Information for incoming students registered <u>at other Faculties</u> of WUST than the Faculty of Computer Science and Management (other than W-8)

Dear Student,

I. In <u>your email</u> to me please always give: 1) Number of your Electronic Student Record Book at our University; 2) Name of the Faculty at which you are registered at WUST; 3) Name of your Home University, Country and the current level and year of your studies at your Home University.

Information will be available on the following website: **http://www.ziro.pwr.edu.pl/pracownicy/tworek**
Current office hours for students (room 306, building B-1): *Tuesday 11:00-13:00; Wednesday 11:00-13:00.* The e-mail address: **katarzyna.tworek@pwr.edu.pl**

II. If you are officially registered at other Faculty of WUST (not at the Faculty of Computer Science and Management) the procedure to be enrolled on the courses from the field of MANAGEMENT, offered by our Faculty is as follows:

1. The course **must be included in your Learning Agreement (or Changes to the …) and this document must be approved** by:
   - **your Home University** (firstly) and
   - by the responsible departmental/faculty coordinator from our University (this faculty at which you are officially registered at WUST).

Please remember, that you can be enrolled on our courses **if - and only if - we have free places**. In practice the enrollment can take place not earlier than after the second week of the semester.

2. The adequate document (see p.1) – either in a paper form or in an electronic form - should be presented to me before or at the beginning of the semester (as soon as possible). The approval of the possibility to enroll you on selected courses follows by my signature on the copy of your *Learning Agreement/Changes to…* or by my email. A separate document with the approval (a piece of paper with my signature) is also acceptable.

If you already have my approval you can:

1) either visit our Dean's Office (**do not forget the approval**) and ask for the enrollment our Dean's Office: building B-4, room 1a9 (Mrs Paulina Kostrzewska-Bobeł; office hours for students: see room 1a9/B-4; tel. 713203637, paulina.bobel@pwr.edu.pl). Your personal visit enables you to decide (at the moment of the enrollment) on which day and at what time you will have your classes,

2) or you can wait until you will be enrolled by our Dean's Office (without your visit).
In both cases please check in the JSOS computer system whether you are already enrolled on the course. If not - please let me know.

III. The link to the list of courses from the field of MANAGEMENT (bachelor and master studies), taught in English at the Faculty of Computer Science and Management (W-8), the syllabuses and **Weekly Class Schedules for the summer** semester 2019/20 are to be found on the following website (of previous Erasmus+ coordinator):

http://ziro.pwr.edu.pl/pracownicy/tworek/

Some changes (if any) in the syllabuses are not excluded. If you have any doubts concerning a syllabus - please contact the teaching person or an adequate *course supervisor* (e-mail address is given on the last but one page of the syllabus).

Katarzyna Tworek, PhD, prof. WUST
ERASMUS+ Coordinator
Faculty of Computer Science and Management
Field: Management