

MUP Staff Training Week

Information Booklet



MUP Staff Training Week

15 years

METROPOLITAN
UNIVERSITY PRAGUE



Dear colleagues,

Metropolitan University Prague is excited to invite you to MUP Staff Training Week from **5th December to 9th December 2016** in pre-Christmas Prague.

We will be happy to host administrative staff members dealing with mobility programmes from EU and non-EU.

MUP Staff Week is held under the overarching theme ***How to motivate students to go on mobilities?***

We hope that MUP Staff Week will provide opportunities for:

- Networking and increasing cooperation
- Learning from shared experience
- Extending practical skills and competences for individual professional development

The highlights of the cultural programme include sightseeing on a boat and visit to Christmas markets in Prague.

Our staff week has no registration fee. Lunches are included in the programme, but the costs of travelling, accommodation and meals shall be supported by the participants.

To submit your application please fill in the online [registration form](#) by **16th October 2016**.

The selected participants will be informed by email by 21st October 2016.

The number of participants for the week will be limited to 25, with the maximum number of two attendees per university. In case of high number of applications, Metropolitan University Prague will examine all applications and select the final list of candidates.

Please note that the programme might be subject to slight change.

Looking forward to see you in December in Prague!

MUP International Office

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Preliminary Programme

How to motivate students to go on mobilities?

5-9 December 2016

Monday, 5 December 2016

Prokopova 100/16

130 00 Praha 3

Until 15:30

Arrival to Prague

15:30 – 16:00

Registrations

16:00 – 20:00

Welcome Afternoon

- Welcome words from the Director of MUP and the Head of MUP International Office
- Czech for Foreigners – basic lecture
- Welcome Reception and Networking

Tuesday, 6 December 2016

Dubečská 900/10, 100 31 Praha 10 – Strašnice

Room 205

09:00-10:00

International Breakfast

- please bring your local snacks

10:00-12:30

Presentations of participating universities

- template for presentation will be provided

12:30-14:00

Lunch *offered by MUP*

14:00-15:00

How to motivate students to go on mobilities?

- Introduction to the topic

15:00-16:00

Workshops in groups

- What kind of problems are you facing when it comes to mobilities?
- How do you motivate outgoing/incoming students?

Wednesday, 7 December 2016

Dubečská 900/10, 100 31 Praha 10 – Strašnice

Room 205

10:00-12:00

What can mobility bring to the students?

- How the students perceive it

12:00-13:30

Lunch *offered by MUP*

13:30-15:30

What can mobility bring to the students?

- How the employers perceive it

15:30-16:00

Coffee Break

17:00-19:00

Sightseeing on a boat

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Thursday, 8 December 2016

Dubečská 900/10, 100 31 Praha 10 – Strašnice

Room 205

10:00-12:00	How do we spread information about mobilities? <ul style="list-style-type: none">- Presentation Skills
12:00-13:30	Lunch <i>offered by MUP</i>
13:30-15:00	How do we spread information about mobilities? <ul style="list-style-type: none">- Social Networks
15:00-16:00	Workshop <ul style="list-style-type: none">- Create a plan for promoting mobility programmes at your institution

Friday, 9 December 2016

Room 205

Dubečská 900/10, 100 31 Praha 10 – Strašnice

09:00 – 12:00	MUP Erasmus Day <ul style="list-style-type: none">- Study abroad fair where you present your university to MUP students- Please bring with you information materials and promo items
12:00 – 12:30	Closing of the MUP Staff Week <ul style="list-style-type: none">- Evaluation and Certificates
12:30 – 14:00	Lunch <i>offered by MUP</i>
After 14:00	Departures

How to reach Prague

By plane



The [Václav Havel Airport Prague](#) (former Prague - Ruzyně Airport) - 50 regular airlines connect Prague directly to about 130 destinations around the world.

Prague airport is not far from the city centre and can be reached by bus or taxi.

How to get from the airport

Bus line 119
Daytime
Terminal 1 or 2 - Nádraží Veleslavín
Metro line A (green)
Nádraží Veleslavín-Muzeum: 14 mins
Timetable (CZ)
Basic fare: 32 CZK

Bus line 100
Daytime
Terminal 1 or 2 - Zličín
Metro line B (yellow)
Zličín - Můstek: 22 mins
Timetable (CZ)
Basic fare: 32 CZK

Airport Express (AE)
Daytime
Terminal 1 or 2 - Main Railway Station
Terminal 2 - Main Railway Station (Hlavní nádraží): 32 minutes
Timetable (CZ)
Fare: 60 CZK – tickets sold directly in the bus

Bus line 510
Night
Terminal 1 or 2 - I.P.Pavlova
Travel time to I.P.Pavlova: 42 minutes
Timetable (CZ)
Basic fare: 32 CZK



By car

The driver and all the passengers' seatbelts must be fastened. Use of a mobile phone is not permitted while driving. There are highway vignettes in the Czech Republic. There is a zero tolerance for alcohol policy.

For more information please click [here](#).



By bus

There is a number of companies (Eurolines, Student Agency, etc.) providing luxury, air-conditioned buses. At present you can travel to the Czech Republic by bus from practically any country in Europe.



By train

The Czech Republic has good connections to the European rail network with daily service to many European cities.

For more details about travelling by **bus** and **train** within the Czech Republic and to neighbouring countries please see www.idos.cz

Public Transport



Tickets for public transport tickets can be bought at all metro stations and other [locations](#). Basic tickets are also available at the newsagent's ("trafika" or "tabák" in Czech), info centres, ticket vending machines at selected tram and bus stops.

The orange validation machines print the date and time on the ticket. From this time on the "validity period" of the ticket begins.

For more details about public transport please see this [website](#). Here you can find information about the [fares in Prague](#).



Taxi

One of the safest and least expensive solutions is to order a car through a taxi operator. The fares are usually much lower compared to hailing a taxi in the street (the difference can be up to 10 CZK / km).

[AAA Taxi](#) - +420 222 333 222

[TICK TACK](#) - +420 721 300 300

[Taxi Praha](#) - +420 222 111 000

Venues

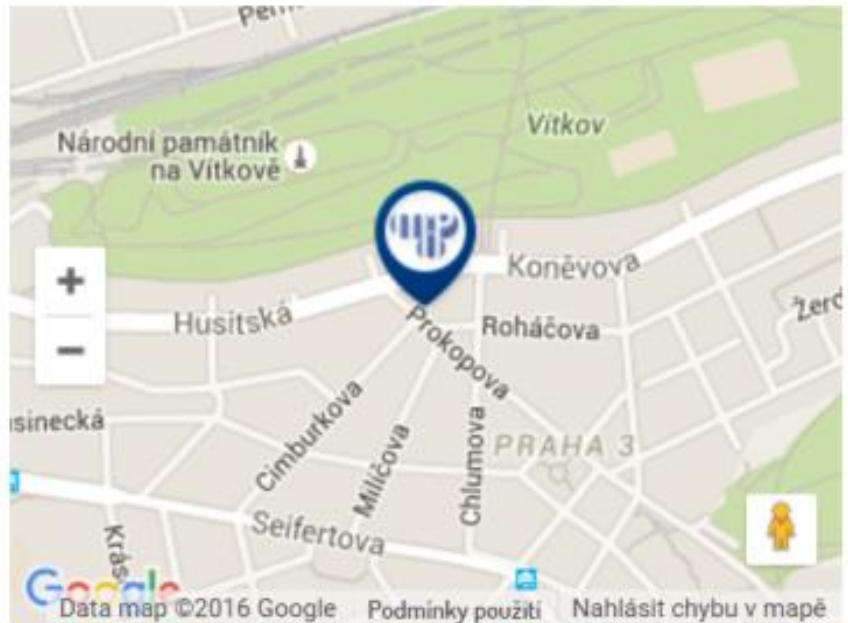
MUP Žižkov Building

Prokopova 100/16

130 00 Praha 3

[Google Maps](#)

MUP Žižkov building can be easily accessed by **bus** no. **133, 175, 207** from „Florenc“ (metro line C) to **Tachovské náměstí** stop. Alternatively take **bus** no. **136** and **175** from „Flora“ (metro line A) to **Rokycanova** stop.



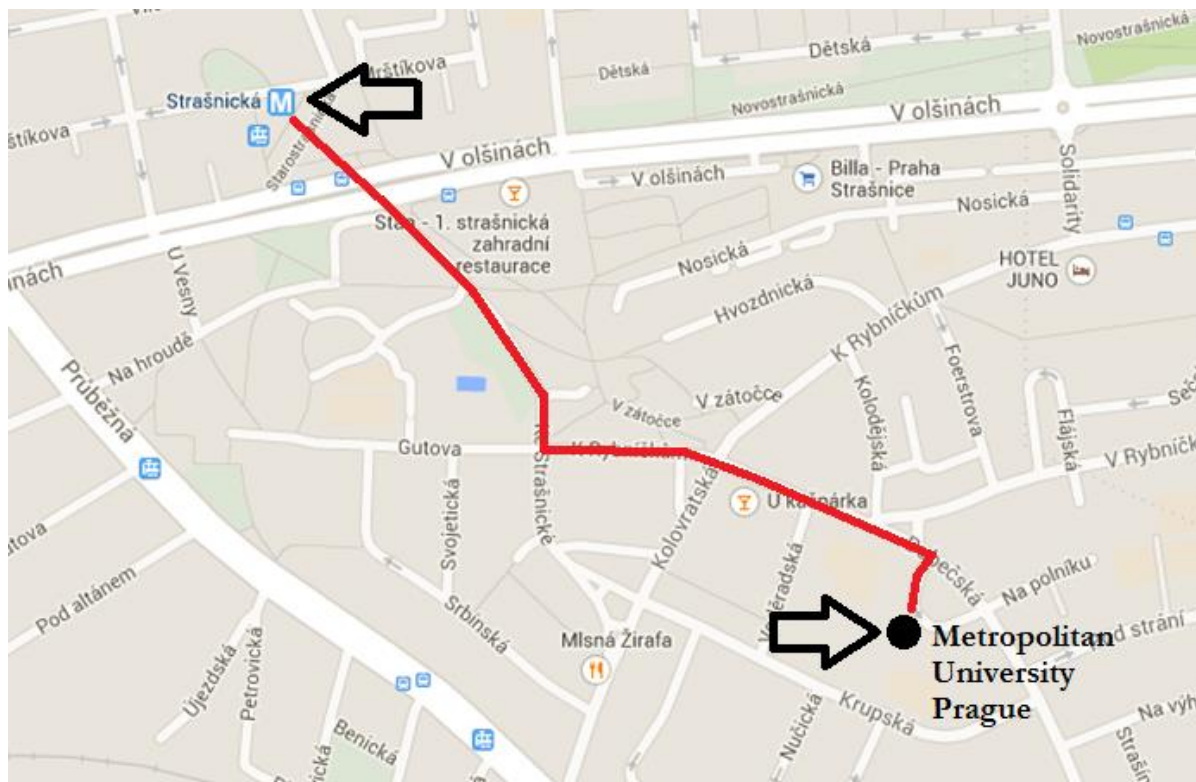
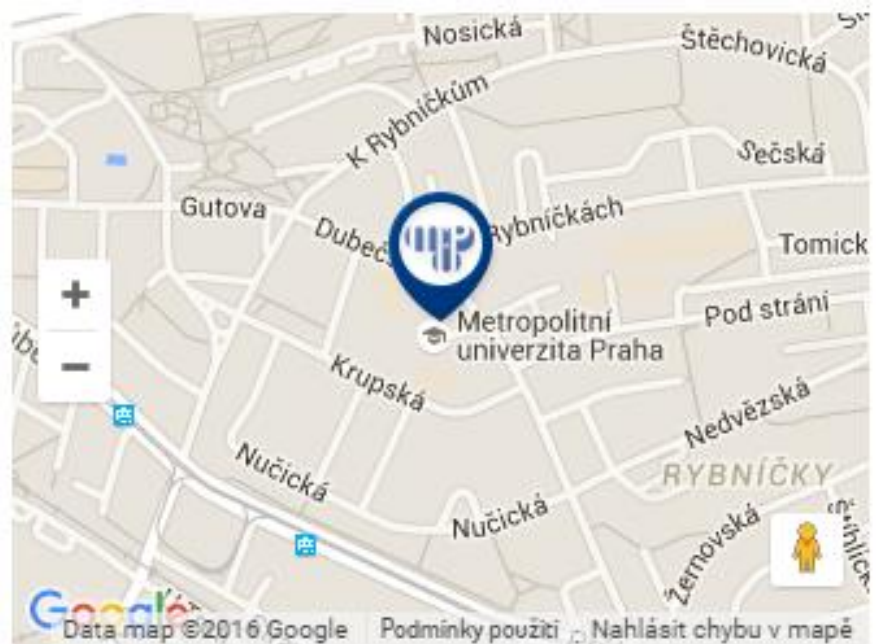
MUP Strašnice Building

Dubečská 900/10

100 31 Praha 10 - Strašnice

[Google Maps](#)

In order to get to the main building of MUP in Strašnice take the green line of the **Metro (A)** to the **Strašnická** station and then a short walk of less than 10 minutes. You may also take **tram** no. **7**, or **26** to **Strašnická**.



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Accommodation

Metropolitan University Prague does not provide participants of the Staff Training Week with accommodation. We thus ask you to arrange your own accommodation for the course of your stay.

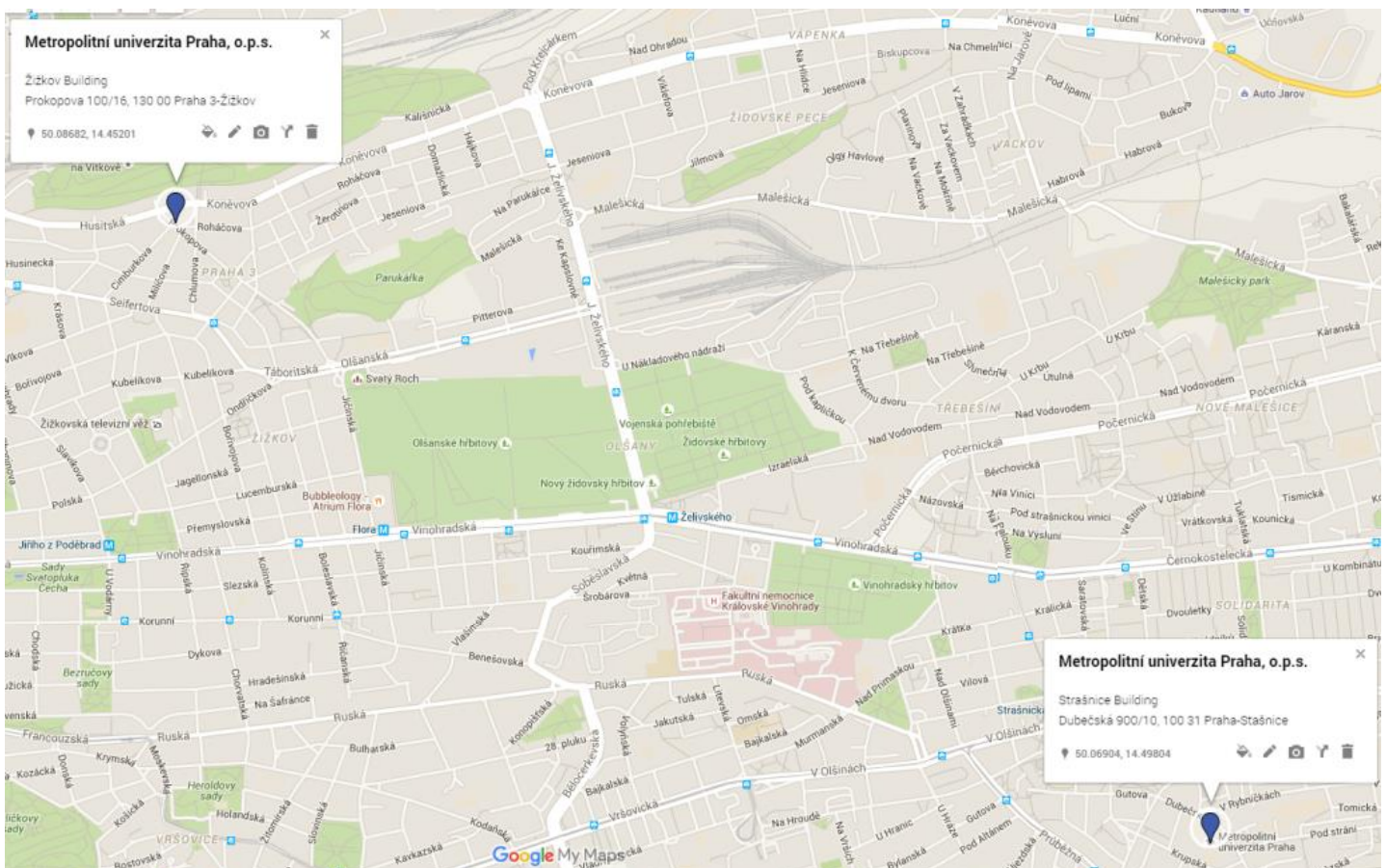
As the programme will take place in our buildings in **Žižkov** and **Strašnice**, we suggest that you look for accommodation in **Prague 2, Prague 3** or **Prague 10**.

You can search for the most suitable accommodation for example at www.booking.com.

Your arrival to **MUP Žižkov Building**, Prokopova 100/16, 130 00 Praha 3 should be by **3:30 p.m. on Monday 5 December**.

The departures will take place on **Friday 9 December after 2 p.m.**

Should you need any assistance with the accommodation, please get back to Beáta at incoming@mup.cz



Must-see attractions in Prague

Castle District and St. Vitus Cathedral - *Hradčany/Pražský hrad a Katedrála sv. Víta*

Dancing house - *Tančící dům*

Charles Bridge - *Karlův most*

Jewish Quarter Josefov - *Židovské město Josefov*

John Lennon Wall

Lesser quarter - *Malá strana*

National Theatre - *Národní divadlo*

Old Town Square/Astronomical clock - *Staroměstské náměstí/Orloj*

Petrin hill - *Petřín*

State Opera - *Státní opera*

Tower Park Praha - *Žižkovská televizní věž*

Vyšehrad - *Vyšehrad*

Wenceslas Square - *Václavské náměstí*

Museums in Prague

National Museum, Antonín Dvořák Museum, Museum of Decorative Arts, National Technical Museum, KGB Museum, Museum of Communism, Jewish Museum, Kafka Museum, and others.

Galleries in Prague

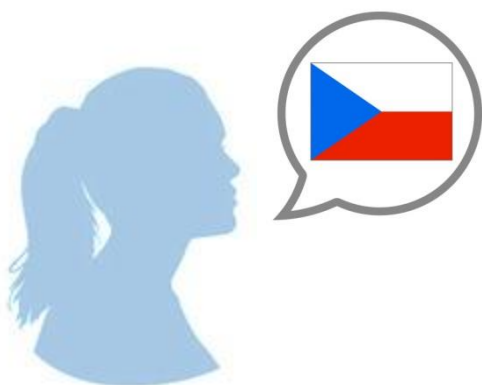
National Gallery, Trade Fair Palace - Museum of Modern and Contemporary Art, House at the Black Madonna, Trója Chateau, House at the Stone Bell, Municipal Library, Old Town Hall, Strahov Picture Gallery, and others.

For details see: <http://www.prague.eu/en>

Little English-Czech phrasebook

Hello/Hi	Ahoj/Čau
Good morning	Dobré ráno
Good afternoon	Dobré odpoledne
Good evening	Dobrý večer
Good night	Dobrou noc
Goodbye	Na shledanou
Thank you	Děkuji
You're welcome	Není zač
Excuse me	S dovolením
Please	Prosím
Yes	Ano
No	Ne

0	nula
1	jedna
2	dva
3	tři
4	čtyři
5	pět
6	šest
7	sedm
8	osm
9	devět
10	deset



What's your name?	Jak se jmenuješ/te?
My name is...	Jmenuji se ...
How are you?	Jak se máš?
Do you speak English?	Mluvíte anglicky?
I do not speak Czech.	Nemluví česky.
I understand.	Rozumím.
I do not understand.	Nerozumím.
Where is...?	Kde je...?
I am lost.	Ztratil jsem se.
Help me please.	Pomozte mi prosím.

I'll have a beer please.	Dám si jedno pivo prosím.
Can we have the bill, please?	Zaplatíme prosím.
I like you.	Líbíš se mi
I love you.	Miluji Tě.
Happy Birthday!	Všechno nejlepší k narozeninám.
The number you are calling does not exist.	Volané číslo neexistuje.

In Prague Metro you can hear this announcement:

Ukončete výstup a nástup, dveře se zavírají! = Stop getting off or getting on, the doors are closing!

Příští zastávka: Náměstí Republiky = Next stop: Náměstí Republiky

In case of emergency

These telephone numbers are free of charge:

General Emergency Number	112
Ambulance	155
State Police	158
Municipal Police	156
Fire Department	150

Information line **1188** (is NOT free of charge, 15-20 CZK/min)

Major Hospitals:

Fakultní Nemocnice Královské Vinohrady	Všeobecná fakultní nemocnice
metro A; bus and tram stop Želivského	metro B; bus and tram stop Karlovo náměstí
Šrobárova 1150, Prague 10, +420 267 161 111	U Nemocnice 2, Prague 2, +420 224 961 111

Medical Emergencies:

Palackého 5, Prague 1	+420 224 949 181
Sokolská 27, Prague 2	+420 224 266 150
Koněvova 205, Prague 3	+420 284 861 979

24-Hour Pharmacies:

Palackého 5, Prague 1	+420 224 946 982
Belgická 37, Prague 2	+420 222 519 731
Vítězné nám. 997/13, Prague 6	+420 224 325 520
Františka Křížíka 22, Prague 7	+420 230 233 910, +420 233 375 599
Plaňanská 573/1, Prague 10	+420 281 019 258, +420 281 019 259

Emergency Dental Service:

Palackého 5, Prague 1 +420 224 946 981	Mon - Thu 7:00 p.m. - 6:30 a.m. Fri 4 p.m. - 6:30 a.m. Sat - Sun 24hrs
Pacovská 31, Prague 4 +420 241 733 918	Mon – Fri 7 p.m. - 7 a.m. Sat - Sun 24hrs