

**Academic Exchange Office**

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University  
of Bielsko-Biala



*Erasmus+*

*Student Mobility Placement - SMP*

## Practical placement offer within Erasmus+ Programme University of Bielsko-Biala

<b>Faculty</b>	Management and Transport
<b>Erasmus+ departmental coordinator</b> (name, surname, phone, e-mail)	Dagmara Mika PhD Institutional Coordinator for Internships and Education Advisory E-mail: dmika@ath.bielsko.pl Phone: +48 33 82 79 434
<b>The internship's duration</b> (from 2 till 12 months)	10 months (the period of internship can be flexible)
<b>Planned period of practical placement</b>	from October – to June (day-month-year – day-month-year)
<b>Student's Supervisor</b> (name, surname, phone, e-mail)	Piotr Dziwiński PhD Departmental Coordinator for Erasmus + Programme E-mail: pdziwinski@ath.bielsko.pl Phone: +48 33 82-79 220
<b>Detailed programme of the training period</b>	Student will actively participate in activities of the Departmental Coordinator for Erasmus + Programme which include: <ul style="list-style-type: none"> <li>- planning the schedule for international students in Faculty of Management and Transport</li> <li>- preparing documents required by the Dean's Office</li> <li>- preparing lists of students and subjects</li> <li>- assistance for students in contacts with teachers</li> <li>- preparing promotion campaign of the University of Bielsko-Biala and the Faculty of Management and Transport</li> <li>- organising cultural events for students,</li> <li>- managing social media,</li> <li>- organising social events such as: Orientation Days, International Erasmus Day</li> </ul>

<p><b>The effects of the education, knowledge and social skills</b></p>	<p>The student will raise its qualifications in the area of: organization of working time, social media management, maintaing the relations among international students, communication and interpersonnal skills, language skills</p>
<p><b>Monitoring and evaluation plan</b></p>	<p>Institutional monthly reports and final report will be evaluated during the meeting with student, Institutional Coordinator for Internships and Education Advisory and Departmental Erasmus + Programme Coordinator.</p> <p>The results and competences acquired during internship will be also discussed with Tutor from host institution.</p>