



Diomides Mavroyiannis <dmavroyiannis8@gmail.com>

Module Teaching Offer - Spring 20/21

4 messages

Milestone Academic Team <academics@msinst.org>
À : Dmavroyiannis <dmavroyiannis8@gmail.com>

20 novembre 2020 à 15:58

// **MODULE TEACHING - RESPONSE DEADLINE BY 22nd NOVEMBER** //

Dear Diomides,

We should like to involve you in the upcoming **Spring Term** with the teaching of:

Module name: 20/3 - Industrial Organisation

Payment band: Band 2

Level: Immersion 1

Division: Numerical Sciences Dpt.

Credits: 8

Prerequisites: Calculus 1 (Part I)

Link to Syllabus from previously taught Module*: <https://milestone.instructure.com/courses/2221/assignments/syllabus>

Shared Module with (if applicable):

Actual teaching credits (number of sessions taught): 8

Please fill out the [Module Leader Offer Response form](#) for each Module separately to confirm whether or not you would like to take up our offer by **Sunday, 22nd November**.To fill in the form, you will need your Milestone ID Code, which is **100374**.** Please note that only Faculty with access to our Learning Management System, Canvas, will be able to open the link. If you still experience issues, please contact us at academics@msinst.org so we can send you the previous Syllabus via email.***COVID-19 AND REMOTE TEACHING**

Milestone Institute transitioned to fully online teaching starting mid-March for an indefinite amount of time. While we wish to return to normal, classroom-based teaching as soon as possible, due to COVID-19, the Spring Term will also be held ONLINE. Remote teaching materials and training will be provided to new and continuing faculty members as part of an effort to make our way through the crisis by innovating and bringing together the global community of Milestone faculty.

► PLEASE READ: You will find detailed information of Term Start Tasks and dates [HERE](#).**CHILD PROTECTION POLICY**

As stated in the Institute's [Child Protection Policy](#) (CPP), we are committed to child safe recruitment. Detailed information about this is available in the document linked in above (see p. 20 in particular), but at this stage it is useful for you to note that all Faculty are requested, by their first day of employment the latest, to sign a relevant declaration, provide us with details of at least one referee, do a brief (online) training session and submit a police check from their current country of residence (normally Hungary). As

the latter may take time to obtain, you may wish to start the process if you intend to accept our offer. (Everyone with a Hungarian address, including foreign nationals, can apply for a police check for free, for further information please see [here](#).

The CPP requirements need to be done **once**, when first contracted by the Institute. Your current status regarding the CPP is: **Requirements need to be completed.**

CONTRACTING

You will find flexible* Module Leader contract templates below, which will later be personalised with your contracting details should you accept our offer.

Please review your contracting details via this [personalised link](#) by the same deadline as the offer acceptance so we can issue your contract with the most up to date information.

To help you better understand the differences between contracting types, we have created the Faculty Contracting Guidelines below:

- [Faculty Contracting Guide I - Employee \(Module Leaders\)](#)
- [Faculty Contracting Guide II - Self-Employed \(Module Leaders\)](#)
- [Faculty Contracting Guide III - Company \(Module Leaders\)](#)

Attachments

- **Module Leader Contract templates**
 - [Contracting type: Employee \(Magán\)](#)
 - [Contracting type: Self-Employed \(Egyéni Vállalkozó\)](#)
 - [Contracting type: Company \(Cég\)](#)
- **1. Számú melléklet - Module Teaching Guidelines:** This is the Module Leader Job Description, where you will find all the duties and responsibilities of a Module Leader.
- **2. Számú melléklet - Payment Scheme:** Here you will find the service fee scheme which determines the module teaching amount. The Band respective to your Module is stated above. Please note that to reduce paper usage the appendix will NOT be printed.
 - [Appendix 2 - Payment Scheme - Band 1](#)
 - [Appendix 2 - Payment Scheme - Band 2](#)
- **Data Processing Contract:** According to GDPR (New EU Data Protection Regulation) all Faculty has to sign a separate Data Processing Contract. If you are a new Faculty member, you will receive this contract together with your Module Leader contract.
 - [Contracting type: Employee \(Magán\) and Self-Employed \(Egyéni Vállalkozó\)](#)
 - [Contracting type: Company \(Cég\)](#)

* The flexible contract covers the whole **Spring Term 20/21**, from the moment all contracts are signed all the way to the end of the grading period. From the legal point of view, it means that we sign a contract with everyone who offers a module on the Shopping Week, after which students sign up for modules and then Milestone is able to notify Module Leaders which modules had to be cancelled and which modules will run. Milestone reserves the right to notify Module Leaders of these decisions by **Friday, 29th January**. The exact number of enrolments per group will be sent to confirmed modules' Module Leaders via email on **Tuesday, 9th February**.

Shared Modules

Shared Modules are taught by more than one Module Leader. In these instances, the total number of credits is divided between the two (or more) Module Leaders, thus the actual teaching credits (number of sessions taught) will determine the final payment (see payment schemes above).

If you received an offer for a Shared Module, the number of sessions taught by each Module Leader has been pre-defined by the relevant Division Head, so please plan the Module with your fellow Module Leader(s) accordingly.

We are looking forward to working with you in the **Spring Term!**

Best wishes,

János Hódsági

Head of Teaching and Learning

Milestone Institute

Academic Team

Milestone Intézet, [Bajza utca 44](#), III. em | Budapest, HU-1062

T: [+36 70 432 4191](tel:+36704324191) | Email: academics@msinst.org | www.facebook.com/msinst | [@YourMilestone](#) | www.milestone-institute.org

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Diomides Mavroyiannis <dmavroyiannis8@gmail.com>

20 novembre 2020 à 16:47

À : Athena Mavroyiannis <athenamavroyiannis@gmail.com>, Andreas Mavroyiannis <amavroyiannis@gmail.com>, Cabau Noémie <noemie.cabau@gmail.com>

----- Forwarded message -----

De : **Milestone Academic Team** <academics@msinst.org>

Date: ven. 20 nov. 2020 à 15:58

Subject: Module Teaching Offer - Spring 20/21

To: Dmavroyiannis <dmavroyiannis8@gmail.com>

[Texte des messages précédents masqué]

Athena <athenamavroyiannis@gmail.com>

20 novembre 2020 à 16:50

À : Diomides Mavroyiannis <dmavroyiannis8@gmail.com>

Cc : Andreas Mavroyiannis <amavroyiannis@gmail.com>, Cabau Noémie <noemie.cabau@gmail.com>

boom boom boom - bravo broski!

[Texte des messages précédents masqué]

Diomides Mavroyiannis <dmavroyiannis8@gmail.com>

8 décembre 2020 à 13:42

À : Cabau Noémie <noemie.cabau@gmail.com>

----- Forwarded message -----

De : **Milestone Academic Team** <academics@msinst.org>

Date: ven. 20 nov. 2020 à 15:58

Subject: Module Teaching Offer - Spring 20/21

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