

Erasmus Staff Training Week

18-22 April 2016

University of Hradec Králové, CZ HRADEC01

Programme

Monday, 18 April

Individual arrival

- 9:45 – 10:00 Registration of participants
- 10:00 - 12:30 Welcome, introduction of the programme, presentation of the University of Hradec Králové and the Czech Republic, short introductions of participants, crash course in the Czech language; venue: Rectorate – boardroom
- 12:30 - 13:30 Coffee break
- 13:30 - 15:30 Campus and Town Tour
- 18:00 - 21:00 Welcome dinner at the Restaurant Šatlava (hosted by UHK);
meeting: 17:55 at the Restaurant Šatlava

Tuesday, 19 April (venue: Faculty of Informatics and Management – boardroom)

- 9:00 – 9.30 International table (int. table: day-long), **please bring your national/regional food specialties + brochures, leaflets of your university and business cards with you**
- 9.30 - 10:00 Coffee break
- 10:00 - 12:00 1st workshop in groups:
IRO group: Student mobility for traineeships
Library group (venue: Library + Media Study): The University library of UHK presents itself.
(Guided Library tour. Use of electronic information resources.)
- 12:00 - 13:00 Lunch (hosted by UHK)
- 13:00 - 13:30 Speed dating
- 13:30 - 15:30 2nd workshop in groups:
IRO group: Centralized vs. decentralized International Relations Office. Staff mobility for training.
Library group (venue: Media Study): Exchange of experiences. Insight into the practice of foreign libraries. Librarianship in the Czech Republic. **(Presentations of Erasmus participants** - please prepare short presentation about your library or your proposed topic (about 20 minutes)).

Wednesday, 20 April

- 9:00 - 19:00 Guided day-long trip to Kutná Hora: visit to the historic city centre, including the medieval silver mine (hosted by UHK, lunch included);
meeting: 8:50 in front of the main entrance of UHK Campus



Thursday, 21 April

- 9:00 - 12:00 Individual meetings at the counterpart faculties/departments/offices (prearranged by participants before their arrival)
- 13:00 - 14:45 3rd workshop in groups:
IRO group (venue: Rectorate - boardroom): Incoming students (documents, language knowledge, courses, accommodation, cultural preparation, ...)
Library group (meeting: Library): Interesting libraries in Hradec Králové – guided tour.
- 14:45 - 15:00 Coffee break; venue: Rectorate - boardroom
- 15:00 - 16:00 Final conclusions and evaluations of the Erasmus Staff Training Week
- 18:00 - 21:00 Farewell dinner with Czech Wine Tasting (hosted by UHK);
meeting: 17:50 at the reception of the Faculty of Informatics and Management

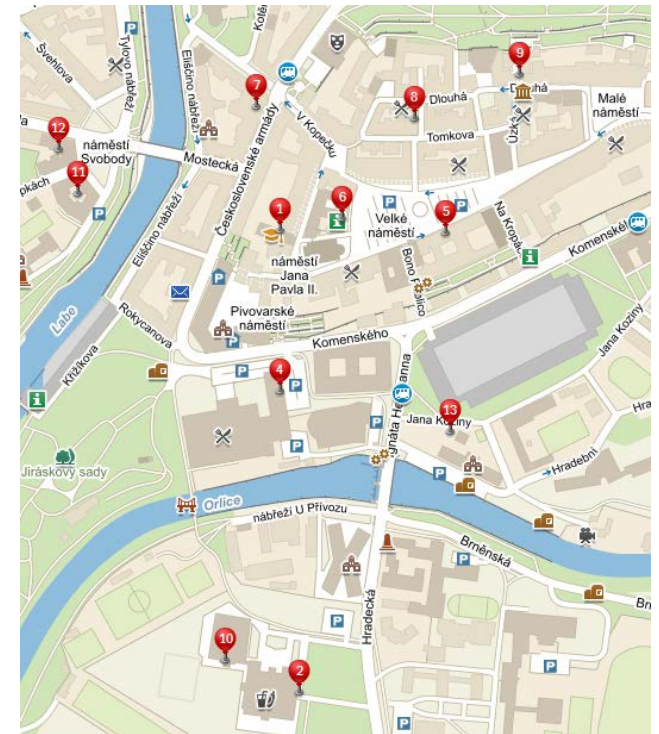
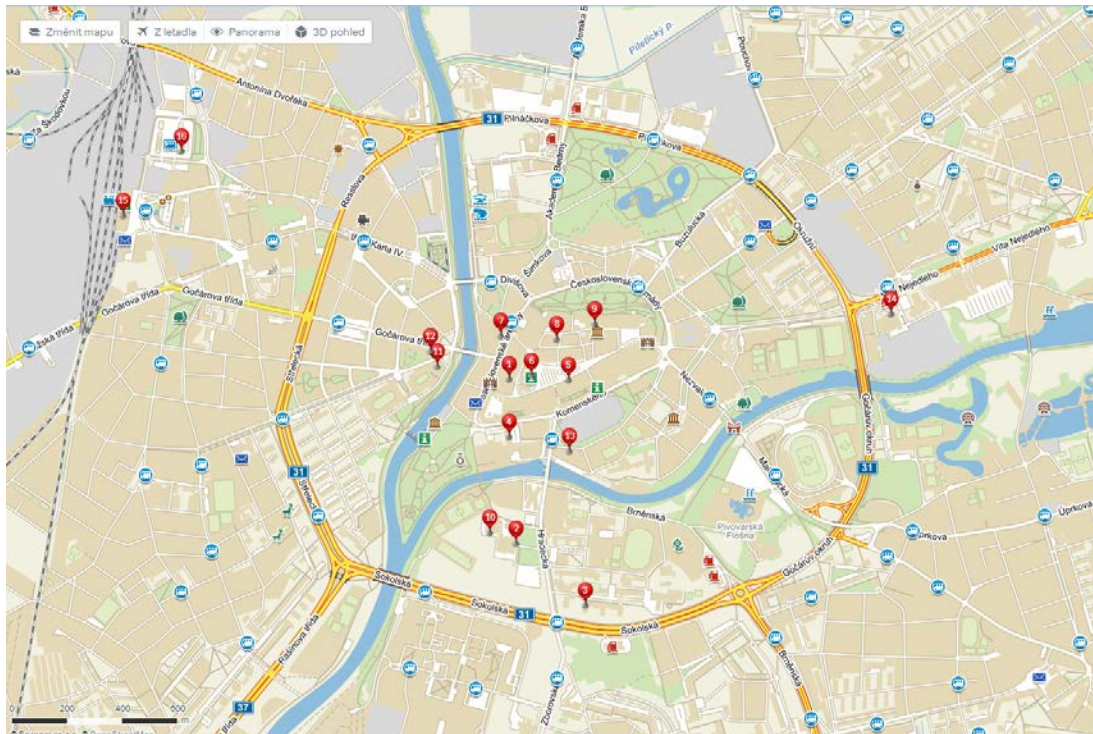
Friday, 22 April

- 9:00 - 11:00 Individual meetings at the counterpart faculties/departments/offices (prearranged by participants before their arrival)
- Individual departure



Map of the city centre

(location of the University, restaurants and recommended accommodation facilities).



- 1 UHK Rectorate
- 2 UHK Campus – main entrance
- 3 Academic Hostel
- 4 Hotel Stadion
- 5 Hotel Nové Adalbertinum
- 6 Hotel Vacek "Pod věží"
- 7 Hotel Grand
- 8 Boromeum Residence Hotel + Café Vino Boromeum

- 9 Restaurant Šatlava
- 10 Faculty of Informatics and Management
- 11 Faculty of Education
- 12 Philosophical Faculty
- 13 Faculty of Science
- 14 Institute of Social Work
- 15 Main train station
- 16 Main bus station



Target group

Staff members from our partner universities.

Registration Form

Available on:

<https://docs.google.com/forms/d/11Vf9GMIFD4apZeEx63w5frZKS3SjXAY8bsCw9-emVto/viewform>

Please submit this registration form electronically by **Monday, 29 February 2016**.

Accommodation

Accommodation costs are the responsibility of each participant. Those who are interested can find a list of recommended accommodation facilities in the attachment to the e-mail. Please make your reservation for accommodation after confirmation of your participation in the Erasmus Staff Training Week.

How to get from Prague Airport to Hradec Králové

http://www.buddyhk.cz/sites/default/files/Plane2Train_2014.pdf

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

- **Rectorate:** Veronika Měchurová, veronika.mechurova@uhk.cz, +420 49 333 2519
- **Faculty of Education:**
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Petra Nosková (incomings + outgoing teachers), petra.noskova@uhk.cz, +420 49 333 1141
- **Faculty of Informatics and Management:**
Michaela Plašilová (teachers; outgoing students), michaela.plasilova.2@uhk.cz, +420 49 333 2209
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- **Philosophical Faculty:** Martina Eliášová, martina.eliasova@uhk.cz, +420 49 333 1212
- **Faculty of Science:** Jana Novotná, jana.novotna.2@uhk.cz, +420 49 333 1464
- **Institute of Social Work:** Jana Popeláková, jana.popelakova@uhk.cz, +420 49 333 1520

Useful links

University of Hradec Králové <http://www.uhk.cz/en-GB/UHK>
Hradec Králové <http://www.hradeckralove.org/index.php?lang=2>
Trains and buses www.idos.cz
Local public transport <http://www.dpmhk.cz/en>
http://www.dpmhk.cz/sites/default/files/jizdni-rady/mhd_planek.pdf

