Appendix to Instruction 68 of the Jagiellonian University Rector of 18 June 2015

**Syllabus of university studies - general academic profile**

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| Name of a Faculty | Faculty of Management and Social Communication  |
| Name of a field of study | *Management**Business and Finance Management* |
| Determination of the area of study/areas of study from which the field of study, for which the programme of study is composed, was distinguished | *Social science* |
| Determination of academic fields or fields of arts and scientific or artistic disciplines, to which learning outcomes refer to | *Scientific field: Economics**Scientific discipline: Management theory* |
| Level of study | *Second-cycle studies* |
| Study profile | *General academic profile* |
| Mode of study | *Full-time studies* |
| Number of semesters  | *4 semesters* |
| Number of ECTS credits required in order to obtain qualifications  | *Minimum 120 ECTS credits* |
| Language  | *Course taught entirely in the English language* |
| Name and surname of the head of study programme  | *Professor Małgorzata Bednarczyk, Ph.D.* |
| Degree awarded to a graduate  | *Master of Science* |
| Possibilities of further education  | *After completing second-cycle studies, a graduate of the Business and Finance Management speciality is ready to undertake third-cycle (doctoral) and non-diploma post-diploma studies in social science and related fields. In addition, the graduates of this specialisation are prepared to continue education allowing them to obtain a licence required to practice a profession of a strictly defined specialisation.* |
| General goals of education within the field of study of a specified level and study profile | *The purposes of education in the Business and Finance Management speciality:*1. *The graduate will have advanced, specialised theoretical and practical knowledge of management theory and related science, particularly of the essence of the principles and problems concerning the operation of enterprises and public sector institutions.*
2. *The graduate will have the following skills: of critical analysis, interpreting and assessing management phenomena and processes at different scales, assessing the impact of the environment on these phenomena (processes) as well as preparing and taking of managerial, particularly strategic, decisions.*
3. *The graduate will be able to organise team work, lead a team and effectively communicate, negotiate and persuade, using their fluent command of the English language.*
4. *The graduate will be ready to work at the following positions: specialised jobs in the management system, of medium and top managers, advisors and consultants at commercial or public organisations, and also to run their own business. They will be particularly prepared to undertake work at entities with foreign capital as a result of graduating from studies taught exclusively in the English language.*
5. *The graduate will know business English at the C1 level according to the Common European Framework of Reference for Languages and use specialised management terminology in this language.*
6. *Development of ethical business attitude and corporate social responsibility, including personal accountability for decisions taken at the workplace and outside it.*
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| Connection between education within the field of study of a specified level and study profile and the mission and strategy of the University and the unit which conducts education within the field of study | *Education in the Business and Finance Management speciality directly contributes to the mission and strategy of the Jagiellonian University and the Faculty of Management and Social Communication by:** *ensuring the highest standard of education while adjusting the syllabus to the changing requirements of social and economic life as well as students' expectations resulting from the changing labour market;*
* *including classes devoted to key economic problems of the contemporary world and their proposed solutions in the syllabus;*
* *extending the educational offer to include classes taught in English, as developing educational cooperation with other Polish and international universities as well as promoting this cooperation among the students.*
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| Differences between the field of study and other study programmes with similarly defined goals and learning outcomes  | *The basic difference between the syllabus at the Business and Finance Management speciality and other syllabuses having similarly defined education goals and effects offered at the Jagiellonian University is that all classes are offered exclusively in English as the contemporary global language of business. In addition, this syllabus will be taught by the Institute of Economics, Finance and Management in cooperation with the Department of Management in Tourism, allowing the experience of both units to be leveraged to develop top-class specialists.* |
| Possibilities of employment  | *Having completed the Business and Finance Management speciality, the graduate will be ready to work as a specialist/manager at the middle and top levels within private economic sectors and in state administration.**They will be able to work as an independent specialist (e.g. an analyst, an advisor).**They will also have the requisite knowledge and skills to independently run a business and the ability to freely manoeuvre in the global socio-economic space.*  |
| Preliminary requirements | *Candidates wishing to attend second-cycle studies at the Management field of study, Business and Finance Management speciality are expected to have achieved the majority of education effects specified for first-cycle studies in the Management field, and are ready to supplement possible gaps on their own.*  |
| Total number of ECTS credits which must be obtained by a student during courses requiringdirect participation of academic staff and students  | *Full-time studies – minimum 60 ECTS credits.* |
| Total number of ECTS credits which must be obtained by a student as a result of courses covering basic sciences, to which learning outcomes of a specified field of study, level of study and study profile refer to | *Educational modules related to basic science relevant for the specific field of study:**- Concepts of Management 4 ECTS**- Macroeconomics 4 ECTS**- International Law 4 ECTS**- Ethics in Management 4 ECTS**- Statistics 4 ECTS**Total 20 ECTS* |
| Total number of ECTS credits which must be obtained by a student as a result of practical courses, including laboratories and projects | *Not applicable* |
| Minimum number of ECTS credits which must be obtained by a student as a result of general courses not related to the field of study, or courses delivered within other field of study  | *Minimum 1 ECTS.* |
| Number of ECTS credits which must be obtained by a student as a result of courses of Humanities and Social studies | *Minimum 1 ECTS Example humanities educational modules included in this study plan:**- Ethics in Management 4 ECTS**- Psychology of Management 4 ECTS**- Intercultural Communication 4 ECTS**- Business Negotiations 4 ECTS* |
| Total number of ECTS credits which must be obtained by a student as a result of foreign languages courses  | *4 ECTS credits* |
| Number of ECTS credits which must be obtained by a student as a result of physical education courses  | *Not applicable* |
| Number of ECTS credits which must be obtained by a student as a result of optional components | *36 ECTS* |
| Description of intended learning outcomes  | *Attached* |
| Curriculum  | *Attached* |
| Syllabuses of particular educational components which include methods of verification of learning outcomes obtained by a student  | *Attached* |
| Duration, rules and form of practical placements, in the case when programme of study includes practical placements | *Not applicable* |
| Total number of ECTS credits which must be obtained by a student as a result of practical placements within the field of study – if the programme of study includes practical placements  | *Not applicable* |
| Requirements connected to completion of study (a degree thesis/a degree examination/others) | *To complete second-cycle studies in the Business and Finance Management speciality, the student must write a Master's thesis and pass the Master's exam.*  |
| Other documents  | 1. *Method of using international experience and models - attached.*
2. *Documenting that the studies syllabus includes class modules helping the students to gain in-depth knowledge and skills for conducting scientific research relevant to the scientific research conducted in the discipline of science or art related to this field of study, to which over 50% of the ECTS credits necessary to gain the qualifications corresponding to the level of education has been assigned – attached.*
3. *In the case of second-cycle or long-cycle Master studies, information on how students' participation in research will be ensured – attached.*
4. *Documenting that the main organisational unit in charge of the field of study conducts scientific research in the discipline of science or art related to this field of study (e.g. a list of research subjects and key scientific achievements in the discipline of science or art connected with the field of study) – attached.*
5. *A description of the internal system of education quality assurance including, in particular:*
6. *the method of verifying effects of education during the entire education process in this field of study;*
7. *the method of using conclusions from academic teacher assessments by students according to article 132.3 of the Act – the Law on Higher Education;*
8. *the method of assessing the achievement of the assumed education effects;*
9. *the method of using conclusions from the analysis of the results of University graduates' professional career monitoring referred to in article 13b.10 of the Act – the Law on Higher Education, and if the University itself is monitoring the professional careers of its graduates – also conclusions from the analysis of the results of this monitoring;*
10. *steps to detect and prevent plagiarism.*

*Attached.*1. *The method of cooperating with external stakeholders (e.g. a list of individuals external to the faculty taking part in syllabus work or consulting the draft syllabus; opinions of external stakeholders on the education effects and the syllabus) - attached.*
2. *Description of the way by which the compliance of the assumed education effects with the requirements of the labour market is analysed and the results of this analysis are used – attached.*
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| Matrix of learning outcomes for a programme of study within a specified level of study and study profile  | *Not applicable* |