

|  |  |
|--|--|
| <b>Hosting Higher Education Institution:</b> | Educa International  |
| <b>Institution website:</b>                  | <a href="https://educaops.eu/en/">https://educaops.eu/en/</a>                |
| <b>Country:</b>                              | Czech Republic   |
| <b>Language:</b>                             | English  |
| <b>Dates:</b>                                | Monday June 3, 2019 to Friday June 7, 2019                                   |
| <b>Registration fee:</b>                     | 250 €  |
| <b>Deadline for applying:</b>                | March 15 <sup>th</sup> 2019  |
| <b>Accommodation:</b>                        | Accommodation provided   |
| <b>Contact person details:</b>               | <u>JUDr. Josef Vochozka</u><br><u>educaops@gmail.com</u><br>+420 602 293 346 |

We are pleased to invite you to the International Staff Training Week organized by Educa International: **Traineeship - Opportunity for Students and Companies**, which will be held from 3<sup>rd</sup> June to 7<sup>th</sup> June 2019 in Prague. The official programme is going to start at 4 pm on 3<sup>rd</sup> June 2019, ends at 11 am on 7<sup>th</sup> June 2019.

As Educa International is an Erasmus Consortium consisting of 18 universities in the Czech Republic, there is a wide range of study areas (International Relations, Business, Media, Medicine, Pharmacy, Pedagogy, Hotel Management, Sciences, etc.). The main purpose of our International Staff Training Week is to widen and strengthen the cooperation with partner institutions, to share different experiences on traineeship and employability services, using ECTS in traineeships, to facilitate networking and establish new partnerships, developing possible future projects, to share best practices in joining traineeship and future career.

Participants will have the opportunity to:

- present home university or company,
- understand how consortium works,
- discuss challenges and trends among employability with invited speakers and companies,

- discuss the assessment and the quality of the traineeship, using ECTS
- discuss how to motivate your students to do the traineeship
- build new partnerships for Erasmus activities

In addition, we would like to discover Prague and Czech culture and visit typical places of interests.

Participants are expected to be International Officers, Heads of the Departments, teaching or non-teaching staff of the universities, representatives of the companies.

There is limited capacity of 45 participants and we will prefer to ensure the most diverse group from different countries. Thus we will not accept more than 2 people from the same institution.

COSTS: 250 € participation fee, which includes:

- Official dinner on Monday June 3,
- Daily lunches and coffee breaks from Tuesday to Thursday
- Farewell dinner on Thursday
- Visits and social programme, training materials, certificates of attendance.

**Participants are expected to cover their own travel and accommodation through the Erasmus funds for Staff Mobility.** If you are willing to apply for an Erasmus grant you will be asked to fill in the Erasmus Training Programme form that will be signed by the home and receiving institution.

**Please make sure to apply before March 15<sup>th</sup> 2019** by filling the registration form.

[https://docs.google.com/forms/d/e/1FAIpQLSfOKq4WYi5y5Xx9VW8yBZTJeCLLzcZ-CyArZ3YLEb2yb0smzVw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfOKq4WYi5y5Xx9VW8yBZTJeCLLzcZ-CyArZ3YLEb2yb0smzVw/viewform?usp=sf_link)

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

Our whole team is looking forward to seeing you in Prague!

Best Regards,

Educa International Staff

[educaops@gmail.com](mailto:educaops@gmail.com)

[www.educaops.eu](http://www.educaops.eu)

+420 602 293 346