



2nd ERASMUS INTERNATIONAL STAFF WEEK VISTULA GROUP OF UNIVERSITIES 23-27 MARCH 2015

GENERAL INFORMATION

AIM OF THE EVENT

The main intention of the 2nd Erasmus Staff Week is to create an opportunity for our partners to introduce their universities, to learn about Poland and Polish culture, and to share experiences with others while carrying out Erasmus Teaching or Training activities in the frame of Erasmus Staff Exchange program.

Any academic or administrative staff working at our partner universities or other European universities willing to make a contribution, is welcome to apply to our 2nd Erasmus Staff Week which will take place in Warsaw **23-27 March 2015**.

We would welcome lecturers who can offer our BA and MA students lectures in one of the following fields: Economics, Political Science, Management, International Relations, Finance, Accounting, Information Technology/ Computer Science, Tourism, Hotel Management, Arts and Architecture

APPLICATION

Lecturers willing to join this event can fill an application attached to this mail. The filled out application form should be sent to a.beer@vistula.edu.pl and b.karlikowska@vistula.edu.pl by e-mail. It is not necessary for the applicants to send the Application form by regular mail. The total number of the participants will be limited to 25.

The deadline for applying is **20th December 2014**

The status of the application will be determined in January 2015 and a letter of invitation will be sent to the staff whose application is accepted.

OTHER CONDITIONS

Language of the programme is English. Lecturers are expected to have B2 level of English.

Lecturers will be asked to prepare a 1,5hr lecture on a chosen subject and present it four times during the International Week, which will give a total of 6 hrs.

Those lecturers who will be accepted will also be requested to send us a 1 page syllabus of the lecture to be presented and a short test to the lecture of 10 questions, either multiple choice or F/T form. Both should be sent no later than end of February to: a.migdal@vistula.edu.pl and d.aslan@vistula.edu.pl

COSTS

There is no participation fee for the program. Participants should cover travel and accommodation costs, preferably from their institution's Erasmus budget. Costs for the excursion, lunches, drinks and coffees, and 2 dinners mentioned in the program will be covered by Vistula University International Office.



TRANSPORTATION

There is an airport in Warsaw with a taxi, coach and train system to the center of the city. However if you need a pick up, please contact a.beer@vistula.edu.pl or d.aslan@vistula.edu.pl. The Vistula University is located in the southern part of Warsaw, not far from the airport.

CLIMATE AND WEATHER CONDITIONS

The weather in March is still variable with average temperatures around 10-15. Rain and snow can be sometimes expected but we will provide a warm and cosy atmosphere at the university.

ACCOMMODATION

The guests are advised to look for their accommodation and make their own reservations. There are various sites that offer hotel accommodation i.e: www.booking.com, www.hotels.com, www.trivago.com. However we suggest you choose hotels along the underground line: IBIS Muranowska Hotel, Novotel Centrum Hotel, MDM Warszawa Hotel. All of them offer very reasonable prices.

Vistula University is cooperating with Pulawska Residence: www.pulawskaresidence.pl, which is located in the southern part of Warsaw. The International Office of Vistula may assist in making the reservation.

CONTACT INFO:

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