



CHARLES UNIVERSITY IN PRAGUE

LEARNING AGREEMENT FOR TRAINEESHIP

The TraineeApplication nr.: **2539606**

Last names(s):

First name(s):

Date of birth:

Nationality:

Sex:

Academic year:

2016/2017

Study cycle:

MA

Subject area:

**Social and
behavioural science**ISCED Code: **31**

Phone:

E-mail:

The Sending Institution

Charles University in Prague

CZ PRAHA07

Faculty of Social Sciences

Country code: CZ

Smetanovo nábřeží 6, 110 01 Praha 1

International Office

Jan Procházka

outgoing@fsv.cuni.cz

Phone:

222 112 235

The Receiving Institution

Vysočina Region

Žižkova 57, 587 33 Jihlava

Placement:

Vysočina Region Office in Brussels

B BRUSEXF311

20/22, Rue du Commerce, 1000 Brussels

Country code: BE

Size of enterprise: Medium (>250 staff)

Vysočina Region Office in Brussels

Sector: Public Administration

Contact person:

Zbyněk Čech

cech.z@kr-vysocina.cz

Phone:

+420 564 602 146

Mentor:

Jan Skála

skala.j@kr-vysocina.cz

Phone:

+420 724 650 265

/Representative of the

Vysočina Region in

Brussels

Details of the proposed MOBILITY PROGRAMME

Planned dates of the start and end of the mobility period

from 01/05/2017

till 15/07/2017

Number of working hours per week: 40

Knowledge, skills (intellectual and practical) and competences to be acquired:

Information on the functioning of the EU institutions, representation of regional interests, EU financial resources, lobbying. Practical information on the Vysočina Region and its policies. Skills and competences: organisational and analytic competences, organising events in the cooperation with other partners on the European level, use of the individual creativity, improving language skills, translating, writing of summaries. Other benefits: opportunity for an academic research and professional development, finding contacts.

Traineeship title – type of work placement mobility:

Trainee at the Vysočina Region Office in Brussels

Detailed programme of the traineeship period:

The traineeship is being held at the Vysočina Region Office, rue du Commerce 20/22, Brussels. Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region, security training, etc. – April Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (high school excursion, Euregha meetings, Czech Street Party and other cultural events, meetings of the regional politicians with representatives of the EU institutions). The trainee will participate in meetings of different kind, she will take notes and present the attitude of the Representative of the Vysočina Region in Brussels when he is not present. She will help with the organisation of the events: distribution of invitations, reception of guests and other supporting tasks – from the end of April to the beginning of July Administrative tasks on a day-to-day basis – analyses on regional policy related topics, information materials for the regional officials on specific tasks, business correspondence, press releases, translations, daily information reports. The trainee will gather information regarding the work of the EU institutions and other regions represented in Brussels. She will write reports from important seminars and conferences taking part in Brussels. She will translate documents from English to Czech and vice versa – from the end of April to the beginning of July Final week – handover of the ongoing projects to the Representative of the Vysočina Region in Brussels – mid-July All the tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.

Monitoring plan (how/when the trainee will be monitored during his / her traineeship)

All the tasks are fulfilled in a cooperation and a day-to-day communication with the Representative of the Vysočina Region in Brussels.

Evaluation plan criteria: (academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills

innovative and creative skills, strategic-organisational skills, foreign language skills)

Trainee will be evaluated on the day-to-day basis with regard to her completed tasks. The final evaluation will be provided at the end of the traineeship.

Language competence of the trainee

The level of language competence (workplace language) in English that the trainee already agrees to acquire by the start of the mobility period is: C1

Native speaker (YES NO)

COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement for Traineeships and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the mobility period.

The trainee

Signature

Date: 26.4.2017

Charles University in Prague

The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships. We confirm that this proposed **traineeship programme is approved** and fully integrated in the curriculum of the trainee's degree.

On satisfactory completion of the Training programme Charles University will record the training period in the Diploma Supplement (YES NO).

Give a grade based on:

Student's transcript Traineeship certificate Final report Interview

Award ECTS credits (YES...6..... NO)

In addition, the mobility period will be documented in the Europass mobility document
(YES NO)

Please specify if the trainee is covered by an accident insurance provided by the sending institution:
(YES NO)

The sending institution will provide a liability insurance to the trainee
(YES NO)

Responsible person in the sending institution:

Name: doc. PhDr. Jan Karlas, M.A., Ph.D.

Date: 15/5/2017

Function: Academic Guarantor of Study Programme

Signature

Karlas

Vysočina Region

The student will receive a financial support for his/her traineeship:

YES (amount EUR/month)

NO

The student will receive a contribution in kind for his/her placement:

YES (specify

NO

Is the trainee covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace): YES NO

If yes, please specify if it covers also:

- accidents during travels made for work purposes: YES NO

- accidents on the way to work and back from work: YES NO

Is the student covered by a liability insurance of the Receiving institution (covering damages caused by the student at the workplace): YES NO

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Traineeship Certificate to the student within 5 weeks after the end of the traineeship.

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

This agreement was discussed at the session of the Council of the Vysočina Region on 11th April 2017 and approved by a resolution Nr 0638/13/2017/RK.

Responsible person in the receiving organisation/enterprise (supervisor):

Name: MUDr. Jiří Běhounek

Date: 16-05-2017

Function: President of the Vysočina Region

Signature



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