

The Academy of Hotel Management and Catering Industry

61-022 Poznań, ul. Nieszawska 19 tel. +48 61 8711 546 ,

fax + 48 61 8711533, www.wshig.poznan.pl

ECTS INFORMATION PACKAGE

Poznań, 2012/2013

Contents:

I.	Information of the Academy	
I.1	Name and address	3
I.2	Authorities	4
I.3	General description of the Academy	4
I.4	Calendar of the academic year	7
I.5	List of degree programmes offered	7
I.6	Admission procedures	8
I.7	Main regulations	12
I.8	ECTS coordinator	12
II.	(A) Information on degree programmes – general description	
II.A.1	Qualifications awarded	13
II.A.2	Admission requirements	15
II.A.3	Educational and professional goals	16
II.A.4	Access to further studies	17
II.A.5	Course structure diagram with ECTS credits	appendix C
II.A.6	Final examination	18
II.A.7	Examination and assessment regulations	21
II.A.8	ECTS departmental coordinator	24
II	(B) Description of individual course units	appendix D
III.	General information for students	
III.1	Cost of living	25
III.2	Accommodation	25
III.3	Meals	25
III.4	Medical facilities	26
III.5	Facilities for special needs students	26
III.6	Insurance	27
III.7	Financial support for students	27
III.8	Student affairs office	27
III.9	Study facilities	28
III.10	Practical information for mobile students	30
III.11	Language courses	30
III.12	Internships	31
III.13	Extramural and leisure activities	36
III.14	Student associations	36
Appendix A	The structure of organization	
Appendix B	The rules & regulations of studies	
Appendix CI	Course structure diagram with ECTS credits with description of individual course units	
Appendix CII	Course structure diagram with ECTS credits with description of individual course units	
Appendix D	ECTS key features	
Appendix E	List of courses	

I. IINFORMATION OF THE ACADEMY:

I.1. Full name and address:

Wyższa Szkoła Hotelarstwa i Gastronomii (The Academy of Hotel Management and Catering Industry)

ul. Nieszawska 19

61-022 Poznań

tel. 0048 (61) 8-711-530,550,532

fax. 0048 (61) 8-711-533

e-mail: wshig@wshig.poznan.pl

website: www.wshig.poznan.pl

I.2 Academic authorities

Rector Roman Dawid Tauber PhD, Prof. WSHIG

Vice Rector in charge of scientific and didactic matters Ewa Mucha-Szajek, PhD Prof.

WSHiG

Vice Rector in charge of students Anna Woźniak PhD,

Vice Rector in charge of extramural studies Renata Rasińska PhD

I.3 General description

I. 3.1 Legal regulations:

The Academy of Hotel Management and Catering Industry is a non-public school and acts on the grounds of legal regulations mentioned below:

- by virtue of the decision No. DNS 1- 0145/TBM/315/1/97 of the Minister of National Education and Sport of 14th July 1993 the Academy of Hotel Management and Catering Industry in Poznań received the right to conduct studies in Tourism and Recreation and it entered in a register of non-public schools with an ordinal number 29
- prolongation of expiry date concerning education activity till 30th September 2010 (decision DNS-I-0145-513/TBM/2000 of 18th July 2000)

- by virtue of the resolution No. 1169/2004 of the Presidium of the State Accreditation Committee of 9th December 2004 in the matter of the estimation of the quality of teaching in Tourism and Recreation conducted on the professional level the Academy obtained a positive opinion.
- by virtue of the decision No. DSW-3-EKo-4003-418/05 of the Minister of National Education and Sport of 5th July 2005 the Academy of Hotel Management and Catering Industry in Poznań received the right to conduct Master's studies in Tourism and Recreation.
- the Statutes of the Academy of Hotel Management and Catering Industry confirmed by the Minister of National Education and Sport nr DSW-3-JG-411-106-06 of 21st December 2006

I.3.2. History of the Academy

- 1993 – appointment of the Academy of Hotel Management of Catering Industry in Poznań by the Department of the National Education
- 1994 – admission of the Academy to AEHT / the European Association of Hotel Management and Tourism Schools in Luxemburg
- 1995 – purchase of the building in Nieszawska Street by the Academy
- 1996 – first participation of the Academy in Christmas Eve festivities in Budapest, Hungary
- 1997 – participation of the Academy in Christmas Eve festivities 1997 in Espoo, Finland
- 1998 – participation of the Academy in Christmas Eve festivities 1998 in Podebrady, the Czech Republic
- 1999 – admission to CHRIE /the International Council of Education of Hotel Management and Catering Industry/
- 1999 – participation of the Academy in the Christmas Eve festivities 1999 in Boneville, France
- 2000 – admission to the EUHOFA members /International Association of Hotel Management Headmasters/
- 2000 – participation of the Academy in Christmas Eve festivities 2000 on the Rhodes Island, Greece
- 2001 – participation in International Cooking Presentations in Peru
- 2001 – organization of Christmas Eve festivities 2001 in Poznań for all European AEHT members
- 2002 – participation in International Cooking Presentations in Cuba
- 2002 – organization of the scientific conference entitled “Agro-eco-tourism in Great Poland” in the Academy
- 2003 – participation in International Cooking Presentations in Mexico
- 2003 – conferment of the Erasmus University Charter to the Academy of Hotel Management and Catering Industry by the European Committee
- 2003 – organization of the international scientific conference entitled “Free time, recreation, tourism, hotel management, nourishment” in the Academy
- 2003 – congress of graduate students
- 2004 – participation in International Cooking Presentations in Cuba and in Brazil

2004 –organization of the international scientific conference entitled “Hotel management, the catering industry, tourism and recreation in the process of the European integration” in the Academy

2004 – receiving the Highest Quality Certificate awarded by the Great Poland Association of Quality Research

2005 – participation in International Cooking Presentations in Ecuador

2005 – receiving the Reliable School Certificate awarded by ACI

2005 – receiving the right to conduct Master’s studies

2006 – receiving the Reliable School Certificate for the second time

2006 – finishing the 3rd floor construction with 6 modern lecture halls with a usable floor area of 760 square meters

2006 – start of the library and administration building construction

2006 – International Scientific Conference “Management and services in the field of physical education and hotel industry”

2006 – Christmas 2006 – all-Poland culinary contest

2007 – Euro-training with the participation of experts from the Ministry of National Education and Institute International de l’Hotellerie, de la Restauration et du Tourisme a Lausanne

2007 – end of the contest „win the student’s record book“

2007 – finishing the construction of the library and administrative building with a usable floor area of 1300 square metres

2007 – VII all-Poland exposition of regional tables „Christmas 2007“

2007 – Scientific Conference „New tendencies in physical culture, tourism and their relations with hotel management and catering industry

2008 – Eurotraining – January 2008

2008 – Eurotraining II – February 2008

2008 – 33rd World WACS Congress – Dubai, Arabic Emirates – May 2008.

2008 – Eurotraining – January, Eurotraining – February – next editions

2008 – participation in the 33rd World Congress of WACS in Dubai, the United Arab Emirates

2008 – the Academy is awarded the Reliable School Certificate for the next time

2008 – the Inauguration of the Academic Year 2008/2009 combined with the celebration of the 15th anniversary. The Rector is awarded the medal of the Commission of National Education

2008 – the scientific conference entitled „Contemporary tendencies in recreation and tourism”

2009 – Eurotraining 2009

2009 – the Competition „Equador – Gourmonde Equinoccial 2009” Quito. Anna Stanny and Beatriz Mendez Buigez take the first place in the competition.

2009 – the press conference before the Nordic Walking Championships.

2009 - the Academy is awarded the Reliable School Certificate for the next time

2009 – the Competition for Great Poland fried cheese meal organized with the participation of the Regional Dairy Cooperative TOP -TOMYŚL from Nowy Tomyśl

2009 – the Scientific Conference of the Polish Scientific Association of Animation, Recreation and Tourism on the influence of the world financial crisis on the development of sport, tourism and recreation.

2009 – the Academy of Hotel Management and Catering Industry becomes the organizer of the European Christmas within the framework of the membership in the European Association of Hotel and Tourism Schools, seated in Luxemburg (AEHT)

2010 – the Competition for the New Recipe of Christmas Dish

2010 – the Congress of the World Association of Chefs Societies (WACS) in Santiago de Chile, Chile. The delegation of the Academy of Hotel Management and Catering Industry

awarded medals for the contribution into the education of young people in the field of gastronomy to Bill Gallagher (a honorary member of WACS, a propagator and a creator of the young chefs' vocational forum) and John Clancy (the president of the Commission of Education).

2010 - the Academy is awarded the Reliable School Certificate for the next time

2010 – the International Scientific Conference entitled „ Personal Research on the Quality of Tourism and Recreation in the field Hotel and Gastronomy Services”

I.3.3.Mission

The Academy ensures a high level of education based on modern methods of teaching with the use of the best international educational patterns, aiming at creating qualified specialists, and developing active and enterprising people who are able to plan the path of their own professional career consciously, taking advantage of basic knowledge of general and specialization course units, able to use knowledge of at least three foreign languages.

I.3.4. Structure and organization

Hotel Management and Catering Industry Department

head - Edward Kamiński, Prof

Tourism and Recreation Department

head - Wiesław Siwiński, Prof

Management and Marketing Department

head - Włodzimierz Biczysko, PhD

Foreign Language Department

head - Romuald Wawrzyniak, PhD

I.3.5. General description

The Academy of Hotel Management and Catering Industry has excellent teaching staff that ensure a high level of education. At present the staff consists of about 60 lecturers, including over 10 independent scientific workers. They are language teachers, computer scientists, lecturers and practitioners in various fields of science: the humanities, medical sciences, natural sciences, among others.

In the Academy of Hotel Management and Catering Industry you are welcome to complete the first cycle studies and the second cycle studies. In the academic year 2010/2011 the number of students in the first cycle program is 1001 students and in the second cycle program – 549.

So far the Academy has had 7.559 graduates of the first cycle and 1084 graduates of the second cycle.

The Academy of Hotel Management and Catering Industry carries out teaching programmes that combine theory and practice. They are modern and guarantee the level of information consistent with the latest trends and modern solutions resulting from years of practical experience. The Academy provides students with the opportunity to learn at least three foreign languages fluently.

The advantages may be also: a wide range of national and foreign training, a chance to study abroad and take advantage of the Socrates-Erasmus scholarship and exchange programme, additional courses organized by the Staff Training Centre and much chance to get a good job. Classes take place in well-equipped modern rooms. Additional merits are: a fully equipped library with reading and Internet rooms, gym, exquisite and cheap meals in Beverly Hills restaurant and winter garden where students meet to relax.

I.4 Academic calendar

The academic year is divided into two semesters: winter and summer.

Winter semester:

Full-time course - from 05.10.2012 to 22.02.2013

Part-time (extramural) course – 12 conventions from 8.10.2012 to 10.02.2013

Summer semester:

Full-time course - from 18.02.2013 to 21.06.2013

Part-time (extramural) course – 12 conventions from 23.02.2013 to 23.06.2013

A detailed organization is presented on websites of the Academy.

I.5 List of degree programmes offered

The Academy of Hotel Management and Catering Industry in Poznań offers students:

- a three-year Bachelor's course
- a two-year supplementary Master's course
- a one-year postgraduate course

in Tourism and Recreation within the confines of three specializations:

- Hotel Management and Catering Industry
- Tourism Service
- Management and Marketing in Hotels, Restaurants, Tourism and Recreation

I.6 Admission / registration procedures

- FIRST CYCLE STUDIES (BACHELOR'S DEGREE)

You may be admitted as a student of the Academy of Hotel Management and Catering Industry if you have finished secondary school and obtained an appropriate school-leaving certificate. The Academy of Hotel Management and Catering Industry does not have requirements regarding subjects chosen in secondary school-leaving examinations.

Recruitment lasts from 15th May till 15th September.

Once the students have submitted their documents, they are asked to fill in a personal questionnaire, sign a contract, choose their major and the mode of studies, pay fee of 500 PLN and also decide what level of proficiency they have attained with regard to languages.

All students beginning Bachelor's course have the chance to continue their studies by doing a Master's degree in their chosen major in the Academy of Hotel Management and Catering Industry.

Required documents:

- secondary school certificate
- medical certificate stating that there are no reasons why the prospective student cannot undertake the studies
- 5 passport-size photos
- a photocopy of your ID or passport
- a photocopy of your military ID (where applicable)
- an application to fill in

Students of the Hotel Management and Catering Industry specialization, and all these who want to do work experience, are obliged to take a carrying test.

On the basis of this a doctor of labor medicine will issue a certificate for people working in food production and trade. This certificate should be submitted at the beginning of the academic year

SECOND CYCLE STUDIES (MASTER'S DEGREE)

Graduates of the Academy of Hotel Management and Catering Industry are admitted to the Master's programme as first.

You may be admitted as a student of the first year Master's programme if:

- you graduated from Bachelor's programme (first cycle) or Master's programme (second cycle) and submitted a complete set of documents

- you graduated from “tourism and recreation” specialization in the Academy of Hotel Management and Catering Industry (admitted as first)
- you graduated from “tourism and recreation” specialization in other colleges
- you graduated from other than “tourism and recreation” specializations
- you have a Bachelor’s, engineer or Master’s degree in other than “tourism and recreation” specializations. The admission of such candidates takes place personally after they have submitted required documents and the study programme differences have been defined on the grounds of the student’s book photocopy (or Master of Science certificate supplement)

The recruitment lasts from 15th May until there are more places left. .

Required documents:

- secondary school certificate
- a photocopy of the Bachelor’s diploma
- medical certificate attesting no contraindication against undertaking the studies
- 5 passport-size photos
- a photocopy of your ID or passport
- a photocopy of your military ID (where applicable)
- an application to fill in on the spot

Language requirements

FIRST CYCLE (BACHELOR’S PROGRAMME)

- a full-time course

Students attend compulsory classes in 3 foreign languages and a sign language.

In Hotel Management and Catering Industry they study:

- English and French

In other specializations:

- English and German

They choose the third obligatory language themselves from the following:

- Spanish
- Russian
- Italian
- French
- German

- **an extramural course**

Students attend compulsory classes in English. There is a possibility to attend free classes in other foreign languages if the group of at least 15 students is gathered.

SECOND CYCLE (MASTER'S PROGRAMME)

Students of both full-time and extramural courses attend compulsory classes in English. There is a possibility to attend free classes in other foreign languages if the group of at least 15 students is gathered.

Classes in foreign languages are conducted on three levels depending on the command of the language. For those especially interested in learning foreign languages the Academy has a wide variety of foreign language classes where you may learn Arabic, Greek, Chinese, Finnish, Japanese, Portuguese, Swedish or Hungarian. Moreover, understanding the necessity to communicate with customers who have hearing difficulties, the Academy has added sign language classes to the list of compulsory subjects in the first two years of studies. The level of linguistic competence gained in the Academy is valued highly by all employers and makes it easier for our graduates to find a good job.

I.7 Main Academy regulations

The Academy works on the basis of the Statutes and Study Regulations. The Study Regulations can be found at the website of the Academy. Moreover, it is presented in Appendix B to the present information package. All regulations concerning ECTS system, including rules of students' registration are presented in Appendix D.

I.8 ECTS coordinator of the Academy

Vice Rector in charge of scientific and didactic matters, dr Ewa Mucha-Szajek, Prof. WSHiG

tel. +48 61/871 15 38

fax +48 61/871 15 33

e-mail: ewam@wshig.poznan.pl

dr inż. Renata Rasińska

e-mail: rrasinska@wshig.poznan.pl

II (A) Information on degree programmes – general description

II.A.1 Qualifications awarded (diplomas, professional titles, academic degrees)

In Tourism and Recreation the following course units are carried out:

- course units described in teaching standards
- professional course units
- course units connected with a particular specialization
- chosen course units

To receive a Bachelor's degree, a student should complete 6 semesters and pass the final exam. To receive a Master's degree, a student should complete 4 semesters in Master's programme and pass the Master's exam.

A graduate of our Academy is a highly qualified specialist with wide knowledge and practical skills. It results from the realization of the study programme principles that go over the ones formulated in the ministerial standards of teaching.

Additional subjects give the grounds for difficult art of rational management in the business world. Graduates have social and economic, organizational and legal, and, to some extent, also natural and geographical knowledge. All of this along with skills acquired during national and foreign training periods makes it easier for the graduate to find a job in travel offices, hotels, gastronomy, holiday and recreation centers, and also civic organizations and administration in positions connected with tourism and recreation. The graduate of the Academy of Hotel Management and Catering Industry speaks at least three foreign languages. What is more, he has the knowledge that allows to work on the free market, taking into consideration legal regulations. It enables efficient operating management of the company with the use of techniques and methods from the range of the information accumulation and processing. This knowledge makes it possible to carry out market research and plan marketing strategies. The knowledge acquired in the field of management, economic and financial problems and marketing in tourism services ensures the graduate professional success.

The preparation of the Academy of Hotel Management and Catering Industry graduates to live in a difficult economic reality is guaranteed by:

- social and economic knowledge that enables them to recognize human needs and understand social connections and processes reflected in tourism;

- the ability of the independent estimation as well as social and political phenomena evaluation, ensuring the comprehension of integrative processes essence in modern Europe;
- the ability to build strategy and policy of tourism development in self-governing regions;
- the ability to make correct estimation of possibilities and threats of tourism development in the communities and tourist regions;
- the ability of acquired knowledge critical estimation and the need of constant self-improvement as well as modernizing and rising professional qualifications;
- the ability to organize leisure

II.A.2. Admission / registration procedures

FIRST CYCLE - BACHELOR'S DEGREE

You may be admitted as a student of the Academy of Hotel Management and Catering Industry in Poznań if you have finished secondary school and obtained an appropriate school – leaving certificate. Our Academy does not set requirements concerning subjects chosen in secondary-school leaving examinations. Once the students have submitted their documents, they are asked to fill in a personal questionnaire, choose their major and the mode of studies, decide what level of proficiency they have attained with regard to languages, and also sign the contract. All students beginning Bachelor's course have the chance to continue their studies in Master's course in a chosen major in the Academy of Hotel Management and Catering Industry.

Students of the Hotel Management and Catering Industry major and all these who want to get practical training, should take a carrying test. On this basis a doctor of labor medicine will issue a certificate for people who work in the food production and trade. This certificate should be submitted at the beginning of the academic year.

SECOND CYCLE - MASTER'S DEGREE

Graduates of the Academy of Hotel Management and Catering Industry are admitted to the Master of Science programme as first.

You may be admitted as a student of the first year Master's programme if:

- you graduated from Bachelor's programme (first cycle) or Master's programme (second cycle) and submitted a complete set of documents

- you graduated from “tourism and recreation” specialization in the Academy of Hotel Management and Catering Industry (admitted as first)
- you graduated from “tourism and recreation” specialization in other colleges
- you graduated from other than “tourism and recreation” specializations
- you have a Bachelor of Science, engineer or Master of Science degree in other than “tourism and recreation” specializations. The admission of such candidates takes place personally after they have submitted required documents and the syllabus differences have been defined on the grounds of the student’s book photocopy (or Master of Science certificate supplement).

II.A.3 Educational and professional goals

General competences of a graduate result from meeting requirements both stated in the study programmes and additional ones.

These subjects give theoretical grounds for difficult art of rational management in the business world. An element of this profile is thus to have social, economic, legal and organizational knowledge, and to some extent also natural and geographical one. All these things stated above along with skills and abilities acquired during national and foreign training periods, make it easier to find a job in travel offices, hotels, gastronomy, holiday and recreation centers, and also civic organizations and administration in the positions connected with tourism and recreation.

The graduate of the Academy possesses knowledge which allows him to be active on the free market, taking into account legal regulations. It enables efficient operating management of the company with the use of techniques and methods from the range of the information accumulation and processing. It also makes it possible to carry out market research and plan marketing strategies.

The Academy graduate has the possibility to learn two foreign languages fluently (one from the area of the European Union).

Knowledge acquired in the field of management, economy, finance and marketing in tourism services, allows graduates to achieve professional success.

Within the confines of:

Hotel Management and Catering Industry

The staff of the Hotel Management and Catering Industry Department conduct classes in Bachelor's and Master's programmes for the Hotel Management and Catering Industry major in the field of:

- the study of food and nourishment
- the technology of meal production
- commodity science of food products
- hotel management and catering services
- hotel and restaurant management

Theoretical classes are connected with practical ones conducted on the Academy's grounds in the kitchen, restaurant and winter garden. In the Hotel Management and Catering Industry major students are taught practical skills over a training period inside and outside Poland, and they are provided with knowledge indispensable to working in positions of well-trained cooks, bartenders, managers of restaurants and bars in compliance with international standards in all aspects of the preparation, presentation of meals and drinks, as well as services within the confines of the tourism and hotel management industry.

Tourism Service

The teaching programme in the Tourism and Recreation Department is meant for full-time and extramural students majoring in Tourism Service, within the confines of Bachelor's and Master's programmes. The syllabus is adjusted to the needs of the international tourist market (apart from the compulsory subjects it comprises subjects students can choose from, the so called specialization ones). The graduates of this major are prepared to work in offices and travel agencies, tour-operator companies, hotels, rest houses, government and council administration as well as other organizations and institutions dealing with the organization of tourism and recreation.

Management and Marketing in Hotels, Restaurants, Tourism and Recreation

In Marketing and Management Department of the Academy of Hotel Management and Catering Industry in Poznań there are course units connected with widely and narrowly comprehended economy and economics in hotel management, catering industry and tourism and recreation, as well as organization, management and marketing in this field.

The aim of Economic Sciences is to familiarize students with microeconomic and macroeconomic phenomena. Such knowledge will be indispensable for them while studying

and working. An essential feature of subjects in this field is the fact that a student accustomed to technical and technological thinking can broaden his/her mind with new, essential aspects of the circumjacent technical and economic reality with the simultaneous understanding of processes taking place in this field.

II A.4 Access to further studies

The study programme which is carried out in Bachelor's degree (first cycle) prepares the graduate of the Academy of Hotel Management and Catering Industry to continue education in Master's degree (second cycle) in the same or related major. Many graduates decide to study in our Academy or in the Academy of Physical Education. After receiving Master's degree, graduates are prepared for postgraduate studies or PhD studies.

II A.5 Course structure diagram with ECTS credits

The study programme along with the number of ECTS credits, assigned to each course unit, make Appendix C of this information package

II A.6 Final examination

First cycle studies (Bachelor's degree) are completed with the thesis defence and the final exam. A form of this exam is defined in the 13th chapter of the Statutes of the Academy. Below, a suitable extract from the document is presented.

The extract from the Statutes of the Academy:

13. The thesis and the final exam

§ 32.

- Conditions necessary to graduate from the Academy are: to submit the thesis and to pass the final exam (bachelor's or master's degree). The duty to meet these requirements is treated as part of the final year study programme.
- Each student submits the thesis not later than till the 10th May in the last semester of studies.

3. Rector or vice rector under the application of a thesis promoter or a student are able to shift the date of the thesis submission in the following cases:

- student's long illness confirmed by a suitable certificate of medical service;
 - the lack of possibility to prepare the thesis in the obligatory time because of justified reasons which do not depend on the student (i.e., the lack of necessary literature)
4. The submission date of the thesis in cases described in paragraph 3 may be shifted to not longer than 3 months since the date defined in paragraph 2.
5. The thesis means the written bachelor's degree or master's degree papers. Despite the written paper, each student submits the thesis in the electronic version.

§ 33.

1. Rector appoints a promoter who, in the agreement with the student, sets the subject of the thesis in the scope of the major chosen by the student.
2. The student prepares the final paper under the direction of a promoter. The promoter must be an academic teacher with a doctor's degree at least.
3. Under the application of the student, rector is able to change the promoter.
4. In case of the promoter's longer absence which could influence the delay of the thesis submission, rector or vice rector are obliged to allot the person who will take the responsibility of managing the final paper.
5. The change of the promoter during the last 6 months before the graduation, may become the basis of the prolongation of the thesis submission date.
6. The thesis may be prepared by more than one student as far as there is some possibility to distinguish parts prepared by individual students, and on this basis estimate the workload and factual value of the thesis.
7. A paper written within the confines of the students scientific organization may be considered as a thesis.
8. The subject of the thesis should be set not later than before the beginning of the last semester of the seminar. The following factors are taken into consideration while setting the subject of the paper:
 - 1) course and major
 - 2) student's interests
 - 3) real possibilities of preparing the paper by the student.

§ 34.

1. The review of the final paper is made by the promoter and the reviewer.
2. If one review is unsatisfactory, the decision of the student's admission to the final exam is taken by rector after the discussion with the second reviewer.
3. The final mark of the thesis forms arithmetical mean of all the marks put out by persons described in paragraph 1, according to the scale given in § 20, paragraph 1 of this statutes.

§ 35.

1. Decisions concerning the admission to the final exam belong to rector after meeting the following obligations by the student:
 - 1) obtaining all needed credits, including training periods and passing all exams stated in the syllabus;
 - 2) meeting all obligations towards the Academy, in particular: no delays in fees, all credits in the student's book, periodical card of student's achievements and settling accounts with the library;
 - 3) submission of an application in the Rector's office concerning the admission to the final paper defence along with three copies of the thesis, including one in the electronic version.
2. An application for the admission to the final examination along with the thesis should be submitted in the rector's office, at least 14 days before the date of the exam.
3. The final examination should take place not later than 3 months after the thesis submission.
4. The final examination takes place in front of the commission that is appointed by rector or vice – rector. The commission consists of at least three persons, including the chairman, the promoter and the reviewer. The chairman of the commission must be the academic teacher with a doctor's degree at least.
5. If the final paper was written in a particular working place or the subject of the paper was precisely connected with the needs of the working place, a representative of this working place may be assigned a member of the commission by rector or vice rector.
6. The final examination is an oral exam.

7. The student is allowed to take the final examination after having submitted the student's identity card or another document confirming his/her identity in the rector's office.
8. The final examination starts with the presentation of the thesis by the student. After the discussion on the paper, the student answers at least three questions. Answers should prove student's knowledge in the range of a chosen major and subjects connected with his/her final paper in particular, as well as foreign languages.
9. After the final examination, the note is stated out according to the scale defined in the § 20, paragraph 1.
10. The mark of the final exam forms arithmetical mean of all grades obtained during the exam. The mark of the final exam is unsatisfactory if more than one student's answer was unsatisfactory.
11. After the final examination, the commission sets the final result of the studies which will be written in the certificate. The final result of the studies consists of: $\frac{1}{2}$ of average marks in exams and credits obtained during studies, $\frac{1}{4}$ of the thesis mark and $\frac{1}{4}$ of the final exam mark.

§ 36

1. In case of obtaining unsatisfactory grade during the examination or in case of unexcused absence at the examination, rector upon the application of a student appoints another, ultimate date of the exam.
2. The next examination cannot take place earlier than one month and later than three months after the first exam.
3. In case of the final examination failure in the additional time limit, rector under the application of a student allows the student to repeat the last year of studies or strikes his/her name off a students' list.

§ 37.

1. The student graduates from the Academy after passing the final examination with at least a satisfactory grade.
2. In the diploma the final result is written. The result is equalized to the full mark according to the rule:
 - to 3,50 – satisfactory

- from 3,50 to 4,50 – good
 - from 4,51 – very good
3. The equalization to the full mark concerns the diploma inscription only. In all other certificates the real result of the studies is specified, calculated as it was written in the § 20, paragraph 5.
 4. The final examination board is able to improve the grade which is described in paragraph 2, if the student got very good final exam and final paper grades and during the last two years of studies he/she achieved the average exam grade 4,0 at least.
 5. The final examination board is able to reduce the grade defined in paragraph 2, if arithmetical mean of all grades in the student's book does not exceed 3,25 or in case of obtaining one unsatisfactory grade for the question.
 6. A minutes is made after the diploma examination that covers: members of the final examination board, questions asked, answers marks, the final grade of the exam and the final paper, and the general result of studies.
 7. The graduate has the right to keep the student's book.

II A.7 Evaluation and examination rules

The list of examinations completing each semester are presented in diagrams presented in Appendix C to this information package.

The method of evaluation and final grade components are defined in chapter 5 of the Academy regulations which are presented below.

The extract from the Academy Regulations

4. Exams and credits

§ 13.

1. To be allowed to take the exam you have to get credits in particular classes unless rules of getting credits in the subject provide otherwise.
2. Credits in subjects covered or not covered by the examination are granted by a person who conducts classes on the basis of the student's attendance and class participation or written and oral tests.

3. The completion of the subject covered by the exam, takes place not later than during the final classes in the year or semester. The completion of classes which are not covered by the exam may take place till the end of term. If the student does not get the credit in the subject covered by the examination before the examination time limit, he/she loses the right to take the examination in the first time limit.
4. Students take examinations in the end of terms. The examiner may appoint examination time limits before the end of terms under the application of a student with the consent of vice rector.
5. Students may take examinations in two time limits: the first one – in the end of term and the other one – during the repeat end-of-term exams. The repeat examination time limit should take place not earlier than 7 days after the first exam.
6. Time limits and places of examinations are determined by the examiner who informs vice rector about it at least 14 days before the beginning of the end-of-term exams. If it is not possible to determine the time limit, the decision is taken by vice rector upon the application of a person concerned.
7. The examination is carried out by the person who conducts classes in a particular subject or if it is not possible by another academic teacher appointed by vice rector.
8. The examination may be written or oral. A written exam may be a test or some practical form. It may also be combined if it is needed by the specific character of the subject. The form of the examination, its scope and the list of source materials and books necessary to prepare for the exam should be delivered to students by the teacher just at the beginning of classes.
9. The student who takes the exam should have the student' book and the periodical card of student's achievements with credits in classes being part of the subject.
10. Disabled students can apply for the adjustment of the examinations and credits forms and time limits to their needs, resulting from the kind of disability.

§ 14.

1. If a student does not take the exam in the time limit without any excuse, he/she gets unsatisfactory grade. The examination taken after the time limit is regarded as a repeat examination.
2. The student is obliged to submit a written excuse for the absence during the examination not later than 7 days after the exam. The decision concerning the excuse is immediately taken by vice rector.

3. In case of the excused absence during the exam, the student keeps the right to take the exam on another day appointed by the examiner provided that he/she reports to the examiner immediately after the cause of the absence passes. The examination is then considered the first time limit exam.
4. The student does not lose the right to take the exam in the first time limit if the examination did not take place in the previous time limit because of the examiner's absence. Another time limit cannot clash with time limits of other end-of term exams .
5. If the student gets unsatisfactory grade during the exam, he/she has the right to repeat the exam in every subject in the semester.
6. Regulations of paragraphs 1-5 are also applied to credits.

§ 15.

1. The completion period is a semester or a year depending on the major. The decision in the matter is taken by rector.
2. The completion of the academic year should be done till the 30th September.
3. The completion of the semester and the academic year takes place after all exams have been taken and credits in all subjects got.
4. Examinations and credits are registered in the student's book, periodical card of student's achievements and the examination report.
5. Dates of submission student's books and periodical cards of student's achievements to complete the semester or the academic year are determined by vice rector.
6. Rector confirms the completion of the semester or the academic year signing the student's book.

§ 16.

1. The student is obliged to do professional training in the scope described both in the syllabus and teaching programme.
2. Dates of training are determined by vice rector and delivered to students.
3. The Academy makes it possible to do professional training in Poland on the basis of contracts signed with working places.

4. A decision on student's foreign training is taken by rector under the application of the training coordinator and the qualifying committee.
5. The student, who got a good grade (4,0) in the language of the country she/he plans to do training, has the right to go in the first place.
6. The student applying for foreign training is obliged to take all compulsory exams in a semester (academic year).
7. The foreign training programme is approved by the training coordinator.
8. Rector may consent to training in the working place chosen by the student if the training character is compatible with the studied major.
9. National training may be done during the academic year. In this case its duration must not exceed 4 weeks. While on training the student is released from classes.
10. On the basis of a certificate confirming that training was done by the student and the report, rector recognizes training. The training completion is confirmed by signing the student's book.
11. Rector is allowed to release the student from obligatory training on terms defined by the scientific and teaching council.
12. Student's participation in works of the scientific camp may be the basis for the recognition of professional training fully or partially. A decision in the matter is taken by rector.
13. If the student does not complete training stipulated in the study schedule, rector under the application of the student may allow to do training next academic year or strike him/her off the students' list.

§ 17.

1. Within seven days from the date of the exam or completion the subject, the student who reports justified remarks concerning the impartiality of the form, mode or course of the exam or completion the subject, is allowed to apply for taking the exam in the presence of a commission. The exam in the presence of a commission should take place not later than 14 days from the date of the application submission.
2. Rector is allowed to order the exam in the presence of a commission on his own initiative or under the application of the examiner.

3. The examination board consists of three persons: rector or vice rector as a chairman and two academic teachers connected with the subject of the exam or a related one.
4. Under the application of the student a representative of the students' senate or a tutor may become observers during the exam in the presence of a commission.
5. The exam in the presence of a commission is an oral exam. In some particular justified cases, rector is allowed to consent to a written exam under the application of the student.
6. The result of the exam is decided by the majority of votes. In case of equal votes, the decision belongs to the chairman. The grade in the exam is the final one.
7. After the exam a report is written which, especially in case of the unsatisfactory grade, should include its justification.

§ 18.

1. In relation to the student who did not complete the semester or the academic year, rector takes a decision on:
 1. conditional registration for the next semester or academic year
 2. permission to repeat the semester or academic year
 3. striking off the students' list
2. A decision in cases defined in paragraph 1, points 1-2 is taken by rector under the application of the student.

II A.8 ECTS faculty/departmental coordinator

It does not concern since the Academy of Hotel Management and Catering Industry is a college without separate faculties.

II (B) Description of individual course units

A description of individual course units (ECTS cards / syllabuses) is included in Appendix C to this information package.

III General information for students

III.1 Cost of living

Buying textbooks, a monthly ticket for city transport, insurance, accommodation, money on food and clothes are not easy tasks for students who begin their education. The necessary minimum which allows to satisfy all needs stated above, without a tuition fee, is something about 700 PLN per month. An important element of total costs of living is a tuition fee. The Academy offers the scholarship and fellowship. The tuition fee depends on the mode of studies, according to conditions included in the signed contract, and can be payable on a one-off basis or by monthly installments.

The amount of other charges that may influence student's costs of living (fees for retake examinations and exams in the presence of a commission, charges for the precipitation or prolongation of the end-of term exams) are defined by rector's regulations and council resolutions.

III 2. Accommodation

Our Academy does not have a hostel. Students of the Academy of Hotel Management and Catering Industry rent flats, partly at the Warszawskie housing estate where the Academy is located. Costs of a flat are about 300 PLN per month and vary depending on the standard. In some cases, you have to add bill charges to the basic price.

There is a possibility to live in hostels which belong to other Poznań colleges, however vacancies are not always available there.

III 3 Meals

The Academy of Hotel Management and Catering Industry has its own restaurant with a professional kitchen. In the movie-themed „Beverly Hills” restaurant and winter garden in the lunch time and during breaks in classes, students and teachers may meet and discuss.

Average price:

Dinner – 10 PLN.

Breakfast – 5 PLN

Coffee – 3,50 PLN

Sandwich – 2,50-3,50 PLN

Refreshing drink – 2 PLN

III 4 Medical facilities

According to the regulations, students are subject to compulsory health insurance. If the student has a contract of employment, the insurance is paid by the employer, but if the student has his/her own firm, he/she is obliged to pay the insurance himself/herself. The situation looks different if the student does not have his own firm or does not have the contract of employment and he/she is less than 26 years old. In this case, his parents are obliged to pay the insurance for him. If the student is more than 26 years old or he/she is not obliged to pay the insurance because of other reasons, the Academy will pay the insurance for him/her. It may be done after his/her matriculation and submission the statement of not being obliged to pay the insurance from some other reasons. It concerns all types of schools and modes of studies (i.e. private colleges, extramural studies, etc.).

Students from the European Union may use medical care on the same terms as Polish citizens. To prove the insurance, students are obliged to show the E 11 form, the European Health Insurance Card or a substitute certificate. On the basis of these documents they may use medical services but only the ones who signed contracts with the National Medical Fund. A decision on the E11 form duration is taken in the Insurance Center which gives the form.

Students who begin studying in Poland and come from countries which are not members of the EU, like Ukraine, may sign the contract with a director of the regional National Medical Fund, concerning the Free Will Health Insurance. To sign the contract, documents from the college are necessary. The monthly fee of the insurance for students is 35,70 PLN.

III 5 Facilities for special needs students (i.e. disabled students)

Disabled people, just like all candidates, are obliged to pass the qualification procedure according to the chosen major. The Academy provides disabled people with specific forms of the qualification interview, however there is no special treatment of disabled people.

For candidates who cannot hear properly or deaf ones, those who cannot take oral exams, there is a possibility to take written exams or to use the sign language interpreter.

III.6 Insurance

According to legal regulations, all students are obliged to pay health insurance in the National Health Fund. Moreover, all students may insure themselves in the event of death or unexpected events in Rogal Poland.

III.7 Financial support for students

In the Academy of Hotel Management and Catering Industry there are following types of grants:

SCHOLARSHIP:

from the average grade of 4,8

An application along with a certificate on the average grade should be submitted.

SOCIAL GRANTS:

- net income per person in the family must not be bigger than 550 PLN

An application along with a certificate from the Tax Office on salaries in 2006 should be submitted

II 8 Student Affairs Office

Department of the Student Affairs Office

ul. Nieszawska 19 61-022 Poznań

TELEPHONE: 0618711530 / 550 / 532

FAX: 0618711533

E-MAIL: dos@wshig.poznan.pl

Monday – Thursday 7:00-16:00

Friday 7:00-14:00

Saturday 9:00-14:00

Rector's office

0618711551

rektor@wshig.poznan.pl

Tuesday 9:00-11:00

Friday 9:00-11:00

Saturday 9:00-11:00

Vice rector in charge of scientific and didactic matters Ewa Mucha-Szajek, PhD Prof.

WSHiG

0618711538

ewam@wshig.poznan.pl

Monday-Friday 10:00-12:00

Saturday 10:00-12:00

Vice rector in charge of students Anna Woźniak, PhD

0618711544

awozniak@wshig.poznan.pl

Monday-Friday 10:00-13:00

Vice rector in charge of extramural students Renata Rasińska, PhD

0618711539

Wednesday - Friday 10:00-12:00

Saturday 8.00-14.00

Sunday 8:00-12.00

Documentation department

wshig@wshig.poznan.pl

Monday-Friday 8:00-14:00

Saturday (during extramural classes) 9:00-13:00

III 9 Study facilities

The library of the Academy of Hotel Management and Catering Industry was founded in 1993 and was a storeroom type library with a usable floor area of 65 square metres. Since 2008 it has been located in the new building of the Academy – “A” building on the first floor. Its usable floor area is much bigger, i.e. 347,5 square metres. It is a module library without divisions typical of storeroom libraries with the access to the majority of books, except for special collections (maps, audio and video cassettes, CDs, and diploma works).

The library consists of the following rooms: a general reading room for 30 seats, a computer room with the access to the Internet for 16 seats and the biggest room with a collection of books on bookshelves put in 12 rows in an alphabetical order according to fields of science as well as a lending library at the counter.

The library of the Academy of Hotel Management and Catering Industry collects books connected with catering industry and nutrition, hotel management, tourism, recreation and others. What is more, the library has publications concerning agrotourism, ecology, economy, philosophy, finance, geography, marketing, law, sociology, psychology, statistics, management, history and art. The library also collects general publications: dictionaries,

encyclopedia, lexicons, guidebooks and atlases. At present the library collects over 15000 books, over 700 inventory units of special collections and 114 titles of professional magazines.

The collection of books is accessible to students, lecturers, the Academy workers and private people.

Since 1999 library users have been served by a computer programme, called "SOWA". Library employees render services in bibliography, prepare various types of specifications and indexes, advise in suitable professional reading, render Xerox and printing services, give the staff access to maps, charts, audiovisual aids, projectors, laptops.

The library cooperates with other institutions and colleges in the scope of publication exchange – with 19 domestic libraries, including two on the grounds of agreements, ie. the library of the Academy of Hotel Management and Tourism in Częstochowa and the College in Jasło as well as five domestic wholesalers, purchasing and selling own scientific publications.

Library rooms are spacious and they make the reader's contact with a book easy and quick. They also enable fast service and access to all services, including those for disabled people.

Since the 1996 the Academy of Hotel Management and Catering Industry in Poznań has possessed its own modern 3-storey building with a usable floor area of 5300 square meters.

In the October 2006, a third floor was given back for using with the high – tech equipped 6 classrooms and 360 total number of places. The area of the Academy gets bigger of 760 square meters.

On the ground floor of the building the administration office of the Academy can be found. On the first and second floors there are seminar rooms and classrooms, lectures halls, computer rooms and the assembly hall.

All the rooms are equipped with the modern audio-visual facilities and teaching resources. In the basement of the Academy there is an Internet reading room in which students can find necessary information and use electronic mail.

Library with a general reading room offers a large assortment of periodicals connected with tourism, catering industry, hotel management and many other subjects connected with the Academy profile.

Due to the popularity of the physical education facilities, the School Authorities built a fitness room equipped with modern facilities.

Apart from its own facilities, the Academy rents municipal sport rooms, such as gyms, swimming pools and tennis courts. Students may also use the nautical base with qualified personnel that conduct courses for nautical certificates.

All the activities regarding physical education and qualified tourist camps are delivered by professionals from the recreational sport work-center.

Young people can use a movie-themed restaurant with a professional kitchen where students of the Hotel Management and Catering Industry major learn to prepare dishes and serve customers. Next to the restaurant there is a Winter Garden provided for rest and integrative students` meetings. Young people can read newspapers here, watch television or listen the music.

On the ground floor of the Academy you can find a shop with scripts and the latest scientific works as well as a Xerox machine.

At present the extension of the building is still provided. Newly built part of the building with the total area of 1500 square meters, is equipped with lifts and prepared for disabled students, just to let them realize their own dreams studying in our Academy. In newly built part of the school, a library, lecture halls and the administration offices are located. The expected time of finishing the investment was settled for October 2008.

III 10. Practical information for mobile students

Poznań is one of the most important education centers in Poland because of numerous colleges and the high quality of the scientific staff. After Warsaw, Cracow and Wrocław, Poznań takes the fourth place in Poland with regard to the number of students and the third place (along with Cracow) with regard to the number of colleges.

Statistics looks much better with regard to the number of students for 1000 citizens. In this category Poznań has been the national leader for 10 years, preceding such famous academic centers like Warsaw, Cracow or Wrocław. Every 15th student in Poland studies in Poznań. In 25 colleges (including 8 public colleges) more than 130 thousand people are students.

Useful information on Poznań for students from other countries and other Polish cities may be found at the following websites:

- www.epoznan.pl
- www.city.poznan.pl

- www.poznan4u.com.pl/
- www.poznan.naszemiasto.pl/
- www.info.poznan.pl/
- www.tutej.pl/

III.11. Language courses

On the basis of the agreement between the Academy of Hotel Management and Catering Industry and the Adam Mickiewicz University, foreign students may participate in Polish language courses in the School of Polish Language for Foreigners.

Classes are conducted on three levels, depending on the language proficiency: basic, intermediate and advanced in groups of 10.

You can attend the following courses in the School:	Costs:
One year intensive preparatory course for foreigners – candidates for students in Poland (600 hours): charge for one year: charge for 1 semester:	3100 EUR 1550 EUR
Summer School of Polish Language and Culture (75 hours -August) In the programme: lectures on Polish history, literature, theatre, film, geography and culture, workshops, such as: cooking, choir, theatre, national Polish dance, the Academy magazine and so on; intensive course of Polish language – 42 hours; tests, exams – credit points (ECTS);	700 EUR
Polish language courses for scholarship-holders (Socrates-Erasmus programme, GFPS and others)	-

Full information on the programme is given in students informatory sheets which are available in the School, Teaching Department and in the Department of Foreign Cooperation at the University,
dwzuam@amu.edu.pl:

I. Sarnowska- The Polish Language School for Foreigners UAM Poznań 1999;
Giefing, The Polish Language School for Foreigners UAM Poznań 2000;
 School of Polish Language for Foreign Students UAM Poznań 2001;
 Polnishes Seminar fur Auslaender UAM Poznań 1999.

Foreign cooperation – on the basis of bilateral agreements concerning foreign students
(information in the Department of Foreign Cooperation, dwzuam@amu.edu.pl).

Adam Mickiewicz University

The Polish Language School for Foreigners

Al. Niepodległości 4 (Collegium Novum), 61-874 Poznań
tel. (+48 61) 8293630; tel/fax. (+48 61) 8537464
e-mail: schoolpl@amu.edu.pl

III.12 Internships

Training in Poland

Every student of the Academy of Hotel Management and Catering Industry is obliged to have professional training in Poland which is the basis for having training outside Poland.

All students are obliged to have training according to their own major. During the first year of studies training should last at least 4 weeks.

Every student should be able to prove 15 weeks of professional training according to his/her own major during 3 years of studying.

Contact:

Elżbieta Niedzielska
tel./fax [+48] 61 8 711 536
e.niedzielska@wshig.poznan.pl

Training outside Poland

The Academy of Hotel Management and Catering Industry being fully aware of teaching the personnel for hotel management and catering industry, i.e. for a sector where employment from the very beginning depends mainly on practical skills of candidates and the number of their training days, takes care of the continuous broadening of its offer – national and foreign training.

The Academy cooperates with famous hotels and restaurants in Great Britain, Ireland, Denmark, France, Greece, Spain, USA and Cyprus, constantly trying to reach new contacts and eliminate those which do not meet students' expectations.

Employees of the Training Department in the Academy carefully read and archive information enclosed in questionnaires of students who have finished their training and are obliged to fulfill the questionnaire to get the training credit.

To apply for internships each student of the Academy of Hotel Management and Catering Industry should:

- complete the first semester;
- have a good command of the language spoken in the country he/she intends to go;
- do one-month training in Poland, and in case of applying for training in Ireland or Great Britain - training outside Poland;
- submit all needed documents, i.e. CV and the foreign training card (which is an official consent of the Academy to leave abroad), as well as the application for releasing from classes while training (in the office of vice rector, Anna Woźniak)
- succeeded in the qualification interview and signed the contract.

All students who want to do training outside Poland are obliged to submit their CV both in the electronic and paper versions in the Training Department of the Academy. The model form of the CV is available at the website of the Academy: [documents to download](#) link. In the Objective point you should write:

- country of destination
- date of starting training
- duration
- applied position

CV should be fulfilled correctly because all documents which are incomplete or include mistakes will not be accepted. Documents which in Personal part will be a copy of the model form available at the website, will not be accepted as well.

The Training Department is able to advise and help students. They organize trainings and monitor them, they, however, are not able to prepare documents for students who are obliged to do it properly themselves.

Formalities necessary to apply for internships have been limited to the minimum. Thus the Academy will obey the rule consistently.

- *Greece*

Internships in Greece take place in the summer season, i.e. from April to November. Every hotel the Academy cooperates with presents its offer where dates and the duration of internships are marked. Some hotels admit students for a period of 4 – 5 months in the middle of the season, other hotels – one group for 3 months at the beginning of the season and another one in the next part of the season.

Every hotel informs us before the season starts what positions it is offering. Most often students work in the service in restaurants and hotel bars, in the kitchen, in the reception desk and as chambermaids. Everyone can choose a position that suits him/her best depending on their linguistic skills (in Greece a command of English is obligatory, sometimes German is necessary, too), qualifications, experience and preferences. There are hotels that engage one student per season but there are also such hotels that admit about 50 people from our Academy in the high season.

Trainees go to Greece by plane. Tickets are booked by the Academy. Trainees are obliged to pay for the flight, these costs, however, are entirely reimbursed by managers. There are also hotels which offer to pay for the students' tickets in advance.

While training in Greece students are provided with accommodation, food and about 300 euro allowance a month. Everyone receives information on the detailed conditions binding in a given hotel before a departure.

Internships in Greece provide students with professional instructions, the opportunity to polish their English and learn basic Greek, as well as learning about Greek culture. Internships in this part of Europe is a splendid opportunity to taste Mediterranean cuisine and to relish the sun and the warm sea, the opportunity every trainee eagerly takes in his/her free time.

Contact:

Elzbieta Niedzielska
tel./fax [+48] 61 8 711 536
training@wshig.poznan.pl

- *France*

Hotels in France admitting our students are scattered all over the country. Internships are possible all year round and it lasts 3 months. There is, however, the chance to prolong the stay in some hotels. In most cases students go to the hotels on their own. They are provided with

accommodation, food and an allowance of about 300 to even 1000 euros a month. Students gain experience in positions in the gastronomic divisions of the hotel, i.e. in restaurants, bars and in the kitchen. Every person applying for training in France must prove they have a command of French. The level of this knowledge is dependent on the requirements made by the hotel. Many students establish fantastic relations during their training period in France and as graduates they go there to work on long contracts. Moreover, the time spent in high-class French hotels gives an invaluable chance to learn a difficult language.

Contact:

Krystian Grądecki
tel./fax [+48] 618 711 546
k.gradecki@wshig.poznan.pl

- **Ireland, Great Britain**

Internships in Great Britain and Ireland lasts from 6 up to 12 months. The majority of offers come in the period from February to June every year, therefore students wishing to leave should apply before or at the beginning of this deadline. Students may apply for a job in the positions in service, kitchen, housekeeping and reception, obviously taking into consideration previous experience, competence and predispositions. Each student receives an initial offer including basic conditions of employment that, after analysing, he / she may accept or reject.

Many a time students ask why training in Great Britain is not shorter. Considering the fact that each student needs from one to three months to familiarize with the hotel specificity and become a standard value employee, hotel managers try to decrease the workers rotation to the highest degree. Longer training allows students to get acquainted with the hotel activity and improve their command of English. In most cases students receive accommodation and full board paid in a small amount out of their wages.

Having finished training, students receive references and often offers of a full-time job after graduation. Due to the fact that hotels belong to the most renowned, popular and respected hotel chains, references obtained in those hotels make it easier for our graduates to get a better job.

Hotels the Academy cooperates with usually admit one or two students, but there are, however, some bigger units with positions for about 10 people. Nevertheless, we think that a trip in a smaller group gives students many more possibilities to be realized and to check their abilities, besides, it is much more useful as regards their command of English.

Professional training in Great Britain and Ireland has one more unquestionable advantage, namely it allows students to collect sufficient money to finance their own education or cover other essential expenses, thus giving them a feeling of independence and responsibility for their own choices. We repeatedly hear from the parents of students coming back from training that their children changed radically and grew up very fast. The office workers notice with pleasure how carefree teenagers become enterprising and mature young people with a vision of their own future.

Training outside Poland for students of the Academy of Hotel Management and Catering Industry is not obligatory but the profits it brings are the reason why there are so few students who voluntarily give up the chance of participating in training.

Contact:

Anna Górnjak

tel/fax. (+48) 61 - 87 11 557

agornjak@wshig.poznan.pl

III.13. Extramural and leisure activities

The teaching programme, carried out in the Academy of Hotel Management and Catering Industry in Poznań, contains classes in physical education which, in most cases, take place in the school gym. Team games or swimming take place in municipal sports and recreation centers. It is worth noticing that there are over 800 such places in Poznań.

Our students enthusiastically use tennis and squash courts, the regatta tracks, the Malta ski slope and ice rinks. The Academy of Hotel Management and Catering Industry along with other colleges in Poznań promote sport and physical education organizing swimming courses, practicing winter sports, canoeing, rowing, fencing. They also organize trips and camps in both summer and winter.

III.14 Student associations

Student associations in the Academy of Hotel Management and Catering Industry:

The School's Student Senate ss@wshig.poznan.pl

The Academic Sports Association was established in 1908. In the period between two World Wars the Association clubs were established in all academic centers. After the Second World War new clubs were created in all colleges and universities. Just at the beginning the

Association was focused on professional sportsmen, however in the late sixties the academic sport started to develop. At the end of 2001, the Association gathered 46 thousand members who were active in 249 clubs in Poland.

ACTIVITY

All the clubs conduct classes in numerous kinds of sport disciplines in almost 1000 sections. The most popular disciplines are: volleyball, basketball, table tennis, swimming. What is more, students practise such unconventional sports as: ice boating, wrestling and archery. Over 150 sections of the Association take part in national contests at the level of I and II league.

ACHIEVEMENTS

Since the period of two World Wars sportsmen of the Academic Sports Association have been achieving successes in national and international competitions. The Association is a member of the International Federation of Student Sport. Lately the greatest success has been the Championship of Poland in men's volley-ball, numerous successes of rowers, fencers, judo practitioners and athletes. In the last years, using the criteria of the participation in the Olympic Games sportsmen of the Association are about 25% of the whole Polish national representation.

Contact:

The Head Office of the Association
ul. Kredytowa 1 a
00 - 056 Warszawa
849 71 36
<http://www.azs.com.pl>
AZS – WSHiG Poznań
azs@wshig.poznan.pl

Associations outside the Academy:

Great Polish Center of Youth European Cooperation

ul. Św.Marcin 80/82
61-809 Poznań
Telefon: (61) 851 79 41
Fax:(61) 852 92 32
<http://www.woewm.zhp.wlkp.pl/>

Great Polish Center of Youth European Cooperation works in the region of Great Poland. It unites scout, academic and school youth, and all the people who are interested in the integration with the European Union and supporting the youth exchange. This organization is a Regional Information Center of Eurodesk.

„Lechia” Corporation

ul. Limanowskiego 12

60-744 Poznań

<http://www.lechia.org/lechia/>

MONSSUN - Polish Independent Students Association of Private Colleges is an organization established in 1994 by 5 students associations. At present MONSSUN gathers over 80 private colleges in Poland and a lot of students who take active part in various projects realization.

The Students' Parliament of the Polish Republic

The Students' Parliament of the Polish Republic is a national representation of all Students' Senates (article 157 of the Law about the Higher Education System). On the basis of this Law, Students' Senates associate all academic circles obligatorily. They work in a great number of public and private colleges in Poland (article 156).

The Students' Parliament may co-decide about the financial support for students and about the division of donations for youth organizations functioning in colleges. The Parliament organizes cultural activities of academic circles, takes part in elections of college authorities, departments and institutes. What is more, it influences teaching programmes and a course of education. It may also promote students and graduates on the working market and deals with legal consultancy.

Address of the Students Parliament:

Al. Szucha 25/3

00-918 Warszawa

tel./fax: +4822 625 20 30

tel.: +4822 621 55 19

biuro@psrp.org.pl

<http://www.psrp.org.pl/>