**Attachment 8 to the Regulations of participation in the project**

**Attendance list for job shadowing international placement project**

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| Data of the Programme Participant |
| Name and Surname of Participant: |  …………………………………………………………………………………………………………  |
| Data of the host institution |
| Name of the host institution: |  .…………………………………………………………………………….…………….…………………………………………………………………………………………….  |
|  |
| Name and surname of the placement supervisor: | …….………………………………………………………………………………………  |
|  Dates of the international placement programme |  |
|  |  | **/** |  |  | **/** |  |  |  |  | **-** |  |  | **/** |  |  | **/** |  |  |  |  |

The international placement is executed within an uninterrupted period of 21 days, of which 15 days are working days. The Participant to the Programme is obliged to actively participate in 8 lesson hours during each working day of the foreign placement.

Forms of activity include:

1. teaching classes (min. 8 lesson hours during the entire placement duration),
2. co-teaching classes,
3. observation of classes,
4. the participant's unassisted workload (familiarisation with the campus, the university's educational offer, methods of communication and cooperation between academic teachers and students, cultural background, activities, etc.)

The ratio of the number of hours allocated to teaching (points 1-3) to the number of hours of the participant's unassisted workload (point 4) is 1:1.

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| Attendance list |
| **No.** | **Date** | **Activities****(description of classes,****subjects covered, type of unassisted workload)** | **Duration** | **Number of participants[[1]](#footnote-1)** | **Form of activity[[2]](#footnote-2)** | **Signature of person teaching/ supervising classes[[3]](#footnote-3)** |
| 1. |   |         |   |   |   |   |
| 2. |   |         |   |   |   |   |
| 3. |   |         |   |   |   |  |
| 4. |   |         |   |   |   |  |
| 5. |   |         |   |   |   |  |
| 6. |   |         |   |   |   |  |
| 7. |   |         |   |   |   |  |
| 8. |   |         |   |   |   |  |
| 9. |   |         |   |   |   |  |
| 10. |   |         |   |   |   |  |
| 11. |   |         |   |   |   |  |
| 12. |   |         |   |   |   |  |
| 13. |   |         |   |   |   |  |
| 14. |   |         |   |   |   |  |
| 15. |   |         |   |   |   |  |

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| --- |
| **Summary** |
| Number of hours teaching: |   |
| Number of hours co-teaching: |   |
| Number of hours of class observation: |   |
| Number of hours of unassisted workload: |   |
| **Total:** |   |
|  |  |  |  |  |
| Stamp of the host institution |  | Signature of the placement programme supervisor |  | Signature of the Programme Participant |

1. Please fill in in the case of classes [↑](#footnote-ref-1)
2. Please specify: **T** - teaching, **Co-T** - co-teaching, **O** - observation, **UW** - unassisted workload [↑](#footnote-ref-2)
3. Refers to teaching, co-teaching and observation of classes [↑](#footnote-ref-3)