



Jan Evangelista Purkyně University in Usti nad Labem - Faculty of Mechanical Engineering

Invitation to the **6th Erasmus+ Staff Week "Erasmus+ Practice"** , which will be held on May 17-21, 2021:
<https://www.ujep.cz/en/7280/6-staff-week-erasmus-in-practice> .

Applications for this week are completed on-line: https://docs.google.com/forms/d/1Lt6VilMue417-wM9TkCa4jRkqr4bRKNzt4HskQca_1U/viewform?edit_requested=true .

The deadline for applicants is March 5, 2021. The e-mail of acceptance will be sent to all applicants by March 19, 2021.

The 6th Staff Week "Erasmus+ in Practice"

Jan Evangelista Purkyně University in Ústí nad Labem is organizing the **6th Erasmus+ Staff Week "Erasmus+ in Practice"**. The staff week will be held on **May 17 – 21, 2021** unless any valid governmental regulations restrict or ban the organisation such events.

Who can attend?

The staff week is open to academic and non-academic employees of higher education institutions for the training purpose. At most 2 representatives from the same institution can apply. The maximum number of participants is 25.

The programme is not intended for participants' family members.

How to apply?

The registration for this event is on-line. You will find the on-line application [here](#).

The deadline for applicants is **March 5, 2021**. The e-mail notice of acceptance will be sent to all applicants by March 19, 2021.

Participation fee

There is no participation fee. The participants are expected to cover the costs of their accommodation, travel (except a planned field trip) and meals (except welcome and farewell dinners). Participants can apply for an Erasmus+ Training Staff Grant at their home institution.

Working language

The working language is English.

Venue

Jan Evangelista Purkyně University in Ústí nad Labem
The Rector's Office Building (room 1.14) and other university premises
Pasteurova 1
400 96 Ústí nad Labem
Czech Republic

Preliminary programme

Monday	Opening, presentation of Jan Evangelista Purkyně University in Ústí nad Labem, participants' presentations, group photo shooting, guided tour of the university campus and the city, welcome dinner.
Tuesday	Participants' presentations, seminar.
Wednesday	Field trip.
Thursday	Seminars, UJEP Science and Art Day, farewell dinner.
Friday	Meetings and discussions at UJEP faculties, discussion on possibilities of future cooperation, Staff Week evaluation, certificates issuing.

The programme is subject to change.

Seminars

1. Linguistic support of mobility participants
2. Intercultural communication
3. How to encourage students to realize study stays and internships abroad?

Requirements for the participants' presentations and contributions

All participants are required to present their home institutions. The duration of the **presentation** should not exceed 8 minutes. The presentation is to be sent to the organizer's e-mail address incoming@ujep.cz ***protected email*** in electronic form by May 14, 2021.

All participants are also required to send annotations of their **contributions** to the seminar focused on encouragement students to realize study stays and internships abroad. Annotations related to this topic are to be sent to the organizer's e-mail address incoming@ujep.cz ***protected email*** in electronic form by March 5, 2021. The length of annotations should not exceed 1.000 characters.

Chosen contributions will be presented to all participants. The authors of selected contributions will be informed by March 19, 2021. The duration of each contribution should not exceed 10 minutes. The full versions of chosen contributions are to be sent to the organizer's e-mail address incoming@ujep.cz ***protected email*** in electronic form by May 14, 2021.

Accommodation

Accommodation is not provided. The participants can choose from a number of facilities, such as:

- [Penzion Na Hvězdě ***](#) (Klíšská 394)
- [Pivovar Hotel Na Rychtě ***](#) (Kláštevní 9)
- [Comfort Hotel Usti nad Labem City ***](#) (Masarykova 36)
- [Clarion Congress Hotel Ústí nad Labem ****](#) (Špitálské náměstí 3517)

Restaurants and snack bars near the university campus

Participants can choose from the following restaurants, canteens etc.:

- UJEP canteen (Pasteurova str. 15)
- "50bar" (České mládeže str. 8)
- Restaurant "Grill & Pub" (Masarykova str. 69)
- Restaurant "Replay's Restaurant" (Ostrčilova str. 15)
- Restaurant "Benada" (Clarion Hotel – Špitálské square 3517)

- Restaurant “La Puerta Del Mexico” (Moskevská str. 5)

Transport

Participants can be accompanied by UJEP students from the railway station or other places in Ústí nad Labem to the Staff Week’s venue or to their accommodation **on request**.

All international flights to the Czech Republic arrive at the Vaclav Havel Airport Prague Ruzyně. The Airport Express (AE) Bus (one ticket costs 60 CZK or 3 EUR) goes directly to the central train station “Praha Hlavní nádraží (or Praha Hl. n.)”.

The train ticket to Ústí nad Labem costs around 160 CZK. The length of the journey is 106 km and it usually takes just over one hour.

In Ústí nad Labem you can use the city transport system. There are several possibilities to buy a ticket (preferably a ticket for 45 minutes, which enables transfers):

1. in a ticket machine for 20 CZK;
2. from the driver for 25 CZK (it is necessary to have coins in the amount of 25 CZK);
3. through a text message (SMS): the text “MDJ” sent to the number 902 06, the cost of the text message is 20 CZK.

You can find timetables for buses and trains (including the city transport in Ústí nad Labem) [here](#).

Map

You will find the map of Ústí with highlighted spots [here](#).

Internet access

The Internet access will be provided to all participants during their stay at UJEP.

Currency

1 Czech crown (CZK)

1 EUR = around 27 CZK

Information about the Czech Republic

Further information about the Czech Republic is available [here](#).

Contact

Erasmus+ Institutional Coordinator:

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Faculties Coordinators:

- Faculty of Art and Design (www.fud.ujep.cz): Markéta Vlčková (phone: +420 475 285 225, e-mail: marketa.vlckova@ujep.cz *protected email*)
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- Faculty of Health Studies (www.fzs.ujep.cz): Mgr. Michaela Reisová (phone: +420 475 284 266, e-mail: michaela.reisova@ujep.cz *protected email*)
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We are looking forward to having you at Jan Evangelista Purkyně University in Ústí nad Labem

The UJEP External Relations Department