



PAŃSTWOWA WYŻSZA SZKOŁA ZAWODOWA W NYSIE

48-300 Nysa, ul. Armii Krajowej 7, tel. 77 448 47 00; fax 77 435 29 89; e-mail: pwsz@pwsz.nysa.pl

APPLICATION FORM for International Training Week 16-19.10.2012

PERSONAL DATA:

Surname:	Name:
Telephone:	Fax: (optional)
E-mail:	
Nationality:	
Position in home institution:	

SENDING INSTITUTION:

Name of the University:	
Address:	
Erasmus Code:	
E-mail:	
Telephone:	Fax (optional):

TITLE OF THE PRESENTATION OR A LECTURE FOR STUDENTS:

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ACCOMODATION:

Accommodation in Redos Hotel* (booked by the organizer, cost: 35 EUR/day)	Yes:		No:	
Arrival date:	Departure date:			
Trip – Kotlina Kłodzka region – (45 EUR)	Yes:		No:	

I hereby declare my willingness to participate in the International Training Week organized by the School of Higher Vocational Education which takes place on 16.10 – 19.10.2012

Please send back the application form by e-mail or fax to the International Cooperation Office (bwm@pwsz.nysa.pl) till **03.09.2012** (*handwritten application forms not accepted*)



Biuro Współpracy Międzynarodowej

48-300 Nysa, ul. Chodowieckiego 4, tel. 77 409 08 56; fax 77 409 11 59; e-mail: bwm@pwsz.nysa.pl



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INTERNATIONAL TRAINING WEEK, 16-19.10.2012 NYSA, POLAND

“How to implement the quality system into the International Cooperation Office and don`t go mad ☺ “

The School of Higher Education in NYSA (PWSZ in NYSA) has the pleasure of inviting you to our ‘International Week’ organized on 16-19 October 2012.

The focus of the week is:

- ❖ to learn on the different **quality system models** and to suit the best one into the daily work at the ICO office
- ❖ to prepare ideal **welcome and team building training scenario** for Erasmus and other foreign students
- ❖ to present the scope of activities realized by own institution as **‘best practices’** and learn from the others
- ❖ **to encourage** other partner institutions, Erasmus students in PWSZ in NYSA and polish students to study at your university
- ❖ **to discuss the list of most important trainings** that should be organized in the nearest future as the ICO staff development helping us to lead our duties (discussion on the common training project involving larger number of Universities)
- ❖ **to meet people** representing your area of expertise at PWSZ in Nysa
- ❖ **to discuss existing cooperation** and to make statements for the next Erasmus for all period

For those wishing to participate within the framework of the **Erasmus Staff Exchange**, a full four-day programme will be offered, partly adapted to specific areas of activity. **Erasmus Teachers Mobility** is also possible at the same time as we could arrange the lectures for the PWSZ Nysa students.

Cultural and social activities during that autumn week:

- a welcome dinner
- a guided tour through Nysa Region Wanders
- a concert by the students of Jazz and Popular Music at the PWSZ in Nysa
- a beauty salon as a relaxation for participants at the PWSZ in Nysa Institute of Cosmetology

Registration: by the form attached. Deadline: 03.09.2012

Costs:

- material kit, coffee breaks, welcome dinner paid by organizer
- accommodation (about 35 Euro per day) and other optional activities (trip 45 Euro) paid by participant

BE THERE!!! :-) WE AND OUR PARTNERS ARE WAITING FOR YOU!



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PROGRAMME OF THE INTERNATIONAL TRAINING WEEK 16-19.10.2012 NYSIA, POLAND

DAY 1	16.10.2012 TUESDAY
9.00-9.30	Opening ceremony, presentation of the project objectives, methodology, and organizational matters
9.30-11.00	Presentation of the participants and in short Partners Institutions
11.00-11.30	Coffee break
11.30-13.00	Presentation of the best practices in the area of ICO Management
13.00-14.30	Time management skills at the ICO Office
16.00-18.00	Guided tour through Nysa Region Wanders – optional/free of charge
20.00 -	Official Welcome Dinner/free of charge
DAY 2	17.10.2012 WEDNESDAY
09.00-10.00	Quality system models – INTRODUCTION (lecture)
10.00-10.30	Coffee break
10.30-13.30	Team building workshop – outdoor
16.00-17.00	Presentation of the host University – a walk through the Institutes, Library, Laboratories and Centers of Excellence - optional
21.00-	A concert by the students of Jazz and Pop Music at the PWSZ in Nysa - optional/free of charge
DAY 3	18.10.2012 THURSDAY
09.00-11.00	International team building games in practice- how to deal with international teams and groups (preparing materials for incoming students, organization the adaptation day for international groups)
11.00-11.30	Coffee break
11.30-14.00	Presentations and lectures for the students + international fair
16.00-19.00	The Institute of Cosmetology – study visit with a surprise – optional/free of charge
20.00-	Farewell dinner
DAY 4	19.10.2012 FRIDAY
09.00 – 10.30	Summary of the workshop, evaluation session, discussion about future projects
10.30-11.00	Coffee break
11.00-12.30	Meetings with Professors and other administrative staff - optional
13.00-19.00	Trip – Kotlina Kłodzka region – optional/paid by participants (45 EUR)



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