**REGISTRATION FORM**

Please return no later than **15th of January 2024**

**Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Institution: |  | | |
| Family Name: |  | First Name: |  |
| Position: |  | | |
| Country |  | Address: |  |
| Tel: |  | Address: |  |
| E-mail: |  | | |

**The aim of your visit**

|  |  |
| --- | --- |
|  | Teacher mobility |

**Course details**

|  |  |
| --- | --- |
| Course title: |  |
| Academic hours:  NOTE! Not less than 8 academic hours |  |
| Aim: |  |
| Contents: |  |
| Recommended reading: |  |
| Target audience request | * Bachelor * Master |
| Teaching methods |  |
| Assessment methods |  |

NOTE: Please attach your academic CV when returning your registration form

as well as the Syllabus Form. Please, take into account that we kindly ask you to provide for students 8 -16 hours of lectures.

If two teachers provide similar courses, we combine them into one course. Then one teacher has got only 8 hours, otherwise one teacher has got 16 hours autonomous course.

We are kindly asking you to prepare materials for 16 teaching hours and by April 20, 2024; we will let you know how many hours you could have.

You are permitted to organize traditional lectures, discussions, workshops, students' presentations. The student work evaluation method is also selected by you. You can prepare open questions or tests, you can ask students for essays, PowerPoint presentations, or small projects.

For the International Week courses the computer labs and multimedia lecture rooms are reserved.

After your registration, you receive the Course Description Card and you will be asked to precisely present the course goals, contents, needed software, references, and student work evaluation methods.

During the week, each teacher will work with a group of about 20 students.

The lists of students, including names and email addresses, will be available by 5th of May, 2024. In April 2024, we will ask teachers for online materials for students.

The online materials will be inserted into the Google Classroom for students, so they can prepare to the course before the teachers' arrivals.

During the teaching days you will have coffee and lunch for free.

Please indicate your preference:

I would like to teach on:

* Monday
* Tuesday
* Thursday

I will use

* Special software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like participate in

* Dinner (Mon, May 6)
* Students Dancing Assemble Performance (Tue, May 7)
* Conference “Smart Technology &Smart Research” (Wed, May 8)
* Trip to Silesian Museum (Wed, May 8)
* musical/opera/symphonic orchestra concert ( May 9)
* industry visit (Fri, May 10)
* excursion (Sat, May 11)
* I need a Personal Letter of Invitation
* I’m going to come to the International Week within TS Erasmus Programme, therefore the travel, accommodation and meals (outside the official programme) will be paid for by my home institution, according to the ERASMUS bilateral agreement between the University of Economics in Katowice, Poland and home institution.

Preliminary arrival date:

Preliminary departure date:

International Relation’s Officer in charge at my home institution is:

Name:

Address:

Phone:

Fax:

E-mail:

Please send the completed registration form and academic CV by e-mail/fax by   
**15th of January, 2024**

Małgorzata Pańkowska, e-mail: pank@ue.katowice.pl, intweek@ue.katowice.pl

Phone: +48 32 257 7292, +48 601 155 460

Fax: +4832 257 7000