

Erasmus Staff Training Week

24-28 April 2017

University of Hradec Králové, CZ HRADEC01

Programme

Monday, 24 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 - 13:00 Coffee break
- 13:00 - 13:30 Speed dating
- 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, 25 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: Mobility between Programme and Partner Countries (KA107). Double Degree + Joint Degree. (Please indicate in the application form if you are interested in having a presentation on Double Degree + Joint Degree.)
Library group (venue: Library + Media Study): The University library of UHK presents itself. Guided Library tour. (Library users. Library services. Library collections. Library system ARL.)
- 12:00 - 13:00 Lunch (hosted by UHK)
- 13:00 - 15:00 2nd workshop in groups:
IRO group: Incoming students 1. (Orientation week. Inclusion of foreign students into daily life of the university and among Czech students.)
Library group (venue: Media Study): Exchange of experiences. **Presentations of Erasmus participants** - please prepare short presentation about your library or your proposed topic (about 15 minutes).
Librarianship in the Czech Republic (short overview).



Wednesday, 26 April

8:00 - 19:00 Guided day-long trip to Kuks Hospital and to the Prehistoric Archaeological Park of the University (hosted by UHK, lunch included);
meeting: 7:55 in front of the main entrance of UHK Campus

Thursday, 27 April

9:00 - 12:00 Individual meetings at the counterpart faculties/departments/offices (prearranged by participants before their arrival)

13:00 - 15:00 3rd workshop in groups:

IRO group (venue: Rectorate - boardroom): Incoming students 2 (Safety and security. Offer of study programmes in English.)

Library group (meeting: Library): Interesting libraries in Hradec Králové – guided tour. (The Episcopal Library in Hradec Králové. The Medical Library of the Faculty of Medicine of the Charles University in Hradec Králové.)

15:00 - 15:15 Coffee break; venue: Rectorate - boardroom

15:15 - 16:15 Final conclusions and evaluations of the Erasmus Staff Training Week

18:00 - 21:00 Farewell dinner with Czech Wine Tasting (dinner hosted by UHK, Czech Wine Tasting paid by participants);

meeting: 17:55 at the reception of the Faculty of Informatics and Management

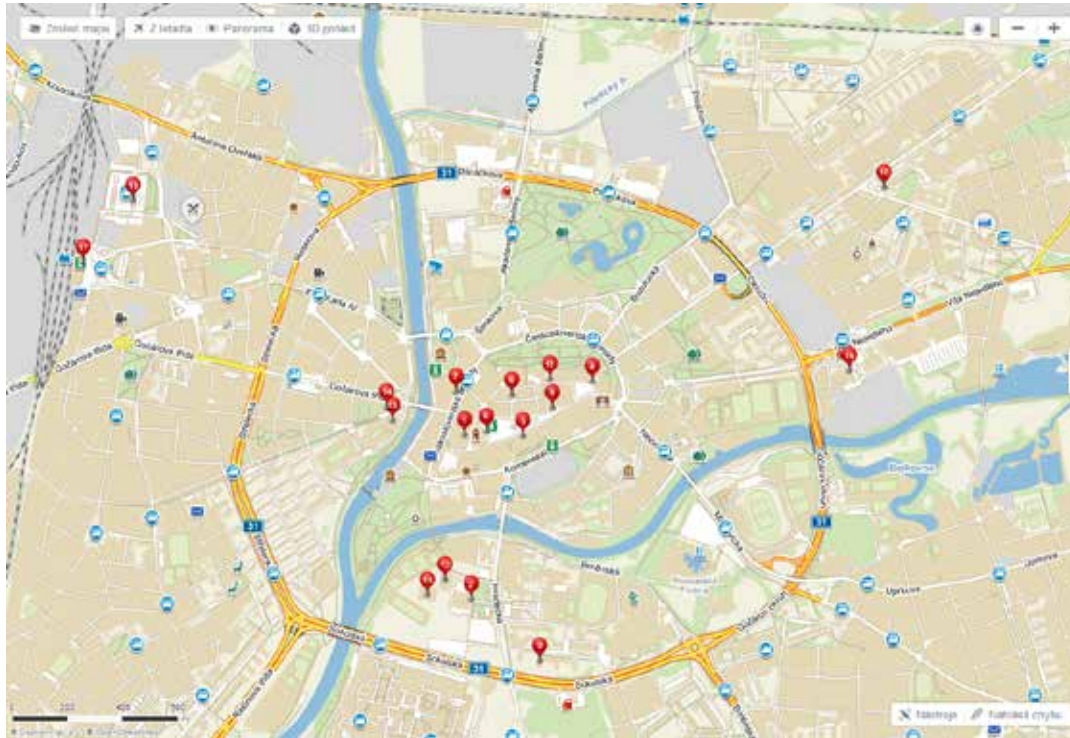
Friday, 28 April

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 | 10 | Hotel Alessandria |
| 2 | UHK Campus – main entrance | 11 | Restaurant Šatlava |
| 3 | Academic Hostel | 12 | Faculty of Informatics and Management |
| 4 | Penzion Amátka | 13 | Faculty of Education |
| 5 | Hotel Nové Adalbertinum | 14 | Philosophical Faculty |
| 6 | Hotel Vacek "Pod věží" | 15 | Faculty of Science |
| 7 | Hotel Grand | 16 | Institute of Social Work |
| 8 | Boromeum Residence Hotel + Café Vino Boromeum | 17 | Main train station |
| 9 | Penzion U Jana | 18 | Main bus station |



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:**
Petra Nosková (incomings + outgoing teachers), petra.noskova@uhk.cz, +420 49 333 1141
- **Faculty of Informatics and Management:**
Monika Hebková (teachers; outgoing students), monika.hebkova@uhk.cz, +420 49 333 2209
Vendula Pourová (incoming students), vendula.pourova@uhk.cz, +420 49 333 2210
- **Philosophical Faculty:**
Markéta Macháčová (student mobilities for study), marketa.machacova@uhk.cz, +420 49 333 1218
Martina Eliášová (teachers and staff, student mobilities for traineeships; KA107), martina.eliasova@uhk.cz, +420 49 333 1212
- **Faculty of Science:** Jana Novotná, jana.novotna.2@uhk.cz, +420 49 333 2703
- **Institute of Social Work:** Jana Popeláková, jana.popelakova@uhk.cz, +420 49 333 1520

Contacts to the [The University Library](#)

- **Head of the University Library:** PhDr. Marie Otavová, marie.otavova@uhk.cz, +420 49 333 1323
- **Expert Librarian:** Mgr. et Mgr. Petra Šicová, petra.sicova@uhk.cz, +420 49 333 1314

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

