**Annex No. 3 to the Regulations**

**APPLICATION OF AN ADMINISTRATION EMPLOYEE FOR PARTICIPATION IN A SHORT-TERM ACADEMIC EXCHANGE**

1. **INFORMATION ABOUT THE CANDIDATE**

*To be filled in by the candidate.*

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| **Full name**  |  |
| **Employee number** |  |
| **Name of the unit** |  |
| **Position** |  |

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| **Confirmation of the above data by the Department of Personal and Social Affairs**………………………………………………………*Date and signature* |

1. **FORMAL CRITERIA**

*To be filled in by the Recruitment Committee*

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| **The candidate is an administration employee of the University of Silesia in Katowice** | □ Yes□ No |
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| ……………………………………………………………………….REPRESENTATIVE OF THE RECRUITMENT COMMITTEE………………………………………*CITY AND DATE* |

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1. **CHOICE OF FORM OF SUPPORT**

*To be filled in by the candidate. Choose only one form of support*

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| **FORM OF SUPPORT[[1]](#footnote-1)** | **Destination country** | **Planned dates of the exchange[[2]](#footnote-2)** | **Planned fees associated with the selected form of support** |
| □ English language training □ training in another foreign language□ specialised training |  |  | □ Yes, amount:……………………………. □ no |

1. ***Please briefly describe your planned short-term academic exchange***

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| **Purpose of the exchange:****Brief description of the exchange (including: the host institution, and in the case of an event – name of the event organiser)** |

1. ***Please describe in a few sentences the competencies that will be improved through participation in the selected form of support by specifying what knowledge, skills, social competencies you would like to acquire.***

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| **Knowledge:****Skills:****Social Competences:** |

1. **SUBSTANTIVE CRITERIA**

*To be filled in by the candidate.*

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| **SUBSTANTIVE CRITERION**  | **Declaration of the Employee[[3]](#footnote-3)** |
| Assessment of one's own competencies in the thematic area covered by the given form of support  | □ high – 1 point□ average – 2 points□ low – 3 points |
| Participation in international mobility in 2024[[4]](#footnote-4). | □ no mobility completed – 3 points□ 1-2 mobilities completed – 2 points□ 3 and more mobilities completed – 1 point |

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| …..……………………………………… |  …………………………………………………………….. |
|  *CITY AND DATE* |  *LEGIBLE SIGNATURE OF THE CANDIDATE* |

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| **ACCEPTANCE BY THE HEAD OF THE ORGANISATIONAL UNIT** ………………………………………………………*Date and signature*  |

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| **NUMBER OF POINTS AWARDED**  |  |
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| ………………………………………………………………………REPRESENTATIVE OF THE RECRUITMENT COMMITTEE………………………………………*CITY AND DATE* |

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1. Mark the appropriate box [X] [↑](#footnote-ref-1)
2. Enter the planned dates of exchange – the month in which the exchange can take place. [↑](#footnote-ref-2)
3. Mark the appropriate box [X] [↑](#footnote-ref-3)
4. Completed international mobility means a trip abroad based on application W-S/WP. [↑](#footnote-ref-4)