

The Infrastructure and Management College in Warsaw (Wyższa Szkoła Infrastruktury i Zarządzania w Warszawie) is a non-state higher vocational school operating on the market since 2003 and educating on bachelor and engineering studies.

The mission of the Infrastructure and Management College in Warsaw is to educate professionally highly qualified personnel in accordance with the Needs of the developing economy of Poland and the united Europe.

We wish to create a College, which will fully satisfy our students and staff through the high quality of our activities:

- Students have the material and intellectual conditions to develop and to obtain professional education in accordance with the market needs,
- Graduates obtain preparation for and support in finding suitable employment,
- Potential employers have a guarantee of acquiring valuable employees,
- College staff have satisfying conditions of work and development as well as support in realisation of scientific research,
- The community of the region is served by our active participation in the development of the region, science and culture.

Quality concerns in equal measure the educational results and development of each student, the raising of the quality of the work and education process of the College and meeting national and international standards of education.

In the recent years, the College has actively participated in international cooperation and student exchange.

This is an essential element of the activities of the College, and its execution requires conclusion of bilateral agreements with foreign partners. Having that in consideration, the College is aiming at enhancing its educational offer by means of opening new faculties and supplementing the syllabus with classes conducted in the English language.

The strategy of The Infrastructure and Management College in Warsaw focuses on the internationalization of the educational process, mainly through the use of patterns of foreign universities. This involves inviting foreign visiting academic staff, as well as support of mobility of our students and academic staff. This process is long-termed, so the strategy of the College must establish long-term measures, based on the gained experience and held on a regular basis, monitored and adjusted to the current conditions of the external and internal environment of the College. Selection of partner universities is verified mainly by analyzing the courses of study and training programs offered at potential partner school.

The growing interest in the medical studies (cosmetology) is the reason of detailed attention paid to the programs of medical studies offered by a potential partner University.

In addition, the preferred by our students destinations (regions/countries) are consulted with us. This aspect pays significant role since studying in another country should bring the students benefits both in the field of educational and personal experiences which also fulfills the functions of motivating. The final choice of the partner is a compilation of the factors mentioned above, which is regularly monitored and evaluated. The current way of choosing of partner institutions has been conditioned at the relevant time trends in education, which has gave us the multiplicity of partners in the field of IT and management. International Relations Office keeps trying to analyze actual trends in higher education and the strategy of our College is being adapted to them constantly. Regards to international cooperation, this translates into the verification of individual universities and monitoring of changes in their program.

In addition, the International Relations Office works on organizing guest lectures of academics from partner universities. The lectures will focus both on the exchange of gained experience and knowledge and on getting know the specific of teaching in other European countries.

In the context of development of international cooperation, the College is aware of the necessity to initiate mechanisms that will support activities in view of increasing the attractiveness of its studies for foreign students and facilitating international student and staff exchange. The program of such activities is constantly modified. Students can learn about the activities of the College in the area of organization of student exchange and foreign apprenticeships at the seminar organised at the College as well as from the notice board or the website of the Office for International Co-operation of the

Infrastructure and Management College in Warsaw.

Referring to the EU policy concerning the battle against any forms of prejudice, the The Infrastructure and Management College in Warsaw organizes integration groups, to which students are assigned irrespective of their nationality, race, views, gender or medical condition.

In order to guarantee high quality of international exchange processes, the Infrastructure and Management College in Warsaw has implemented activities aimed at streamlining of the exchange-related procedures. The European Credit Transfer System (ECTS) is now available on all faculties. A partner institution is selected on the basis of an analysis of the accepting school's syllabus, the aim of which is to determine the possibility of getting credits for the time of studies. Students are recruited on the basis of a submitted application, their results in studies and their language skills. A syllabus for the selected candidates is prepared in cooperation with the partner institution. A week before the departure at latest, an agreement is signed between the college and the students, which stipulates the conditions of getting credits for the semester and the amount of a grant. The amount of a grant depends on the scale of leaves, but it always falls within the limits recommended by the National Agency. We are planning to organise specialised language courses for students going on an exchange and intensive Polish and English language courses for incoming students.

The Infrastructure and Management College in Warsaw does not have its own dormitory, but it undertakes to make every effort to guarantee the visiting students the stay and education in good conditions and friendly environment. Each student visiting the College can count on a warm welcome from our students. International exchange also refers to academic teachers. Considering the qualifications of a candidate, a program of at least 5 lecture hours is determined before they leave. The amount of a grant is awarded in accordance with the recommendations of the National Agency.

The Infrastructure and Management College in Warsaw has its Apprenticeship and Personnel Consultation Department, which in cooperation with the Office for International Co-operation deals with organization of foreign apprenticeship for its students. The choice of an institution, in which a student could take their apprenticeship is analysed on the basis of the scope of obligations of a potential apprentice, which should be correlated with the field of studies. For this reason, before signing an agreement between the college and the institution accepting apprentices, negotiations are held, which are aimed at defining the syllabus of apprenticeship. Recruitment of students for apprenticeship is carried out on the basis of an analysis of their results and language skills as well as additional criteria dictated by the accepting institution and specified in the agreement between the parties. Students are awarded a grant in the amount depending on the number of qualified people, but within the limits determined by the National Agency. The agreement between the institutions suggests an appointment of a person – the student's tutor, who would monitor the course of execution of the apprenticeship syllabus for the purpose of issuing by the company a document certifying execution of the syllabus. An annotation on execution of the apprenticeship syllabus is enclosed in the supplement to the The Infrastructure and Management College in Warsaw graduation diploma.

It is permissible to combine apprenticeship with a leave for studies at a partner institution under a student exchange program.