**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.*

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

|  |
| --- |
| **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*

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

1. **CHOICE OF FORM OF SUPPORT**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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.*

|  |  |
| --- | --- |
| **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 |

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

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

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

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)