

**Information for incoming students 2019/2020 (ERASMUS+ and other programs)
registered at the Faculty of Computer Science and Management; Field: Management**

I. ERASMUS Coordinator' Office Hours

Katarzyna Tworek, Ph.D. Prof. WUST

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

In your e-mail please always give: 1) Number of your Electronic Student Record Book at our University;
2) Name of your Home University and Country; the level and year of studies at your Home University.

II. Dean's Office contact person

Dean's Office contact person: Mrs Paulina Kostrzewska-Bobel, building B-4, room 1a9;

Office hours for students: see room 1a9/B-4.

tel. 71 320 36 37; email: paulina.bobel@pwr.edu.pl

III. 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) in the academic year 2019/20, the syllabuses and **Weekly Class Schedules for the summer semester 2019/20** are to be found on the following website:

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

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

IV. Enrollment on the courses that are not (yet) in your Learning Agreement (LA)

1. If – for any reason – you want to be enrolled on a course that is not (yet) included in your LA - adequate changes in the LA are necessary. Please remember that **before the enrollment** each change must be officially accepted:
 - **at first by the authorities of your Home University** (initially an e-mail from your university sent to me is accepted, and finally the document ***Changes to***in a paper form must be originally signed and delivered) and
 - **at the second - by WUST** (approved by ERASMUS Coordinator).If you have solid grounds to assume that your Home University will accept the changes to the LA (changes that you are suggesting), please contact the adequate teaching person at our Faculty and ask him/her whether there are free places in the students' group you want to attend and whether he/she has nothing against your attendance. If you have a positive answer – please do not waste time and attend the classes from the beginning of the semester.
2. When you (already) have the agreement from your home university – please let me know: contact me in person (or by email) to be enrolled on the course.
3. Please check in the JSOS computer system whether you are already enrolled on the course. If not - please let me know.

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