

Dear colleagues,

We are pleased to invite you and the staff members of your University to the **7<sup>th</sup> Erasmus Staff Training Week at the University of Hradec Králové** (Czech Republic) taking place from **27<sup>th</sup> to 29<sup>th</sup> April 2020**.

The main objective of this event is to widen and strengthen cooperation, and to exchange know-how, good experiences and practices with staff members from other universities within the workshops, presentations and individual meetings. The language of communication will be English.

This Erasmus Staff Training Week is intended for colleagues working in the field of International Relations Office. In thematic presentations and workshops we will concentrate on issues related to **Strategic Partnerships, Internationalization at home and International Credit Mobility**.

Moreover it is possible to offer each participant the opportunity to visit a counterpart faculty/department/office, and share views on topics of their own choice related to their professional orientation. Such visits have to be prearranged by the participants before their arrival. We will of course assist you with any contact information needed (upon request). Participants are welcome to arrange more individual visits if they wish so.

Please note that this Erasmus Staff Training Week will be held the same week as the meeting of our strategic partners where we expect Rectors/Vice-Rectors/Professors/Heads of the International Relations Departments from our partner universities. You will meet them at some parts of the programme.

Please find additional information attached, and have a look at the programme. In case you are interested in the event, **fill in the online [registration form](#)**.

You can also find all information at our [webpage](#).

**Please submit this registration form electronically by Friday 6<sup>th</sup> March 2020.**

Please note that the number of participants is restricted (preferably max. 2 participants from one institution) and that we therefore may not be able to accept all applicants. We agreed upon this particular formula in order to be able to deliver the best possible experience to our guests. We will inform all applicants about acceptance/non-acceptance by e-mail by 17<sup>th</sup> March 2020.

Should you have any questions do not hesitate to contact us.

We are looking forward to meeting you in Hradec Králové!

With kind regards,

Veronika Měchurová

**Veronika Mechurova**

Department of Foreign Affairs

tel: +420 493 332 519

fax: +420 493 332 544

e-mail: [veronika.mechurova@uhk.cz](mailto:veronika.mechurova@uhk.cz)

University of Hradec Králové

Rokitanského 62, 500 03 Hradec Králové

[www.uhk.cz](http://www.uhk.cz)



University of Hradec Králové

## Erasmus Staff Training Week

27-29 April 2020

University of Hradec Králové, CZ HRADEC01

### Preliminary Programme

#### Monday, 27 April

- 9:30 - 9:45 Registration of participants; venue: Rectorate – boardroom
- 09:45 - 10:45 Welcome, introduction of the programme
- 10:45 - 11:00 Coffee break
- 11:00-13:00 1<sup>st</sup> workshop: **Challenges and good practice in internationalization at home**
- 13:00 – 14:00 International table - **please bring your national/regional food specialty + brochures, leaflets of your university and business cards with you**
- 14:00 - 16:00 Town and Campus Tour
- 18:00 - 21:00 Networking dinner (hosted by UHK)

#### Tuesday, 28 April (venue: University Campus)

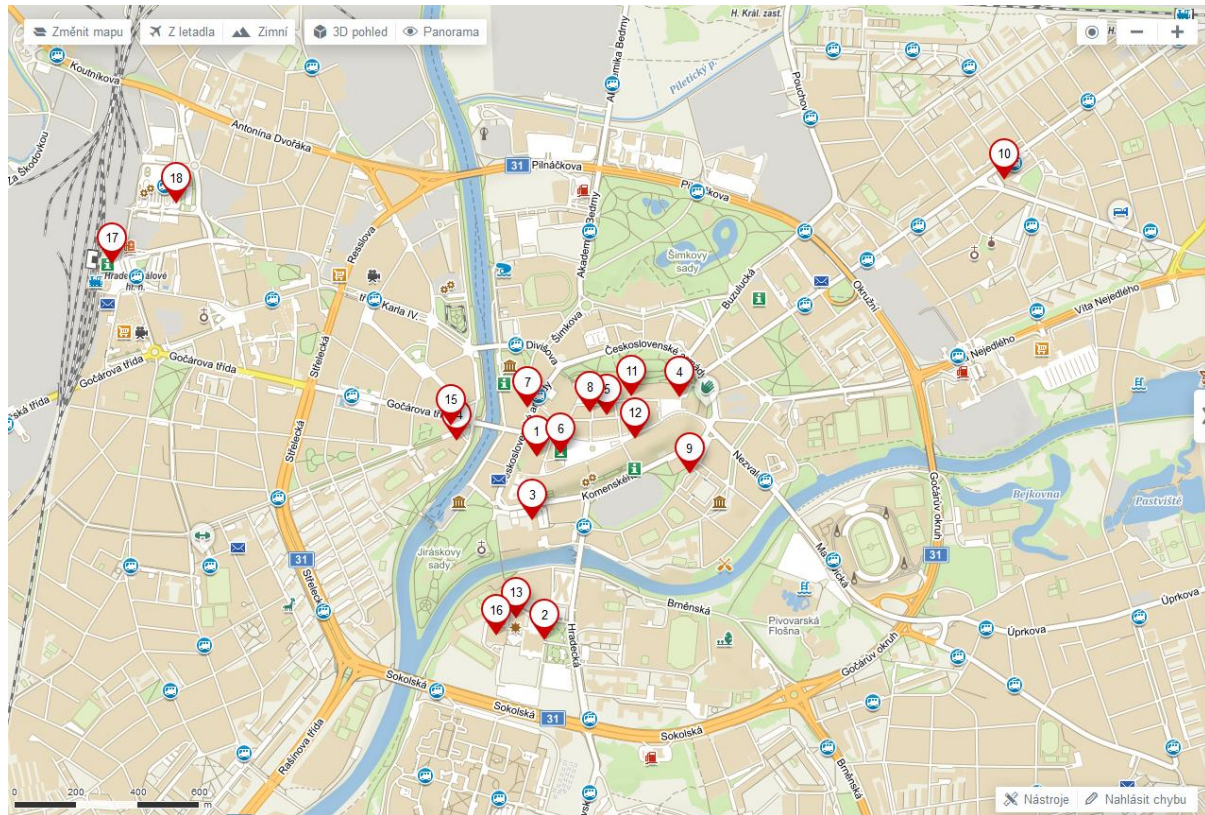
- 9:00 - 10:00 **Strategic partnerships - General view on how to submit and manage project (1)**  
Presentation; expert from the Czech National Agency in Prague
- 10:00 - 10:30 Coffee break
- 10:30 - 11:30 **Strategic partnerships - General view on how to submit and manage project (2)**  
Presentation; expert from the Czech National Agency in Prague
- 11:30 - 13:00 Lunch (hosted by UHK)
- 13:00 - 15:00 **Strategic Partnerships - León case**  
Presentation; Sara Fernández, Universidad de León

#### Wednesday, 29 April

- 8:30 - 10:30 2<sup>nd</sup> workshop: **Challenges and good practices in implementation of International Credit Mobility projects**
- 10:30 - 11:00 Final conclusions and evaluations of the Erasmus Staff Training Week
- 11:30 - 13:00 Farewell lunch (hosted by UHK)
- 14:00 – 19:00 Guided half day trip to Kuks village with baroque architecture (optional; hosted by UHK)



[Map](#) of the city centre (location of the University, restaurants and recommended accommodation facilities).



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|---|----------------------------|----|--|
| 1 | UHK Rectorate              | 8  | Boromeum Residence Hotel + Café Vino<br>Boromeum |
| 2 | UHK Campus – main entrance | 9  | Restaurant and hotel Tereziánský dvůr            |
| 3 | Hotel Stadion              | 10 | Hotel Alessandria                                |
| 4 | Penzion Amátka             | 11 | Restaurant Šatlava                               |
| 5 | Hotel U České koruny       | 12 | Restaurant Pivovarské domy                       |
| 6 | Hotel Vacek "Pod věží"     | 13 | Faculty of Informatics and Management            |
| 7 | Hotel Grand                | 14 | Faculty of Education                             |

- |    |                       |
|----|-----------------------|
| 15 | Philosophical Faculty |
| 16 | Faculty of Science    |
| 17 | Main train station    |
| 18 | Main bus station      |



## How to get from Prague Airport to Hradec Králové

<https://www.buddyhk.cz/en/content/transportation>

## Contacts to the [international offices](#) of UHK

- **Rectorate:**  
Veronika Měchurová, [veronika.mechurova@uhk.cz](mailto:veronika.mechurova@uhk.cz), +420 49 333 2519
- **Faculty of Education:**  
Petra Nosková (incoming students and teachers), [petra.noskova@uhk.cz](mailto:petra.noskova@uhk.cz), +420 49 333 1141  
Lucie Martinková (outgoing students), [lucie.martinkova@uhk.cz](mailto:lucie.martinkova@uhk.cz), +420 49 333 1115
- **Faculty of Informatics and Management:**  
Monika Hebková (outgoing students and teachers), [monika.hebkova@uhk.cz](mailto:monika.hebkova@uhk.cz), +420 49 333 2209  
Kristýna Havlíčková (incoming students and teachers), [kristyna.havlickova.2@uhk.cz](mailto:kristyna.havlickova.2@uhk.cz), +420 49 333 2210
- **Philosophical Faculty:**  
Markéta Bořilová (student mobilities for study, teachers, staff), [marketa.borilova@uhk.cz](mailto:marketa.borilova@uhk.cz), +420 49 333 1218  
Martina Eliášová (student mobilities for traineeships; KA107), [martina.eliasova@uhk.cz](mailto:martina.eliasova@uhk.cz), +420 49 333 1212
- **Faculty of Science:**  
Pavla Holubová, [pavla.holubova@uhk.cz](mailto:pavla.holubova@uhk.cz), +420 49 333 2817

## Useful links

University of Hradec Králové	<a href="https://www.uhk.cz/en">https://www.uhk.cz/en</a>
Hradec Králové	<a href="https://www.hradeckralove.org/">https://www.hradeckralove.org/</a>
Trains and buses	<a href="https://idos.idnes.cz/en/vlakyautobusymhdvse/spojeni/">https://idos.idnes.cz/en/vlakyautobusymhdvse/spojeni/</a>
Local public transport	<a href="http://www.dpmhk.cz/en">http://www.dpmhk.cz/en</a> <a href="http://www.dpmhk.cz/common/cms_files/schemata/schema_MHDHK_2019_06_03.jpg">http://www.dpmhk.cz/common/cms_files/schemata/schema_MHDHK_2019_06_03.jpg</a>

