



## CHARLES UNIVERSITY

## LEARNING AGREEMENT FOR TRAINEESHIP

The Trainee

Gregorová

Last names(s):

First name(s):

Markéta

Application nr.: 2686260

Date of birth:



Nationality:

Czech Republic

Sex:

Academic year:

2017/2018

ISCED Code: 38

Study cycle:

Phone:

MA Subject area:

Law

E-mail:



The Sending Institution

Charles University in Prague

Faculty of Law

nám. Curieových 7, 116 40 Praha 1

Prof. JUDr. Milan Damohorský, DrSc.

CZ PRAHA07

Country code: CZ

damohors@prf.cuni.cz Phone: +420 221 005 370

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/Representative skala.j@kr-vysocina.cz

Phone:

+420 724 650 265

of the Vysočina Region in

Brussels

## Details of the proposed MOBILITY PROGRAMME

Planned dates of the start and end of the mobility period

from 01/09/2017

till 30/11/2017

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.

p title - type of work placement mobility:

he Vysočina Region Office in Brussels

rogramme of the traineeship period:

The Trails, eship is being held at the Vysočina Region Office, rue du 1/22, Brussels.

Introductory week – explanation of the tasks, introduction to the partners of the Vysočina Region, security training, etc. – first week of September

Assistance with preparation of events taking place in Brussels which are organised or co-organised by the Vysočina Region (European Week of Region) and Cities, Echoes of the hippy interget material cumentary Film Festival and other cultural events; high school excursion, Europha meetings, 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 mid-September to the end of November

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 mid-September to the end of November

Final week - handover of the ongoing projects to the Representative of the Vysočina Region in Brussels - last week of November

All tasks are fulfilled in cooperation with the Representative of the Vysočina Region in Brussels.

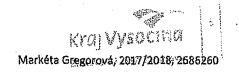
Monitoring plan (how/when the trainee will be monitored during his / her traineeship)
All the tasks are fulfilled in a cooperation and a day-to-day communication with the Representative of the Vysočina Region in Brussels.

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.

			N	iarkéta Gregoro	vá, 2017/2018, 2686260
The level of lang by the start of th	etence of the trainee puage competence (workplace land mobility period is: 82	inguage) in En	iglish that t	he trainee alro	eady agrees to acquire
	COMMITMEN	r of the th	iree par	TIES	
confirm that the all the arrangen The trainee and	document, the trainee, the say approve the proposed Learninents agreed by all parties. receiving organisation/enterpring the mobility period.	ng Agreement	for Trainee	eships and tha	at they will comply with
The trainee					à .
Signature	chr denaro)	Date:	2 4 -08-	2017	
Charles Univ	versity in Prague				
to traineeships. in the curriculus On satisfactory	undertakes to respect all princip We confirm that this proposed in m of the trainee's degree.  completion of the Training proc ment (YES NO).	traineeship pı	rogramme	is approved a	and fully integrated
Student's trans	cript Traineeship certificat	e 🔲 🛮 Final re	eport 🗵	Interview _	
Award ECTS cre	dits (X YES3 NO)				
In addition, the	mobility period will be docume	nted in the Eur (⊠YES □N		ility documen	t
Please specify i	f the trainee is covered by an ac	cident insuran (∐YES ⊠N		t by the sendi	ng institution:
The sending ins	stitution will provide a liability in	nsurance to the			
	erson in the sending institutio Dr. Milan Damohorský, DrSc.	on: Date	*	08- 2017	O TITA RA
Function: Vice-	-Dean for Foreign Affairs	Sign	ature	will b	A whick at the
F-mail: praemu	s@arf cuni rz	1.	i I (W)	NW(Z	WENTS AND EN



## Vysočina Region

The student will receive a fi	• •	•	ио⊠
The student will receive a c		-	NO
Is the trainee covered by th the student at the workplac	e accident insurance of the		on (covering at least damages caused to
if yes, please specify if it co - accidents during travels r - accidents on the way to w	nade for work purposes: [		
is the student covered by a student at the workplace):		celving instituti	on (covering damages caused by the
	- · -		mpletion of the training programme th weeks after the end of the traineeship
The receiving organisation, available to the trainee.	'enterprise undertakes to e	nsure that appro	priate equipment and support is
This agreement was discuss approved by a resolution N	sed at the session of the Con A53.6/27/2017/RK.	ıncil of the Vyso	čina Region on 29th August 2017 and
Responsible person in the	receiving organisation/e	nterprise (supe	ervisor):
Name: MUDr. Jiří Běhounel		Date:	19.2017 12. Mains
Function: President of the	Vysočina Region	Signature	12. Marin