



Guide for MENDELU Employees

Contents

1	About the university	3
2	Equal treatment, principle of equal opportunities	4
3	Employee care	4
4	Welcome Office	5
4.1	Before arrival	5
4.2	On arrival.....	5
4.3	During your stay	5
4.4	Before returning to your country.....	5
5	Onboarding	5
5.1	Personal questionnaire.....	6
5.2	Statement of other gainful activities	6
5.3	Medical examination	6
5.4	Documents that must be submitted	6
5.5	Occupational Health and Safety and Fire Prevention training	6
5.6	Changes to personal data	7
6	Information technologies (IT)	7
6.1	Access to the information system.....	7
6.2	University e-mail (Office 365).....	7
6.3	Wi-Fi network.....	7
6.4	Phone line	8
7	Employee's Card/ITIC/ALIVE EMPLOYEE Card	8
8	MENDELU information portal	8
9	Attendance, working hours and holiday	8
10	Wage matters	9
10.1	Remuneration	9
10.2	Electronic payment slip	9
11	Benefits	9
11.1	Catering system	10
11.1.1	Catering system in Brno	10
11.1.2	Catering system in Lednice	10
11.1.3	Meal Vouchers	10
11.2	MultiSport Card	11
11.3	Centre for Sporting Activities (CSA)	11
11.4	Education, courses and Counselling Centre.....	11
11.5	Erasmus	11
11.6	Contribution towards pension or life insurance	11
11.7	Vodafone employee program.....	11
11.8	Joint events	11
11.9	Staying in holiday resorts	11

11.10	Discounted product and ticket offer	12
12	Balancing work and personal life	12
12.1	Coordinator for balancing work and family life	12
12.2	Hrášek university kindergarten	12
12.3	Day camp	12
12.4	MENDELU Back-to-Work Grant	12
12.5	Flexible working hours, part-time.....	13
13	MENDELU building rules and entering in a vehicle	13
14	Office supplies / Promotional items	13
15	Business trips in the Czech Republic and abroad.....	13
16	Cash Office.....	14
17	Central Filing Office	14
18	MENDELU on web and social networks.....	14
19	MENDELU management system	14
19.1	University management.....	15
19.2	Rectorate	15
19.3	Faculty management.....	15
19.4	Management of the University Institute	16
19.5	Student Hostels and Canteen Administration	16
19.6	Special – purpose facilities	16
19.7	University bodies	16
19.7.1	The university's autonomous academic bodies.....	16
19.7.2	Other university bodies	17
19.7.3	Advisory bodies.....	17
20	Faculty of AgriSciences – FA MENDELU	18
21	Faculty of Business and Economics – FBE MENDELU.....	19
22	Faculty of Forestry and Wood Technology at Mendel University in Brno – FFWT MENDELU	20
23	Faculty of Horticulture – FH MENDELU.....	21
24	Faculty of Regional Development and International Studies – FRDIS MENDELU.....	22
25	University Institute of Lifelong Learning – ILL MENDELU	23
26	Department of Scientific and Pedagogical Information and Services – DSPIS	24
27	Botanical Garden and Arboretum – BGA MENDELU	24
28	Lednice Gardens	24
29	University Forestry Enterprise Masarykův les Křtiny MENDELU (UFE)	25
30	University Agricultural Enterprise Žabčice – UAE Žabčice MENDELU	25
31	Conclusion	25
32	Map of the complex Černá Pole	26
33	Map of the complex of Faculty of Horticulture in Lednice	27

1 About the university

Mendel University in Brno (abbreviated MENDELU) was established in 1919, which makes it the oldest university of its type in the Czech Republic. The university consists of five faculties and one university institute. The entire university is located in Brno, with the only exception being the Faculty of Horticulture in Lednice. The university is named after the founder of genetics and the discoverer of the basic laws of inheritance - Gregor Johann Mendel. The university has changed its name twice since it was established. You can find out more about its [history](#).

Establishment of an independent university institute called [CEITEC MENDELU](#) within the terms of the Faculty of Agricultural Sciences meant that the university became part of the Central European Institute of Technology inter-university scientific centre of excellence in 2011. At the end of 2012 the university was awarded the prestigious [ETCS Label and Diploma Supplement Label](#) certificates by the European Commission. These certificates confirm that the university's study programmes and examination system comply with the principles of the Bologna Declaration.

Mendel University in Brno was also awarded the prestigious [HR Award](#) in the field of human resources by the European Commission in 2018. This certificate increases the overall prestige of the university.

University management

prof. Dr. Ing. Jan Mareš

Rector

doc. Mgr. Soňa Hermanová, Ph.D.

Vice-Rector for Research, Development and Innovation

doc. Ing. Martin Klimánek, Ph.D.

Vice-Rector for Strategy, Sustainability and Special Purposes

doc. Ing. et Ing. Lea Kubičková, Ph.D.

Vice-Rector for Human Resources and Internal Affairs

Mgr. Ondřej Mocek, Ph.D.

Vice-Rector for Educational Affairs and Quality

prof. Ing. Robert Pokluda, Ph.D.

Vice-Rector for Information and Communication Technologies

prof. Ing. Jiří Skládanka, Ph.D.

Vice-Rector for International and Public Affairs

Ing. Jiří Ševčík

Bursar

Mendel University in Brno

Registered office:	Zemědělská 1, Brno MENDELU Rectorate: building A
Correspondence address:	Zemědělská 1665/1, 613 00 Brno, Czech Republic
Telephone:	+420 545 131 111
E-mail:	info@mendelu.cz
Web:	mendelu.cz/en/
Company Reg No.:	62156489
Tax Reg No.:	CZ62156489
Data box ID:	85ij9bs

2 Equal treatment, principle of equal opportunities

Equal treatment of everyone is a firm principle at MENDELU. Everyone has the same opportunity for further professional growth, regardless of their race, ethnic origin, nationality, ideology, religion, belief, worldview, age, gender, sexual orientation, physical disability, social background or property. Each of us has the same starting position as everyone else and the future depends on each of us alone.

At MENDELU, we respect and abide by the rules, both the general ones that accompany us throughout our daily lives, such as the rules of decency, and also the standards stipulated by the MENDELU [Code of Conduct](#). The sphere of research is regulated by the [Declaration on Research Integrity Policy at Mendel University in Brno](#). The rights and obligations of employees are set out in the [Employment Code](#).

In order to promote and support equal opportunities for men and women in research and development, [The Gender Equality Plan of Mendel University in Brno for the period from 2022 to 2024](#) has been created. Its other goal is to prevent wasting of human resources and to reduce the loss of investments in the female workforce caused mainly by the outflow of women from science after completing their PhDs or after maternity and parental leave.

Mendel University in Brno considers a safe working and learning environment one of its key priorities. We do not tolerate sexual harassment, bullying or other inappropriate behaviour on campus and are committed to a healthy and fair environment. The [#safemendelu](#) website provides a summary of measures for preventing and addressing inappropriate behavior.

3 Employee care

Employee care of new and current employees is assured by the [Human Resources Management Office](#) (Odbor řízení lidských zdrojů). We strive to create working conditions that will assure you feel satisfied at MENDELU.

Human Resources Management Office consists of:

- Personnel Department
- HR Development Department

The department is located on the ground floor of building A. The faculty of Horticulture has its own HRMO department, address Valtická 337, 691 44 Lednice, tel.: 519 367 377, e-mail: personalni.zf@mendelu.cz.

We inform you about news from the sphere of employee care on orz.mendelu.cz/en/ and via the [HR Newsletter](#). You are welcome to subscribe.

4 Welcome Office

The aim of the [Welcome Office](#) is to support current and future foreign employees of MENDELU. [Officers for Foreign Employees](#) are the first point of contact at MENDELU for a new foreign employees. The main task is to provide personal assistance and consultations, with settlement of all formal requirements for employment of foreign employees at MENDELU and their relocation to Brno. Your Officer for Foreign Employees offers guidance to facilitate a smooth start not just to you, but also to your family members.

If you will be working at the Faculty of Horticulture in Lednice, a Personnel Officer of the faculty will provide you with all the assistance you require.

4.1 Before arrival

The Welcome Office helps with application for the type of visa necessary for staying in the Czech Republic for you and your family members. Officers for Foreign Employees assist with arrival paperwork as well as searching for accommodation or resolving practical matters related to living in Brno, as well as many other matters.

4.2 On arrival

After your arrival we accompany you to the Foreign Police Office and to other relevant authorities and institutions and we can also help with insurance and other important matters (the initial medical examination for employment at MENDELU, medical facilities, obtaining a driving licence, waste collection fee payment and communication with other authorities).

4.3 During your stay

Officers for Foreign Employees help you communicate with workplaces that do not have the required language skills, arrange a tax advisor or Czech language courses. The Welcome Office is here to help you and offer you a hand in dealing with various situations in life.

4.4 Before returning to your country

We assist you with termination of activities - cancellation of the account, cancellation of your lease, return of your long-term residence card, deregistration from the register of payers of the waste collection fee, etc.

5 Onboarding

Before starting your job you will go to our Welcome Office to sign the necessary boarding formalities, such as the Employment contract, Job description, Wage assessment, Declaration of pension, Agreement on deductions from wages (meals and refreshment)...

Your personal data will be handled in accordance with [the Principles for the Processing of Personal Data at MENDELU](#).

5.1 Personal questionnaire

In order to fill this form in correctly and completely please prepare your: citizen's ID card/passport, visa/residence permit, health insurance card, bank account number to which your wages will be sent and also a document confirming the highest level of education you have achieved. You will receive all arrival information and documents from your Officer for Foreign Employees in advance.

5.2 Statement of other gainful activities

Consent to other gainful activities, identical to the scope of activities carried out at MENDELU, is granted by the Head of the Workplace, the Dean of the Faculty, the Director or the Bursar.

5.3 Medical examination

You must undergo a medical examination before you start your job. Employees in Category I may have the medical examination either by their registering GP in the Czech Republic or by a MENDELU contract doctor. Employees in Categories II, III and IV and professional drivers may have the examination only by a MENDELU contract doctor. To have your medical eligibility assessed by a MENDELU contract doctor, please take an extract from your medical records from your registering GP (not older than 3 months) and the assessment form sent to you by your HR manager. You will give the medical report to your HR officer at the latest the day before you start work.

Once you receive a request form from your Personnel Officer please visit:

- Entrance medical examination Brno:
[Vojenská nemocnice Brno](#)
Zábrdovická 3/3, 615 00 Brno - Židenice – Zábrdovice
you can make an appointment by phone +420 973 445 603 and e-mail pls@vnbrno.cz, [map](#)
- Entrance medical examination in Lednice (Faculty of Horticulture)
MUDr. Luboš Oliva
Address: Pekařská 75, Lednice, 691 44
tel.: 519 340 426,

MENDELU covers the costs for the entrance medical examination if an employment relationship or similar relationship is concluded, as specified in the [Collective Agreement](#).

5.4 Documents that must be submitted

Submit your employment record from your previous job in the Czech Republic (if applicable) or, if registered with the Employment Office in the Czech Republic, information about deregistration from the database of job applicants (if applicable). If you receive a pension or are acknowledged as a person with disabilities, please submit confirmation of your claim and your classification level from the Czech Social Security Office (if applicable).

5.5 Occupational Health and Safety and Fire Prevention training

Every new employee is required to undergo entrance training in Occupational Health and Safety and Fire Prevention. This training takes place electronically as an e-learning course and then it is repeated regularly.

5.6 Changes to personal data

If any changes concerning your personal data occur during your employment relationship, you are required to inform the Human Resources Management Office of this fact within 8 business days at the latest. This concerns your name, surname, marital status, newly born children, permanent or temporary (in the Czech Republic) address, visa/residence permit, a new citizen's ID card or passport, different health insurance company, changes in A1 form, etc. If you do not report that you have changed your insurance company you also run the risk of being penalised for incorrectly paid health insurance premiums. There is a change notification form available on the MENDELU information portal in the [Forms and printed materials](#) section.

6 Information technologies (IT)

The university's main information system is the University Information System (UIS). The UIS consists of a public and non-public section. The public section is available to any user and provides key information about MENDELU. The non-public section is only accessible after you log-in and offers applications corresponding to the user's role. This section is called Personal Administration. You can go from the university's main website at mendelu.cz/en/ to the university's information system menu by clicking on the [Information Systems](#) link or going direct to [Information Systems](#).

You can contact IT support at the address helpdesk.mendelu.cz.

6.1 Access to the information system

A university login (user name), ID (identification number) and access password will automatically be generated for you when you are employed. All this data and the instructions for its use will be provided to you by your Officer for Foreign Employees. You will also be assigned an e-mail address and access to individual accounts will be configured. The aforementioned access data is automatically terminated when your employment is terminated.

6.2 University e-mail (Office 365)

The basic e-mail solution for employees is [Office 365](#). Thanks to Office 365 you can integrate your mail, share information about your calendar and coordinate meetings, link your calendar to your schedule, share files and exchange information by means of a personal website with integrated management of individual access, as well as access to your personal mail, calendars, tasks and contacts (personal and university) from multiple points and integration with other services (e.g. Gmail interface) and also connection of a wide range of mobile devices (tablet, telephone) and data synchronisation.

Email signatures of the university, other organizational units and faculties are subject to [a uniform style](#). Use [the email signature generator](#) for easy creation.

6.3 Wi-Fi network

The common areas in the buildings are covered by EDUROAM wireless network. Instructions for installing WiFi are available on the eduroam.mendelu.cz/en/ website and this website also provides information about the wireless networks covering the MENDELU complex, i.e. Faro-free and Eduroam. You can also find instructions for connecting the most popular operating systems here. You can find more information about the information systems and technologies on the [Department of Information Technology website](#).

6.4 Phone line

A land-line telephone number is assigned to your workplace. Telephone numbers within MENDELU have the following form: 545 13* *** (for the Faculty of Horticulture in Lednice: 519 367 ***). Some employees have a business mobile phone (allocation is at the discretion of the head of the employee's workplace). You can find the list of MENDELU employees with phone numbers at is.mendelu.cz/lide/.

Calling from handset to handset within the university is free of charge. If you are calling for work reasons outside MENDELU, press the digit "0" before entering the phone number. If you are calling outside the university for personal reasons, dial the digit "9" first. These private calls are charged.

You can forward the call in your absence using *21*extension#. To return the call forwarding, dial #21#. If you need to forward calls to your mobile, you can submit a request to telefon@mendelu.cz. This email address is also used to report any phone malfunctions or name changes on the extension. Dial ext. 19 to connect to the telephone exchange.

7 Employee's Card/ITIC/ALIVE Card

You must have your photograph taken by the university photographer to have an employee's [ITIC/ALIVE](#) card issued, and you must have your ID card with you (you can also use your own ID card format photographs). This photograph is published in the UIS.

If you will be working at the Faculty of Horticulture in Lednice send or bring your photograph to the Personnel Department in Lednice where they will scan it and send it to Brno for issue of a card. The card will be issued to you by the Personnel Officer within approx. a week. The card is active the day after it is taken receipt of.

The employee is provided the following options on the basis of creation of an account and issue of a card:

- use of the meal system – ordering and issuing meals,
- use of the library system (offers free services concerning loan of books, scripts, magazines),
- entry onto the university's premises (depending on your rights),
- entry into the Botanical Gardens and Arboretum, which is an excellent place for relaxing.

8 MENDELU information portal

You can find information for students and employees of MENDELU – such as regulations and documents, the official notice board, links to the rectorate's departments and also forms and printed materials important for your work at [information portal](#).

9 Attendance, working hours and holiday

The attendance of MENDELU employees is registered using the Attendance application at dochazka.mendelu.cz. The application is used not only to record attendance, but also to complete holiday request and the related holiday plan for the current year.

The closed monthly attendance is simply sent electronically for processing, it does not have to be printed.

The working week has (at an FTE of 1.0) 40 working hours. Most employees can work [flexible working hours](#) with a balancing period of 1 calendar month.

Inform your manager immediately in the case of absence, such as sick leave, caring for a close family member or other important obstacles.

Academic workers of the university receive 8 weeks of [holiday](#) per calendar year. Non-academic workers of the faculties, the University Institute, the University-wide Workplace, the Rectorate and the Student Hostels and Canteens Administration receive 6 weeks per calendar year. Employees of the university farms receive 5 weeks per calendar year. You can find more information in the [Collective Agreement](#).

10 Wage matters

Wage matters are handled by the Payroll Accounting Department (building A, 2nd floor to the left). If you will be working at the Faculty of Horticulture in Lednice documents are submitted to the Personnel Officer in Lednice.

You will arrange the following matters with the Payroll Accountant:

- European Social Security - A1 form (if applicable)
- Tax payer's statement
- Application of tax discounts
- Statement regarding deductions from salary – execution, debts with/without precedence
- Confirmation of studies (if applicable)
- Others - depending on your personal situation

10.1 Remuneration

The rules for remuneration, i.e. classification in salary classes and levels, for acknowledgement and determination of the value of all types of payments, can be found in the [Salary Regulation](#) and in the current [Collective Agreement](#). Your wage in Czech Crowns (CZK) will be paid to your bank account (at a Czech bank if possible) by bank transfer. The university sets the wage and remuneration [payment dates](#) for each year in an individual regulation.

10.2 Electronic payment slip

All employees who have the option of accessing the UIS (University Information System) within the terms of their employment will receive a PIN from their Personnel Officer/ Officer for Foreign Employees, which they will use to view the electronic payment slips. The electronic payment slip for the specified calendar month will be available after you log-on to the university information system (UIS) in the "Personal management – Employee portal" section, always as of the salary payment by bank transfer date.

The application allows you to access your Pension Record Sheets (ELDP). Employees, who file their own tax returns and do not apply for an annual employer's tax return, can download a Confirmation of Income (Potvrzení o příjmech).

11 Benefits

Mendel provides its employees with a number of benefits and strives to create the best possible conditions for its employees.

11.1 Catering system

Every employee with an FTE of 0.5 or more is entitled to lunches subsidised by his/her employer. The employee can purchase one subsidised lunch in the canteen every working day, during which he/she is not on holiday, on a day-long business trip or on sick leave. The employee must identify himself by submitting his card (chip) before taking his/her lunch.

The [ISKAM](#) system can be used to monitor the status of the employee's meal account and the menu for the current week. Every employee must (Rector's decision 25/2008) conclude an Agreement for deductions from his/her salary for the purpose of payment for lunches with MENDELU – lunches can only be paid for by bank transfer. The [Agreement on deductions from wages](#) form is available from the Human Resources Management Office.

11.1.1 Catering system in Brno

Employees can dine at the:

- employee canteen in building O in the university complex, Zemědělská 1,
- student canteen in building X in the university complex, Zemědělská 1,
- canteen in building Z, av. Generála Píky 7,
- pizzeria and buffet in building O (on the ground floor) in the university complex, Zemědělská 1,
- buffet on the ground floor of building Q in the university complex, Zemědělská 1.

11.1.2 Catering system in Lednice

Lednice canteen is closed for operational reasons.

11.1.3 Meal Vouchers

Our university provides our employees with a contribution towards meals using the [Edenred Card](#). This card can be used to pay at selected restaurants, retail chains and food shops. MENDELU provides employees with meal vouchers in the amount of CZK 100. The employer pays CZK 55 and the employee contributes CZK 45.

The entitlement to a daily contribution towards meals using the card originates to all employees of all departments, with the exception of DDHA, UAE Žabčice and UFE ML Křtiny, who also meet the following criteria:

- are employed by the university on the basis of an employment contract,
- have concluded a contract for a minimum FTE of 0.5 (i.e. at least 20 hours a week),
- have worked at least 4 hours in one working day,
- have not purchased a subsidized lunch at the university dining hall.

The entitlement to a daily contribution towards meals by means of the card does not originate for days:

- when the employee is on holiday, is caring for a close family member, on maternity or parental leave, on a visit to a physician lasting over four hours, or if another obstacle to work originates lasting more than four hours,
- when the employee also receives a contribution towards a subsidized meal at the university canteen,
- when the employee is on a business trip lasting over five hours and is simultaneously entitled to a contribution towards meals while on a business trip.

11.2 MultiSport Card

The MultiSport Card is an employee benefit, with which you can visit various sports and relaxation facilities throughout the Czech Republic and Slovakia at liberty. You can obtain the card at a discounted price not only for yourself, but also for your friends or close family members. In most cases it will cover one free entry to selected facilities per day.

11.3 Centre for Sporting Activities (CSA)

University employees have the opportunity to take part in sports activities organised by the Centre of Sports Activities free of charge.

11.4 Education, courses and Counselling Centre

The Instituit of Lifelong Learning at Mendel University in Brno (ILL MENDELU) assures the teaching of accredited degree programmes in the fields of pedagogy, economic-technical disciplines, and is also engaged in scientific research activities associated with teaching. As part of lifelong learning, ILL MENDELU provides a number of lifelong learning activities such as professional, language and special-interest courses and workshops for the professional and general public. Selected courses are available at a discounted price for MENDELU students and employees.

ILL MENDELU also provides the professional services of the Counselling Centre – student support, career and psychological counselling in Czech and English, free of charge.

11.5 Erasmus

The Erasmus+ programme focuses on university education and on professional training at university level. The programme is intended for students, pedagogues and employees.

You can obtain all the information you need about mobilities from the International Relations Office.

11.6 Contribution towards pension or life insurance

Employees with permanent residence in the Czech Republic, whose employment relationship has lasted without interruption for at least 3 years and whose working hours are equivalent to at least FTE 0.5 of the specified weekly working hours are entitled to this contribution. The employer's contribution is CZK 500 per month. You can find more information on the web.

11.7 Vodafone employee program

The Vodafone Employee Programme is designed for every MENDELU employee who can include up to five numbers in the program and thus obtain tariffs for the whole family or friends.

11.8 Joint events

Every year, MENDELU organizes a number of events for its employees, students and the public. A representative ball, various exhibitions, seminars and conferences are held regularly. We also organize numerous sports competitions and events on important occasions. Calendar of events.

11.9 Staying in holiday resorts

You can use the MENDELU leisure centres listed below for business meetings or family stays.

[Karlovy](#) offers you the opportunity to stay in the picturesque valley of the Jeseník Mountains. It is located in the largest tourist and ski resort in Moravia in Karlov pod Pradědem.

In [Křížánky](#) you will stay in the heart of the Žďárské Vrchy Protected Landscape Area in the Bohemian-Moravian Highlands. The guesthouse is located near Devět Skal, the highest peak in the Žďárské Vrchy mountain range.

[Rybniční zámeček](#) is located on the northern slope of the banks of Prostřední rybník (Middle Pond) near Lednice. Traditional exhibitions and events are held here.

11.10 Discounted product and ticket offer

MENDELU offers employees the opportunity to purchase [products](#) from its own farms and production. You can buy, for example, quail eggs, fish, baked goods and venison meat from the university forests. It is also possible to take advantage of discounts from university partners or special offers.

12 Balancing work and personal life

At the University, we support the harmonisation of work and personal life and have put in place measures to help this harmonisation.

12.1 Coordinator for balancing work and family life

[Coordinator for balancing work and family life](#) is available to staff/parents in the Human Resources Management Department. She provides support in the areas of information and administrative and organisational support, and also provides individual counselling in life situations.

12.2 Hrášek university kindergarten

The [Hrášek university kindergarten](#) was established for the purpose of establishing a good work life balance for employees. You can enrol children aged between 2 and 7 at any time during the year.

The kindergarten offers the care of qualified teachers and above-standard access. Hrášek is a modern kindergarten, where children can also develop in a movement and dance club, English language club, Lesáček or speech therapy.

You can find the conditions for registration along with the price list on the [web](#).

Address: Kohoutova 11, 613 00 Brno, contact: hasekms@mendelu.cz, tel. +420 737 513 376

12.3 Day camp

MENDELU organises a [summer day camp](#) for children of employees. The project was created in cooperation with the Center of Leisure Time Lužánky in Brno, which provides the program in accordance with the focus of the university.

12.4 MENDELU Back-to-Work Grant

Academic and research workers returning from maternity or parental leave, and caregivers for children under 8 years of age can also use the [MENDELU Back-to-Work Grant](#). The main objective of this grant is to make it easier for scientists to return to their fully fledged scientific careers at the university, support their further

development and achieve exceptionally good scientific results on a long-term basis. University, to support their further development and to achieve outstanding scientific results in the long term.

12.5 Flexible working hours, part-time

The majority of staff have the option of flexible working hours as well as part-time working. Parents of young children and students on doctoral programmes in particular agree on these with their supervisors.

13 MENDELU building rules and entering in a vehicle

You need an employee card with an activated permit to enter the complex in a vehicle. [Guideline No. 2/2014 Building Rules for the Brno-Černá Pole complex](#) regulates entry of vehicles into the complex, operation of motorised vehicles and protection of the university's property.

Telephone number for the gatehouse: ext. 5000.

All permits for driving a vehicle into the complex, including those issued to visitors, are issued by the Manager of the Operating Services and Maintenance Department: +420 545 135 061, +420 603 445 783.

For the MENDELU Faculty of Horticulture please refer to the [Building Rules for the MENDELU Faculty of Horticulture complex in Lednice](#).

14 Office supplies / Promotional items

Office supplies can be collected at the Central Warehouse of the Economic Department, which is located on the ground floor of building Q. To collect office supplies you must submit a signed Request for issue of materials from the central Economics Department warehouse form, which you can find on the MENDELU information portal in the [Forms and printed materials](#) section.

Office hours, building Q: Tuesday, Wednesday and Thursday 9.00–11.30 a.m.

Promotional items, gifts and souvenirs with the university logo can be purchased in the [Mendel Shop](#).

15 Business trips in the Czech Republic and abroad

The terms for providing travel compensation are governed by [Value of meal contributions, basic compensation during use of a private vehicle and fuel prices](#) regulation. The aforementioned regulation is periodical and is always published for the new, current year.

The outgoing employee submits [an electronic travel order](#) that goes through the approval process. Upon return, it is reported in the application, approved and submitted for reimbursement. Payment of the travel voucher is made in cash to the employee's account.

During an approved business trip abroad, the employee is provided with health insurance within the terms of an insurance contract with Mendel University in Brno.

The MENDELU vehicle fleet, which is available to all university sections, can be used for business trips. A request for a vehicle is entered in UIS MENDELU - eAgenda – Requests. The request must then be approved by your superior. Link at [forms](#).

16 Cash Office

The Cash Office is used for payment of minor expenses. If you go on a business trip, you can collect a deposit and settle the accounts here.

- Brno: building A, 2nd floor to the right
Office hours: Mon – Fri 8:00 – 13:00
Telephone: +420 545 135 022 or +420 545 135 122
- Lednice: building A (Dean's Office – Study Department)
Office hours: according to the office hours of the Study Department.

17 Central Filing Office

[The Filing Office](#) (website only in Czech) is located in building A, 1st floor, centre. This office assures receipt and makes records of documents and also carries out dispatch office activities within the terms of the filing service.

Electronic address: podatelna@mendelu.cz
Office hours: Mon–Fri 8 a.m.–11 a.m., 1 p.m.–3 p.m.
Telephone: +420 545 135 212

18 MENDELU on web and social networks

[University main page](#)

[Mendel News](#)

[Mendel Green](#)

[Facebook](#)

[Instagram](#)

[LinkedIn](#)

[Twitter](#)

[Students Hostels and Canteen Administration](#)

[University pohotobank](#)

[Moje MENDELU](#) mobile application

19 MENDELU management system

More information on the management system and the functioning of the university can be found in the MENDELU Statute.

19.1 University management

Rector

The rector is the head of the university. According to the legislation of the Czech Republic the rector is one of the autonomous bodies of the school, on behalf of which he/she acts and makes decisions. The rector is appointed and dismissed by the President of the Republic on the basis of a proposal by the academic senate of a public university. The rector's term of office is four years and the same person can be appointed to this position at the same university for a maximum of two consecutive terms of office. The rector appoints his/her deputies, vice-rectors who may represent him/her to a specific degree. The rector also appoints and dismisses the deans on the basis of a proposal by the academic senates of the faculties), the bursar, members of the Science Council and the Disciplinary Committee, submits the university's budget and the annual report on management and assessment. The rector acts on behalf of and makes decisions on university matters and represents the university during communication with the public. The rector's office is called the rectorate.

Vice-rectors

The rector appoints vice-rectors as his/her advisors for specific spheres of activities, i.e. educational activities, creative activities, international relations, special purpose facilities, concepts, development and IT.

Bursar

Manages the university's economic management and internal administration and appears on university's behalf in the scope of the authority delegated to him/her by the rector and the university's in-house regulations. The rector appoints and dismisses the bursar.

Director of controlling

The director of controlling is the rector's immediate subordinate. This position manages the Controlling Department and is responsible for university-wide financial controlling and reporting.

19.2 Rectorate

Assures activities and administration related to the position of rector, his/her advisory bodies and the Science Committee, to academic and social events of a university nature, and also manages reservation of the rectorate's hall and conference rooms and administers university insignia and robes.

19.3 Faculty management

Dean

The dean is an academic official who acts and makes decisions in relation to faculty matters. The dean is appointed and dismissed by the rector on the basis of a proposal by the academic senate of the faculty. The term dean's office is the name for the seat of the faculty management headed by the dean.

Vice Dean

The dean appoints vice-deans as his/her advisors for specific activities.

Secretary

Governs the management and internal administration of the faculty. Within the terms of the faculty this is a similar position to that of bursar within the terms of the university. The secretary is appointed and dismissed by the dean.

19.4 Management of the University Institute

Director of the University Institute

The director manages the activities of the [University Institute](#). The director of the UI is appointed by the rector and acts and makes decisions on behalf of the university in matters concerning the university institute.

19.5 Student Hostels and Canteen Administration

The activities of [Student Hostels and Canteen Administration](#) are managed by the director of the Students Hostels and Canteen Administration. He/she acts and makes decisions on behalf of the university in matters related to SHCA and manages the resources learned for its operation.

19.6 Special – purpose facilities

Director of the University Enterprise

Manages the activities of the University Enterprise and is appointed by the rector. Acts and makes decisions on behalf of the university in all matters concerning the University Enterprise.

[University Forestry Enterprise Masarykův les Křtiny](#)

19.7 University bodies

You can find more detailed information in the [University in-house regulations](#), particularly in the [Statute of Mendel University in Brno](#).

19.7.1 The university's autonomous academic bodies

[Academic Senate](#)

Has 32 members and consists of 21 academic workers and 11 students, with 4 academic workers and 2 students representing each faculty and 1 academic worker and 1 student from the University Institute. Its authority, composition, method of origin and rules of procedure are stipulated by the law and the Rules of election and procedure of the Academic Senate.

[Rector](#)

Acts and makes decisions in relation to university matters. The law and the Rules of election for election of candidates for rector, which are part of the Rules of election and procedure for the Academic Senate, determine the method of appointment and term of office of this position. The rector's deputies for defined areas of the university's activities are the vice-rectors appointed by the rector. The rector determines their jurisdiction from the aspect of time and subject-matter.

[Scientific Council](#)

The Scientific Council consists of important representatives of various fields in which the university carries out educational and scientific, research, development and other creative activities. Its authority, composition, method of origin and rules of procedure are stipulated by the law and the Rules of procedure of the Scientific Council.

[Internal Assessment Board of Mendel University in Brno](#)

The Internal Assessment Board is active in the field of assurance of the quality of educational, creative and related activities and internal assessment of the quality of Mendel University in Brno, which falls under the university's autonomous jurisdiction.

Disciplinary Board

The Disciplinary Board discusses disciplinary offences by students registered in study programmes, which are not organised by the faculty. The Disciplinary Board submits proposals for decisions by the rector.

19.7.2 Other university bodies

Board of Trustees

The authority, composition, method of origin and rules of procedure of this body are determined by the law and the statute of the Board of Trustees approved by the Ministry of Education, Youth and Sports. This is a university body consisting exclusively of external members, which guarantees independent decision-making. Members of the Board of Trustees are appointed and dismissed by the Minister after discussion with the rector, for a term of office of six years.

Bursar

The authority and method of appointment of this position is stipulated by the law.

19.7.3 Advisory bodies

Rector's Advisory Board

The rector's Advisory Board is a permanent advisory body to the rector. Its members are the rector, vice-rectors, bursar, deans, the director of the university institute, the chairman of the Academic Senate and representatives of the students and the trade unions.

Internal Accreditation Committee of Mendel University in Brno

The Internal Accreditation Committee is an advisory body to the rector for matters related to the process of accreditation of study programmes and accreditation of branches of habilitation procedures and procedures to appoint a professor.

Advisory Board

Is appointed by the rector who simultaneously decides in regard to this committee's jurisdiction from the aspect of time and subject-matter and who appoints its members.

20 Faculty of AgriSciences – FA MENDELU



FA MENDELU is the direct successor of the agricultural division established in 1919 during origin of the University of Life Sciences in Brno, which enabled students to study agricultural engineering. The faculty trains highly qualified experts in a range of fields of study concerned with the landscape issues, production systems and technologies in agriculture, technologies for processing agricultural products, waste management and the field of mechanisation. The faculty currently offers a wide range of traditional and new study programmes and bachelor's and master's study courses, which are gradually innovated according to the requirements of the job market. Successful students can continue to study in a doctoral study course.

Dean: prof. MVDr. Leoš Pavlata, Ph.D.

af.mendelu.cz/en/

e-mail: agro@mendelu.cz

21 Faculty of Business and Economics – FBE MENDELU



FBE MENDELU offers economic and informatics fields of study in Czech and English. Tuition is conceived so that it is easily applicable in practice, which increases the quality of the students and their employability on the job market. Life at the faculty usually takes place in the modern Q pavilion, which is fully air-conditioned. The lecture halls are equipped with multi-media technology and the classrooms offer access to first-class information and communication technologies. The Faculty of Business and Economics at Mendel University in Brno is a modern and continuously developing faculty, which monitors trends in education and research. The faculty is awarded the prize for best economic faculty in Moravia every year.

FBE graduates find employment in the fields of management, trade, in European institutes, in the financial sector, public administration and also as IT managers and information system project designers.

Dean: doc. Ing. Svatopluk Kapounek, Ph.D.

pef.mendelu.cz/en/

e-mail: foreign@pef.mendelu.cz

22 Faculty of Forestry and Wood Technology at Mendel University in Brno – FFWT MENDELU



FFWT MENDELU is one of the chief institutions from the aspect of university tuition, research, development and expert activities in the field of forestry, landscaping, arboristics, wood technology, wood processing and use and furniture making in the Czech Republic. Its mission is unrestricted educational, science-research, creative and informational activities promoting a relationship between the general public and the landscape, the forest, wood and the interior, with emphasis on ecological and aesthetic awareness. The goal of tuition at FFWT MENDELU is to train graduates in the corresponding professional, cultural, ethical and social quality, so that they are capable of resolving conceptual issues and adapting to requirements in practice in a creative manner. The Faculty of Forestry and Wood Technology at Mendel University in Brno originated from the forestry division, which was established at the university in 1919.

Dean: prof. Dr. Ing. Libor Jankovský

ldf.mendelu.cz/en/

e-mail: info.ldf@mendelu.cz

Faculty of Horticulture – FH MENDELU



FH MENDELU situated in Lednice has trained several generations of engineers and garden architects across the entire breadth of the horticultural field. Structured bachelor's, master's and doctoral study courses, in full-time and part time form, are organised at this faculty. Specially equipped structures (greenhouses for subtropical and tropical plants, laboratories, cellar management, selections of ornamental plants and crops, orchards and vineyards) are available for the purpose of tuition, not only within the complex itself, but also at the faculty's science-research institute or in the unique chateau park and landscape of the Lednice-Valtice Complex, which is considered the most extensive area of designed landscape in Europe and was registered as a UNESCO world heritage site in 1996. Students have study rooms, libraries, PC classrooms, a herbarium room, greenhouses and selections of plants, an academic garden, thematic gardens and other areas available, which are accessible to them by means of student ISIC cards connected to the UIS. Students studying at the Faculty of Horticulture may be accommodated at the Petr Bezruč Student Hostels and at Zámeček.

Dean: prof. Ing. Patrik Burg, Ph.D.

zf.mendelu.cz/en/

e-mail: info@zf.mendelu.cz

23 Faculty of Regional Development and International Studies – FRDIS MENDELU



FRDIS MENDELU was established in 2008 as the newest faculty at Mendel University. The name itself indicates that the FRDIS focuses chiefly on regional development, either within the scope of the Czech Republic or Europe, or in developing regions of the world. It is essentially a multi-disciplinary platform for examining development as an interdisciplinary field. Students can choose whether they want to study in Czech or in English, which means that Czech and foreign students and teachers meet at the faculty. The faculty's greatest advantage is that it provides the opportunity to go on foreign residencies, during which students acquire practical experience.

Dean: Ing. Jiří Schneider, Ph.D.

frms.mendelu.cz/en/

e-mail: info.frms@mendelu.cz

24 University Institute of Lifelong Learning – ILL MENDELU



The Institute of Lifelong Learning at Mendel University in Brno focuses on teaching accredited study programmes in the field of pedagogics and economic-technical fields and is also engaged in science-research activities related to tuition. Within the terms of lifelong learning it organises a number of specialist, language and special-interest courses and seminars for interested members of the professional and general public. It assures the professional services of the Advisory and Vocational Centre for all students of MENDELU – study, career and psychological advice, free of charge. It also organises education for seniors in the form of a University of the Third Age.

The Institute of Lifelong Learning originated in 2003 and has been an independent university institute at Mendel University in Brno since 2006.

Director of the university institute: Mgr. Petr Adamec, Ph.D.

icv.mendelu.cz/en/

e-mail: czv@mendelu.cz

25 Department of Scientific and Pedagogical Information and Services – DSPIS

The Department of Scientific and Pedagogical Information and Services (DSPIS) is a university-wide institute, which assures information in support of tuition, science and research at the university, particularly operation and development of audio-visual and didactic technology, the publishing of publications, operation of the library, information centre, study rooms and magazine reading room, as well as administration of and access to classic printed and electronic sources of information.

The institute consists of six departments:

- Audio-visual centre
- Library
- Science and Research Department
- Open Science centre
- Technology Transfer Department
- Mendel University Press

26 Botanical Garden and Arboretum – BGA MENDELU

The BGA covers the land neighbouring the campus in Brno – Černá Pole and was established in 1938. The complex is regularly opened to the public twice a year for exhibition purposes – an iris exhibition takes place at the end of May and an exhibition called the Colours of Autumn takes place at the end of September. An exhibition of orchids is held once every few years before the beginning of spring.

Entry to the complex is governed by BGA Visitors Rules. Students are provided with access to the complex by means of ISIC cards or MENDEL student cards. The complex provides a comfortable short-cut from the main complex of buildings to the Faculty of Regional Development and International Studies.

BGA is open Mon – Fri from 6:00 to 20:00

27 Lednice Gardens

The Academic Garden in Lednice follows the trends of a contemporary global garden and is essentially a unique laboratory of the Faculty of Horticulture MENDELU. It was ceremonially opened on September 26th 2011. It is a multidimensional space covering an area of 5,565 m², in which dynamic natural processes take place. The design of this area is based on the impact of comprehensive collections of plants – from solitary trees with distinctive patterns of growth, through numerous woody plants on the bush and ground coverage level and a unique collection of climbing plants, to colourful flowers of all types. Flowers are grown over a total area of 807 m² in the garden in various types of beds, which means they become an illustrative study model for students and visitors to the garden.

The Theme Gardens of the Faculty of Horticulture MENDELU are designed as independent functional, spatial and compositional wholes, presenting the results of the experimental, research and artistic activities of specialist institutes of the faculty to the general public. They also function as an important and very illustrative teaching unit presenting comprehensive specialist topics related to the issue of horticulture, horticultural tradition and environmental culture. The Theme Gardens of the FH form a new functional and artistic whole within the terms of the historically created Lednice-Valtice complex and continuously follow onto the

present-day forms and spirit of the cultural heritage and creative traditions of horticultural art and landscape architecture, which have formed the garden as a phenomenon of the quality of the life of man and a fundamental expression of man's relationship to nature, the landscape and the home environment, within the context of European learning, humanist traditions and culture over a period of many centuries.

28 University Forestry Enterprise Masarykův les Křtiny MENDELU (UFE)

UFE Křtiny has been a special-purpose facility of Mendel University in Brno since 1923. It provides a practical facility chiefly for students of study programmes of the Forestry and Wood Technology Faculty and creates conditions for addressing pedagogic, research and verification tasks. It is also used by the public for recreational purposes. The UFE forest neighbours the northern edge of the South Moravian metropolis of Brno and stretches all the way the town of Blansko.

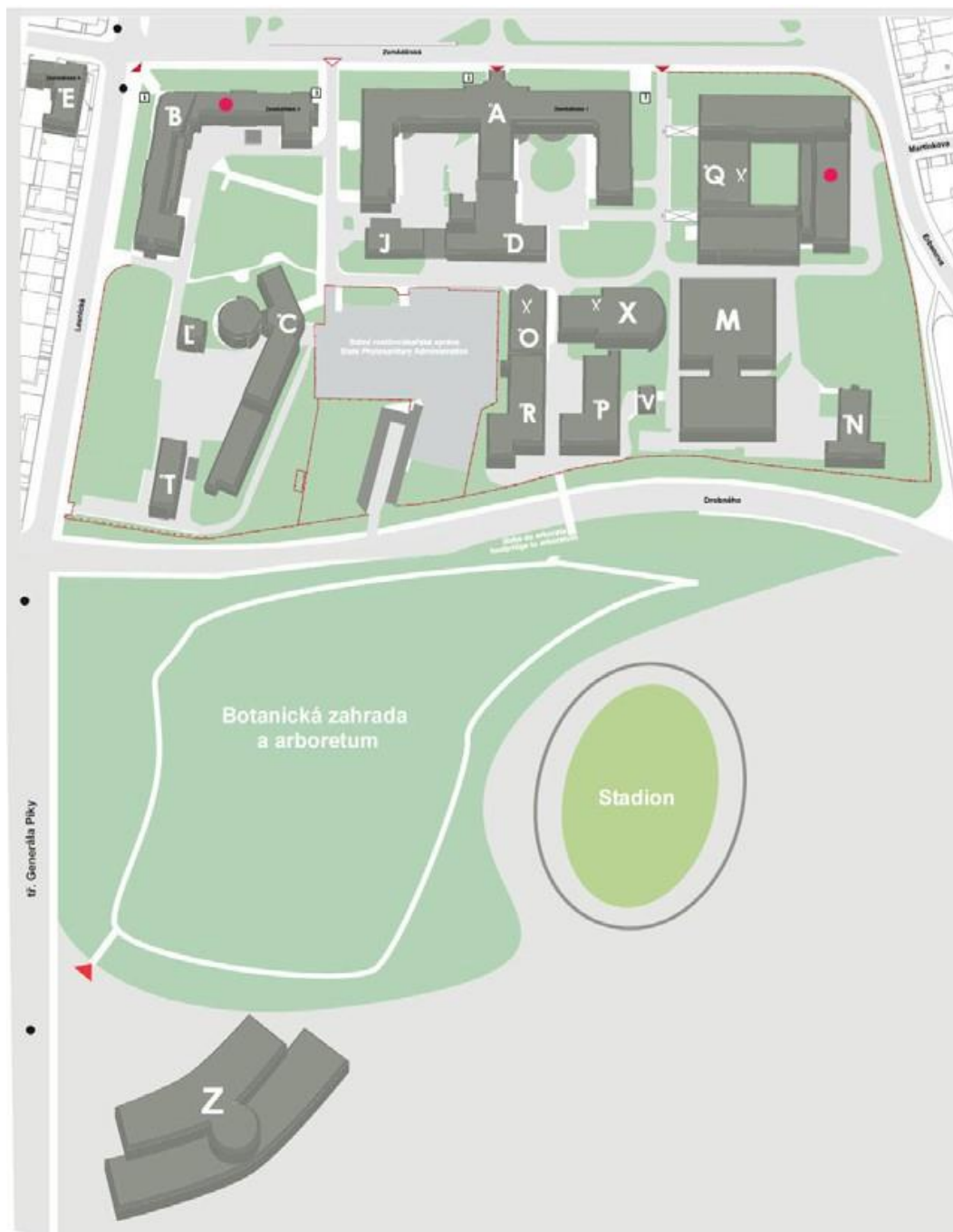
29 University Agricultural Enterprise Žabčice – UAE Žabčice MENDELU

UAE Žabčice is a specific agricultural subject in the Czech Republic. It originated in its current form in 2001, when two previously independent university enterprises were merged. Its key mission is special-purpose activities, which include practical tuition and practical work by students, assurance of scientific-research activities by students when researching their final theses, and also research, developmental, demonstration and advisory activities in relation to plant, animal and special production. The enterprise is also regularly used by the Veterinary and Pharmaceutical University in Brno and a number of specialised secondary schools and vocational schools in the South Moravian Region, for practical tuition of students and pupils.

30 Conclusion

If there is something you did not find in the manual, or you would like to know more about it, do not hesitate to ask your supervisor, colleagues or the Human Resources Management Office.

31 Map of the complex Černá Pole



Explanations

- A) Rectorate
- B) Faculty of Forestry and Wood Technology
- C) Faculty of AgriSciences
- D) Building of Faculty of AgriSciences
- E) ILL MENDELU
- J) Building of Faculty of AgriSciences
- M) Building of Faculty of AgriSciences
- N) Building of Faculty of AgriSciences
- O) Staff Canteen
- P) Building of Faculty of Forestry and Wood Technology
- Q) Faculty of Business and Economics
- R) Building of Faculty of AgriSciences
- T) Building of Faculty of Forestry and Wood Technology
- X) Canteen
- Z) Faculty of Regional Development and International Studies

☒ informační panel areálu MENDELU
information board, MENDELU

🚗 vjezd do areálu
drive way to the campus

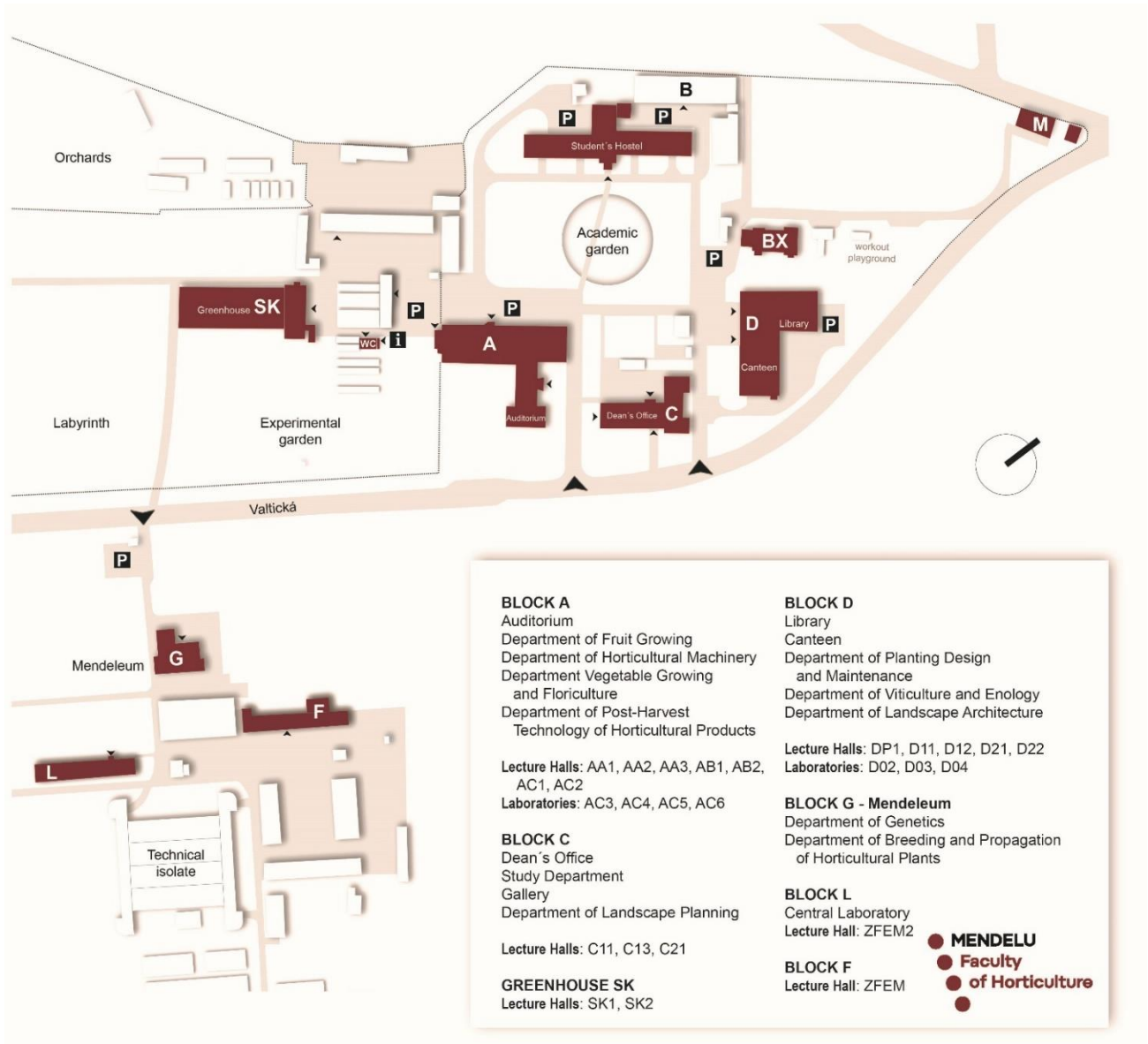
🚶 vstup do areálu
entrance to the campus

X občerstvení
buffet

● zastávka MHD
tram stop



32 Map of the complex of Faculty of Horticulture in Lednice



This guide originated with the support of the “Development of capacities for the field of research AND development AT Mendel University IN Brno CZ.02.2.69/0.0/0.0/16_028/0006175“ project



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání

