**REGISTRATION FORM**

Please return no later than 15th of January, 2020

**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:  1)  2) |  |
| Academic hours:  NOTE! Not less than 8 acad.hours |  |
| Aim: |  |
| Contents: |  |
| Recommended reading: |  |
| Target audience request | * Bachelor level students * Master level students |
| Teaching methods |  |
| Assessment methods | e.g., test, presentation, essay, project |

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 the 10th of April, 2020 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.

Please, re-send the Course Description Card to intweek@ue.katowice.pl by January 15, 2020.

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 15th of April, 2020. In April 2017, we will ask teachers for online materials for students.

The online materials will be inserted into the Moodle system 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
* Wednesday
* Thursday
* Friday

I will need photocopies of the hand-outs of my presentation

* Yes
* No

I will need photocopies of the hand-outs of the study materials (e.g., articles)

* Yes
* No

I will use

* Blackboard
* PowerPoint
* Internet (Special requirements: databases, software)
* Special equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would like participate in

* Dinner and piano concert (Mon, April 20)
* University Chorus Performance (Tue, April 21)
* “Smart Technology & Smart Research” conference combined with presentations of 10th International Week Teachers (Wed, April 22)
* Trip to Silesian Museum in Katowice (Wed, April 22)
* musical/opera/symphonic orchestra concert (Thu, April 23)
* Katowice Mayor & Local Industry Visit (Fri, April 24)
* Farewell dinner (Fri, April 24)
* Mountain Excursion (Sat, April 25)
* 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, 2020.**

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