



INTERNATIONAL BUSINESS AND FINANCE

DETAILED RULES OF ORGANISATION: THE RULES OF STUDIES

GENERAL ACADEMIC, FIRST- AND SECOND-CYCLE FULL- AND PART- TIME STUDIES

BEGINNING IN THE ACADEMIC YEAR 2024-2025

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1. Detailed organisation of professional training

Professional training for students is an integral part of the educational process at the *first-cycle* studies of *International Business and Finance*.

1.1. The objective of professional training

The fundamental objectives of professional training are forming the skill of applying the theoretical knowledge acquired as part of the studies in practice and skills necessary to future professional work, in particular:

- Introduction to the practice of the profession for the *first-cycle* studies of *International Business and Finance* prepare for;
- Forming the skill of applying the theoretical knowledge acquired as part of the studies in practice;
- Forming the skills to future professional work, including organisation, team work, making contacts, dealing with difficult situations, negotiations; as well as preparing students to take independent responsibility for their tasks, etc.;
- Expanding knowledge about the particular sectors of economy, public administration authorities, and enterprises;
- Providing conditions for support of students' employment in the job market;
- Exploring work organisation in line with contemporary trends in the economy, administration, and the like;
- Learning about the principles of organisation and operational mechanisms of enterprises and institutions, central and local administration, the European Union authorities, etc.;
- Building solid professional culture and ethical attitudes;
- Entrenching the conviction of the need for lifelong learning and self-improvement of personal and professional competences;
- Gathering materials needed to write a diploma dissertation, as well as preparing students to take independent responsibility for their tasks.

The detailed aims and scope of training are laid down in the *Professional Training* subject syllabus and *The Framework Programme of Training*.

1.2. Educational outcomes proper to training and the syllabus

The educational outcomes for *Professional Training* at the *first-cycle* studies of *International Business and Finance* are detailed in the *Professional Training* subject syllabus and *The Framework Programme of Training* and include:

Knowledge

- Has basic knowledge of business operation
- Knows and understands a variety of aspects and conditions of business activities.

Skills

- Can obtain and make appropriate use of economic data
- Can communicate in a professional environment
- Can assess solutions applied to a given economic entity

Social competences

- Can engage in team work, taking a range of roles.

The contents of *Professional training* curriculum at the *first-cycle* studies of *International Business and Finance* may be more detailed and adapted to the unique operations of an organisation unit where students take their training. Their selection is customised and aimed at preparing students to take advantage of their knowledge to determine fundamental economic problems in the professional work of employees of national economic institutions and enterprises and to identify the mission of entities in the economy.

1.3. Duration and total ECTS score

The *first-cycle* students of *International Business and Finance* must take a minimum of 120 hours of professional training during the fifth term of their studies. They are awarded 4 *ECTS points* for the successful completion of their training.

1.4. The number of training placements offered to students and the rules of selecting the institutions

The *first-cycle* students of *International Business and Finance* may take their training with the external stakeholders of the Faculty of Economics and Finance. The students deal with the associated formalities on their own. They may also search for locations of their training independently depending on their individual preferences. The Centre for Student and Graduate Promotion – Urad Careers Bureau – can assist students with choosing locations of their training.

The training may be taken with an enterprise, institution or organisation of a student's choice, in Poland or abroad, provided their profiles enable the students to reach the general objectives of their training, are in line with the nature of the *first-cycle* studies of *International Business and Finance*, and the employer affirms the educational outcomes of the training can be achieved. To this end, the employer should accept the Framework programme of training laid down for the *first-cycle* students of *International Business and Finance*.

1.5. The rules, forms, and times of the training

The *first-cycle* students of *International Business and Finance* must take a minimum of 120 hours of professional training during the fifth term of their studies. On a student's request, the training may be taken earlier.

1.6. The methods of verifying and evaluating the educational outcomes reached by students as a result of their training

The evaluation of educational outcomes reached by students as a result of their training is obligatory for each student of the *first-cycle* students of *International Business and Finance*. A written certificate of the training includes an employer's opinion, which confirms the educational outcomes set out in the subject curriculum have been attained. Training can also be completed on the basis of:

- A document of gainful employment, also abroad (e.g. a contract of employment, to perform a specific task, a contract of mandate or a certificate of employment) stating the scope of responsibilities in the job;
- A certificate of entry in the Central Records of Business Activities of a student's own firm or as a partner, proxy, in the National Court Register of enterprises as a member of company authorities, in the National Court Register of public and professional organisations, as a member of foundation or association authorities;
- A document of another training, job placement or voluntary service at the time of their studies, describing the duties discharged and their convergence with the field of specialisation, if their nature meets the assumed educational outcomes laid down in *The Framework Programme of Training*.

In addition, the training supervisor appointed by the dean observes the training at employers' locations selected at random.

2. The rules of diploma awarding

The studies can be completed and graduation diplomas can be awarded providing the educational outcomes laid down in the curriculum are attained and 180 ECTS points are thus scored, the diploma dissertation is approved, and diploma examination is passed.

2.1. Diploma dissertation

The diploma dissertation is an independent treatment of a scientific issue which presents a student's general knowledge and skills in connection with the *first-cycle* studies of *International Business and Finance* (general academic profile) as well as the skills of independent analysis and reasoning.

The diploma dissertation at the *first-cycle* studies of *International Business and Finance* is prepared in writing.

2.1.1. The format, subject matter, and methodology of diploma dissertations and other requirements

2.1.1.1. The formal requirements of diploma dissertations at the *first-cycle* studies of *International Business and Finance*

The diploma dissertation must contain:

- a title page,
- a statement the dissertation has been prepared independently and its electronic and printed formats are identical
- a table of contents,
- an introduction including: reasons or addressing the subject, the objective of the dissertation, description of research methods, of the dissertation arrangement, of sources, and references,
- some chapters on the subject,
- a summary and the author's conclusions,
- references.

Detailed guidelines on the preparation of diploma dissertations are set out in *The Faculty Editorial Principles of Preparing Diploma Dissertations*.

2.1.1.2. The substantial requirements of diploma dissertations at the first-cycle studies of *International Business and Finance*

The subject matter and extent of the diploma dissertation must be related to the field of specialisation.

A Bachelor's dissertation affirms a student has acquired the skills of using the knowledge acquired at the *first-cycle* studies of *International Business and Finance* to solve practical or research problems of importance to social sciences and the discipline of *economics and finance*.

2.1.1.3. The rules of preparing diploma dissertations at the *first-cycle* studies of *International Business and Finance*

The diploma seminar at the *first-cycle* studies of *International Business and Finance* continues for two terms.

Topics for dissertations and relevant supervisors, approved by the Dean, are to be selected by students two terms before the end of their studies at the latest.

Before approving of the topics, the Dean consults the Programme Committee. The Programme Committee assesses the proposed topics of diploma dissertations for convergence with the field of specialisation. The assessment is issued as an evaluation.

When formulating the dissertation topics, a supervisor addresses the suggestions of students interested in preparing the diploma dissertations.

After the dissertation topics are approved by the Faculty Dean, students prepare their dissertation tasks guided by their supervisors.

Students submit their dissertation tasks accepted by their supervisors to the Student Support Bureau 7 months before the scheduled dates of their diploma examinations at the latest. The Dean approves of the submitted dissertation tasks within 14 days of submission to the Student Support Bureau. On consulting a subject manager, the Dean may disapprove of a dissertation task if it's reasonably suspected the dissertation will fail to meet substantial requirements. Such a disapproval is issued by the Dean with a detailed statement of reasons in writing.

The Dean may change the topic of a diploma dissertation following a student's reasonable application approved by their supervisor and the Programme Committee.

Students submit two copies of two-sided printed, soft-cover diploma dissertations meeting the requirements of anti-plagiarism procedure 2 weeks before the scheduled dates of their diploma examinations at the latest.

The supervisor allows a dissertation to be graded and reviewed if the requirements of anti-plagiarism procedure are fulfilled.

The rules of preparing diploma dissertations at the *first-cycle* studies of *International Business and Finance* are detailed in *The Rules of Diploma Awarding and Diploma Examinations at the Urad Faculty of Economics and Finance*.

2.2. The verification methods and grading criteria of dissertations

The diploma dissertation is graded by the supervisor and a reviewer. If either of the grades is a fail, a decision to admit to the diploma examination is made by the Faculty Dean on consulting another reviewer.

Dissertation reviewers are appointed by the Faculty Dean from among candidates suggested by the supervisor.

Diploma dissertations are graded on a scale laid down in the By-Laws of Studies.

Students have the right to read their reviews before their defences.

The criteria of grading diploma dissertations at the *first-cycle* studies of *International Business and Finance* are detailed in *The Preparation and Submission of a Diploma Dissertation* and consist of the following elements:

- Convergence of the dissertation topic with the field of specialisation
- Correct formulation of the objective and conclusions
- The attainment of educational outcomes for the subject during the *first-cycle* studies of *International Business and Finance*
- Correct structure and arrangement of the dissertation
- Correct selection and use of sources
- The formal aspects of a dissertation.

2.3. The anti-plagiarism procedure before a dissertation is admitted to its defence

The rules of anti-plagiarism before admitting a dissertation to its defence are detailed in the *Faculty Anti-Plagiarism Procedure*.

1. The anti-plagiarism procedure applied before diploma dissertations are admitted to their defences is based on the Ruling R-3/2019 of the Rector of the Casimir Pulaski University of Technology and Humanities in Radom dated 22 February 2019.
2. The anti-plagiarism procedure is designed to review the text of a dissertation by precisely determining the extent of its similarities to the contents the National Database of Diploma Dissertations, the Internet, and legal acts database.
3. The Dean binds supervisors to add dissertations to the Standard Anti-Plagiarism System (JSA) using accounts set up by the IT and Promotion Centre.
4. Supervisors must have dissertations analysed with the JSA before submitting them to the Student Support Bureau and notify students of the results of such analyses.
5. The determination whether a dissertation includes unauthorised borrowings is based on a report generated by the system. It facilitates the assessment of a text for its independent preparation, indicating the numbers and sources of borrowed fragments.
6. The supervisor must verify borrowings and manipulations detected by the system and determine their impact on the dissertation's independence. The following threshold values and the leading result are recommended:
 - General result 30%,
 - National Database 40%
 - Internet 40%
 - Legal acts 40%
 - University database 40%.
7. The admission of a dissertation is the supervisor's autonomous decision based on reviewing the similarity report. The final report acceptance by the supervisor, to be printed, signed, and

enclosed with a diploma candidate's records, in the final stage checking a dissertation for plagiarism.

8. The supervisor may refuse to have a dissertation checked and return it to its author for corrections, to add it to the JSA for re-checking after if the dissertation shows a low standard of independence.
9. Students have the right to correct their dissertations and undergo the anti-plagiarism procedure again. A diploma dissertation may be corrected twice.
10. All the stages of correcting a dissertation must be completed within 3 months after the end of courses in the final year of studies. Cooperation with supervisors must be aligned with the university schedule adopted by the Rector.
11. If the conclusion of the anti-plagiarism procedure is that a dissertation is plagiarised, such dissertation isn't admitted to its defence, which is equivalent to failing to submit it in time and results in a student being removed from the roll.
12. Students must submit their dissertations to the Student Support Bureau 2 weeks before the scheduled dates of their diploma examinations at the latest.
13. Students submit two copies of two-sided printed, soft-cover diploma dissertations and their electronic copies on CD (to be affixed to the inside of the cover) signed by the supervisor. The enclosed electronic copy cannot be protected against reading. Together with their dissertations, students submit declarations their dissertations have been prepared independently (the model is available at the Faculty website) and that the electronic and paper copies are identical (the model is available at the Faculty website).
14. A dissertation can be submitted to the Student Support Bureau provided the supervisor has approved it for the defence based on the final report generated from the JSA, to be attached to the diploma candidate's records.

The Dean, in consultation with a supervisor, decide any matters not governed by the procedure.

2.4. Diploma examination

2.4.1. The criteria of admission to the diploma examination

The *first-cycle* students of *International Business and Finance* can be admitted to their diploma examinations on gaining the required educational outcomes as confirmed with a minimum of 180 ECTS points (equivalent to a successful completion of all the subjects, professional training and placements, as well as seminars as part of the curriculum) and the approvals of their diploma dissertation by their supervisor and reviewer.

2.4.2. The form and progress of the examination

The diploma examination at the *first-cycle* studies of *International Business and Finance* is held according to the rules laid down in *The By-laws of Studies*.

2.4.3. The scope of examination, the rules of its verification and grading

The diploma examination at the *first-cycle* studies of *International Business and Finance* involves:

- The presentation of diploma dissertation, in particular, its objective, scope and conclusions of research,
- Answering the reviewer's question concerning the dissertation,
- Answering a question about core subjects,
- Answering a question about specialist subjects,

Students choose the questions above at random.

The *first-cycle* students of *International Business and Finance* pass their diploma examinations if they are graded at least fair for the examination elements listed above.

3. The rules of enrolment for another term

Students are enrolled for another term following on information from the e-dziekanat (e-dean office) system. Students are admitted to another term if they score the required number of ECTS

points. The maximum allowed deficit of ECTS is 12 points. The rules of enrolment for a term are detailed in *The By-laws of Studies*.

4. Principles applicable to the choice of elective courses

Enrolment for elective courses takes place via the e-dziekanat (e-dean office) system. Student may choose a course two months ahead of its start at the latest. The schedule of enrolments addresses the average grades of a student during their studies. The minimum number of students required to begin a course is determined in the Rector's Ruling every academic year and related to a course format.

5. The list of teachers delivering the courses

No..	Scientific/ professional degree/ title	Full name of course teacher (PESEL identifier – entered if the documentation is submitted to the ministry)	Scientific disciplines/ areas	Name and type of subject
1.	M.Sc.	Piotr Bartnik	Medical and health sciences/ health sciences	- Physical Education (PE)
2.	Ph.D.	Joanna Bukowska	Social sciences/ Economics and finance	- Currency market - Financial markets - Proseminar - Investment funds - Stock exchange market analysis - Fundamentals of investment - Personal finance - Seminar
3.	Professor	Sławomir Bukowski	Social sciences/ Economics and finance	- Financial development and economic growth - Seminar
4.	Ph.D.	Jarosław Cwyl	Social sciences/ Economics and finance	- Introduction to finance - Tax system - Analytical accounting
5.	Professor, Ph.D.	Aneta Ejsmont	Social sciences/ Economics and finance	- Sources of enterprise financing - Seminar
6.	Ph.D.	Ewa Falkiewicz	Sciences and natural sciences/ Mathematics	- Mathematics - Financial Mathematics
7.	Ph.D.	Grażyna Kozuń- Cieślak	Social sciences/ Economics and finance	- Macroeconomics I - International organizations - Credit rating - Seminar
8.	MA	Jolanta Kucharska	Humanities/ German language and literature	- German language

9.	Professor, Ph.D.	Marzanna Lament	Social sciences/ Economics and finance	- Introduction to accounting - Managerial finance - Financial statement - ESG reporting - Information systems in accounting - Seminar
10.	Ph.D.	Kazimierz Łyszczyk	Humanities/ philosophy	Elective course in the field of humanities or social sciences
11.	Ph.D.	Monika Maj	Sciences and natural sciences/ Mathematics, Social sciences/Pedagogy	- Statistics I - Econometrics I
12.	Ph.D.	Izabela Młynarzewska- Borowiec	Social sciences/ Economics and finance	- International economics I - Business tendency surveys and foreign market analysis - International trade in practice - International trade transactions
13.	Ph.D.	Grażyna Agnieszka Olszewska	Social sciences/ Economics and finance	- History of economy
14.	Ph.D.	Ireneusz Pszczółka	Social sciences/ Economics and finance	- Marketing - Seminar
15.	Ph.D.	Andrzej Pytlak	Humanities/History, Literary theory	- Polish language
16.	Ph.D.	Konrad Rojek	Social sciences/ Economics and finance	- Competitiveness of countries and enterprises - Business Insurance - Economic freedom - Economic systems
17.	Professor, Ph.D.	Mirosław Rucki	Engineering sciences/ Machine design and operation/ Social sciences/ Sociological sciences	Elective course in the field of humanities or social sciences
18.	Ph.D.	Katarzyna Sieradzka	Social sciences/ Economics and finance	- Microeconomics I - Fundamentals of managerial economics - Seminar
19.	Ph.D.	Marzena Sobol	Social sciences/ Economics and finance	- Economic policy - Financial Intermediation - Central banking
20.	Professor, Ph.D.	Anna Spółna	Humanities/ Literary theory	- Language culture
21.	Professor, Ph.D.	Viktoria Stoika	Social sciences/ Economics and finance	- Introduction to banking - Multinational finance - Credit risk management in bank - Finance management in bank -Seminar
22.	Ph.D.	Iwona Warchoła	Social sciences/ Legal sciences	- Industrial and intellectual property rights protection
23.	Professor, Ph.D.	Anna Wolak – Tuzimek	Social sciences/ Management and	- Introduction to management

			quality sciences/ Economics and finance	
24.	Ph.D.	Jacek Wołoszyn	Sciences and natural sciences/ Mathematics IT science	<ul style="list-style-type: none"> - Computer science in economics - Artificial intelligence in business
25.	Ph.D.	Łukasz Wójtowicz	Social sciences/ Economics and finance	<ul style="list-style-type: none"> - Business plan - Business simulations - Economics for business - Labour market
26.	Ph.D.	Grzegorz Zieliński	Social sciences/ Legal sciences	<ul style="list-style-type: none"> - Fundamentals of law - Private international law
27.	Ph.D.	Łukasz Zięba	Social sciences/ Economics and finance	<ul style="list-style-type: none"> - Commodity exchanges - Technical analysis - Development of stock exchanges - International capital transfer - International technology transfer