



# Your guide to MENDELU



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# 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](#).

The university comprises five faculties – the Faculty of AgriSciences, the Faculty of Forestry and Wood Technology, the Faculty of Business and Economics, the Faculty of Horticulture, and the Faculty of Regional Development and International Studies – as well as one university institute, the Institute of Lifelong Learning. The entire university is based in Brno, with the sole exception of the Faculty of Horticulture, which is located in Lednice.

The university offers accredited bachelor's, master's, and doctoral degree programmes in both full-time and part-time modes of study. In addition to bachelor's studies and scientific research activities, the Institute of Lifelong Learning provides a wide range of professional, language, and leisure courses for students, staff, and the general public, as well as psychological, career, and other forms of counselling.

Older adults may study at the University of the Third Age or the Intergenerational University.

University management

**doc. Ing. Martin Klimánek, Ph.D.**

Rector

**doc. Ing. Petr Kupec, Ph.D.**

Vice-rector for strategy, sustainability and special-purpose activities

**prof. Ing. Robert Pokluda, Ph.D.**

Vice-rector for creative activities

**doc. PhDr. Martina Rašticová, Ph.D.**

Vice-rector for international affairs

**prof. Ing. Jiří Skládanka, Ph.D.**

Vice-rector for quality, communication and human resources

**doc. Ing. Hana Středová, Ph.D.**

Vice-rector for educational affairs

**Ing. Jiří Ševčík**

Bursar

## **Mendel University in Brno**

|                                |  |
|--------------------------------|--|
| <b>Registered office:</b>      | Zemědělská 1, Brno MENDELU Rectorate: building A   |
| <b>Correspondence address:</b> | Zemědělská 1665/1, 613 00 Brno, Czech Republic     |
| <b>Telephone:</b>              | +420 545 131 111                                   |
| <b>E-mail:</b>                 | info@mendelu.cz                                    |
| <b>Web:</b>                    | <a href="http://mendelu.cz/en/">mendelu.cz/en/</a> |
| <b>Company Reg No.:</b>        | 62156489   |
| <b>Tax Reg No.:</b>            | CZ62156489   |
| <b>Data box ID:</b>            | 85jj9bs  |

## **2 Mision, vision and goals of the University**

### **University Mission**

The mission of the University is to be an open institution offering flexible education reflecting the needs of the 21st century, contributing to critical thinking and the general development of creative activities relevant to society while being a dynamic multicultural institution shaping broader societal development.

### **University Vission**

We aspire to be an internationally recognized university that provides a unique combination of educational, creative and career-oriented activities, along with extensive opportunities for practical training on university farms and modern methods of blended learning, will serve to educate high-quality and flexibly employable graduates.

### **The university intends to promote the following key visions in its strategic goals:**

- Build comprehensive excellence in all roles the university fulfills;
- Conduct innovative research with global dissemination of knowledge and knowledge transfer;
- Ensure high-quality education with an emphasis on graduates' critical thinking and creativity;
- Seek collaboration with relevant partners to address local and global issues;
- Create a multicultural environment with the participation of international students and staff;
- Contribute to shaping culture, global societal development, and implementing the concept of social responsibility;
- Build a comprehensive brand with an international impact.

### 3 Equal treatment, principle of equal opportunities

Adherence to ethical principles is the foundation of our success and reputation. Together, we aim to create an environment that is fair, transparent, safe, and supportive, allowing all our employees and students to fulfill their potential.

The basic ethical standards of behavior are set forth in the MENDELU [Code of Ethics](#).

Our internal anti-corruption program eliminates or significantly reduces the potential for corruption and fraud within the university, identifies high-risk areas, and defines activities that may be susceptible to such behavior.

If you find yourself in a situation where you are unsure of the correct course of action or encounter an ethical issue, do not hesitate to consult your supervisors or one of the university's ethics committees. More information can be found on the university's website dedicated to [ethics and integrity](#).

In cases of suspected unethical or illegal conduct, we have established a whistleblower protection policy that shields employees from retaliatory measures for reporting in good faith. [Information on submitting reports in accordance with the Whistleblower Protection Act](#) is available only in Czech language.

Discrimination, bullying, and harassment in any form are not tolerated at MENDELU. The [#safemendelu](#) platform focuses on preventing and addressing inappropriate behavior in the workplace and study environment. If you become a victim or witness of bullying or sexual harassment, please reach out to one of [the counsellors for SafeMendelu](#).

We have implemented [measures](#) to maintain a safe working and study environment.

We support equal opportunities for all, regardless of race, ethnicity, nationality, ideology, religion, belief, worldview, age, gender, sexual orientation, physical disability, social background, or economic status. To promote and support gender equality, [the Gender Equality Plan of Mendel University in Brno for the period from 2025 to 2028](#) has been implemented.

### 4 Employee care

In 2018, Mendel University in Brno received the prestigious [HR Excellence in Research Award](#) from the European Commission for excellence in human-resources care within the research environment. This commits us to continually developing and improving the working conditions for academic, research, administrative, and technical staff.

[The Human Resources Management Office](#) (Odbor řízení lidských zdrojů) is here to help you with anything related to your employment at the University. You can find us in the Rector's Office - on the first floor of Building A.

**Human Resources Management Office is consists of:**

- Personnel Department – [contacts for the HR officers](#)
- HR Development Department

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](mailto:personalni.zf@mendelu.cz).

[SKM MENDELU](#), [ŠLP Křtiny](#) and [ŠZP Žabčice](#) also have their own personnel and payroll departments.

To ensure the smooth and efficient operation of the university, it is important for every employee to understand and adhere to our [Employment Code](#), which govern working conditions and the rights and obligations of both the employer and employees in employment relationships.

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

Further useful information can be obtained through the newsletters of [the Project Centre](#), [the Strategy and Analysis Department](#), [the Registry and Archive Services Department](#), and [the Open Science Center](#).

## 5 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.

### 5.1 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.

### 5.2 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).

### 5.3 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.

### 5.4 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.

## 6 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 and 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](#).

### 6.1 Medical examination

Before starting your employment, you are required to undergo an initial medical examination, depending on the risk factors associated with your job position. Employees classified in Category I are not obliged to undergo a medical examination, except at the request of their line manager; in such cases, the examination may be carried out either by their registered GP or by the university's contracted physician.

Employees classified in Category I with occupational risk, as well as those in Categories II, III and IV, and professional drivers, may undergo the examination only with the contracted physician of MENDELU. To allow the contracted physician to assess your medical fitness, please bring an extract from your medical records issued by your registered GP (not older than three months) and the assessment form, which will be sent to you by your HR officer.

You must submit the medical certificate to your HR officer no later than 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 – Zábřovice, you can make an appointment by phone +420 973 445 603 and e-mail [pls@vnbrno.cz](mailto: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
- Entrance medical examination for the Faculty of Forestry and Wood Technology, Zlín branch  
MUDr. Zbyněk Pospíšil, DRPOS s.r.o., Zahradní 973, 763 02 Zlín

### 6.2 Documents that must be submitted

You need to provide the original employment record from your previous employer in the Czech Republic (if applicable), or, if you were registered with the Labour Office, confirmation that you have been removed from the jobseekers' register. If you receive a pension or have been recognised as a person with a disability, you must submit the decision on your entitlement and degree of classification issued by the Czech Social Security Administration (if applicable).

### 6.3 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.

### 6.4 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.

## 7 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/](http://mendelu.cz/en/) to the university's information system menu by clicking on the [Information Systems](#) link.

You can contact IT support at the address [helpdesk.mendelu.cz](http://helpdesk.mendelu.cz).

### 7.1 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.

### 7.2 University e-mail (Office 365)

The basic e-mail solution for employees is [Office 365](#), which enables integrated email communication, shared calendars and files, meeting coordination, and access to mail, calendars, tasks, and contacts from various devices and locations.

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

### 7.3 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/](http://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](#).

### 7.4 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 \*\*\*). You can find the list of internal extension numbers for MENDELU staff, including any mobile phone numbers, at <https://is.mendelu.cz/lide/>. A business mobile phone is provided to employees based on the decision of their head of department.

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](mailto: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.

## 8 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.

## 9 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](#).

## 10 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](#).

## 11 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

### 11.1 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 [Wage 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.

### 11.2 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 Insurance Records (ELDP). Employees can submit an electronic request for the annual tax reconciliation, and those who file their tax return independently can download their Income Certificate (Potvrzení o příjmech).

## 12 Benefits

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

### 12.1 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 in the canteen O.

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.

### 12.1.1 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.

At the Akademie canteen, the O canteen, and the Lednice canteen, you can order meals a week in advance through the [ISKAM](#) system. Instructions on how to place an order can be found [here](#).

### 12.1.2 Catering system in Lednice

At the Lednice canteen, meal preparation and distribution are managed by an external company, so it is recommended to [order](#) through the [ISKAM](#) system. The number of meals available without prior ordering is very limited.

### 12.1.3 Meal Vouchers

Employees can also make use of the meal allowance via the [Edenred Card](#). The card can be used to pay in selected restaurants, retail chains and grocery shops, as well as in the student canteen in Building X. MENDELU provides employees with meal vouchers worth 100 CZK. The employer contributes 55 CZK, and the employee contributes 45 CZK, which is deducted from their salary.

**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.

## 12.2 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.

## 12.3 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.

## 12.4 Education, courses and Counselling Centre

The Institute 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.

## 12.5 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.

## 12.6 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.

## 12.7 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.

## 12.8 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.

## 12.9 Staying in holiday resorts

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

[Karlov](#) 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.

## 12.10 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.

## 13 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.

### 13.1 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.

### 13.2 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](mailto:hasekms@mendelu.cz), tel. +420 737 513 376

### 13.3 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.

### 13.4 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.

### 13.5 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.

## 14 MENDELU building rules and entering in a vehicle

You need an employee card with an activated permit to enter the complex in a vehicle. [Rules for vehicle entry and parking](#) 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.

## 15 Office supplies / Promotional items

Office supplies can be ordered through the internal university e-shop [Marquet MENDELU](#). Promotional items, gifts and souvenirs with the university logo can be purchased in the [Mendel Shop](#).

## 16 Business trips in the Czech Republic and abroad

The terms for providing travel compensation are governed by [Domestic and foreign per diems, compensation for the use of motor vehicles and fuel prices for 2022](#) 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](#).

## 17 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, 2<sup>nd</sup> floor to the left  
Office hours: Mo–Thu 09.00–11.00, 11.30 – 13.00, Fri 8.00 – 11.00  
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.

## 18 Central Filing Office

[The Filing Office](#) (website only in Czech) is located in building A, 2<sup>nd</sup> 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](mailto:podatelna@mendelu.cz)  
Office hours: Mon–Fri 8 a.m.–11 a.m., 1 p.m.–3 p.m.  
Telephone: +420 545 135 212

## 19 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

## 20 MENDELU management system

More information on the management system and the functioning of the university can be found in the [MENDELU Statute](#).

### 20.1 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.

## **20.2 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.

## **20.3 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.

## **20.4 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.

## **20.5 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.

## 20.6 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](#)

[University Agriculture Enterprise in Žabčice](#)

## 20.7 University bodies

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

### 20.7.1 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.

## 20.7.2 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.

## 20.7.3 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.

## 21 Faculties

- Faculty of AgriSciences
- Faculty of Forestry and Wood Technology
- Faculty of Business and Economics

- [Faculty of Horticulture](#)
- [Faculty of Regional Development and International Studies](#)

## **22 Vysokoškolský ústav**

- [Institute of Lifelong Learning](#)

## **23 Celoškolská pracoviště**

- [Botanical Garden and Arboretum](#)
- [Centre of Sport Activities](#)
  - [Secretariat](#)
  - [Teaching Methods of Sports Disciplines Office](#)
- [Department of Information Technology](#)
  - [Department of Infrastructure](#)
    - Administration Office
  - [Department of Information Systems](#)
- [Department of Scientific and Pedagogical Information and Services](#)
  - [Audiovisual Centre](#)
  - [Library](#)
  - [Open Science centrum](#)
  - [Mendel University Press](#)
  - [Department of Science and Research](#)
    - [Transfer Technology Office](#)

## **24 Vysokoškolské statky**

- [University Agriculture Enterprise Žabčice](#)
- [University Forest Enterprise Masaryk Forest in Křtiny](#)

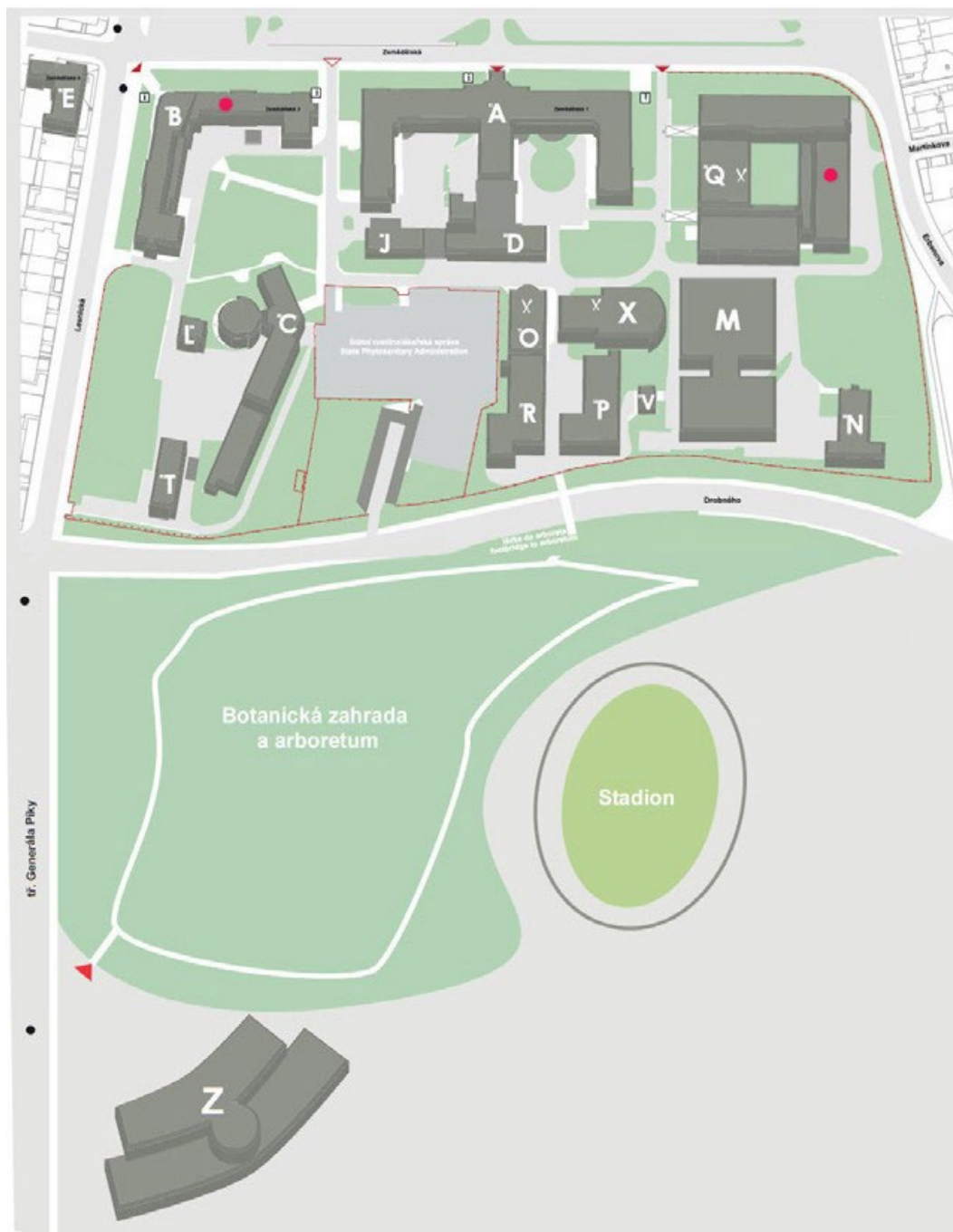
## **25 Účelová zařízení**

- [Student Dormitory and Canteen Administration](#)

## **26 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.

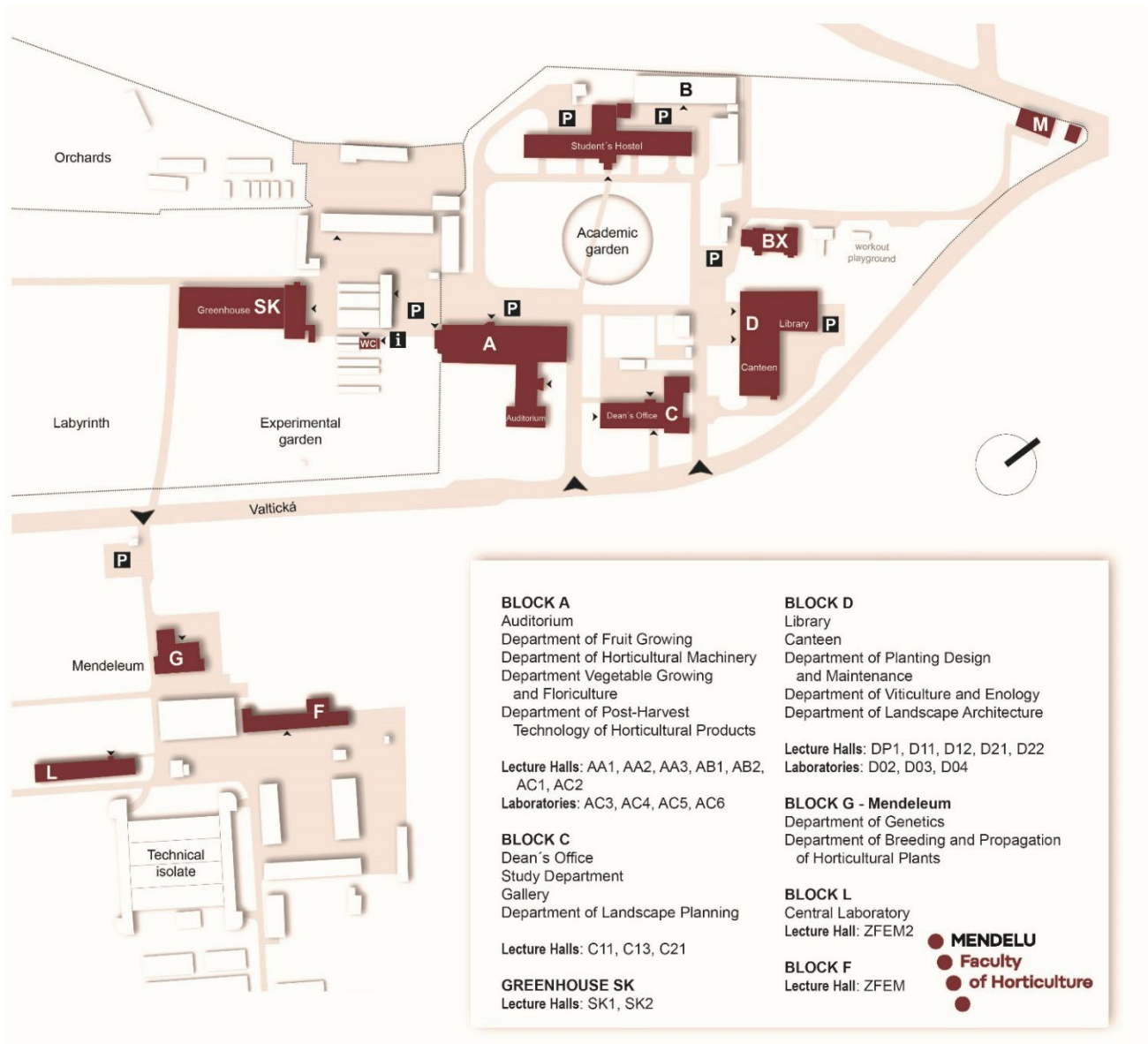
## 27 Map of the complex Černá Pole



### 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

## 28 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

