

# **PROGRAMME OF STUDIES - Maritime Business and Management (MBM), bachelor degree studies**

## **I. GENERAL CHARACTERISTICS OF THE CONDUCTED STUDIES**

### **1.1. Basic information**

Name of the course:	Maritime Business and Management
Level of education:	bachelor degree studies
Profile of education:	all-academic
Form of study:	full-time
Duration of studies:	3 years (6 terms)
Number of ECTS credits necessary to complete the studies:	180
Professional title awarded to graduates:	bachelor's degree

### **1.2. Assignment of the field of study to academic disciplines**

The name of the leading discipline in which more than half of the learning outcomes are achieved, together with the percentage of the number of ECTS credits for the leading discipline in the total number of ECTS credits required for completion of the degree programme in the field of study

Name of the leading discipline	ECTS credits	
	number	%
Management and quality sciences	121	66

Names of other disciplines with the percentage share of the number of ECTS credits for other disciplines in the total number of ECTS credits required for graduation from the degree programme

Name of the discipline	ECTS credits	
	number	%
Economics and finance	31	17
Linguistics	12	7
Technical informatics and telecommunications	7	4
Legal sciences	6	3
Civil engineering and transport	5	3

### **1.3. Learning objectives**

The aim of education at the bachelor degree studies in Maritime Business and Management is to equip graduates with knowledge, skills and competences in the field of management and quality sciences, necessary to take up employment in a modern knowledge-based economy and to function actively in the information society. The graduate has a thorough education in the field of management and quality sciences supplemented by knowledge of the following disciplines: economics and finance as well as technical informatics and telecommunications. The graduate is aware of the importance of innovation for ensuring sustainable development of the country, regions and local communities and is open to

implementing innovative solutions. He/she has the ability to move freely in the socio-economic space and to adapt flexibly to dynamic changes in the economic environment. His/her employability is enhanced by the ability to apply information technologies and to speak English at least at an intermediate level as well as another foreign language. The specialised and professional background of the maritime economy - both its land-based and maritime dimension - is provided in the Specialisation Courses.

More than a dozen General and Core Courses are offered as part of the first semesters of the studies. These will allow to gain the basic knowledge of Management and Economics needed by a manager, including knowledge of the basics of finance, accounting, marketing, law and quality management. After completing the Specialisation Courses the student will gain knowledge of: Maritime Trade, Maritime Logistics, International Forwarding, and Port Management & Operations. However, the subjects will also relate to other maritime specializations - Modern Marine Technologies, Shipbuilding Industry, Fishing Industry or even maritime tourism issues, thus providing a comprehensive education. For the purpose of enhancing academic skills and preparing a thesis to graduate from the Maritime Business and Management specialization, students acquire knowledge in Academic Research and Writing, which can also lead to an academic career in the future.

Studying Maritime Business and Management opens up opportunities for graduates to take up future managerial positions in companies related to the various specializations within Maritime Business. These mainly include companies in the TFL sector, but also others related to maritime tourism, the shipbuilding industry and the fishing industry as well as maritime equipment suppliers and offshore industries and contractors. With the knowledge and skills acquired, students graduating will be prepared to take on a variety of professional challenges and be open to building their career paths, either as an employee with different companies or running their own business.

Upon completion of the studies, the graduate:

- obtains a first degree qualification (level 6 of the Polish Qualifications Framework),
- is awarded a Bachelor's degree,
- is prepared to undertake second degree studies.

#### **1.4. Relationship to the mission of the university and its development strategy**

The Maritime University of Gdynia is a university whose mission since its inception has been to conduct research and educate highly qualified personnel for the needs of the maritime economy. The university's development over the years has made it possible to create an original research centre and expert base actively influencing the socio-economic environment, conducting scientific research and educating at the highest level and supporting the creation of an innovation-based economy, especially in the broad maritime area, prepared for the challenges of digital and green transformation.

The development strategy of the Maritime University of Gdynia for 2024-2028, among the key strategic objectives for education, indicates:

1. Expanding the educational offer both in Polish and English with the use of modern educational forms, methods and tools, corresponding to the needs and requirements of the dynamically changing world and labour market as well as processes related to energy transition and sustainable development.
2. Enhancing further the quality and effectiveness of the education process.
3. Linking didactics with scientific research, inventive and expert activities carried out by academic staff.

4. Increasing interest in the didactic offer of the Gdynia Maritime University among foreign candidates at all stages of education, including the Doctoral School.

The bachelor degree programme in Maritime Business and Management is consistent with the university's mission and the development strategies of the university and the faculty, as:

- Maritime Business and Management graduates, being comprehensively educated specialists in management and quality sciences, capable of functioning and developing various branches of the economy, they will also feed into the staff of the maritime economy.
- The Bachelor degree in Maritime Business and Management offers students the opportunity to choose from a range of Specialisation Courses that prepare them for work in sectors of particular importance to the region, such as logistics, IT or tourism.
- Maritime Business and Management studies foster entrepreneurial attitudes and respect for the principles of sustainable development.
- During the studies, particular emphasis is placed on the development of social attitudes coinciding with the mission of the university.
- Graduates are able to correctly resolve ethical and moral dilemmas related to their professional work, and are able to act in an entrepreneurial and ethical manner.
- The study programme is subject to continuous improvement, resulting in an increase in its quality by:
  - updating the content of the curricula of individual course modules, adapting them to the latest scientific results and developments,
  - offering new courses and specialisations, adapting them to the needs of the national and international labour market, in cooperation with the Faculty's Partners Council,
  - developing cooperation with national and international organisations and employers in order to provide students with more opportunities for internships and work placements,
  - creating opportunities for the Faculty students to obtain certificates confirming their professional competences,
  - internationalizing the educational process, by:
    - employing foreign professors conducting monographic lectures in English,
    - exchange of students within the ERASMUS+ programme,
    - mobility of faculty members to teach in foreign universities within the ERASMUS+ programme and other programmes,
  - monitoring the fate of the Faculty's graduates, in cooperation with the Student Careers Office, and making use of their experiences.

## **1.5. Recruitment principles and entry requirements**

Recruitment principles are determined annually by the Senate of the Gdynia Maritime University, which adopts a relevant resolution. Candidates for first degree studies in Maritime Business and Management should have an education entitling them to undertake first degree studies (matriculation certificate).

## II. LEARNING OUTCOMES

The field of study **Maritime Business and Management** (MBM) has been assigned to the leading discipline of **Management and Quality Sciences** (In Polish: Nauki o Zarządzaniu i Jakości, NoZiJ), as well as the related discipline of **Economics and Finance** (in Polish: Ekonomia i Finanse, EiF).

The learning outcomes assigned to the program consider the universal first-degree characteristics and second-degree characteristics for qualifications at level 6 of the Polish Qualifications Framework (PRK). These are typical for qualifications obtained within the higher education and science system and are defined in terms of knowledge, skills, and social competencies, with references to the PRK and assigned scientific disciplines.

### 2.1. Explanation of symbols

Preceding the underlined text:

NK – program learning outcomes

Following the underlined text:

W – knowledge category

U – skills category

K – social competence category

01, 02, 03 and subsequent – learning outcome number

### 2.2. Explanation of abbreviations according to PRK

P6S – level 6 of the Polish Qualifications Framework

Component description code	Category of learning outcome characteristics	Descriptive category – key aspects
P6S_WG	Knowledge: knows and understands	Scope and depth – completeness of cognitive perspective and interrelations
P6S_WK		Context – conditions, consequences
P6S_UW	Skills: is able to	Application of knowledge – solved problems and performed tasks
P6S_UK		Communication – receiving and producing statements, disseminating knowledge in the academic environment, and using a foreign language
P6S_UO		Work organization – planning and teamwork
P6S_UU		Learning – planning one's own development and the development of others
P6S_KK	Social competencies: is ready to	Assessment – critical approach
P6S_KO		Responsibility – fulfilling social obligations and acting in the public interest
P6S_KR		Professional role – independence and ethos development

### 2.3. Learning outcomes of first-degree studies for the course MARITIME BUSINESS AND MANAGEMENT

Effect symbol	Upon completion of the first-degree studies for the course <b>MARITIME BUSINESS AND MANAGEMENT</b> the graduate:	Reference to PRK (level 6)	Discipline
<b>KNOWLEDGE</b>			
NK_W01	has advanced knowledge of management and quality sciences as well as economics and finance, their place in the field of social sciences and their relationship to other sciences, and understands their application	P6S_WG	NoZiJ, EiF
NK_W02	knows and understands advanced economic mechanisms occurring in relations between market participants at the micro-, meso- and macroeconomic scale	P6S_WG P6S_WK	NoZiJ, EiF
NK_W03	understands the importance of the idea of sustainable development and its impact on the functioning of maritime economy entities	P6S_WG P6S_WK	NoZiJ, EiF
NK_W04	has advanced knowledge of man as a subject in international relations	P6S_WG P6S_WK	NoZiJ, EiF
NK_W05	has advanced knowledge of tools and methods, including techniques of data acquisition, processing and analysis, and about the possibilities of applying these tools in practice	P6S_WG	NoZiJ, EiF
NK_W06	knows norms and rules (organisational, economic, legal and ethical), their sources and their impact on organisations, economic processes and socio-economic ties	P6S_WK	NoZiJ, EiF
NK_W07	knows and understands the terminology and theoretical concepts within the scientific discipline of management and quality science	P6S_WG	NoZiJ
NK_W08	knows and understands the concepts and principles of intellectual property protection	P6S_WK	NoZiJ, EiF
NK_W09	has a thorough knowledge of the maritime economy, which new ideas and technological progress make it possible to respond to the challenges of contemporary civilisation	P6S_WG	NoZiJ, EiF
NK_W10	knows the principles of conducting and developing various forms of individual entrepreneurship, using the knowledge of the disciplines to which the course of study is assigned	P6Z_WO	NoZiJ, EiF
<b>INDIVIDUAL SKILLS</b>			
NK_U01	can creatively carry out tasks and identify, formulate and solve complex and non-routine problems related to the management of maritime entities	P6S_UW	NoZiJ, EiF
NK_U02	is able to apply legal norms and ethical principles when solving problems in the field of management	P6S_UW	NoZiJ, EiF
NK_U03	is able to analyse cause and effect phenomena and processes in organisations and processes occurring in organisations related to maritime economy and their surroundings	P6S_UW	NoZiJ, EiF
NK_U04	is able to perform tasks related to the functioning of maritime economy entities, has the ability to solve emerging problems properly selecting sources of information (assessing, critically analysing and synthesising them)	P6S_UW	NoZiJ, EiF

NK_U05	has advanced skills of using qualitative and quantitative analysis to diagnose problems occurring in maritime economy organisations and their environment, and to formulate conclusions on their basis	P6S_UW	NoZiJ, EiF
NK_U06	has language skills corresponding to the requirements of level B2 of the Common European Framework of Reference for Languages, which he/she applies when preparing oral presentations and/or written work in Polish and a foreign language on specific topics related to management and quality sciences and other disciplines to which his/her major is assigned, using basic research methods and a variety of sources	P6S_UK	NoZiJ
NK_U07	is able to communicate in a communicative way and using specialist terminology, express his/her opinions, formulate opinions, and discuss issues related to conducting business activity in the maritime sector	P6S_UK	NoZiJ
NK_U08	can work in a structured manner both alone and in an interdisciplinary team	P6S_UO	NoZiJ
NK_U09	is able to plan his/her lifelong self-improvement and to update his/her knowledge and skills as required within the disciplines to which his/her course of study is assigned	P6S_UU	NoZiJ
<b>SOCIAL SKILLS</b>			
NK_K01	is able to critically appraise his/her knowledge and skills and, if he/she finds it difficult to solve a problem on his/her own, to seek advice from experts relevant to his/her field of knowledge	P6S_KK	NoZiJ
NK_K02	is able to think and act in an entrepreneurial manner and take an active part in the preparation and implementation of socio-economic projects, taking responsibility for the tasks entrusted to him/her	P6S_KO	NoZiJ
NK_K03	is able to correctly identify and resolve dilemmas related to his/her work; is able to identify and resolve dilemmas related to his/her work, act responsibly and ethically, taking care of the achievements and traditions of the maritime profession	P6S_KR	NoZiJ
NK_K04	is able to maintain appropriate relations and respect commitments relating to different communities, as well as act and cooperate under direct supervision	P6U_K	NoZiJ, EiF
NK_K05	can undertake actions in the public interest, taking responsibility for their consequences	P6S_KO	NoZiJ, EiF

### III. COURSES

#### 3.1. Topical blocs

The study program includes 11 topical blocks, within which 57 courses are taught. The courses offered during studies include both compulsory and optional (elective) courses. The group of elective courses consists mainly of humanities and social sciences, developing social competences.

The table below contain a list of subjects along with the semesters in which they are taught, the number of hours in the study plan, the number of ECTS points and the status (compulsory subject – O or optional – W).

Topical blocks		Course	Hours	ECTS	Term	Status
<b>1. Economics and digital economy</b>	1	Principles of Economics	60	5	I	O
	2	Information Systems in Maritime Business	30	2	I	O
	3	Computer Science	60	5	I	O
<b>2. Marketing</b>	4	Principles of Marketing	75	5	I	O
	5	Electives I (Marketing issues)	75	7	I	W
	6	Foreign Language I	30	2	I	W
	7	Professional English I	30	2	I	O
	8	Occupational Health & Safety	15	2	I	O
	9	Sports I	30	0	I	W
<b>3. Quantitative Methods</b>	10	Quantitative Methods	60	5	II	O
	11	Economic Mathematics	60	5	II	O
<b>4. Finance and accounting</b>	12	Finance	30	3	II	O
	13	Corporate Finance - Duties and Taxes	30	3	II	O
	14	Accounting	45	4	II	O
	15	Foreign Language II	30	2	II	W
	16	Professional English II	30	2	II	O
	17	Humanities I	45	4	II	W
	18	Academic Research & Writing I	15	2	II	O
	19	Sports II	30	0	II	W
<b>5. Management</b>	20	Principles of Management	75	6	III	O
	21	Project Management	60	4	III	O
	22	Organizational Behaviour	45	3	III	O
	23	Human Resources Management	60	3	III	O
<b>6. Maritime trade and logistics</b>	24	Maritime Trade	30	2	III	O
	25	Maritime Logistics	45	3	III	O
	26	Transportation & Logistics	60	5	III	O
	27	International Forwarding	30	2	III	O
	28	Sports III	30	0	III	W
	29	Professional English III	30	2	III	O
<b>7. Quality issues</b>	30	New Product Development	60	5	IV	O
	31	Commodity Science	60	5	IV	O
	32	Cargo Science	60	5	IV	O
	33	Quality Management	30	3	IV	O
<b>8. Legal issues</b>	34	Principles of Law	30	2	IV	O
	35	Maritime Law	30	2	IV	O

	36	Maritime Insurance	15	2	IV	O
	37	Foreign Language III	30	2	IV	W
	38	Sports IV	30	0	IV	W
	39	Seminar I	15	2	IV	W
	40	Academic Research & Writing II	15	2	IV	O
<b>9.Environmental issues</b>	41	Environment Protection	30	3	V	O
	42	Sea & Ocean Resources	15	1	V	O
<b>10. Doing maritime business</b>	43	Principles of Entrepreneurship	45	4	V	O
	44	Cruise Ship Tourism	15	1	V	O
	45	Fishing Industry	15	1	V	O
	46	Port Management & Operations	30	2	V	O
	47	Business Negotiations	30	2	V	O
	48	Interpersonal Communication	45	3	V	O
	49	Academic Research & Writing III	15	2	V	O
	50	Seminar II	15	2	V	W
	51	Electives II	45	5	V	W
	52	Humanities II	45	4	V	W
<b>11. Final term</b>	53	Lectures	45	6	VI	W
	54	Professional Internship	160	6	VI	W
	55	Diploma Dissertation	0	10	VI	W
	56	Seminar III	15	2	VI	W
	57	Electives III	45	6	VI	W

Summary of ECTS in groups of compulsory and optional courses

<b>COURSES</b>	<b>ECTS</b>
COMPULSORY	120 (67%)
OPTIONAL	60 (33%)
<b>TOTAL</b>	<b>180 (100%)</b>

The study program assumes that the student, while completing individual courses, in addition to the hours of classes completed in accordance with the study plan, also completes a certain number of hours participating in consultations with the teacher.

Taking into account the fact that MBM have a general academic profile, groups of courses include classes related to scientific activities conducted at the university in the disciplines to which the field of study is assigned. Additionally, the study program also includes students' participation in classes preparing for conducting scientific activities, as well as participation in this activity, in particular during seminar classes and additionally, as part of activities in scientific circles.

Detailed descriptions of the learning outcomes assigned to each module and the program content, forms and methods of education ensuring the achievement of these effects and other important



elements related to the implementation of modules/subjects can be found in the cards of individual courses.

### 3.2. Schedule

The study schedule is an annex to this program.

### 3.3. Coverage of the directional learning outcomes by the outcomes assigned to the courses.

The matrices of covering the directional learning outcomes by the outcomes assigned to individual courses constitute an annex to this programme.

### 3.4. Method of verifying the assumed learning outcomes achieved by the student

The validation and verification system of the assumed learning outcomes adopted at the Faculty of Management and Quality Sciences ensures standardization of requirements, transparency and objectivity of assessment formulation.

The validation and verification system covers all categories of learning outcomes (in the scope of knowledge, skills and social competences) defined for MBM, both for the first and second cycle of studies.

The learning outcomes defined for the course have been subject to the principle of gradation according to the taxonomy defining basic, sufficient and exceeding requirements. Basic requirements are understood as the minimum of knowledge, skills and social competences. Sufficient requirements are understood as the application of knowledge, demonstration of skills and attitude in typical situations. Exceeding requirements are understood as the application of knowledge, demonstration of skills and attitude in problem situations and variable conditions.

In the area of **knowledge**, the following criteria were adopted for assessing the degree to which students achieved the assumed learning outcomes:

- meeting basic requirements understood as memorizing and understanding basic terms, facts, laws and theories, and summarizing and using them for simple reasoning results in achieving learning outcomes to a sufficient degree,
- meeting sufficient requirements understood as applying and using knowledge in tasks containing typical situations that do not differ from the pattern given during classes results in achieving learning outcomes to a good degree,
- meeting exceeding requirements understood as independent analysis and synthesis of data in order to formulate a problem, and criticism and evaluation of original solutions results in achieving learning outcomes to a very good degree.

In the area of **skills**, the following criteria were adopted for assessing the degree to which students achieved the assumed learning outcomes:

- meeting basic requirements understood as reproducing and imitating an action consisting in the step-by-step performance of the assumed activities, independent comparison of their course with the provided model, which results in achieving learning outcomes to a sufficient degree,

- meeting sufficient requirements understood as accurate and effective performance of the assumed activities, without errors and within a specified time in situations in which they were practiced, results in achieving learning outcomes to a good degree,
- meeting exceeding requirements understood as independent, creative performance of activities, adapting them to changing conditions and overcoming difficulties with an effective expenditure of energy, results in achieving learning outcomes to a very good degree.

In the area of **social competences**, the following criteria were adopted for assessing the degree to which students achieved the assumed learning outcomes:

- meeting basic requirements understood as performing specific activities within the assigned role but without showing initiative and willingly engaging in activities under the influence of external stimuli, showing trust in sources of knowledge taking into account one's own experience and its usefulness for social life results in achieving learning outcomes to a sufficient degree,
- meeting sufficient requirements understood as consistently performing given activities as a result of an internal, lasting need, taking initiative and using knowledge to meet one's own and other people's needs results in achieving learning outcomes to a good degree,
- meeting exceeding requirements understood as the coherence of undertaken activities with personality traits characterized by reliability and specificity of style of action and the adequacy of these activities to one's own beliefs and values results in achieving learning outcomes to a very good degree.

Both formative and summative assessments are used during the education process. The assumed learning outcomes in the area of knowledge, skills and social competences are evaluated using the following tools:

#### I. For formative assessments

1. Qualification tests used to determine the level of knowledge and skills of a student starting the education process.
2. Diagnostic tests used to detect student deficiencies before the end of the semester or academic year,
3. Project work.
4. Presentations.
5. Colloquia.
6. Observation of behavior.

#### II. For summative assessments

1. Multi-level assessment tests (of achievements), applied based on a hierarchy of requirements creating separate groups of tasks, measuring achievements defined for subsequent levels of the taxonomy.
2. Oral examinations.
3. Written examinations.
4. Project work.
5. Portfolio understood as a collection of works collected by students over a semester or a whole year, from which they choose the best for the final assessment.

The system of verifying learning outcomes assumes that the competence of the person responsible for the subject lies in setting the pass threshold and its percentage of the final grade.

### 3.5. Professional Internship

The curriculum of the Bachelor's degree programme in Management provides for the completion of an Internship, which is carried out in accordance with the Internship Framework developed for each specialisation.

Professional Internship is carried out after the end of semester V of studies (it is settled after semester VI). In justified cases, the Dean may agree to carry out the internship at a different time.

### 3.6. Diploma Dissertation

Bachelor's degree studies in Management conclude with the preparation of a diploma dissertation and a diploma examination. Preparation for writing the diploma dissertation and the diploma examination takes place at diploma seminars held over three semesters. The number of ECTS credits for seminars is 6, while for preparation of the diploma dissertation and preparation for the diploma examination the student receives 10 ECTS (16 ECTS in total). The diploma dissertation is in a written form. The diploma examination process is conducted in accordance with the provisions set out in the Rules and Regulations for Studies at the Maritime University of Gdynia and the detailed procedures set out in the Rules and Regulations for Diplomas, reviewed by the Faculty Curriculum Committee and the Didactic Board and approved by the Academic Board of the Faculty of Management and Quality Science.

### 3.7. Distance learning

Classes in individual subjects included in the study programme may be conducted using distance learning methods and techniques based on the existing IT infrastructure and software at the University, which enables synchronous and asynchronous interaction between students and academic teachers and other persons conducting classes. Classes in this form are held in accordance with the regulations in force at the University and the Faculty.

### 3.8. Summary quantitative indicators characterising the study programme

Indicator	ECTS credits	
	number	%
Total number of ECTS credits a student must obtain through direct teaching of academic staff or other persons conducting classes	98	55
The total number of ECTS credits which a student must obtain for coursework related to the academic activity conducted in the university in the discipline or disciplines to which the field of study is assigned	99	55
Total number of ECTS credits a student must obtain for elective courses	54	30
The total number of ECTS credits which the student must obtain from courses in the humanities or social sciences	> 5 <sup>*)</sup>	

<sup>\*)</sup> - the course is assigned to the leading discipline of management and quality sciences in the social sciences

## IV. CONDITIONS FOR THE IMPLEMENTATION OF THE STUDY PROGRAMME

The Faculty possesses adequate infrastructure ensuring proper realization of educational goals, such as: multimedia lecture and exercise rooms, computer laboratories, and specialist laboratories. It provides access to a library with a rich collection of Polish and foreign language literature useful to students, as well as offering students and staff access to many electronic data repositories supervised by such publishers as Elsevier, Springer, Taylor & Francis, and others.

The research, teaching and research staff conducting classes at the Management faculty carry out research in the scientific disciplines to which the major is assigned, as well as having extensive teaching experience.

#### Personnel staffing of studies at FMQS with allocation to academic disciplines

No	Title/degree	Name	Surname	Discipline1	Discipline2
1.	prof. dr hab.	<b>Chaberek</b>	<b>Mirosław</b>	Management and Quality Sciences	-
2.	prof. dr hab.	<b>Grzelakowski</b>	<b>Andrzej</b>	Management and Quality Sciences	Economics and Finance
3.	prof. dr hab.	<b>Marciszewska</b>	<b>Barbara</b>	Management and Quality Sciences	Economics and Finance
4.	prof. dr hab. inż.	<b>Przybyłowski</b>	<b>Piotr</b>	Management and Quality Sciences	Food and Nutrition Technology
5.	prof. dr hab.	<b>Śmiechowska</b>	<b>Maria</b>	Food and Nutrition Technology	Management and Quality Sciences
6.	dr hab.	<b>Barbucha</b>	<b>Dariusz</b>	Technical Informatics and Telecommunications	Management and Quality Sciences
7.	dr hab.	<b>Bogalecka</b>	<b>Magdalena</b>	Management and Quality Sciences	Civil Engineering, Geodesy and Transport
8.	dr hab. inż.	<b>Brzeska</b>	<b>Joanna</b>	Management and Quality Sciences	Materials Engineering
9.	dr hab.	<b>Czechowski</b>	<b>Piotr</b>	Environmental Engineering, Mining and Energy	Management and Quality Sciences
10.	dr hab. inż.	<b>Dmowski</b>	<b>Przemysław</b>	Management and Quality Sciences	Food and Nutrition Technology
11.	dr hab. inż.	<b>Jastrzębska</b>	<b>Mariola</b>	Management and Quality Sciences	Materials Engineering
12.	dr hab.	<b>Kizielewicz</b>	<b>Joanna</b>	Management and Quality Sciences	Economics and Finance
13.	dr hab.	<b>Matczak</b>	<b>Maciej</b>	Management and Quality Sciences	Economics and Finance
14.	dr hab. inż.	<b>Ocieczek</b>	<b>Aneta</b>	Food and Nutrition Technology	Management and Quality Sciences
15.	dr hab.	<b>Popek</b>	<b>Marzenna</b>	Management and Quality Sciences	Civil Engineering, Geodesy and Transport
16.	dr hab.	<b>Ratajczak-Ropel</b>	<b>Ewa</b>	Technical Informatics and Telecommunications	Management and Quality Sciences
17.	dr hab. inż.	<b>Ruszkowska</b>	<b>Millena</b>	Food and Nutrition Technology	-
18.	dr hab. inż.	<b>Rybowska</b>	<b>Agnieszka</b>	Management and Quality Sciences	Food and Nutrition Technology
19.	dr hab. inż.	<b>Wilczyńska</b>	<b>Aleksandra</b>	Food and Nutrition Technology	Management and Quality Sciences
20.	dr hab.	<b>Wolska</b>	<b>Grażyna</b>	Economics and Finance	-
21.	dr inż.	<b>Biegańska</b>	<b>Justyna</b>	-	-
22.	dr inż.	<b>Borkowska</b>	<b>Beata</b>	Food and Nutrition Technology	Management and Quality Sciences
23.	dr	<b>Bulczak</b>	<b>Grzegorz</b>	Management and Quality Sciences	-
24.	dr	<b>Charłampowicz</b>	<b>Jędrzej</b>	Management and Quality Sciences	Economics and Finance
25.	dr	<b>Czarnecka</b>	<b>Agnieszka</b>	Management and Quality Sciences	Social Communication and Media Sciences

24.	dr inż.	<b>Dereszewska</b>	<b>Alina</b>	Management and Quality Sciences	Environmental Engineering, Mining and Energy
25.	dr inż.	<b>Grobelna</b>	<b>Aleksandra</b>	Management and Quality Sciences	-
26.	dr	<b>Gwarda</b>	<b>Karolina</b>	Management and Quality Sciences	Economics and Finance
27.	dr	<b>Hajduk</b>	<b>Agnieszka</b>	Management and Quality Sciences	Economics and Finance
28.	dr inż.	<b>Heimowska</b>	<b>Aleksandra</b>	Management and Quality Sciences	Materials Engineering
29.	dr	<b>Igielski</b>	<b>Michał</b>	Management and Quality Sciences	-
30.	dr	<b>Klopott</b>	<b>Magdalena</b>	Management and Quality Sciences	Economics and Finance
31.	dr inż.	<b>Korzeniowska-Ginter</b>	<b>Renata</b>	Food and Nutrition Technology	-
32.	dr inż.	<b>Kozirok</b>	<b>Witold</b>	Food and Nutrition Technology	-
33.	dr inż.	<b>Krasowska</b>	<b>Katarzyna</b>	Management and Quality Sciences	Materials Engineering
34.	dr inż.	<b>Kukulowicz</b>	<b>Anita</b>	Food and Nutrition Technology	Management and Quality Sciences
35.	dr	<b>Mackiewicz</b>	<b>Hanna</b>	Management and Quality Sciences	Economics and Finance
36.	dr	<b>Marek</b>	<b>Robert</b>	Management and Quality Sciences	Economics and Finance
37.	dr	<b>Meyer</b>	<b>Maciej</b>	Management and Quality Sciences	Economics and Finance
38.	dr	<b>Miklińska</b>	<b>Joanna</b>	Management and Quality Sciences	Economics and Finance
39.	dr	<b>Mironiuk</b>	<b>Katarzyna</b>	Management and Quality Sciences	Health sciences
40.	dr inż.	<b>Morawska</b>	<b>Magda</b>	Management and Quality Sciences	Materials Engineering
41.	dr inż.	<b>Newerli-Guz</b>	<b>Joanna</b>	Food and Nutrition Technology	Management and Quality Sciences
42.	dr inż.	<b>Palka</b>	<b>Agnieszka</b>	Food and Nutrition Technology	-
43.	dr inż.	<b>Pigłowski</b>	<b>Marcin</b>	Management and Quality Sciences	Food and Nutrition Technology
44.	dr inż.	<b>Platta</b>	<b>Anna</b>	Food and Nutrition Technology	Management and Quality Sciences
45.	dr inż.	<b>Puksza</b>	<b>Tomasz</b>	Food and Nutrition Technology	-
46.	dr	<b>Sarnowski</b>	<b>Krzysztof</b>	Management and Quality Sciences	-
47.	dr	<b>Skiba</b>	<b>Sławomir</b>	Management and Quality Sciences	Economics and Finance
48.	dr	<b>Skrodzka</b>	<b>Violetta</b>	Economics and Finance	Management and Quality Sciences
49.	dr	<b>Skrzeszewska</b>	<b>Katarzyna</b>	Management and Quality Sciences	Economics and Finance
50.	dr	<b>Spodarczyk</b>	<b>Edyta</b>	Management and Quality Sciences	Economics and Finance
51.	dr inż.	<b>Stankiewicz</b>	<b>Jadwiga</b>	-	-
52.	dr inż.	<b>Stasiuk</b>	<b>Ewa</b>	Food and Nutrition Technology	-
53.	dr	<b>Studzeniecki</b>	<b>Tomasz</b>	Management and Quality Sciences	-
54.	dr inż.	<b>Sulej-Suchomska</b>	<b>Anna</b>	Management and Quality Sciences	Chemical sciences

55.	dr	<b>Surawski</b>	<b>Bartosz</b>	Management and Quality Sciences	Economics and Finance
56.	dr	<b>Szelągowska-Rudzka</b>	<b>Katarzyna</b>	Management and Quality Sciences	-
57.	dr inż.	<b>Szkiel</b>	<b>Agata</b>	Management and Quality Sciences	-
58.	dr	<b>Szyda</b>	<b>Monika</b>	Management and Quality Sciences	Economics and Finance
59.	dr inż.	<b>Śniegocka-Dworak</b>	<b>Magda</b>	Management and Quality Sciences	-
60.	dr	<b>Urbanyi-Popiolek</b>	<b>Ilona</b>	Management and Quality Sciences	Economics and Finance
61.	dr	<b>Wanagos</b>	<b>Marzena</b>	Management and Quality Sciences	Social and Economic Geography and Spatial Management
62.	dr inż.	<b>Waśniewska</b>	<b>Anetta</b>	Management and Quality Sciences	Economics and Finance
63.	dr inż.	<b>Wierzowiecka</b>	<b>Joanna</b>	Management and Quality Sciences	-
64.	dr inż.	<b>Winnicki</b>	<b>Tomasz</b>	Management and Quality Sciences	-
65.	dr	<b>Wyszkowska-Wróbel</b>	<b>Ewa</b>	Management and Quality Sciences	Economics and Finance
66.	dr inż.	<b>Żak</b>	<b>Natalia</b>	Food and Nutrition Technology	-
67.	mgr inż.	<b>Flis</b>	<b>Anna</b>	Food and Nutrition Technology	Management and Quality Sciences
68.	mgr	<b>Hryniewicz</b>	<b>Konrad</b>	Management and Quality Sciences	Psychology
69.	mgr inż.	<b>Karaś</b>	<b>Adrianna</b>	Management and Quality Sciences	Civil Engineering, Geodesy and Transport
70.	mgr inż.	<b>Kuzia</b>	<b>Michał</b>	Management and Quality Sciences	Economics and Finance

The number of course hours taught by academic staff employed at GMU as their primary place of work exceeds 75% of the course hours required for a degree programme with a general academic profile.

## V. INTERNAL EDUCATION QUALITY ASSURANCE SYSTEM

The Maritime University of Gdynia has developed and implemented a Quality Management System, an integral element of which is the Internal Education Quality Assurance System, in order to better meet the needs and expectations of its current and future customers and improve university management through continuous improvement of the system.

The applicable Quality Management System was developed on the basis of the decision of the Rector, announced by Order No. 9 (RB-021/9/03) of June 10, 2003.

The Quality Manual, which is a description of the Quality Management System established and implemented at UMG, establishes the quality policy, contains the scope of the Quality Management System, identifies the processes implemented and the connections between them, and presents documented procedures established for the efficient implementation of the processes. The Quality Management System complies with the requirements of the ISO 9001 standard and covers all activities of the Maritime University of Gdynia, including education at the academic level.

As part of the Quality Management System, the processes used in the organization were identified and described, their overall course, mutual interaction and interconnection, and process management were determined. One of the main processes is the **Education Process**, which includes activities related to planning, implementation and settlement of the provided educational services in accordance with current national and international regulations, allowing students, doctoral students and listeners to achieve the intended learning outcomes. The education process is described in the procedures:

- KP/G-01 Study programs design,
- KP/G-02 Recruitment for full-time and part-time first and second cycle studies,
- KP/G-03 Planning, implementation and settlement of the educational process,
- KP/G-04 Inspection of the work of academic teachers,
- KP/G-05 External land practice,
- KP/G-06 External onshore internship for students completing internship under an employment contract,
- KP/G-07 Internal land practice,
- KP/G-08 External national maritime operational practice,
- KP/G-09 External foreign maritime operational practice,
- KP/G-10 Internal maritime operational practice on UMG ships,
- KP/G-11 Onshore (workshop) internal operational practice,
- KP/G-16 Passing the maritime practice book,
- KP/G-12 Student Career Office. Making it easier for students and graduates on the labor market.

The process of continuous improvement is superior to all processes, ensuring the implementation of actions necessary to achieve the planned results. The process of continuous improvement, including the use of improvement tools such as internal audit, management review, process evaluation and measurement of student satisfaction, is a basic tool for ensuring the effectiveness and efficiency of UMG's operation, processes implemented, services provided and the satisfaction of all stakeholders.

Decisions regarding the Quality Management System are made by the Rector. In accordance with the entry in the QM, the duties of the representative of the university's management for the Quality Management System at the UMG are fulfilled by the QMS representative at the UMG, appointed by order of the Rector, who heads the QMS Team at the university. The Quality Management System operating at the Maritime University of Gdynia applies to all its organizational units. Therefore, the Faculty of Management and Quality Sciences is obliged to comply with the rules of conduct and resulting regulations from the entries contained in the Quality Manual and related descriptions of procedures, as well as supervision over the correctness of their implementation and activities related to system improvement.

The Faculty of Management and Quality Sciences has implemented a quality management system compliant with the requirements of the ISO 9001 standard since July 2004. This system aims to meet students' requirements regarding the quality and effectiveness of the educational process implemented at the Faculty. The scope of the system included education at the academic level and conducting

scientific and research work in accordance with Polish and international requirements. Confirmation of the compliance of the implemented quality management system with the requirements of the ISO 9001 standard is a certificate granted by the Polish Register of Shipping S.A. based in Gdańsk. Important components of the internal system for ensuring the quality of education are: Faculty Program Committees, as well as the Senate Committee for Education and Faculty Committees for the Quality of Education. The Senate Committee for Education was established by Order No. 74/XVII of the Rector of UMG of September 23, 2021 on the appointment of the Senate Committee for Education and its chairman for the 2021-2024 terms, while the Dean of WZNJ appointed the Faculty Committee for the Quality of Education (WKJK).

Faculty Program Committees were appointed by the Dean of the Faculty and Quality Sciences. The Committee consists of: representatives of all WZNJ Departments, the WZNJ Vice-Dean responsible for education and a student representative.

Their tasks include in particular:

1. Initiating activities related to the creation of new fields of first- and second-cycle studies.
2. Initiating activities related to the modification of first-cycle and second-cycle studies.
3. Developing projects of specific learning outcomes as well as plans and programs for first- and second-cycle studies prepared by the WZNJ Departments.
4. Giving opinions on draft programs and postgraduate study plans prepared by the WZNJ Departments.
5. Opinions on draft procedures related to education at WZNJ UMG.
6. Giving opinions on proposals for elective subjects in first- and second-cycle studies.
7. Monitoring legal provisions and internal UMG regulations in the field of education at the level of first- and second-cycle studies.
8. Analysis of the students, employers and other external stakeholders opinions regarding the improvement of study programs.
9. Cooperation with the Senate Committee for Education and the Faculty Committee for the Quality of Education in the field of planning and improving first- and second-cycle study programs.

The tasks of the Faculty Committee for the Quality of Education (WKJK) include in particular:

1. Monitoring and periodic reviews of study programs, in particular:
  - analysis of the compliance of the field and profile of studies with the mission of the university and the faculty,
  - analysis of compliance of the assumed directional learning outcomes with the characteristics of the second-level learning outcomes for qualifications at levels 6-8 of the Polish Qualifications Framework,
  - analysis of compliance of the assumed learning outcomes in modules (subjects) with the learning outcomes described in the study programs,
  - analysis of the correctness of the selection of methods for assessing the assumed learning outcomes and criteria for passing the course,
  - analysis of the correctness of assigning ECTS points to modules (subjects),
  - analysis of the compliance of the study program with the STCW requirements (for maritime studies).



2. Analysis of the adaptation of learning outcomes obtained in the education process during first- and second-cycle studies in individual fields of study and postgraduate studies to the needs of the labor market, especially in studies with a practical profile.
3. Preparation of collective results of surveys conducted at the faculty regarding students' assessment of academic teachers in terms of fulfilling his teaching duties and drawing conclusions regarding improving the quality of the education process.
4. Analysis of the results of monitoring the career of University graduates.
5. Analysis of the results of exams and other forms of checking the learning outcomes achieved by the student.
6. Assessment and improvement of the functioning of the faculty's information system, including universal access to information about the expected learning outcomes in a given field of study, the method of assessing learning outcomes and the criteria for passing subjects.
7. Analysis of the faculty's teaching and research infrastructure, material resources and financial policy and formulating conclusions in this regard.
8. Analysis and assessment of the scientific level of the faculty, in particular in the area/areas of knowledge related to the education provided.
9. Presenting to the dean a proposal for activities aimed at improving the quality of education at the faculty, improving the educational program and monitoring the implementation of these activities.
10. Publishing the annual results of education quality assessment on the faculty website.
11. Annual presentation to the dean and UKJK of a report on the results of assessing the quality of education at the faculty.

## **VI. Additional information**

### **6.1. Internationalisation of studies**

The Faculty of Management and Quality Science conducts consistent activities to internationalise its studies, using international benchmarks as well as collaborating with numerous foreign centres of education in the field of management and adjacent fields.

- The first-level study programme in MBM allows students to realise a part of their studies in one of our partner universities within the Erasmus+ programme. The partner universities of GMU are:
- Germany (Hochschule Bremerhaven, Fachhochschule Stralsund),
- Finland (South-Eastern Finland University of Applied Sciences),
- Greece (Aristotle University of Thessaloniki),
- Ireland (Cork Institute of Technology),
- Italia (Universita Degli Studi di Perugia),
- Spain (Universidad de A Coruna),
- Croatia (University of Dubrovnik, University of Split),
- Portugal (Instituto Politrenico de Setubal),
- Turkey (Yasar University, Bulent Ecevit University, Bandirma Onyedi Eylul University),
- Latvia (Latvian Maritime Academy),
- Slovakia (Alexander Dubcek University of Trencin, The Catholic University in Ruzomberok, Žilinská Univerzita v Žilina).

In each academic year ca. 25 students of our faculty travel to one of these universities. At the same time about 10 foreign students realise a part of their study programme at the FMQS within the Erasmus + framework, learning the characteristics of our model of education and exchanging experience with our students.

A significant element of education related international cooperation is the Polish-German Student Seminar entitled „Managing cultural diversity in Europe” and organised for over 15 years by the Gdynia Maritime University and Hochschule Bremerhaven. Each year, the seminar lasts for two weeks (one week in each University) and consists of 20 students (10 from each University). The programme of the seminar comprises lectures in English, presented by lecturers from both universities, meetings with University authorities and student organisations, and study visits in Polish and German companies. Apart from educational and research goals, the seminar also aims to acquaint students with the characteristics and environment of both universities, thus encouraging them to undertake studies in the partner school.

The first-level study programme in Management comprises courses entitled Monograph Lectures, which are intended as lectures presented by foreign professors in English. On average, in each academic year there are three foreign lecturers conducting lectures with the students of the faculty.

## **6.2. Collaboration with business practice**

The Faculty of Management and Quality Science also takes care to assure the connection between education and business practice. In order to develop and improve the quality of the educational process at FMQS and to provide students with opportunities to acquire skills corresponding with the expectations of the employers and the labour market, the FMQS Partner Council was established at the Faculty. It combines the representatives of local authorities, institutions and employers in fields corresponding with our programmes of study.

At present, the members of the FMQS Partner Council are:

- Katarzyna Gruszecka - Spychała – Vice President of the Management Board of Port Gdynia,
- Marek Tarczyński – the president of the council of the Polish Chamber of Forwarding and Logistics,
- Lidia Dziewierska – CEO of Loconi Intermodal Solutions S.A.,
- Tomasz Rejek CEO of Pomeranian Association of Road Transport,
- Pan Bogusław Kowalski – CEO of GRAAL S.A.,
- Jan Zarębski – CEO of Gdansk Business Club, Director of LONZA NATA sp. z o.o. Gdańsk,
- Zbigniew Suchodolski – Director of CBE, SGS Polska Sp. z o.o., Gdynia branch,
- dr Małgorzata Wejer – Director for R&D, MGJ Sp. z o.o.,
- Daniel Kędzierski – executive director for FastTony brand, CEO of Ma&Ma Agency,
- Hanna Wachowska – Director-in-Chief at J.S. Hamilton Poland Sp. z o.o.,
- Wanda Dobrowolska-Parfieńczyk – CEO of WISTA POLAND,
- Andrzej Madejski – CEO of Polska Żegluga Bałtycka S.A.,
- Stanisław Motylski - General Manager Flextronics International Poland Sp. z o.o.,
- Grzegorz Pettke, President of the Management Board, PRS.

The scope of activities of the FMQS Partner Council is mainly focused on:

- preparing highly competent employees for companies in transportation, Logistics, forwarding, production, commodity trading and quality assurance,

- providing joint patronage over enterprises realising the objectives of the Council's charter,
- supporting initiatives aimed at aligning study programmes at the Faculty of Management and Quality Science with the expectations of the labour market and the employers, eg. by organising dedicated lectures and monograph lectures,
- supporting the organisation of student internships,
- initiating and facilitating the transfer of knowledge and commercialising the results of scientific research,
- organising meetings to exchange views and experiences conducive to developing cooperation between business and higher education.

### **6.3. Participation of students in shaping the study programmes**

The students of the Faculty of Management and Quality Science take part in the processes of designing, consulting and improving the programmes of study through:

- participation of student representatives in the Faculty Programme Committee and the Didactic Council,
- participation of student representatives in the Faculty Committee for Quality of Education,
- participation of student representatives (members of the Student Union) in chosen sessions of the Faculty Dean Committee in matters concerning education,
- running consultations concerning current matters of importance regarding education.





