser P., Digital Crossroads: American Telecommunications Policy in the Internet Age, Cambridge, MA: MIT Press, 2005.

Shapiro, Carl and Hal R. Varian, *The Information Economy*, Boston: Harvard Business School Press. 1999

#### **Required Equipment**

None.

### **4. MODULE ORGANISATION**

#### **Module leader**

**Name** Dr. Łukasz Konopielko

**E-mail** konop@gazeta.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

## *Introduction to Innovation Economics*

### 1. MODULE SUMMARY

#### **Aims and Summary**

Innovation is one of the most popular notions in the contemporary economic and political discourse, and innovation studies are a rapidly developing social-science-discipline. The aim of this course is to give students a good introduction to a variety of innovation-related issues both in economics and business studies. There are two main modules of the course, one adopting a predominantly micro-, and another a more macro-perspective. Both modules will combine some elements of theory with practical examples and analysis of data from industries and economies.

#### **Module Size and credits**

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

#### **Entry Requirements (pre-requisites and co-requisites)**

Microeconomics, Macroeconomics

#### **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**

BA in Business Economics, Year 3

### 2. TEACHING, LEARNING AND ASSESSMENT

#### **Intended Module Learning Outcomes**

Upon completion of this course students will be able to:

1. Appraise the value of particular innovations in the lives of companies, industries and economies.
2. Debate the effect of interactions between economic processes and technological progress.
3. Assess the challenges for executives and policy makers posed by innovation.

## Indicative Content

### Introduction

The Concept of Innovation, Types of Innovations, Innovations and Technological Progress

Innovations in Economics and Business Studies

### The Innovative Firm

Why Firms Innovate

Networks of Innovators

Knowledge Management

Innovation Process and Innovation Strategies

Innovation and Firm Performance

Innovation in High- and Low-Tech Industries

### Knowledge-Based Economy

The Role of Knowledge in Modern Societies and Economies

Innovation and Performance of Economies

National Innovation Systems in Europe and in the U.S.

Science, Technology and Innovation Policy

## 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:

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

## Method of Assessment (normally assessed as follows)

Final exam, 50%, will assess all learning outcomes

Coursework, 50%, composed of a paper (2500 words) will assess all learning outcomes

## Date of last amendment

15.07.2014

## 3. MODULE RESOURCES

### Essential Reading

“Oslo Manual - Guidelines for Collecting and Interpreting Innovation Data”, 3<sup>rd</sup> edition, OECD/ European Communities 2005

Fagerberg, J., D.C. Mowery and R.R. Nelson (2005) (Eds.) “The Oxford Handbook of Innovation”, Oxford University Press, New York.

### Recommended Reading

von Hippel, E. (2006) “Democratizing Innovation”. The MIT Press, Cambridge MA.,



(freely available at <http://web.mit.edu/evhippel/www/democ1.htm>)

Research Policy, Structural Change and Economic Dynamics – various issues

**Required Equipment**

None.

**4. MODULE ORGANISATION**

**Module leader**

**Module leader**

**Name** Dr. Krzysztof Woźniak

**E-mail** wozniakk@uek.krakow.pl

**Length and month of examination**

110 minutes in June

**Expected teaching timetable slots**

No timetable provided yet.

**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

# *Financial Management*

## 1. MODULE SUMMARY

### Aims and Summary

This course aims to introduce undergraduate students to core ideas of corporate finance.

### Module Size and credits

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

### Entry Requirements (pre-requisites and co-requisites)

Financial Accounting

### 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. coursework and final exam).. 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

BA in Business Economics, Year 3

## 2. TEACHING, LEARNING AND ASSESSMENT

### Intended Module Learning Outcomes

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

1. Critically appraise corporate performance on the basis of accounting data.
2. Describe and compare the basic procedures and methods used in selection of capital budgeting projects.
3. Calculate the cost of equity and the weighted-average cost of capital for a company.
4. Appraise the effect of principal factors determining the capital structure of a business.
5. Analyse and explain how options, futures and forward contracts can be used to develop simple risk hedging strategies.

## Indicative Content

1. Business performance: types of business organisations, financial decisions and goals of a business, interpretation of financial statements, performance evaluation on the basis of accounting data, management of working capital;
2. **Valuation:** risk and the Capital Asset Pricing Model, issuance and valuation of common stocks, selection of capital budgeting projects, the cost of equity and the weighted-average cost of capital (WACC), WACC valuation;
3. **Financing decisions:** long-term corporate financing, capital structure theory, debt financing, risk hedging with derivative instruments.

## 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:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self-guided</b>	70 hours	(70%)
<b>Seminar</b>	0 hours	(0%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

## Method of Assessment (normally assessed as follows)

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

Coursework, 50%, composed of an individual project (report of 2500 words) will assess learning outcome 1.

## Date of last amendment

20.01.2015

## 3. MODULE RESOURCES

### Essential Reading

R. A. Brealey, S. C. Myers and A. J. Marcus *“Fundamentals of Corporate Finance”*, McGraw-Hill (2012).

### Recommended Reading

Brigham E.F, Houston J.F, *Fundamentals of Financial Management (7<sup>th</sup> Edition)*, Cengage Learning (2012).

### 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**

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

## *The Monetary and Credit System in the Light of the Global Financial Crisis*

### 1. MODULE SUMMARY

#### **Aims and Summary**

The specific aim of this series of lectures consists in an attempt to update students' familiarity with the nature, importance and mode of operation of the credit and monetary system in a modern market economy. In the aftermath of the shock, delivered by the latest international financial crisis to the traditional understanding of the way financial institutions, instruments and markets operated, a radically changed landscape has emerged, forcing a revision of many hitherto unquestioned precepts and practices in this sphere. Thus, a fresh look at the matter in the light of recent experiences became necessary, both in theory and practice. Hence, focus upon the evolving role of central banking and efforts at changing the regulatory framework of the financial sector.

#### **Module Size and credits**

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Lazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

#### **Special Features**

None

#### **Course stages for which this module is mandatory**

None

#### **Course stages for which this module is a core option**

BA in Business Economics, Year 3

#### **Composition of Module mark:**

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.

### 2. TEACHING, LEARNING AND ASSESSMENT

#### **Intended Module Learning Outcomes:**

1. Analyze the impact of latest trends in central banking, credit and monetary system of the contemporary market economy in the wake of the latest financial crisis.
2. Appraise the effectiveness of reforms undertaken with the aim of strengthening the monetary and credit systems.

#### **Indicative Content:**

1. Monetary and financial framework of the modern economy – mutual linkages and interaction between their component parts
2. Nature and evolution of money, modern forms of money – their origin and specific features
3. Special role, status and functions of the modern central bank – review of the structure of its balance sheet, the mechanism of cash money creation
4. Basic principles of commercial banking – recent trends in its development
5. Money market – its functions, its participants, types of instruments traded and purposes which they serve
6. Foreign exchange market, rate of exchange and role of the central bank in the market under various exchange rate regimes
7. Evolution of the theoretical underpinning of monetary policy in the past decades
8. Present-day understanding of the aims of monetary policy, instruments and channels of transmission; response of the monetary policy to the latest crisis
9. Nature and consequences of the growing public debt, its implications for monetary and financial stability of the economy, as illustrated by the present-day European experience
10. Capital market – its economic role and importance, its institutional framework and functioning under the impact of the latest financial crisis
11. Investment banking and institutional investors in the capital market, viewed in the light of the recent developments
12. The global search for an optimal regulatory and supervisory framework
13. Problems of stabilisation of the financial sector in the light of recent experiences
14. Summing up

### Teaching and Learning

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

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self guided</b>	70 hours	(70%)
<b>Seminar</b>	0 hours	(0%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

### Method of Assessment (normally assessed as follows)

Final exam, 50%, will assess learning outcomes 1-2

Coursework, 50%, composed of a paper will assess learning outcomes 1-2

### 3. MODULE RESOURCES

#### Essential Reading:

Howard Davies, David Green – „Banking on the Future – The Rise and Fall of Central Banking” – Princeton University Press, 2010;

#### Supplementary reading:

K. Pilbeam – „Finance and Financial Markets” – Palgrave, 2d ed.

Also – current scholarly publications available online and articles from the financial press

**Required equipment:** none

#### **4. MODULE ORGANISATION**

**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

## *Accounting in Financial Institutions*

### 1. MODULE SUMMARY

#### **Aims and Summary**

The main focus of the class content will be on banks, although other financial institutions will be mentioned as well (insurance companies, investment funds, etc). The students will be introduced to basic accounting concepts used in financial institutions, including the reporting documents and requirements – Statement of Financial Position and Statement of Income. They will also become familiar with procedures and accounting documents used at financial institutions. The aim is to prepare the students to seek out employment in the banking sector.

#### **Module Size and credits**

<b>CATS points</b>	10
<b>Total student study hours</b>	100
<b>Number of weeks</b>	12
<b>School responsible</b>	Łazarski University, Faculty of Economics and Management
<b>Academic Year</b>	2018/2019

#### **Entry Requirements (pre-requisites and co-requisites)**

Previous knowledge of Financial Accounting and Reporting (of enterprises) 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 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**

None

#### **Course stages for which this module is mandatory**

None

#### **Course stages for which this module is a core option**

BA in Business Economics, Year 3

### 2. TEACHING, LEARNING AND ASSESSMENT

#### **Intended Module Learning Outcomes**

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

1. Manage accounting processes in financial institutions according to Polish law, International Accounting Standards, and US GAAP.



2. Propose the appropriate accounting rules and standards to record in an accounting system the common transactions undertaken by financial institutions.
3. Compose based on information presented in the accounting system – the financial statements i.e. Statement of Financial Position and Statement of Income of a financial institution.
4. Appraise basic financial statements of a chosen financial institution.

#### **Indicative Content**

1. Accounting in financial institutions – the objectives
2. Legal basis for accounting in financial institutions
3. General accounting principles according to Polish law, International Accounting Standards, and US GAAP
4. Valuation of financial institutions' assets and liabilities according to Polish law, International Accounting Standards, and US GAAP
5. Reporting in financial institutions
6. Basic financial statement analysis of financial institutions

#### **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:

<b>Guided</b>	0 hours	(0%)
<b>Lecture</b>	30 hours	(30%)
<b>Self guided</b>	70 hours	(0%)
<b>Seminar</b>	0 hours	(0%)
<b>Workshop</b>	0 hours	(0%)
<b>Total</b>	100 hours	

#### **Method of Assessment (normally assessed as follows):**

Final exam (consisting of open questions), 50%, will assess all learning outcomes  
 Coursework, 50%, composed of a project, will assess all learning outcomes

#### **Date of last amendment**

15.07.2014

### **3. MODULE RESOURCES**

Edwards, J.D., *Principles of Bank Accounting and Reporting*, American Bankers Association, 1991

Miętki, Zygmunt, *Rachunkowość bankowa*, Wydawnictwo Wyższej Szkoły Bankowej, 2008

Wędzki, Dariusz, *Analiza wskaźnikowa sprawozdania finansowego*, Wolters Kluwer: Oficyna Ekonomiczna, 2006

Articles provided by the 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

## MODULE LEADERS

(in Alphabetical Order)

### KATARZYNA GMAJ

<b>Current post:</b>	Lecturer
<b>Education and Qualifications (with dates and Institutions details):</b>	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
<b>Career details to-date</b>	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)
<b>Research, scholarly and enterprise activity (how this has informed your teaching):</b>	Participation in EU Grants : 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. <b>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.</b> 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. 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. 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. 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. 2009 –2011 METOIKOS 'Circular Migration Patterns in Southern and Central Europe: Challenges and Opportunities for Migrants and Policy Makers', EC DG JFS. International

	<p>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', 6<sup>th</sup> 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', 6<sup>th</sup> 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><b>Research, scholarly and enterprise activity (how this has informed your teaching):</b></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><b>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.</b></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', 6<sup>th</sup> Framework Programme – International project. In Poland</p>

	<p>Project carried out by the Center for International Relations. 2006-2009 EMILIE ' A European Approach to Multicultural Citizenship: Legal, political and educational challenges', 6<sup>th</sup> Framework Programme International project. In Poland Project carried out by the Center for International Relations. 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>
<b>Research supervision:</b>	<p><b>TRANSFAM – Doing Family in Transnational Context.</b> Polish-Norwegian Research Fund. Center for International Relations, Work Package Leader.</p> <p><b>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),</b> European Fund for the Integration of Third Country Nationals. Project carried out by the Foundation for Somalia</p> <p><b>A hurdle race - barriers to integration (Bieg przez płotki. Bariery na drodze do integracji),</b> European Fund for the Integration of Third Country Nationals. Project carried out by the Helsinki Foundation for Human Rights.</p>
<b>Published output from research and scholarly activity:</b>	<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], Głównne wnioski 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> <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</p> <p>Gmaj K(with Iglicka K.), 2013,Circular Migration Patterns</p>

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.

JAROSŁAW JURA

<b>Current post:</b>	since 2015 Assistant Professor, Lazarski University, Warsaw, Poland
<b>Education and Qualifications (with dates and Institutions details):</b>	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 1996 - University of Lodz, Faculty of Economics and Sociology, Master of Science in Sociology; Major: Sociology of Communication, Sociology of Culture Minor: Interactional Sociology
<b>Membership of Professional Bodies and Learned Societies:</b>	2016 - Mixed Methods International Research Association – member 2012 - The Chinese in Africa/Africans in China Research Network (CA/AC Research Network) - member 2012 - American Anthropological Association - member 2011 - European Sociological Association - member 2008 - European Association of Chinese Studies - member 2008 -The Association for Asian Studies – member

<b>Career details to-date:</b>	<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>
<b>Teaching Experience:</b>  <b>Please highlight teaching experience (e.g undergraduate or postgraduate)</b>	<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>
<b>Pedagogic</b>	Sociology, Cultural Anthropology, Sociology and

<b>interests (how these interests inform your teaching and research):</b>	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								
<b>Published output from research and scholarly activity:</b>	<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 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>								
<b>Research grants and awards:</b>	<table border="0"> <tr> <td data-bbox="533 1323 815 1644">2011- 2014</td> <td data-bbox="815 1323 1353 1644">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)</td> </tr> <tr> <td data-bbox="533 1644 815 1722">2007</td> <td data-bbox="815 1644 1353 1722">Institute of Civic Space and Public Policy, Warsaw, research fellowship</td> </tr> <tr> <td data-bbox="533 1722 815 1850">1999</td> <td data-bbox="815 1722 1353 1850">Renmin University, Beijing, Polish Ministry of Education fellowship (Ph.D. studies), field research</td> </tr> <tr> <td data-bbox="533 1850 815 1962">1996/97</td> <td data-bbox="815 1850 1353 1962">Sichuan Union University, Polish Ministry of Education fellowship</td> </tr> </table>	2011- 2014	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)	2007	Institute of Civic Space and Public Policy, Warsaw, research fellowship	1999	Renmin University, Beijing, Polish Ministry of Education fellowship (Ph.D. studies), field research	1996/97	Sichuan Union University, Polish Ministry of Education fellowship
2011- 2014	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)								
2007	Institute of Civic Space and Public Policy, Warsaw, research fellowship								
1999	Renmin University, Beijing, Polish Ministry of Education fellowship (Ph.D. studies), field research								
1996/97	Sichuan Union University, Polish Ministry of Education fellowship								
<b>Other:</b>	Presentations at Conferences								



	<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>
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## 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><b>Current post:</b></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><b>Education and Qualifications (with dates and Institutions details):</b></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 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>
<p><b>Career details to-date:</b></p>	<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>
<p><b>Teaching Experience:</b></p> <p><b>Please highlight teaching experience (e.g undergraduate or postgraduate)</b></p>	<ul style="list-style-type: none"> <li>- Tax Systems in European Union countries</li> <li>- Financial Statement Analysis</li> <li>- Financial Accounting</li> <li>- Managerial Accounting</li> <li>- History of Economic Thought</li> <li>- Issues in Macroeconomics</li> <li>- Microeconomics</li> </ul>

<p><b>Pedagogic interests (how these interests inform your teaching and research):</b></p>	<p>Research area: Public economics in the area of institutional regulation particularly: - 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).</p>
<p><b>Research, scholarly and enterprise activity (how this has informed your teaching):</b></p>	<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> <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</p>
<p><b>Published output from research and scholarly activity:</b></p>	<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</p>

	<p>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 &amp; Economics, J. Betdowski, K. Metelska-Szaniawska, L. Visscher, eds., Publisher: CH Beck, pp. 155-170.</p>
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## ŁUKASZ KONOPIELKO

<b>Current post:</b>	<b>Lecturer</b> , Łazarski University
<b>Education and Qualifications:</b>	<p>2000 <b>Doctoral Programme</b>, University College London, PhD Dissertation on banking reforms&amp;development.</p> <p>1993 <b>Master of Arts in International Economics</b>, Sussex University</p> <p>2008 <b>Magister in Economics</b>, Warsaw University, Economics Faculty</p>
<b>Career details to-date:</b>	<p>2008- <b>Łazarski University</b> <b>Lecturer</b></p> <p>2004-2010 <b>SPEC S.A. (currently Veolia Poland)</b> <b>Economist</b> in teleinformatic project</p> <p>2001-2004 <b>Tel-Energo S.A. (currently Exatel S.A)</b>, Warsaw <b>Chief Analyst</b> and Acting Director, Strategic Finance Division.</p> <p>1999-2001 <b>PZU NFI Management Sp. z o.o.</b>, Warsaw <b>Analyst</b>. Responsible for restructuring, sale and management of a portfolio of six firms in various industries</p> <p>1998-1999 <b>Central and East European Economic Research Center</b> <b>Researcher</b> in financial reforms in EE.</p> <p>1997-1999 <b>Euromonitor</b>, London <b>Freelance researcher</b>. Projects in key industrial and service sectors in Poland.</p> <p>1993-1995 <b>Polish Agency for Regional Development</b>, Warsaw <b>Specialist</b> in the financial PHARE - STRUDER Grant Scheme for small and medium enterprises.</p>
<b>Teaching Experience:</b>	<p>2000- <b>Lecturer in Economics</b> Lecturing at: Olympus Szkoła Wyższa im. R.Kudlińskiego; Collegium Civitas; Wyższa Szkoła Promocji; Szkoła Wyższa Przymierza Rodzina. Various courses including international economics, introductory economics and European integration.</p> <p>1996-1998 <b>University of Surrey</b>, Guildford</p>

	<b>Associate lecturer</b> in Languages & Business Department.
<b>Pedagogic interests:</b>	Entrepreneurship, Innovations, banking & finance.
<b>Research, scholarly and enterprise activity:</b>	<p><b>Current projects:</b></p> <p>“Efficiency of EU-sponsored schemes between 2007-2013” Own statutory research, Łazarski University</p> <p>2. “Evaluation/Implementation of Financial Instruments in 2014-2020 perspective” - Warmińsko-Mazurskie Wojvodship</p> <p>Number of consultancy duties for EU funds applicants as well as participation in EU-sponsored schemes as a participant/lecturer/evaluator.</p>
<b>Published output from research and scholarly activity:</b>	<p>“Luka finansowa a system poręczeń kredytowych dla innowacyjnych przedsiębiorstw”, in: <u>“Zarządzanie należnościami w sektorze małych i średnich przedsiębiorstw w okresie kryzysu gospodarczego”</u>, pp. 67-80, Europejska Uczelnia Społeczno-Techniczna, Radom, 2014.</p> <p>„Wspieranie innowacyjności w ramach regionalnych programów operacyjnych” in <u>Współczesne wyzwania przedsiębiorstw i regionów a kryzys gospodarczy</u>, pp.249-262, PWSZ W Ciechanowie Wydział Ekonomii, Ciechanów, 2012.</p> <p>„Marketing terytorialny jako instrument realizacji Programu Operacyjnego Rozwoju Polski Wschodniej” in: <u>Wizerunek regionu o orientacji rynkowej</u>, pp.117-123, PSW Biata Podlaska, 2012.</p> <p>„Luka Popytowa na usługi mobilne na Białorusi” (with E.Dovnar), <u>Przegląd Telekomunikacyjny</u>, vol. LXXXIV, 4/2011, pp.129-132, Warszawa, 2011.</p> <p>„Innowacyjność w e-biznesie – Działanie 8.1 Programu Operacyjnego Innowacyjna Gospodarka” in: <u>Innowacyjność w funkcjonowaniu przedsiębiorstw i regionów</u>, pp.175-192, PWSZ W Ciechanowie Wydział Ekonomii, Ciechanów, 2011.</p> <p>„Interwencja walutowa - jej efektywność i aspekt etyczny” (with B.Gawrońska-Nowak, K.Rzentarzewska) in: <u>Ekonomia-Polityka-Etyka</u>, vol IV, pp.123-138, Uniwersytet w Białymstoku, Wydział Ekonomii i Zarządzania, Białystok, 2011.</p> <p>„Polityka spójności stabilizatorem czy hamulcem rozwoju?” (with W.Bieńkowski), <u>Prace naukowe Uniwersytetu Ekonomicznego we Wrocławiu</u>, vol.95, pp.214-222, Wrocław, 2010.</p> <p>“Provision of teleinformatic services by infrastructure enterprises” (with J. Wytrębowski) in: <u>Information Technologies in Economics and Innovative Management</u> (ed. J.T. Duda) AGH University of Science and Technology Press, Kraków 2007</p> <p>Chapter: “Pension Reform and Privatisation in CEE: Opportunities Lost”, (with R. Charlton and R. McKinnon) pp. 37-58 in: <u>Central and Eastern Europe in Transition</u>, Nova Science Publishers, NY, 2001.</p>

	<p>"Foreign Banks entry into Central and East European Markets: motives and activities", <u>Post-Communist Economies</u>, vol.11 no.4, pp. 463-485 Dec.1999 (ISI 1463-1377).</p> <p>"The Emergence of Contractual Savings Sectors in Transition Economies: Business and Policy in the Rise of the Non-State Pension Fund" (with R. Charlton and R. McKinnon), <u>European Journal of Financial Services</u>, 3(3), pp.24-47, July 1999.</p> <p>Chapter: "Banking and Other Financial Services", pp.161-171 in: <u>The Central and East Eastern Europe Handbook</u>, Fitzroy Dearborn Publishers, Chicago, 1999.</p> <p>"Polish pension reform and corporate governance issues", <u>Law in Transition</u>, Autumn vol. , pp. 56-60, EBRD London, 1999.</p> <p>"Pension Reform, Privatisation and Restructuring in the Transition: Unfinished Business or Inappropriate Agendas?" (with R. Charlton and R. McKinnon), <u>Europe-Asia Studies</u>, Vol.50, No.8, pp.1413-1446, 1998 (ISI 0966-8136).</p> <p>"Reinventing aid for Eastern Europe - lessons from the Struder Programme implementation" (with J. Bell), <u>Regional Studies</u>, Vol.32 (3), pp. 290-294, 1998 (ISI 0034-3404).</p> <p>"A Note on Polish Bank Consolidation", <u>Journal of Comparative Economics</u>, Vol.25(3), pp. 441-447, 1997 (ISI 0147-5967).</p> <p>"The liberalisation of trade policy between Poland and the European Union - trade creation and trade diversion" (with M. Kietbasa), <u>Journal of East-West Business</u>, Vol.3 (3), pp. 1-26, 1997.</p> <p>"Reserve Requirements as an Implicit Tax: the Case of Poland and Hungary", <u>Communist Economies &amp; Economic Transition</u>, Vol.9 (2), pp. 209-218, 1997 (ISI 1463-1377).</p> <p>"Empiryczna analiza procesów konsolidacyjnych w bankowości" [Empirical Analysis of the Consolidation in the Banking Sector], <u>Bank i Kredyt</u>, National Bank of Poland, Vol.27 (12), pp. 35-39, 1996.</p>
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## MATEUSZ KOPYT

<b>Title:</b>	Ph. D.
<b>Name:</b>	Mateusz Antoni
<b>Surname:</b>	Kopyt
<b>Current post:</b>	Assistant Professor (Adjunct) at Faculty of Economic Sciences, University of Warsaw
<b>Education and Qualifications</b> (with dates and Institutions details):	<p>2005-2012 – Ph.D. studies at Faculty of Economic Sciences, University of Warsaw – Banking, Finance and Accounting Chair (Ph.D. thesis: "Nominal divergences in the monetary union. Analysis of the experience of the Euro Area") – Ph.D. obtained 21.11.2012;</p> <p>2010-2011 postgraduate studies at University of Warsaw: Intellectual Property Protection (final grade: very good);</p> <p>2001-2005 continuation of MA studies at Faculty of Economic Science, University of Warsaw (Jul. 2005 – MA degree in</p>

	<p>Economics/International Economy; MA thesis: „Crisis in the European Monetary System in the light of the contagious crises theory” – final grade: very good);  1998-2001 Papal Faculty of Theology, Warsaw, Theology – discontinued;  1995-1998 MA studies at Faculty of Economic Science, University of Warsaw.</p>
<b>Membership of Professional Bodies and Learned Societies:</b>	<p>Since Dec. 2012 member of the European Regional Science Association (ERSA) Polish Section;  since 2012 member of the Openstreetmap Poland association.</p>
<b>Career details to-date:</b>	<p>Since May 2013 – Assistant Professor (adjunct) at the Faculty of Economic Sciences, University of Warsaw;  Feb. 2006-Apr. 2013 member of the Faculty of Economic Sciences academic staff, University of Warsaw;  since Dec. 2006 – the permanent licensed trainer in the international SENSE Programme by the Polish Ministry of Foreign Affairs and the Polish Ministry of National Defense under the license of The United States Institute of Peace and The American Institute for Defense Analyses;  Sep. 2000-Jul. 2001 – assistant at Sts. Cyril and Methodius Roman-Catholic Parish in Mississauga, Canada.</p>
<p><b>Teaching Experience:</b></p> <p>Please highlight teaching experience (e.g undergraduate or postgraduate)</p>	<p>Since Feb. 2006 – Lecturer in the following subjects at University of Warsaw: seminar on theoretical and practical aspect of functioning of monetary unions, intellectual property protection law, R-CRAN in the economic and financial applications, finance, business finance, quantitative finance, economic and financial analysis of firms, international economic relations (for BA and MA programme students);  since 2012 – Lecturer/trainer in requested by the University of Warsaw training programs on MS Excel, MS Access and financial analyses (for internal units end external commercial firms);  since 2010 – five short term lectures under the Erasmus STA programme (Spain, Portugal, Hungary, Italy) on Introduction to using R software in economic applications and Introduction to spatial analyses with R (for BA, MA, Ph.D students and staff);  since Dec. 2006 – trainer in the international SENSE Programme (for international governmental and local administration representatives and NGO's representatives).</p>
<b>Pedagogic interests</b> (how these interests inform your teaching and research):	<p>The fields in which my educational activity is focused are finance, spatial analysis, use of computer tools in economic education and issues concerning the theoretical and practical aspects of the functioning of the monetary union (mainly EMU), what was associated with a research activity for my Ph.D. thesis. Actually, based on my teaching experiences, I've started some research in effectiveness of teaching economy. Detailed subjects I'm already teaching or I used to teach before are described in the previous question of this form.</p>
<b>Research, scholarly and</b>	<p>My research activity focuses in similar fields as above described educational activity. Those two activities are strongly</p>

<p><b>enterprise activity</b> (how this has informed your teaching):</p>	<p>related. Except participation in grands, project and my publication described in details in this form below I participated in the following conferences:          Sep. 2015 "Non-linear corrections in market method of valuation of intellectual property rights" (co-author Katarzyna Kopczewska) speech at the XXV Conference of the Faculty of Economic Sciences, University of Warsaw, Poland;          Sep. 2015 Chairmanship of the session: "Public Finances" at the XXV Conference of the Faculty of Economic Sciences, University of Warsaw, Poland;          May 2014 "Non-linear corrections in market method of patent valuation" speech at XVth International Conference "Financial Management - Theory and Practice", Wrocław, Poland          Sep. 2013 "Inflation divergences in the Euro Zone countries during the forming and in the first years of functioning of EMU" (in polish) speech at the conference: "Perspectives of economic and monetary integration in crisis time. Where is the eurozone heading?", University of Warsaw, Poland;          Jun. 2010 "Introduction to using R software in spatial applications" speech at the conference/seminar Statistical and Computing Treatment of Spatial Data, Technical University of Cartagena, Spain;          Sep. 2008 "Spatial analysis of divergences in the EU countries in 1997-2007" (in polish), speech at the XVIII Conference of the Faculty of Economic Sciences, University of Warsaw, Poland;          participation in more than 10 scientific conferences and seminars without speech.</p>
<p><b>Research supervision:</b></p>	<p>Since 2015 Promoter of 6 BA theses (in progress).</p>
<p><b>Published output from research and scholarly activity:</b></p>	<p>2015 "How to become an entrepreneur? Getting started" (in polish, co-author and editor), University of Warsaw, Warsaw;          2014 "Non-linear corrections in market method of patent valuation" (co-author Katarzyna Kopczewska), Business and Economic Horizons, vol. 10, issue 3, 2014, p. 177-190, Prague, Czech Rep;          Sep.2013 – "Inflation divergences in the euro area the stage of establishing and the early years of EMU" (in polish) [in:] "Perspectives of economic and monetary integration. Where is the eurozone heading?", National Bank of Poland and University of Warsaw, Warsaw;          since 2011 permanent co-author in the international cartographic project: Openstreetmap;          2008 "How to join the Euro Area?" (in polish) – publication for the portal of The Gdańsk Institute for Market Economics, Poland.</p>
<p><b>Research grants and awards:</b></p>	<p>Participation in listed below grants and projects:          2015 – cooperation in international project "Sviluppo di una mappatura degli Innovation Network che legano gli attori dell'innovazione (Mapping and applying methods for innovation network analysis)" conducted by Seconda Università degli Studi di Napoli, Italy;          2014-2015 – cooperation in project: "Modern methods, drugs</p>



	<p>and therapies in health care and the economy of Europe in XXI century – interdisciplinary education in the field of biomedical sciences in MA and Ph.D degree programme” co-financed by the European Social Fund (ESF) under Measure 4.3 Strengthen the capacity of university teaching in key areas in the context of the Europe 2020 Strategy in Human Capital Operational Programme 2007-2013 conducted by Faculty of Biology, University of Warsaw in partnership with Polish Academy of Sciences and other University of Warsaw units;</p> <p>2012 – cooperation in the National Science Centre Poland project: “Protection of intellectual property in the Internet era, economic analysis” (project carried out at the Faculty of Economic Sciences, University of Warsaw).</p> <p>Scholarships:</p> <p>Apr./May 2015 – Erasmus+ Staff Mobility for Teaching scholarship in Università degli Studi di Salerno, Salerno, Italy</p> <p>Mar. 2014 – Erasmus STA foreign scholarship for academic staff member in Seconda Università degli Studi di Napoli, Capua, Italy;</p> <p>Apr. 2012 – Erasmus STA foreign scholarship for academic staff member in Corvinus University of Budapest, Hungary;</p> <p>Feb. 2011 – Erasmus STA foreign scholarship for academic staff member in Universidade Portucalense Infante D. Henrique, Porto, Portugal;</p> <p>Jun. 2010 – Erasmus foreign scholarship for academic staff member in Technical University of Cartagena, Spain.</p> <p>Jul 1998 student scholarship in Volgograd, Russia</p>
<b>Membership of University committee(s) and task group(s):</b>	2013-2015 – Admission Committee of Faculty of Economic Sciences – University of Warsaw, vice-chairman.
<b>Administrative roles:</b>	<p>Dec. 2012-Nov.2015 – Faculty coordinator of admissions;</p> <p>Feb. 2006-Jan. 2008 web master at Faculty of Economic Sciences, University of Warsaw;</p> <p>Feb. 2006-Dec. 2008 Faculty coordinator of the University Study-Oriented System USOS (student management information system used in over 30 Polish universities).</p>
<b>Overseas links: (e.g with British/European higher education Institutes)</b>	<p>Cooperation in international project “Sviluppo di una mappatura degli Innovation Network che legano gli attori dell’innovazione (Mapping and applying methods for innovation network analysis)” conducted by Seconda Università degli Studi di Napoli, Italy.</p> <p>Participation in mentioned above SENSE programme in cooperation with (under licence of) The United States Institute for Peace and the Institute for Defense Analyses (United States).</p> <p>Mentioned above participation in Erasmus STA scholarship in five European universities.</p>
<b>Other:</b>	<p>license from the United States Institute of Peace for coaching in the international SENSE Programme;</p> <p>completed the university (University of Warsaw) course of the Moodle on-line platform teaching (e-learning).</p>

MACIEJ KRZAK

<b>Current post:</b>	Associate professor
<b>Education and Qualifications (with dates and Institutions details):</b>	<p>Doctorus habilitatus colloquium passed at the Institute of Economic Sciences in Warsaw, based on the book – see publications, lifetime achievements and cross-examination by a council of professors</p> <p>Ph.D. (SGPiS), renamed Szkoła Główna Planowania i Statystyki Warsaw (April 1984 School of Economics in 1990), Warsaw, Poland</p> <p>Thesis: On the role of the exchange rate in a reformed socialist economy</p> <p>May 1993 M.A., Department of Economics, Wayne State University, Detroit, USA</p> <p>completed Ph.D. studies at the Dep. of Economics (A.B.D. = “all but dissertation”), Wayne State University (WSU), Detroit, USA</p>
<b>Career details to-date (recent):</b>	<p>Oct 2014 - associate professor</p> <p>Oct 2007 – Sep 2013 Assistant Professor, Department of Economics and Business, Lazarski University, Warsaw, Poland, <a href="http://www.lazarski.pl">www.lazarski.pl</a></p> <p>Head of Macroeconomic Forecasting, Center for Economic and Social Research (CASE), a think-tank, Warsaw, Poland, Sep 2007 –</p> <p>Sep 2006 – Dec 2010 Expert/External Expert (Senior Economist), Polish Confederation of Private Employers Lewiatan, Warsaw</p> <p>Sep 2009 – Dec 2009 short-term consultant for the World Bank</p> <p>2006 - 2007 Lectures on open economy macroeconomics at the intermediate level, Postgraduate Program on Macroeconomic Analysis at Warsaw School of Economics</p> <p>May 2006 - Aug 2006 chief economist with Société Générale Bank in Warsaw</p>
<b>Teaching Experience:</b>	<p>Lectures: 2007-2013 and Fall 2014</p> <p>a) British degree: Bachelor of Arts in Business Economics</p>

<p><b>Please highlight teaching experience (e.g undergraduate or postgraduate)</b></p>	<p>University of Wales/ University of Coventry: Introduction to Economic Analysis (a course in static analysis and comparative-statics), Mathematical Economics (a sequel to the IEA, i.e. a course in dynamic analysis), Issues in Macroeconomic Policy, Monetary Theory and Policy, Intermediate Macroeconomics (all in English)</p> <p>b) Polish diploma B.A. and M.A. levels: Macroeconomics, Fiscal Policy, International Economics (in Polish)</p> <p>c) ECO101 and ECO 102 and ECO500 at Wayne State University, Detroit, USA.</p>
<p><b>Pedagogic interests (how these interests inform your teaching and research):</b></p>	<p>Macroeconomics, international economics, game theory</p>
<p><b>Published output from research and scholarly activity :</b></p>	<p><b>Books</b> Maciej Krzak, Kontrowersje wokół antycyklicznej polityki fiskalnej a niedawny kryzys globalny, Oficyna Wydawnicza Uczelni Łazarskiego, Warszawa 2012: 1 - 253.</p> <p><b>Selected Research Publications (Recent) *</b> Krzak, Maciej, Grzegorz Poniatowski and Katarzyna Wąsik, Forecasting Financial Stress and Economic Sensitivity in CEE Countries, CASE Network Studies and Analyses, No. 474/2014, <a href="http://www.case-research.eu/en/publications">www.case-research.eu/en/publications</a>.</p> <p>Krzak, Maciej, Grzegorz Poniatowski and Katarzyna Wąsik, "Measuring Financial Stress and Economic Sensitivity in CEE Countries", CASE Network Reports, No. 117, 2014, <a href="http://www.case-research.eu/en/publications">www.case-research.eu/en/publications</a></p> <p>Perspektywy wzrostu w Polsce; opcja zero - jedynkowa w: „Perspektywy polskiej gospodarki w latach 2012–2013”, Seminarium CASE – BRE, Zeszyt 117, grudzień, 2011: 13 – 22. <a href="http://www.case-research.eu/pl/publications">www.case-research.eu/pl/publications</a></p> <p>Zacieśnianie polityki fiskalnej w czasach kryzysu (Fiscal Tightening during the Crisis) in:” Zróżnicowanie polityki fiskalnej w trakcie kryzysu i po kryzysie” Centrum Analiz Społeczno-Ekonomicznych (CASE), Seminarium BRE- CASE, Zeszyt no. 116, Warszawa, 2011: 11 - 28.</p> <p>Richter, Kaspar, and Maciej Krzak, “Poland: From Crisis Resilience to Robust Growth” in: M. K. Nabli (ed.) The Great Recession and Developing Countries. Economic Impact and Growth Prospects. World Bank, Washington, DC, 2011: 449 – 494.</p>

	<p>Stan finansów publicznych w krajach UE – skala problemu i przyczyny pogorszenia (Public Finance Performance in the EU countries – magnitude of the problem and its causes) in: Finanse publiczne w krajach UE – jak posprzątać po kryzysie (Public Finance in the EU – How to Clean the Mess after the Crisis ?), Seminarium BRE- CASE, Zeszyt/Seminar Proceedings no. 107, 2010: 9 – 16.</p> <p>*] own translation of Polish titles.</p>
<b>Research grants and awards:</b>	<p>Title: Wpływ kryzysu w strefie euro na potencjalne przyjęcie przez Polskę wspólnej europejskiej waluty (The Eurozone Crisis Impact on Potential Adoption of the Common Currency by Poland)</p> <p>Heads: Maciej Krzak and Ryszard Petru.  Organization: Society of Polish Economists.  Duration: December 1, 2013/January 31, 2014.  Sponsor: Ministry of Foreign Affairs, Poland.</p> <p>Measuring Financial Stress and Economic Soundness in CEE Countries, CASE, team member, sponsored by Pekao Bank, 2013</p> <p>Polish Economic Outlook (Trends, Analyses, Forecasts), CASE, project leader: Maciej Krzak (editor-in-chief), quarterly report sponsored by the Pekao Bank during years 2007-10 (see <a href="http://www.case-research.eu/en/publications/discontinued">www.case-research.eu/en/publications/discontinued</a> series)</p> <p>Title: Ekspertyza nt. potęgi (potencjału) ugrupowań regionalnych: „bloku północnoeuropejskiego” i „bloku środkowoeuropejskiego” wobec UE (The Expertise on the Power (Potential) of Regional Blocks, the “Nordic Block” and the “Central European Block” Relative to the EU).</p> <p>Head: Grzegorz Poniąkowski.  Team- members: Maciej Krzak, Katarzyna Wasik.  Organisation: CASE  Sponsor: Ministry of Foreign Affairs.  Duration: November 2013.</p>

## JAROSŁAW NENEMAN

<b>Current post:</b>	Lecturer in Economics
<b>Education and Qualifications (with dates and Institutions details):</b>	<p>Ph.D. in Economics. Title of dissertation: “The redistributive consequences of VAT implementation in Poland”. 1997 University of Lodz, Poland.</p> <p>MA in Economics, Postgraduate Studies, 1992, Central European University, Prague, Czech Republic, New York, University, USA.</p> <p>MA in Economics (2 diplomas), 1996 and 1988, University of Lodz, Poland</p> <p>Summer School of Economics at LSE (1992 and 1996)</p>
<b>Career details to-</b>	1994 – Consultant, author, editor, Junior Achievement (Polish

<b>date:</b>	<p>Branch), Warsaw, Poland</p> <p>2006 - Lecturer in Economics, Lazarski University, Warsaw, Poland</p> <p>2011 – Chairman of the Board, Foundation of the Center of Tax Documentation and Studies, University of Lodz, Poland</p> <p>2014-2015, 2006, 2004-2005, Undersecretary of State, Ministry of Finance, Poland (tax policy and tax legislation)</p> <p>2003 – 2004, Advisor and then Chief of Minister’s Cabinet, Ministry of Finance, Poland</p> <p>2011 – 2014, Researcher, The European Fund for the Development of Polish Villages), Warsaw, Poland</p> <p>2010 - 2014, Voluntary Advisor to the President of the Republic of Poland</p> <p>2008 – 2014, Chairman of the Board, Buszrem S.A, Piotrków, Poland</p> <p>1988 – 2011, Assistant and then Lecturer, University of Lodz, Poland</p> <p>2011 – Advisor, Bank Guarantee Fund, Poland</p> <p>2006, 2007 – 2011, Deputy Director, Center of the Tax Documentation and Studies.</p> <p>1997 – 2003, Researcher, CASE Foundation, Warsaw, Poland</p> <p>1998 – 2003, Researcher, COMPER (Competition and Development Center), Łódź, Poland</p> <p>1997-1998, Analyst, PetroBank, Łódź, Poland</p>
<b>Teaching Experience:</b>  <b>Please highlight teaching experience (e.g undergraduate or postgraduate)</b>	<p>University:</p> <p>1998 - Intermediate Microeconomics</p> <p>1999 – Introduction to Economics</p> <p>2008 – Introduction to Microeconomics</p> <p>2008 – Managerial Economics</p> <p>2008 – Public Finance</p> <p>2008 – Introduction to Game Theory</p> <p>2010 – Tax Policy</p> <p>High School</p> <p>2006 – Short lectures in Economics</p>
<b>Pedagogic interests (how these interests inform your teaching and research):</b>	<p>I prefer to use experiments and games while teaching.</p> <p>I work for the Polish branch of Junior Achievement Foundation, where I am involved in preparation of textbooks, workouts, educational films, quizzes and the like for pupils. I also have classes with pupils from time to time.</p>
<b>Research, scholarly and enterprise activity (how this has informed your teaching):</b>	<p>My research focuses on public finance, including taxation, pension system and local finances. The biggest benefit it had on my teaching style is the ability to offer interesting examples as well as to link the textbook basics to the issues currently at the cutting edge.</p>
<b>Consultancy and industry links (how these have informed your teaching):</b>	<p>I wrote reports on:</p> <p>Local PIT, for Union of Polish Cities,</p> <p>Tax revenues of local authorities and the revenues of state budget for, Union of Polish Cities</p> <p>Reform of property taxation, for BGK (Bank for National</p>

	<p>Economy)</p> <p>Introduction of income tax, for farmers for the Foundation of Development of Polish Villages</p> <p>Reform of the system of social security for farmers, for the Foundation of Development of Polish Villages</p> <p>I prepared market analysis for M&amp;A, for Comper</p> <p>I drafted legislation on state aid for Ministry of Economy</p> <p>All these helped me to find close links between theory and publications. In particular, they have helped sharpen my theoretical acumen in order to better address concerns from the business as well as policy-makers. These are invaluable insights which help me link theory back to relevant policy-making or commercial considerations in the 'real world'.</p>
<p><b>Published output from research and scholarly activity:</b></p>	<p>Consequences of the introduction of income tax for farmers, co-author, 2014 (in Polish)</p> <p>"The idea and consequences of the introduction of the communal personal income tax in Poland", co-author, Warsaw 2013, (in Polish) available at: <a href="http://bgk.com.pl/ekspertyzy-bgk">http://bgk.com.pl/ekspertyzy-bgk</a></p> <p>"Junior Achievement - Applied Economics" (textbook, study guide, teacher's guide), co-author and co-editor, Łódź 1994, 1997, 2002 2003, 2004, 2005, 2006, 2007, 2012 (in Polish)</p> <p>"Outline of the reform of social security for farmers", co-author , Warsaw, 2012 (in Polish), available at: <a href="http://www.efrwp.pl/element/Raporty-i-analizy">http://www.efrwp.pl/element/Raporty-i-analizy</a></p> <p>"Reform of property taxation in Poland", co-author , Warsaw 2012 (in Polish).</p> <p>"CCCTB" – report for Ministry of Foreign Affairs, co-author, Warsaw, 2010 (in Polish).</p> <p>"Tax policy after crisis. An European perspective", Warsaw, Case, 2010 (in Polish).</p> <p>"Tax revenues of local authorities and the revenues of state budget", co-author , 2009 (in Polish)</p> <p>"What taxes do we pay, in: Economics for dummies", CEDEWU, 2006 (in Polish)</p> <p>„What tax system?” CASE, 2004 (in Polish)</p> <p>"Beyond transition: Development perspectives and dilemmas," edited by Marek Dabrowski, Ben Slay, Jaroslaw Neneman. - Aldershot : Ashgate, 2004.</p> <p>"Soft Budget Constraints"; co-author, ed. T. Tokarski, University of Łódź, 2002 (in Polish)</p> <p>„The Reform of Indirect Taxation in Czech Republic, Hungry, Poland and Romania", CASE, 1998.</p> <p>"Tax Burden of the Households", Institute of Finance, Warsaw 1996 (in Polish).</p> <p>"Redistributive Consequences of the Tax Reform in Poland", IPISS, Warszawa 1995, (in Polish).</p> <p>"The Redistributive Effects of the Income Tax in Poland", in: "Polish Tax and Transfer System during Transition" ed. M. Belka and H. G. Petersen, co-author, Campus Verlag, Frankfurt, 1995.</p> <p>"The Redistributive Effects of the Reform of Private</p>

	Consumption Taxation in Poland", in: "Polish Tax and Transfer System during Transition" ed. M. Belka and H. G. Petersen, co-author, Campus Verlag, Frankfurt, 1995.
<b>Administrative roles:</b>	Undersecretary of State in the Ministry of Finance, Poland Secretary of 3 big (more than 200 participants) international conferences in CASE, Warsaw, Poland
<b>Overseas links: (e.g with British/European higher education Institutes)</b>	2 Summer Schools in Economics, (Intro to Econometrics, Intermediate Macroeconomics) LSE, UK. Summer School in Competition Policy, Trinity College, Dublin, Ireland

## TOMASZ SCHABEK

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

<b>Pedagogic interests</b>	Capital markets, behavioural finance, economics, business administration
<b>Research, scholarly and enterprise activity (how this has informed your teaching):</b>	Research at University of Lodz and University of Sao Paulo in capital markets, behavioural finance.
<b>Published output from research and scholarly activity:</b>	<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. Teczke, 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 Wrocław”, 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 Wrocław”, 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,</p>



	<p>Wroclaw University of Economics 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>Brzeszczynski 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>
<b>Other:</b>	<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 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>

## IANA OKHRIMENKO

<b>Title</b>	Ms
<b>Name:</b>	Iana
<b>Surname:</b>	Okhrimenko
<b>Current post:</b>	<ul style="list-style-type: none"> <li>• Teaching Assistant in Lazarski University</li> <li>• Teaching assistant and PhD student in Warsaw University, Faculty of Economic Sciences</li> </ul>
<b>Education and Qualifications (with dates and Institutions details):</b>	<ul style="list-style-type: none"> <li>• PhD student in Faculty of Economic Sciences, Department of Microeconomics (2017 – ongoing)</li> <li>• Master of Arts in Economics (Warsaw University) (2015-2017)</li> <li>• Bachelor of Arts in Business Economics (Lazarski University) (2012-2015)</li> </ul>

Membership of Professional Bodies and Learned Societies:	-
Career details to-date:	<ul style="list-style-type: none"> <li>• Teacher of Economics in Monnet IB school, Warsaw (September 2018 – ongoing)</li> <li>• Teaching Assistant and Co-lecturer in Warsaw University (September 2017 – ongoing) <ul style="list-style-type: none"> <li>- Applied Microeconomics</li> <li>- Microeconomics I</li> <li>- Microeconomics II</li> </ul> </li> <li>• Customer service agents, H&amp;M, Warsaw (May 2016 – September 2017)</li> </ul>
Teaching Experience:  Please highlight teaching experience (e.g undergraduate or postgraduate)	<ul style="list-style-type: none"> <li>• Teacher of Economics in Monnet IB school, Warsaw (September 2018 – ongoing)</li> <li>• Teaching Assistant in Warsaw University (September 2017 – ongoing) <ul style="list-style-type: none"> <li>- Applied Microeconomics</li> <li>- Microeconomics I</li> <li>- Microeconomics II</li> </ul> </li> </ul>
Pedagogic interests (how these interests inform your teaching and research):	My pedagogic interests mainly include the effect of introducing innovative methods of teaching economics, especially during the courses closely related to the behaviour consumers and markets. My finished co-authored research projects are related to familiarizing the students with economic phenomena through conducting experimental studies, in which they are expected to critically assess their decision—making and analyse whether their own behaviour is consistent with famous and well-established macroeconomic theories.
Research, scholarly and enterprise activity (how this has informed your teaching):	I am primarily interested in behavioural economics, applying agent-based computational methods in economics, and how ethical reasoning affects the process of decision-making.
Consultancy and industry links (how these have informed your teaching):	-
Research supervision:	-

Published output from research and scholarly activity:	-
Research grants and awards:	-
Membership of University committee(s) and task group(s):	Warsaw University, PhD student of Faculty of Economic Sciences, Department of Microeconomics member
Administrative roles:	-
Overseas links: (e.g with British/European higher education Institutes)	-
Other:	-

## MACIEJ TURAŁA

<b>Current post:</b>	Assistant professor at the Department of City and Regional Management, Faculty of Management, University of Lodz
<b>Education and Qualifications (with dates and Institutions details):</b>	X.2002 – XI.2006: Doctoral studies at the Faculty of Management (Lodz University). Title of doctoral dissertation: "Integrated management of communal finance with regards to socio-economic development of communes". Doctoral exams passed on September 21 <sup>st</sup> 2006. The dissertation was publicly defended on October 23, 2006. The Council of the Faculty of Management granted a Ph.D. title on November 20, 2006. X.1998 – VI.2002: Studies at the Faculty of Management (Lodz University) – finished with a distinction. Completed courses include the following study blocks: "Accounting and Finance Management" as well as "Public Utility Sector Management". Title of the master thesis: "Principles of pro-development

	<p>budget construction according to comparative study of twin cities: Lodz and Tampere". The mayor of Lodz awarded a grant for this project.</p> <p>Erasmus-Socrates exchange: studies in Tampere (Finland) between September 2000 and January 2001.</p> <p>IX.1996 – VII.1998: A two-year scholarship to a British secondary school awarded by the Stefan Batory Foundation (Poland) and the Headmasters' and Headmistresses Conference (Great Britain). Two-year studies in Forest School, London were completed with passing five A-levels in July 1998.</p>
<b>Membership of Professional Bodies and Learned Societies:</b>	<p>Regional Science Association International (member)</p> <p>European Regional Science Association (Secretary)</p> <p>European Regional Science Association – Sekcja Polska (member)</p>
<b>Career details to-date:</b>	<p>from XII 2006: Assistant professor at the Department of City and Regional Management (Faculty of Management, University of Lodz).</p> <p>V.2011 – X. 2011: Chief Designer in the Bureau for Spatial Planning in the Lodz Region</p> <p>X.2003 – XII 2006: Assistant lecturer at the Department of City and Regional Management (Faculty of Management, University of Lodz).</p>
<b>Teaching Experience:</b>  <b>Please highlight teaching experience (e.g undergraduate or postgraduate)</b>	<p><u>Courses taught</u> since 2003 include:</p> <p>Understanding Business I Understanding Business II Ekonomia Sektora Publicznego (Public Sector Economics) Strategiczne Zarządzanie Finansami w Sektorze Publicznym (Strategic Financial Management in the Public Sector) Public Finance Banking and Finance Accounting Zintegrowane zarządzanie w j.s.t. (Integrated Management in Local Governments) Principles of Finance The Art. And Science of Market-Driven Entrepreneurship Finance Polityka finansowa i prorozwojowe budżetowanie w administracji publicznej (Financial Policy and Pro-development Budgeting in Public Administration) Finanse samorządu terytorialnego (Local Government Finance) Fundamentals of Finance Organizacja i funkcjonowanie samorządu terytorialnego (Local Government Organisation and Functioning) Finansowanie rozwoju lokalnego i regionalnego (Financing of</p>

	<p>Local and Regional Development)          UE – zagospodarowanie i polityka regionalna (EU – Spatial Development and Regional Policy)          Finanse Publiczne a NPM (Public Finance and the New Public Management)          Podstawy Ekonomii (Fundamentals of Economics)          Introduction to International Management          Introduction to Management          Gospodarka przestrzenna (Spatial Economics)          Economics of an Enterprise          Local governments in Poland and the EU – organisational and financial aspects          Bachelor and Master seminars</p>
<p><b>Published output from research and scholarly activity:</b></p>	<p>Author and/or co-author of 48 publications, including (chosen publications):          2014: „Institutional capacity in Polish communes. Strategic, financial and spatial planning dimension”, w: M. Markowska, D. Głuszczyk, B. Bal-Domańska, „Local and Regional Economy in Theory and Practice”, Prace Naukowe UE we Wrocławiu, nr 334, 2014, str. 264-274.          2014: „Urban Renewal in Warsaw Commercial Real Estate Markets”, w: Ed F. Nozeman, Arno J van der Vlist (eds.): “European metropolitan commercial real estate markets”, Springer, 2014 (współautorstwo z D. Sikorą-Fernandez).          2013: „Urban Management – the case of Lodz”, w: M. Habrel, M. Mularska-Kucharek (eds.): „Lviv and Lodz at the turn of the 20th century. Structure of social space”, Lodz University Press, Lodz 2013, p. 129-146.          2013: „Lodz: Looking into the future, Stuck in the Past”, Romanian Journal of Regional Science, vol. 7, Special Issue on New Urban World, winter 2013, pp. 41-47          2013: „Scope and forms of cooperation in Polish local governments”, w: R. Brol, A. Sztando, “Local Economy in Theory and Practice. Local Development Governance Aspects”, Prace Naukowe UE we Wrocławiu, nr 283, 2013, str. 60-72 (współautorstwo z J. Danielewicz).          2013: „Political fragmentation and external sources of funding. Do power struggles matter?”, Romanian Journal of Regional Science, vol. 7, no. 1, summer 2013, pp. 69-80 (współautorstwo z J. Danielewicz).          2013: „Impact of income equalisation mechanism on financial standing of cities in Poland”, w: J. Cetner (red.): „Sustainable development of cities. Environmental and urban planning issues”, Oficyna Wydawnicza WSEiZ w Warszawie.          2012: “Inter-communal associations – the future of metropolitan area management?”, Folia Oeconomica Stetinensia 11(19), 2012/1, str. 118 – 131 (współautorstwo z J. Danielewicz).          2012: “Polish local governments’ capacity for territorially coherent development”, w: T. Markowski, M. Turata (red.): „Territorial cohesion policy in Poland – issues in impact assessment”, Studia Regionalia, Nr XXXIII, 2012.</p>

	<p>2012: "Book review - Beyond territory: Dynamic geographies of knowledge creation, diffusion, and innovation. Harald Bathelt, Maryann P. Feldman and Dieter F. Kogler (eds.). London/New York: Routledge, 2011. 291 pp., 40 tables, 15 figures, index. Hardback £80. ISBN: 978-0-415-49327-7", Papers in Regional Science, vol. 91, issue 4, November 2012.</p> <p>2011: „Impact of economic crisis on territorial disparities in terms of wealth – case study of Poland”, Romanian Journal of Regional Science, vol. 5, no. 2, winter 2011, pp. 39-52.</p> <p>2011: „An overview and critical assessment of methods for identifying functional areas of metropolitan cities in Poland”, w: "Contested Regions: Territorial Politics and Policy", Regional Studies Association, London, United Kingdom (współautorstwo z J. Danielewicz).</p>
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## OLHA ZADOROZHNA

<b>Current post:</b>	<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>
<b>Education and Qualifications</b>	<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>
<b>Career details to-date:</b>	<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>
<b>Teaching Experience:</b>	<p>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</p>

<b>Pedagogic interests</b>	Political and Development Economics, Law and Economics, International Economics, Financial Economics, Economies in Transition.
<b>Published output from research and scholarly activity:</b>	<p>Publications</p> <p>“Security of Property Rights and Land Use Transition in Ukraine” (with D. Nizalov, S. Loveridge, S. Thornsbury, 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”, IEFE 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>
<b>Research grants and awards (recent):</b>	<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>

<p><b>Other:</b></p>	<p><b>PRESENTATIONS AT CONFERENCES</b></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>
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## 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.

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\* The rules relating compensation and condonement do not apply to the non-validated students

**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. In particular, students are NOT allowed to use any electronic devices apart from non-programmable calculators when clearly specified. All electronic devices must be turned off and put away.

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 – 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.[Tytuł]
- 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.