

3rd MUP Staff Training Week

Information Booklet



MUP Staff Training Week

Dear colleagues,

Metropolitan University Prague is excited to invite you to 3rd MUP Staff Training Week from **10 to 14 July 2017!**

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 ***Incoming Students and their Needs.***

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 guided city tour through Prague and field trip to Central Bohemian Region.

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

To submit your application please fill in the online [registration form](#) by **14 April 2017**.

The selected participants will be informed by email by 21 April 2017.

The number of participants for the week will be limited to 20, 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 summer in Prague!

MUP International Office

Preliminary Programme

Incoming Students and their Needs

10-14 July 2017

Monday, 10 July 2017

Dubečská 900/10, 100 31 Praha 10 – Strašnice, Room 205

Until 11:00	Arrival to Prague
11:00 – 12:00	Registrations
12:00 – 16:00	<p>Welcome Afternoon</p> <ul style="list-style-type: none"> - Welcome words from the Director of MUP and the Head of MUP International Office - Welcome Lunch and Networking - Presentations of participating universities <ul style="list-style-type: none"> ○ template for presentation will be provided

Tuesday, 11 July 2017

Dubečská 900/10, 100 31 Praha 10 – Strašnice, Room 205

09:00 – 10:15	What do the incoming students need from us
10:15 – 10:30	Coffee Break
10:30 – 12:00	How can we integrate incoming students at our institutions
12:30 – 14:00	Lunch <i>at own expense in the city centre</i>
14:00 – 17:00	Guided City Tour

Wednesday, 12 July 2017

Central Bohemian Region

10:00 – 17:00	Field trip to Central Bohemian Region <ul style="list-style-type: none"> - <i>transport and entrance fee provided by MUP</i> - <i>lunch at own expense</i>
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Thursday, 13 July 2017

Dubečská 900/10, 100 31 Praha 10 – Strašnice, Room 205

09:00 – 10:15	Buddy Team and activities for incoming students
10:15 – 10:30	Coffee Break
10:30 – 12:00	Regular students and international activities
12:30 – 14:00	Lunch <i>offered by MUP</i>

Friday, 14 July 2017

Dubečská 900/10, 100 31 Praha 10 – Strašnice, Room 205

10:00 – 12:00	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	Bus line 100
Daytime	Daytime
Terminal 1 or 2 - Nádraží Veleslavín	Terminal 1 or 2 - Zličín
Metro line A (green)	Metro line B (yellow)
Nádraží Veleslavín-Muzeum: 14 mins	Zličín - Můstek: 22 mins
Timetable (CZ)	Timetable (CZ)
Basic fare: 32 CZK	Basic fare: 32 CZK
Airport Express (AE)	Bus line 510
Daytime	Night
Terminal 1 or 2 - Main Railway Station	Terminal 1 or 2 - I.P.Pavlova
Terminal 2 - Main Railway Station (Hlavní nádraží): 32 minutes	Travel time to I.P.Pavlova: 42 minutes
Timetable (CZ)	Timetable (CZ)
Fare: 60 CZK – tickets sold directly in the bus	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

Venue

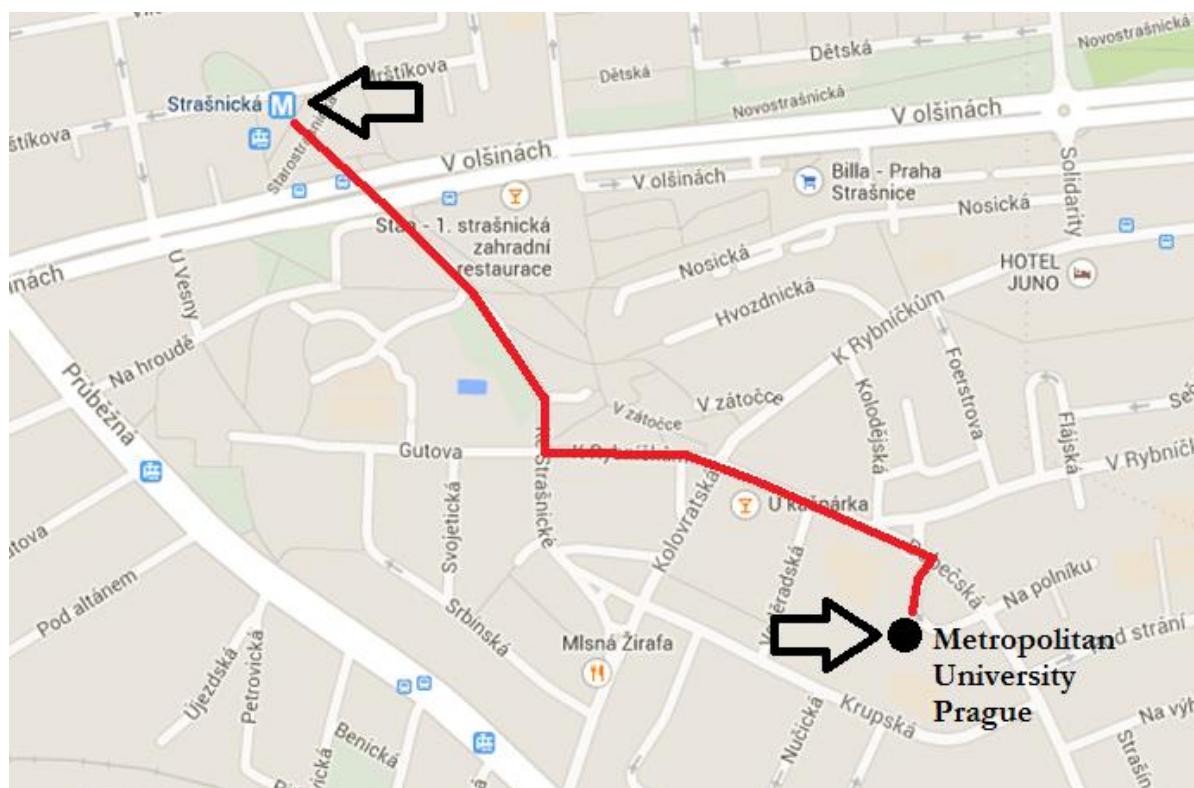
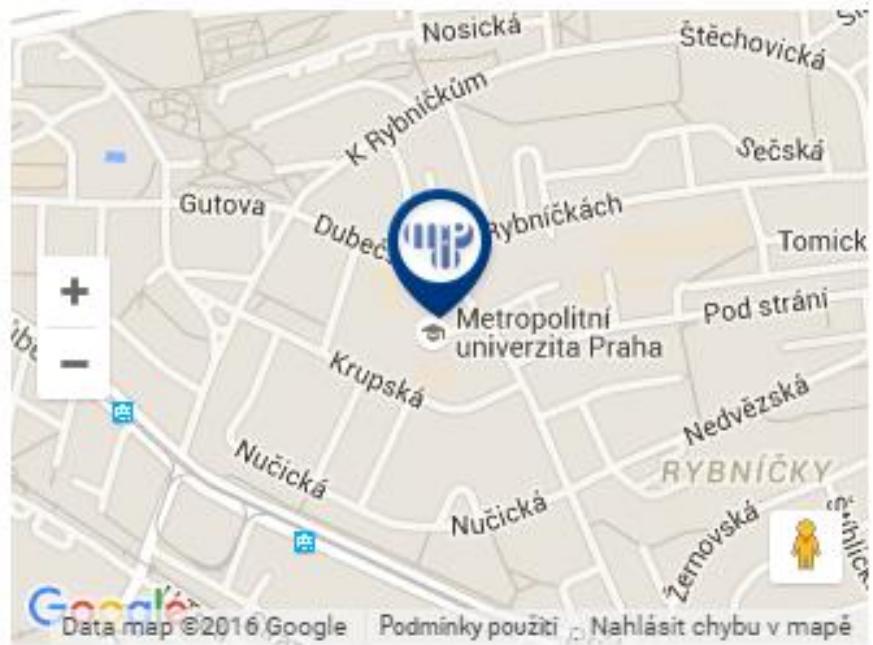
MUP Strašnice Building

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**.



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 building in **Strašnice**, we suggest that you look for accommodation in **Prague 10**.

Here below are some of the possibilities for accommodation:

Name	Address	Website	Distance
Hotel Skalka	Pod Strání 2219, 100 00 Prague 10	http://www.hotelskalka.cz/eng/index.php?id=Kontakt	Walking distance to Dubečská (8 mins)
Hotel Astra	Mukařovská 1740, 100 00 Prague 10	http://www.hotelastro.cz/en/	Walking distance to Dubečská (12 mins)
Hotel Fortuna City	Bečvářova 14, 100 00 Prague 10	http://www.hotelfortunacityprague.com/	Walking distance to Dubečská (14 mins)
Hotel Juno	Štěchovická 2296/2a, 100 00 Strašnice	http://www.hoteljuno.cz/index.php?oid=303719	Walking distance to Dubečská (5 mins)

More options could be found on www.booking.com

Your arrival to **MUP Strašnice Building**, Dubečská 900/10, 100 31 Praha 10 - Strašnice should be by **11 a.m. on Monday 10 July**.

The departures will take place on **Friday 14 July 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

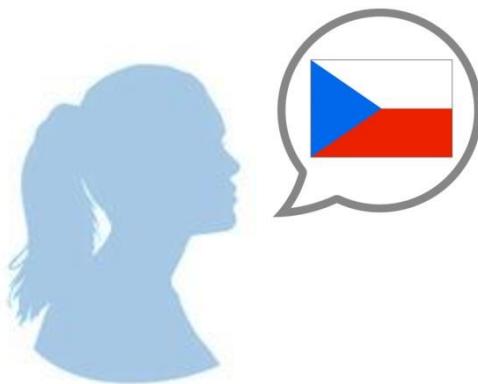
National Gallery, Trade Fair Palace - Museum of Modern and Contemporary Art, House at the Black Madonna, Trója Chateau, House at the Stone Bell, Municipal Library, Old Town Hall, Strahov Picture Gallery, and others.

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.	Nemluvím 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?	Zaplátíme prosím.
I like you.	Líbiš 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 Křížka 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