**FACULTY STRATEGY**

**STUDENTS GOING ABROAD- STUDIES AND APPRENTICESHIP**

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Tasks of the coordinator:

1. Coordination of the course of studies.
2. Signing Learning Agreement and defining the differences in the course of studies.
3. Defining the content of apprenticeship and monitoring its realization.
4. Coordinating the preparation of the student to go abroad (Preparing the Transcript of Records, informing the student about possible differences in the course of studies).
5. Accepting the Transcript of Records after the student’s return.
6. Organising the student’s preparation for the trip abroad (language preparation and getting to know the host university) in coordination with the Language Department in the mother university and the Department of Foreign Cooperation.

**INCOMING STUDENTS- STUDIES AND APPRENTICESHIP**

1. Help with organization of the stay, with the access to university units and departments.
2. Signing Learning Agreement.
3. Organising a welcome session in the Faculty together with students’ organisations.
4. Signing the Transcript of Records.

**STAFF GOING ABROAD**

1. Making the list of the persons willing to leave abroad.
2. Organising the classes during the teacher’s absence (in cooperation with a Dean’s office).
3. Using the effects of the teacher’s mobility for improving the educational process.

**FOREIGN INCOMING STAFF**

1. Organising the treacher’s visit (acceptance of the teaching programme, organising the place and date of the classes, preparing the certificate- in cooperation with the Dean’s office).
2. Starting the cooperation with new partners, preparing the bilateral agreements- in coordination with the Department of Foreign Cooperation. Monitoring the realization of the agreements.