



9 February 2012  
Pardubice

### INVITATION LETTER

Dear Ms. Katia Aiko Murata Arend,

we would like to invite you to stay at our university from 22 March 2012 to 29 March 2012 under Erasmus Staff Training in accordance with the Erasmus Agreement between the University of Pardubice and University of Leipzig.

Yours sincerely,

Andrea Koblizkova, Ph.D.

Head  
Language Centre  
University of Pardubice  
532 10 Pardubice  
Czech Republic

**ERASMUS  
STAFF TRAINING  
- MINIMUM REQUIREMENTS FOR THE WORK PLAN -  
ACADEMIC YEAR 2010/2011**

Name of the participant: ..... Katia Aiko Murata Arend .....  
Name of the home institution/department: ..... Universität Leipzig/ .....  
Country: ..... Germany .....  
Name and position of the contact person from the home institution:  
..... Irmgard Wanner .....

Name of the host institution/department or enterprise/department:  
..... University of Pardubice/ Language Centre .....  
Country: ..... Czech Republic .....  
Name and position of the contact person from the host institution/enterprise:  
..... Andrea Kobizkova, Ph.D. /Head Language Centre .....

Information relating to the hosting enterprise:

Size of the enterprise: ☒ small 1 - 50 staff  
☐ medium: 51 - 500 staff  
☐ large: > 500 staff  
Sector (type of host enterprise): ..... tertiary education .....

Duration (days): ..... 22.3. - 29.3.2012 .....

Overall aim and objectives of the mobility:

..... monitoring visit including professional experience exchange, creation of a platform for international .....  
..... cooperation in the fields of e-learning, tutorials, and intercultural studies/home institution promotion .....  
.....

**Anlage V.13**

Activities to be carried out and, if possible, the programme for the period:

Day 1: 23/03/12 introductory visit to the Language Centre and University of Pardubice  
Day 2: 26/03/12 observations and consultations  
Day 3: 27/03/12 e-learning workshops (LMS Moodle and Mahara e-portfolios)  
Day 4: 28/03/12 intercultural studies - professional experience exchange

Expected results:

possible creation of a common e-learning platform, cooperation in language course creation  
in foreign languages, international cooperation in the field of intercultural studies

Signature of the participant:

..... Date: ..... Place: .....

**SENDING INSTITUTION:**

Date: ..... coordinator's signature:

Place: ..... .....

**RECEIVING INSTITUTION:**

Date: 09/02/12

coordinator's signature:

Place: Pardubice, Czech Republic

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