Sylabus v EN (kurz je vyučován v EN):

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| **Course code:** | 2PR417 |
| **Course title in language of instruction:** | EPSO Tests Preparation Course |
| **Course title in Czech:** | Přípravný kurz na testy EPSO - anglicky |
| **Course title in English:** | EPSO Tests Preparation Course |
| **Number of ECTS credits allocated:** | **3** (1 ECTS credit = 26 hours of workload) |
| **Mode of delivery:** | full-time; 0/2 (hours of lectures per week / hours of seminars per week) as semestral course |
| **Mode of completion:** | graded course |
| **Language of instruction:** | English |
| **Level of course and year of study:** | master (second cycle): 4 |
| **Semester:** | SS 2016/2017 |
| **Name of lecturer(s):** | [JUDr. Nicole Grmelová, Ph.D.](https://insis.vse.cz/auth/lide/clovek.pl?id=20078) (examiner, instructor, lecturer, supervisor) |
| **Prerequisites and co-requisites:** | none |
| **Recommended optional programme components:** | none |
| **Work placement:** | none |
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| **Aims of the course:** | |
| This course is optional. Students will have the opportunity to practice tests which are part of open competitions organized by EPSO (European Personnel Selection Office) in order to become EU officials. Students will train the individual steps of the selection procedure in reduced groups and they will obtain feedback on their performance. Also, students will get acquainted with the legal status of EU officials under the EU Staff Regulation. The course stresses the development of soft skills, including theories and methods developed by human resources specialists. | |
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| **Learning outcomes and competences:** | |
| Having completed the course, students  - Will be able to distinguish different forms of working for the EU (officials, temporary  agents, contract agents)  - Will be acquainted with the EU Staff Regulations  - Will improve their analytical skills  - Will improve their oral and written communication skills on topics related to EU affairs  - Will obtain information on the internal functioning of EU bodies and institutions,  which is crucial for succeeding in EPSO tests  Students will be able to elaborate on their skills related  - to team work  - resilience  - proposing alternative ways of solving problems linked to EU agenda. | |
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| **Course contents:** | |
| |  |  | | --- | --- | | **1.** | **Working for the EU: contract agents, temporary agents, officials, seconded national experts** (allowance 0/2) | | **2.** | **Legal status of EU officials** (allowance 0/2) | | **3.** | **CBT (Computer Based tests) I: Verbal Reasoning** (allowance 0/2) | | **4.** | **CBT II: Numerical Reasoning.** (allowance 0/2) | | **5.** | **CBT III: Abstract Reasoning.** (allowance 0/2) | | **6.** | **CBT IV: Situational Judgment Test.** (allowance 0/2) | | **7.** | **E-tray I** (allowance 0/2) | | **8.** | **E-tray II** (allowance 0/2) | | **9.** | **Group Exercise** (allowance 0/2) | | **10.** | **Presentation** (allowance 0/2) | | **11.** | **Interview** (allowance 0/2) | | **12.** | **Reserve list -- validity; lobbying for a post** (allowance 0/2) | | **13.** | **Final test** (allowance 0/2) | | |
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| **Learning activities, teaching methods and workload (hours):** | |
| | **Type of teaching method** | **Daily attendance** | | --- | --- | | Attendance at seminars/workshops/tutorials | 26 h | | Preparation for seminars/workshops/tutorials | 26 h | | Preparation for final test | 26 h | | **Total** | **78 h** | | |
| **Schedule**  21 March, 28 March, 11 April and 18 April 2017, room NB 474, 9 AM-4 PM (Žižkov Campus) | |