

INTERNSHIP PROGRAM

Project name	WIP (FORTES)		Internship dates	15 th January – 19 th February 2017
DATE	TIME	ISSUE	NOTES	
Sun 15.1.2017	14:00 <small>(Wizzair W6 2698)</small>	ARRIVAL	There will be a taxi drivers waiting for you at the airport. They will wait for you in ARRIVALS hall and they will hold QUALO sign.	
	Approx. 14:30	TRANSFER TO THE RESIDENCE	Address of the residence: Novodvorská 1061/10, Praha 4 – Lhotka, CZ (our drivers know the address).	
	Approx. 15:00	CHECK IN & FIRST INFO MEETING WITH QUALO	Check-in with receptionists and Qualo responsible (Pavla Klímová or Sheila García). Presentation of rooms and the other issues: <ul style="list-style-type: none"> Additional accommodation info, boarding, public transport, interviews, placement, training & course and project administration. Accommodation conditions will be signed and Qualo/or will ask you to provide the returnable deposit 50 €/person (group leader do not pay deposit). Tickets for public transport will be provided. Timetables, informative brochures, maps and recommendations about the interviews will be provided.	
	After 16:00	FREE TIME		
Mon 16.1.2017	7:00 – 8:00	BREAKFAST	Dinner at Di Carlo canteen next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
	9:00 – 11:00	COMPANY INTERVIEWS	The details about companies you can find in <i>Placement overview</i> document and particular time & meeting point will be presented to you during the first info meeting and by e-mail.	
	13:30 – 17:00	WELCOME TRAINING	Qualo responsible will present you some useful tips about professional work placement interviews and professional sphere, culture differences between Czech and Italians and culture tips. More info about the public transport connections and meeting point is presented in <i>Welcome Training</i> document and on <i>Facebook event</i> .	
	18:30	DINNER	Dinner at Di Carlo restaurant next to the DC residence. Information about food will be provided during the first informative meeting or by email.	

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Tue 17.1.2017	7:00 – 8:00	BREAKFAST	Dinner at Di Carlo canteen next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
	9:00 – 17:00	COMPANY INTERVIEWS	The details about companies you can find in <i>Placement overview</i> document and particular time & meeting point will be presented to you during the first info meeting and by e-mail.	
	18:00 - 18:30 (TBC)	DINNER	Dinner at Di Carlo restaurant next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
Wed 18.1.2017	7:00 – 8:00	BREAKFAST	Dinner at Di Carlo canteen next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
	9:00 – 10:00	COMPANY INTERVIEWS	The details about companies you can find in <i>Placement overview</i> document and particular time & meeting point will be presented to you during the first info meeting and by e-mail.	
	10:55 (Wizz air W6 2697)	FIRST GROUP LEADER DEPARTURE	The best way to get to the airport from the residence is: To take bus No. 215 at 7:57 from Chýnovská stop, go to Kačerov metro station, take metro and go to Muzeum, change line to green line and from green line Muzeum go to Nádraží Veveř. At 8:45 catch bus No. 119 to the Airport (Terminal 1 and 2). Arrival to airport: 9:01.	
	11:00 – 14:45	CZECH LANGUAGE COURSE	15 lessons Czech course led by Jipka Language School. Particular timetable, address and directions you can find in <i>Language course timetable document</i> which will be presented to you during the first meeting or sent by e-mail.	
	18:00 - 18:30 (TBC)	DINNER	Dinner at Di Carlo restaurant next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
Thu 19.1.2017	7:00 – 8:00	BREAKFAST	Dinner at Di Carlo canteen next to the DC residence. Information about food will be provided during the first informative meeting or by email.	
	9:00 – 10:00	COMPANY INTERVIEWS	The details about companies you can find in <i>Placement overview</i> document and particular time & meeting point will be presented to you during the first info meeting and by e-mail.	
	12:00 – 15:00	CZECH LANGUAGE COURSE	15 lessons Czech course led by Jipka Language School. Particular timetable, address and directions you can find in <i>Language course timetable document</i> which will be presented to you during the first meeting or sent by e-mail.	
	18:00 - 18:30 (TBC)	DINNER	Dinner at Di Carlo restaurant next to the DC residence. Information about food will be provided during the first informative meeting or by email.	

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Fri 20.1.2017	7:00 – 8:00	BREAKFAST	Dinner at Di Carlo canteen next to the DC residence. Information about food will be provided during the first informative meeting or by email.
	9:00 – 10:00	COMPANY INTERVIEWS	The details about companies you can find in <i>Placement overview</i> document and particular time & meeting point will be presented to you during the first info meeting and by e-mail.
	12:00 – 15:00	CZECH LANGUAGE COURSE	15 lessons Czech course led by Jipka Language School. Particular timetable, address and directions you can find in <i>Language course timetable document</i> which will be presented to you during the first meeting or sent by e-mail.
	18:00 - 18:30 (TBC)	DINNER	Dinner at Di Carlo restaurant next to the DC residence. Information about food will be provided during the first informative meeting or by email.
Mon 23.1.2017	Individually	FIRST WORKING DAY	
23.1.2017 – 19.2.2017	To be confirmed by e-mails	QUALO MEETINGS	During your stay there will be several meetings and tutorials with Qualo. You will be informed about the meetings in advance by e-mail. Confirmation from your side will be needed.
Fri 17.2.2017	Individually	LAST WORKING DAY	
Sun 19.2.2017	Approx. 7:15	Check-out	Qualo responsible and residence's receptionist will make check-out with you and Qualo will give you back your deposit in case the room/apartment is in the same conditions as at the beginning.
	Approx. 8:00	Airport transfer	There will be a taxi drivers waiting for you in front of the residence at around 8:00. They will drive you directly to the airport.
	10:55 (from the airport) (Wizz air: W6 2697)	DEPARTURE	

PRACTICAL INFORMATION	
ACCOMMODATION	Address: DC Residence, Novodvorská 1061/10, 142 00 Praha 4 – Lhotka Contacts: +420 776 270 000 phone to the reception.
BOARDING	<p>Working week: breakfast in canteen, lunches substituted by cash allowance, dinners in restaurant (Di Carlo) Weekends: breakfast, lunch and dinner substituted by cash allowance</p> <p>Canteen: located just next door of the residence, breakfasts from 7:00 to 8:00 Restaurant Di Carlo: located next building of the residence, from 18:00 (or 18:30) to 19:00 (or (19:30). Restaurants offer 2-4 meals which are presented to the participants every week.</p> <p>Cash allowance will be paid to the participants in 2 or 3 flows.</p>
THINGS TO BRING	<ul style="list-style-type: none"> ▫ 50 € deposit for accommodation ▫ Towels ▫ ID ▫ Laptop ▫ Learning Agreement and other documents needed for internship. ▫ Printed CV for interview. ▫ Some CZK cash for the first days
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> ▫ Cleaning accommodation: of rooms, bathrooms, toilets and kitchen are responsibility of the students. Washing machines available for 2 Eur cost (washing powder included).
QUALO CONTACTS	<ul style="list-style-type: none"> ▫ Pavla Klímová, +420 723 810 018 (klimova@qualo.eu) ▫ Sheila García, +420 773 267 113 (mobility@qualo.eu)
USEFUL LINKS TO PUBLIC TRANSPORT	<p>http://www.dpp.cz/en/ scroll down for the “Find a connection” paragraph. Put there your nearest bus/tram/metro stop and the final stop you want to travel to; it can find you the shortest way.</p>

WE LOOK FORWARD TO SEE YOU IN PRAGUE!