



**TACTIC Internship workshops in Tallinn University of Technology**  
**05.-08.11.2017**  
**Programme**

**Guests:**

1. Amarjargal Amartuvshin, University of the Humanities, Dean of Business School
2. Galbadrakh Baatarbat, University of the Humanities , Member of Student Admission Team
3. Chhom Bin, University of Battambang, Vice-Rector
4. Hoai Thang Bui , Ho Chi Minh City University of Technology, Deputy Head of Office of Academic Affairs
5. Sokha Chan, University of Battambang, Head of Financial and Administrative Office
6. Battuvshin Chuluundorj, University of the Humanities, Vice-Rector
7. Sovankunthearos Chum, Meanchey University , Vice Dean
8. Tungalag Dashkhuu, National University of Mongolia, Chief Economist
9. Oyunzul Dashtseren, National University of Mongolia, System Analyst
10. Nhu Hung Duong, Ho Chi Minh City University of Technology, Head of Finance Department
11. Otgontuya Gungaabazar, National University of Mongolia, Human Resources Manager
12. Sokserey Hou, Meanchey University, Head of Office
13. Bolormaa Khayankhyarvaa, National University of Mongolia, Officer
14. Vannak Kong, Meanchey University, Dean
15. Thu Thuy La, HaNoi University of Science and Technology, Director of Finance and Accounting
16. Vu Thang Nguyen, HaNoi University of Science and Technology, Vice Director of Undergraduate Studies Office
17. Thi Bac Nguyen, HaNoi University of Science and Technology, Staff of HR
18. Phu Khanh Nguyen, HaNoi University of Science and Technology, Director of ICD
19. Cao Dat Nguyen, Ho Chi Minh City University of Technology, Head Office of Computer Network
20. Sophea Penh, Meanchey University, Vice Dean
21. Divaasambuu Sainnyambuu, University of the Humanities, Head of IT Unit
22. Rany Sam, University of Battambang, Vice-Rector
23. Thi Phuc Tran, Ho Chi Minh City University of Technology, Program and Project Coordinator
24. Thi Thuy Tran , HaNoi University of Science and Technology, Vice Director of Finance and Accounting
25. Sokha Yun, University of Battambang, Deputy Head of Department

**Hosts:**

1. Mr. Jusep Kaasik, Director of Administration
2. Mr. Reijo Karu, Head of International Cooperation
3. Ms. Mari Laikre, International Cooperation Coordinator
4. Ms. Anna-Maria Nizovtseva, International Cooperation Coordinator
5. Ms. Margit Pado, Chief Budget Officer
6. Ms. Marju-Triin Pilt, Personnel Management Specialist
7. Mr. Thomas Lepik, Head of Information Technology Department
8. Ms. Kadri-Ann Matson, Head of International Admission
9. Ms. Jete-Maria Vürmer, International Admissions Coordinator
10. Mr. Hakan Karaoglu, International Marketing Coordinator
11. Ms. Liisi Raudväli, MEKTORY Tour Guide

**Agenda:**

Arrival to Tallinn, transfer from airport to [Hotel Euroopa](#) (Address: Paadi 5, 10151 Tallinn). Driver is waiting You all with a sign "TACTIC". Please make sure everybody get`s to the bus.

**November 4<sup>th</sup>, Saturday**

20:00 Partners from Mongolia (8 people)

and

Partners from Vietnam (7 people)

**November 5<sup>th</sup>, Sunday**

10:25 Partners from Cambodia (8 people)

13:00 Partners from Vietnam (2 people)

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18:00 Dinner at hotel restaurant (table booked, preordered - HUST team not participating)

**Day 1, November 6<sup>th</sup>, Monday**

9:15 Gathering at the hotel lobby, Mr. Reijo Karu ([reijo.karu@ttu.ee](mailto:reijo.karu@ttu.ee); +372 6203503)

9:30 – 10:00 Transfer to [Tallinn University of Technology, TTÜ](#) (Address: Ehitajate tee 5, 19086 Tallinn)

10:00 Welcome by hosts, introduction and overview of the study visit (TTÜ Council Hall)

10:30 – 12:30 Student Enrollment and Admission in TTÜ

12:30 – 13:30 Lunch (TTÜ Library Cafeteria)

- 13:30 – 15:00 Financial Management in TTÜ (Room: SOC-313)
- 15:00 – 16:20 Campus tour with thematic visits to TTÜ departments
- IT management group with Reijo Karu
  - HR management group Marju-Triin Pilt
  - Student Enrollment and Admission group with Jete-Maria
  - Financial Management group with Mari Laikre
- 16:20 Gathering at main lobby, Mr. Reijo Karu ([reijo.karu@ttu.ee](mailto:reijo.karu@ttu.ee); +372 6203503)
- 16:30 – 17:00 Transfer back to hotel
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- 19:00 Dinner at [Restaurant Pegasus](#) (Address: Harju 1, 10146 Tallinn)

### **Day 2, November 7th, Tuesday**

- 8:45 Gathering at the hotel lobby, Ms. Mari Laikre ([mari.laikre@ttu.ee](mailto:mari.laikre@ttu.ee); +372 6203542)
- 9:00 – 9:30 Transfer to [TTÜ MEKTORY Centre](#) (Address: Raja 15, 12618, Tallinn)
- 9:30 – 12:00 IT Management in TTÜ (Room: Business Model Lab, 108)
- 12:00 – 13:00 Lunch at TTÜ MEKTORY Centre
- 13:00 – 14:30 HR Management in TTÜ (Room: Business Model Lab, 108)
- 14:30 – 16:00 TTÜ Mektory Centre tour, Ms. Liisi Raudväli
- 16:30 – 17:00 Wrap up, transfer back to hotel
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- 18:00 – 18:30 Transfer to [Viking Village](#)
- 18:30 – 20:45 Cultural lecture, dinner
- 20:45 – 21:15 Transfer back to hotel

### **Day 3, November 8th, Wednesday**

- Hotel check-out
- 05:30 – 05.50 Transfer from hotel to airport
- 07:40 Departure to Perpignan, France