

UNIVERSITY OF PARDUBICE

# **A GUIDE**

**FOR NEW EMPLOYEES**



UNIVERSITY  
OF PARDUBICE

Welcome at the University of Pardubice.

I am glad that you decided to continue your professional growth here at the University of Pardubice.

People are the most important part and a driving force of any organisation. Only your initiative and inventiveness will make our university work well and support its further development. The academic environment brings many benefits, but it is also a commitment at the same time. I believe that you will enjoy your studies and contribute to the reputation of our university.

I wish you every success. May the university you are becoming a part of become an integral part of you.

prof. Ing. Libor Čapek, Ph.D.  
Rector



HR EXCELLENCE IN RESEARCH

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## UNIVERSITY OF PARDUBICE

- **Seventy years of history** • **seven faculties** • **7,000 students** • **1,100 employees** •
- **Well-equipped classrooms and laboratories** • **top scientific teams** •
- **institutional accreditation in key fields** •

Chemists and economists, philosophers and historians, health professionals, transport experts, electrical engineers and computer scientists or restorers study here. According to international evaluations, we are one of the TOP 10 universities in the Czech Republic.

The University of Pardubice develops a seventy-year tradition of higher education in the city. By Government Decree No. 81 of 27 June 1950, the Chemical College in Pardubice was established. As of November 1953, it was called the Institute of Chemical Technology in Pardubice (VŠChT) for forty years. After 1989, the character of the school changed, new faculties were established and the range of study programmes multiplied. In 1994, the name of the school was changed to the University of Pardubice by an act. The single-faculty VŠChT has gradually become a modern multidisciplinary university, whose seven faculties provide education in a wide range of fields. However, it also offers education courses in a number of unique areas, such as energy materials, printing, materials research, radar systems, rail vehicles and restoration technologies.

The dynamic development at the turn of the millennium proves that the University of Pardubice is able to quickly adapt to changes in external conditions, respond effectively to technological and social developments and demand in the labour market and use its current scientific research achievements in education. In a number of areas of education, science and research, the University has an important national and international position. This was confirmed by an institutional accreditation (2018) obtained for 6 areas of education, which epitomise the basic spectrum of main activities and the potential for further development of science and research in educational activities at the University of Pardubice.

In 70 years, the University has become a modern and consolidated institution, with 40,000 highly qualified professionals having left its lecture rooms. The current university with seven thousand students and twelve hundred academic, scientific and other staff is an important centre of education, the importance of which extends beyond the borders of the Czech Republic.

### **MISSION AND VISION**

The University of Pardubice is an internationally respected multidisciplinary centre for education, science and research. Its general mission is to link high quality education with science. Through creative human potential, it strives for the general development of education, increasing the quality of life and prosperity of society.

#### **The vision of the University of Pardubice is to:**

- be an **internationally respected centre of education and scientific research and creative activities**,
- build on clearly defined **high-quality and excellent areas** of educational and research activities,
- be a **multidisciplinary university**,

- be a **modern, open, socially responsible**, educational institution **with significant research and innovation potential**, demonstrating activity and competitiveness on a national and international scale,
- be **rich in diversity and quality** of natural, technical, economic, human, social, medical and artistic sciences,
- **fulfil the third role of the University** as an educational centre for lifelong learning for experts and general public with an emphasis on the challenges of sustainable development of the whole society,
- be an **internally consolidated**, stable and financially sound institution, unified by an internal culture, shared values and traditions,
- be a strong partner in the sustainable development of the Pardubice Region, the Czech Republic and the international area.

The University provides education in courses of natural, technical and social sciences, economics, health and arts at its seven faculties. Its faculties are:

- Faculty of Chemical Technology
- Faculty of Economics and Administration
- Faculty of Transport Engineering
- Faculty of Arts and Philosophy
- Faculty of Restoration
- Faculty of Electrical Engineering and Informatics
- Faculty of Health Studies

## **DEVELOPMENT PRIORITIES OF THE UNIVERSITY OF PARDUBICE**

The basic development goals and activities of the University are defined in the Strategic Plan of the University of Pardubice for the period from 2021 and in the Implementation Schedule of the Strategic Plan of the University of Pardubice for individual years, which are available on the intranet, in the section „[Internal Documents | University of Pardubice \(upce.cz/en\)](https://upce.cz/en)“.

### • **Priority 1: Competences of students for the 21st century**

To be a high-standard educational institution for 9,000 university students enrolled in Czech or English study programmes and participants in lifelong learning, with an emphasis on the quality of education and the employment of graduates in the labour market.

### • **Priority 2: High-standard and respected scientific research and creative activities**

To be a high-standard research organisation achieves internationally recognised and competitive results in clearly defined areas of scientific research and creative activity. Research and creative activities will be developed in those fields with a clear scientific concept.

### • **Priority 3: People are most important for the quality and sustainable development of our university**

- High-standard, motivated and supported employees, proud of their affiliation with the University of Pardubice, are a basic prerequisite for fulfilling the mission and vision of the University, achieving excellence nationally and internationally and for further high-standard and sustainable development of the University, which values their work and appreciates their contribution to achieving the set goals.

- **Priority 4: International dimension of the University of Pardubice adequate for the 21st century**

To be an open institution with a growing international dimension, a growing share of international staff, foreign mobility and a growing number of foreign students studying in English language programmes.

- **Priority 5: Our common identity: long tradition, 7 faculties, one brand**

To be among the 10 most important public universities in the Czech Republic.

## ☼ **SHARED VALUES OF THE ACADEMIC COMMUNITY OF THE UNIVERSITY OF PARDUBICE**

- democratic and moral principles, academic freedom,
- respect for individuals, society, the environment, material, cultural and ethical values,
- creative, critical and independent thinking and its free expression,
- unity in education, science, research, development and innovation,
- openness and diversity for creative results,
- diversity of the faculties and the unity of the University in its entirety,
- partnership and cooperation regardless of gender, race, culture and religion,
- high-standard academic education and support of talents for excellence,
- integral, highly ethical development and self-improvement of individuals,
- innovation and sustainability of solutions to domestic and global challenges,
- open communication inside and outside the institution,
- quality, prosperity and social responsibility.

## ☼ **HIERARCHY AND ORGANISATION**

The University of Pardubice, like all universities in the Czech Republic, is governed in its activities primarily by Act No. 111/1998 Sb., On Universities and on Amendments to Other Acts (Higher Education Act), as amended.

### **The self-governing academic bodies of the University are:**

- Academic Senate,
- Rector,
- Scientific Board,
- Internal Assessment Board,
- Disciplinary Committee.

Other bodies are the Board of Trustees and the Quaestor.

The University is headed by the **Rector**, who manages its activities, acts in and decides on university matters. Powers in matters concerning faculties are transferred to the deans of the faculties.

The University **Executive Board** consists of the Rector and the **Vice-Rectors** appointed by him/her: Vice-Rector for Education and Quality, Vice-Rector for Research and Development, Vice-Rector for External Affairs and Vice-Rector for Internal Affairs. Economic activities and internal administration of the University is managed by the **Bursar**. One of the vice-rectors is appointed a statutory deputy to the Rector.

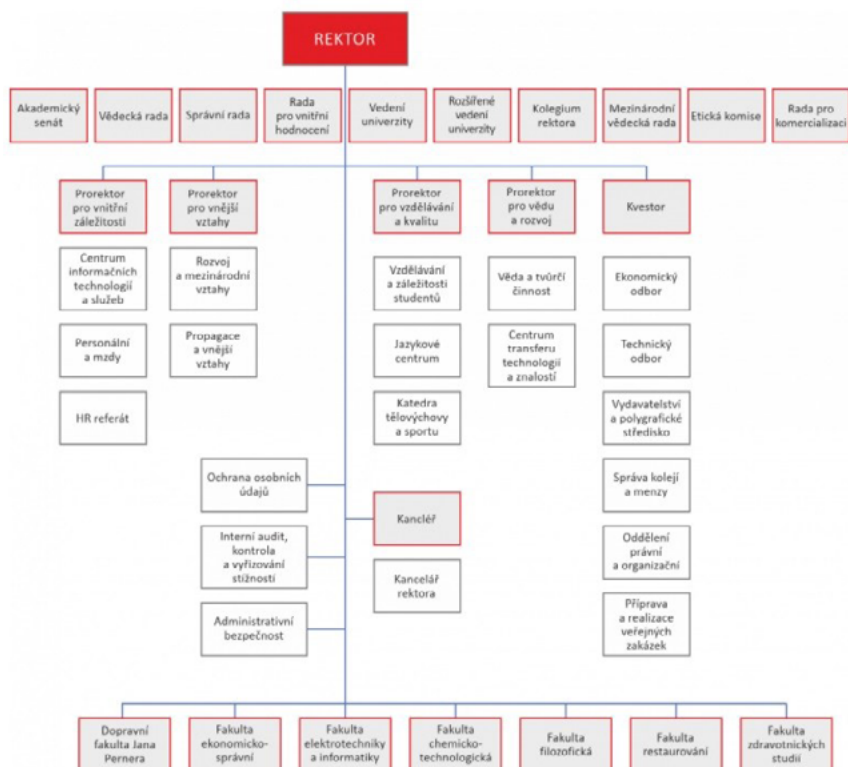
The University **Rectorate** is an organisational unit whose staff, offices, units and divisions provide administrative and economic support for the University's activities and provide direct or methodological assistance and services to the faculties and other parts of the University.

The main components of the University are the **faculties**. A **faculty** is headed by the **Dean**, the Faculty Executive Board consists of **Vice-deans** appointed by the Dean and the Faculty **Secretary**. An organisational unit for administrative support of the faculty's activities is the Dean's Office, which has a number of specialised offices.

**Academic Senate** is a collective self-governing representative, elected body of the University/Faculty. The Academic Senate of the University consists of 39 elected members of the academic community – senators. Represented therein are academic staff as well as faculty students. Senators from the ranks of academic staff form the Chamber of Academic Staff, senators from the ranks of students form the Chamber of Students. The term of office of the Senate is three years.

The **Scientific Board** of the University/Faculty is a self-governing academic body that deals with important expert scientific and pedagogical matters of the University/Faculty. The Scientific Board of the University (Faculty) is appointed by the Rector (Dean), who also chairs it.

In addition to the above-mentioned university bodies, in which the University's academic and research staff can participate either by election or appointment, all employees may, on the basis of their professional experience and post, participate in a number of expert and working committees set up to address specific situations, issues and projects.





The organisational structure of the University is enshrined in the Organisational Rules of the University of Pardubice – Directive No. 6/2021 (on the intranet, in the section „Internal documents – Directives, orders, notifications, measures“). The directive also includes an overview of all parts and departments of the University, faculties, research and other centres, departments, divisions and offices, etc., including their abbreviations. Faculty statutes and faculty organisational standards provide an overview of the internal organisational structure of faculties.

## UNIVERSITY CAMPUS AND PREMISES

A modern and barrier-free university campus near the centre of the city of one hundred thousand in Pardubice-Polabiny in Studentská Street creates ideal conditions for the all-round development of young people. The pleasant environment and rich opportunities for students' sports and cultural life, combined with a rich range of high-standard and demanding study programmes, are comparable to the leading European universities of the 3rd millennium.

Most of the teaching facilities, library, conference centre, accommodation, sports and other facilities of the University are located on the University campus, as well as the **faculties of Chemical Technology, Economics and Administration, Transport, Arts and Philosophy and the Rectorate**.

University campus address: Studentská 95, 530 09 Pardubice – Polabiny II

## OTHER UNIVERSITY PREMISES

**Faculty of Electrical Engineering and Informatics** is located on 565 Čs. legií Square in the centre of Pardubice (on the site of the original Institute of Chemical Technology in Pardubice).

**Faculty of Chemical Technology** is located in three locations – in the centre of the University campus, in the Technology Pavilion in Doubravice (41 Doubravice) and in the city centre, where it has its Centre of Materials and Nanotechnologies (CEMNAT).

**Faculty of Transport Engineering**, in addition to its headquarters on the University campus, has its Centre for Education and Research in Transport (CERT) on the campus in Doubravice and two detached workplaces in Česká Třebová and Prague.

**Faculty of Health Studies** is located on the premises in 395 Průmyslová Street at the exit from Pardubice to Černá za Bory, where there is also a Secondary Medical School.

**Faculty of Restoration** is located on the castle hill in the town of Litomyšl at 3 Jiráskova Street.

A virtual campus tour is available on the University of Pardubice website in the section „Contacts – University – Virtual Campus Tour“. [„Contacts – University – Virtual Campus Tour | University of Pardubice \(upce.cz/en\)“](#).

Information on barrier-free access and movement at the University can be found on the University's website, in the section „Faculties and components – ALMA Centre – Campus without Barriers“. [„Contacts – University – Virtual Campus Tour | University of Pardubice \(upce.cz/en\)“](#). Not yet available in English full version.



## INFORMATION FOR A NEW EMPLOYEE

High-standard, motivated and supported employees, proud of their affiliation with the University of Pardubice, are a basic prerequisite for fulfilling the mission and vision of the University, achieving excellence nationally and internationally and for further high-standard and sustainable development of the University, which values their work and appreciates their contribution to achieving the set goals.

This guide should help you orientate yourself at the University of Pardubice, in its activities, the hierarchy of the academic environment and support services and information systems, and integrate into teams that work both at the level of individual faculties and across other workplaces of the University so that you can make the best use of your work potential and skills and thus contribute to the fulfilment of the goals and tasks of both your workplace and the entire university and its components.

Starting a new job is complicated and can be difficult. It is necessary to absorb a large amount of new information, get to know new colleagues with whom you will work in the next period, orientate yourself in a new work environment and, last but not least, work at your own workplace within the agreed job description.

Ing. Adéla Myšková  
HR Manager

[hrmanager@upce.cz](mailto:hrmanager@upce.cz)

## FIRST STEPS OF A NEW EMPLOYEE

### ••• EMPLOYMENT CONTRACT

Before starting employment or at the latest on the day of starting, you sign an employment contract and a wage statement at the Wage and Human Resources (hereinafter „WHR“), which was handed over to you by a WHR assistant.

A significant number of employees have a permanent employment contract. Employees with a fixed-term employment contract work mainly in the positions of lecturer and senior lecturer, particularly in the case of novice academic and research staff. The possibility of obtaining a permanent employment contract has a motivational character, it should lead to achieving high-quality results in scientific and pedagogical activities and increasing qualifications. These conditions vary from faculty to faculty.

A fixed-term employment contract or another type of contract (agreement on the performance of work or an agreement on the performance of activities) is also concluded with employees participating in the solution of a specific term project or task.

All new employees usually have a fixed-term employment contract for 1-3 years. After that, the employment contract is extended according to the agreement with the superior for a fixed or indefinite period (permanent employment). The possibility of obtaining a permanent employment contract has a motivational character, it should lead to achieving high-quality results in scientific and pedagogical activities and increasing qualifications.

A fixed-term employment contract or another type of contract (an agreement to perform work or an agreement to complete a job) is also concluded with employees participating in a specific fixed-term project or task.

Should you have any questions regarding employment contracts to be concluded or already concluded, amendments and changes thereto, remuneration and evaluation, do not hesitate to contact your immediate superior, or the Wage and Human Resources.

### ••• JOB DESCRIPTION AND OTHER INTRODUCTORY DOCUMENTS

You should also become familiar with the job description developed by your supervisor. You will be provided with an employee ID card and you will sign the document „Taxpayer's Declaration“ at WHR and provide your bank account number for cashless wage payments.

### ••• WAGE AND HUMAN RESOURCES SUPPORT

You can contact the staff of the Wage and Human Resources at any time in all matters related to the staff and wage agenda, or via ServiceDesk (You can read more about ServiceDesk and where to find it in the chapter „Internal IT environment“).

You are required to report any changes to personal information through a dedicated form to WHR.

## GETTING TO WORK

### **How to get to Pardubice?**

The University of Pardubice is located in several premises. It therefore depends on the place of performance of your work and the workplace where you will work.

The main university complexes are in Pardubice, which lies at the junction of railway lines, bus connections and expressways. Choose the most suitable transport for you.

Similarly at other premises and workplaces, whether on the outskirts of Pardubice, in Doubravice (FChT and FTE) or in Průmyslová Street (FHS) or in Litomyšl (FR).

### **How to get to the University campus by public transport?**

There are public transport stops directly on the University campus. You can find timetables at [„www.dpmp.cz“](http://www.dpmp.cz).

- Stavařov Stop: 3, 33, 11, 4
- Hradecká Stop: 3, 33
- Univerzita Stop: 10, 16

(see the campus map at the end of the guide)

To the FChT Technology Complex in Doubravice – Semtín stop.

To the FHS premises in Průmyslová Street – Zdravotnická škola stop.

### **Going by car?**

Parking for visitors can be found at the Rectorate.

University staff have automatic access to the campus using an employee ID card. They can also park in the car parks below the sports complex in Kunětická Street and behind the EA building (FEA and FAP) in Studentská Street. Similarly, FChT employees have their own car park behind the faculty building. For short-term parking, you can also use the parking lot in front of Halls of Residence Pavilion D (to visit the University Assembly Hall or Library) or at the Dining Halls.

If you need long-term parking on the premises of your workplace, contact your supervisor.

### **Biking to work**

In Pardubice, university employees make extensive use of their own bicycles or short-term rental of „NextBike“ city bikes to get to work. There are a number of bicycle stands at university premises, and there is also a bicycle storage behind the Rectorate (entry with an employee's card).

## EMPLOYMENT COMMENCEMENT

On the first working day you will be acquainted with your workplace and colleagues, you will solve all the necessary formalities with WHR and you will complete a training to get basic information about the University of Pardubice and the principles of occupational safety and health. Electronic access data to information systems will also be activated for you and you will be acquainted with their use.covního místa:

- workplace – work table, chair;
- keys from the assigned office provided by your supervisor;

- necessary computer technology, e-mail address, telephone and telephone line are provided for you by your supervisor before your arrival. You can then solve any other requirements for computer technology or problems related to it with the Centre for Information Technology and Services through the so-called ServiceDesk, which you can read more about in the chapter „Internal IT Environment“.
- name of the office is printed by the Publishing and Printing Centre (tisk@upce.cz) in a uniform graphic on the basis of data provided by your supervisor in cooperation with you;
- further information on what needs to be done and in what time before starting employment is resolved by the Rules of Procedure of the University of Pardubice in Articles 3 and 4, or the supervisor will inform you before starting employment.

## **EMPLOYEE ID CARD**

After signing the employment contract upon entering the employment relationship, you will also receive a contactless chip card, the so-called Employee ID Card, which:

- serves to identify the person as an employee of the University;
- provides you with access to some facilities and buildings on campus;
- provides you with access to classrooms (as needed and at the request of the supervisor);
- provides you with access to the University library and allows you to use its services;
- allows you to use catering services in the Dining Halls;
- allows you to park in reserved car parks of the University.

The card contains your name, surname, photograph and personal number in the uniform visual style of the University. In case of a change of surname, you will be issued a new card free of charge, in case of damage or loss, a new card will be issued for a fee. All requirements concerning the Employee ID Card (change of data, issuance of a replacement ID card, etc.) are handled through the ServiceDesk at the CITS Card Centre.

## **MEDICAL EXAMINATION**

### **Medical fitness assessment**

The initial medical examination is provided by our contractual provider of occupational medical services, Česká preventivní s.r.o., in the surgery of the Regional Hospital Pardubice, Kyjevská 44, building no. 13, 2nd floor. Employees of the Faculty of Restoration in Litomyšl can undergo occupational medical examinations in a doctor's surgery in Litomyšl (MUDr. Jarmila Jindrová, Bratří Šťastných 645, Litomyšl). There you will continue to undergo periodic or extraordinary examinations. Before being sent for a medical examination, you must have a completed „Fitness Assessment Request“, which you will receive for the initial and extraordinary examination from the WHR officer and for periodic examinations from your manager (the request form requires the signature of the responsible person who sends the employee for examination). The forms can be downloaded from the employee intranet.

## **INITIAL TRAINING**

### **Introductory OHS and fire safety awareness training**

All new employees of the University are obliged to complete basic training at the University,

initial OSH training and fire prevention training. The WHR officer will inform the new employee of the training date. The completed training is recorded on the entry form issued by WHR. Both trainings are provided in one day, or you can complete them online (via the employee intranet), according to the situation and current instructions. (Training is provided by: Wage and Human Resources, phone: 6351; Safety, Inspection and Power Engineering Office, phone: 7200.)

## **MEETING NEW WORK COLLEAGUES**

On your first day of work, you will be taken care of by the relevant supervisor, or a person authorised by him/her will introduce you to your workplace. He/she will acquaint you with its specifics and introduce you to co-workers and other colleagues who will work most closely with you. The manager or authorised employee will also acquaint you with the basic organisational structure and orientation on the University campus and/or other university premises. It will help you with training for the job. For the first months in your new job, it will be him/her who you can turn to with questions and problems that arise during the performance of work tasks.

## COMMUNICATION WITHIN THE UNIVERSITY

The basic rules of communication with other staff and outside the University are given generally by the Organisational Guidelines and Work Rules of the University, communication with students according to the faculty regulations applicable to students and educational activities. All regulations can be found on the employee intranet.

In general, your direct superior will acquaint you with the procedures, and you can also turn to him/her with your other questions and suggestions.

### By e-mail

An employee e-mail is created for each new employee of the University, except for some operational employees (in the form name.surname@upce.cz – more in the chapter „Internal IT environment“). In case of a surname change, you need to inform WHR, which will enter the changes into the personnel system, from where they will be automatically reflected in other university information systems.

### By phone

Internal university calls are free of charge. This also applies to university workplaces located outside the campus (Litomyšl, Průmyslová Street – FHS, Česká Třebová, etc.). Internal university calls are made by dialling the four-digit number of the participant.

Calls from the external telephone network are made by dialling the number in the form: 466 03x xxx, where x xxx is a four-digit subscriber number. An employee using a business mobile phone can also make calls to another business mobile phones free of charge.

Business calls outside the University are made via „0“ in front of the telephone number itself.

Contacts and search for university staff, workplaces and departments are available on the staff intranet in the „[Contacts | University of Pardubice \(upce.cz/en\)](#)“ section and a few selected at the end of this guide.

### In person

For personal meetings, it is best to make an appointment in advance so that the employee in question can pay sufficient attention to you. We use the Outlook email client to schedule meetings, in the Calendar section – „New Meeting“ or „New Teams Meeting“.

### University website

A lot of information about the University and current information from academic events are published on the University's **website** in a bilingual version. The **employee intranet** is operated in the Czech and English language versions as well. The intranet serves to provide operating instructions and information about what is happening at the University as well as a guide to a number of university information systems for employees and doctoral students.

The Intranet also provides a lot of current and permanent information, procedures and instructions, e.g. all internal documents issued, in the tab „Contacts – People“, information about all employees, telephone directory, e-mail addresses, whether the employee is present at work, is on business trip or takes a vacation. It is where you can also access your personal website (VEMA Portal) with an overview of your holidays taken, travel expense reimbursed, how much

you paid in the dining hall and whether you have any loans in the library or what university property you manage. You will also find out the cost of private and business telephone calls here. Through other access codes, you also have access to your payslip, holiday leave requests and other information from our Wage and Human Resources IS VEMA.

Similarly, a **student intranet** is available for students in both language versions, providing students of all faculties with relevant information to study and informs them about what is happening at the University and each faculty, also accessible to university staff.

The information on the intranet is published at the workplaces by appointed web editors with varying degrees of authorisation to enter information.

The University also uses **social networks** to inform students and applicants.





## INTERNAL DOCUMENTS

For further work and to get acquainted with the processes and procedures, we recommend that you read the basic internal guidelines and documents of the University to be found on the employee intranet in the section „Internal documents“. These are mainly:

- Basic strategic documents of the University, Code of Ethics and Code of Good Research Practice, collective agreement;
- Internal regulations of the University: UPCE Statutes, Internal Wage Regulation, etc.;
- Work Rules of the University of Pardubice – Directive No. 4/2020;
- Organisational Guidelines of the University of Pardubice – Directive No. 6/2021.

## CRISIS MANAGEMENT

When solving crisis situations, always contact your direct superior, who should be able to help you with the situation and should be informed about it for any further necessary steps.

If you need to file a complaint, the procedure is similar, through your direct superior, or you can make a suggestion or complaint directly to the Internal Audit and Complaints (hereinafter „IAC“) and proceed according to the Rules of Procedure, Directive No. 4/2020. Department of Internal Audit, Control and Complaints Handling at the University of Pardubice and the Internal Control System – Directive No. 29/2005.

Employees can also contact the trade union, the head of the WHR, the HR manager, or directly the Dean of the faculty or the Rector (e.g. in the case of ethical issues).

The University takes complaints and suggestions seriously.

In addition to the above, you can also submit your suggestions from the academic sphere through elected academic bodies, i.e. the academic senates of the University or faculty (or their members). Suggestions of a technical and operational nature can be submitted via the Help Desk of the Technical Division; suggestions concerning computer technology should be directed to the ServiceDesk (see chapter „Internal IT environment“).

Announcements/notifications of emergencies and dangers and evacuation rules in the University premises are published on notice boards in the University premises at the main communication points.

### **Injuries – damage**

In the event of any accident or technical damage, contact your supervisor. The general regulations and internal standards of the University are to be followed.

More information regarding accidents can be found in Directive No. 1/2011 – Ensuring safety and health at work at the University of Pardubice.

In the event of technical damage, first inform your supervisor, who will help you resolve the situation. Compensation for property damage is to be dealt with in accordance with the internal guidelines and procedures of the University and those of the specific workplace based on the decision of the supervisor. In cooperation with an employee of the Rectorate's Economic Department, it is then possible to report an insured event to the University's insurance company.

## WORKING CONDITIONS AND ENVIRONMENT

The University's priorities include ensuring stable, transparent working conditions, a high-standard working and social environment, modern scientific facilities and other infrastructure services at a high, internationally comparable level as one of the prerequisites for the best possible performance of employees' activities.

The University has modern scientific and study facilities and an extensive set of cutting-edge equipment, in which it has invested a significant amount of funds in recent years, in accordance with the long-term development plan. It supports academics and researchers and their teams in engaging in a variety of project calls. Employees have access to a wide range of project and support services and further education opportunities.

### INTERNAL IT ENVIRONMENT

The services provided by the University's internal IT environment are extensive. Below is basic information on available services and applications that will allow you to orient yourself in the IT environment of the University, which is managed by the Centre for Information Technology and Services (CITS). Depending on your other work needs, you can find more information on the internal employee intranet, or your manager will provide you with the information.

#### LOGIN CREDENTIALS

You will need login credentials to work with all information systems within the University's internal IT environment.

The login typically consists of a username assigned to you by the University and a password of your choosing.

Your **username** is a combination of the first two letters of your first name, the first two letters of your surname and your employee number, which is four digits for regular employees and five digits for those with an agreement to complete a job and agreement to perform work (i.e. if your name was „John Smith“ and your employee number was „1234“, your username would be josm1234@upce.cz).

The string before the at sign (in the example shown, „josm1234“) is often referred to as a **NetID** in a university environment. Remember this term well, you will often encounter it.

The University IT environment is partly located in the cloud. Depending on where the information systems you log in to are located, you may need to enter your username in different forms:

- Excluding the @upce.cz part (i.e. only e.g. „josm1234“), you will enter your login credentials when logging in to systems that are located on university servers. Typically, it is an intranet, economic information system, file service, etc.
- Including @upce.cz (i.e. in full form, e.g. „josm1234@upce.cz“), you will log in to systems located in a cloud environment. Typically, it is Office365, e-mail box, MS Teams, etc.

#### Multifactor authentication

With the growing emphasis on cyber security, the so-called multifactor authentication (often referred to as MFA) is gradually being introduced. This term means that under certain circumstances, additional authentication information beyond the name and password may be required for you

to log in, e.g. confirmation of login via an authentication application on a mobile phone, authentication key, etc. You have probably already encountered MFA in an internet banking environment.

As soon as your MFA is turned on, you will have the option of choosing what other information you want to be verified with if necessary. You can also change this option at any time.

It is in your interest to have MFA enabled only in terms of achieving a higher level of security (to misuse your account, attackers will not only need to guess your password), but also in terms of greater comfort in some borderline situations, such as in case of a forgotten password. If you have MFA enabled, you will be able to reset your forgotten or expired password on your own, without the need for communication with the service department.

## **INTERNAL DATA NETWORK**

If you have a desktop computer assigned as part of your job, it will probably already be connected to your internal computer network and you won't need to worry about it.

If you have a laptop or other portable device (e.g. tablet, mobile phone), you will probably need to connect it to a computer network.

Depending on the nature of the equipment, two connection methods are possible:

- via a fixed connection (network cable),
- wirelessly.

The following subchapters provide key facts about connecting to the internal data network.

### **LAN**

LAN is sometimes (albeit not correctly) used to refer to an internal data network that you connect to with a network cable. Data sockets for these cables are available in most offices. However, not all socket ports are active, and not every device that you physically connect will actually gain access to the internal network. This is mainly due to the security of the internal network.

However, the computer, which is managed by the University and which you took over upon commencement of work, will have the necessary authorisation, as well as the socket you will find in your assigned office will already be activated. Your manager took care of that before you joined, so you don't need to worry about anything else.

However, should you still experience any problems with the connection to the internal data network, should you need to connect devices other than those provided by the University, etc., you need to enter this problem via the ServiceDesk. The employee to whom your request will be assigned will then elicit all the information necessary to be able to resolve your request.

### **Wifi**

Nowadays, devices often connect to the data network wirelessly. In some cases (e.g. when using video conferencing heavily), this connection may not be as powerful as a network cable connection, but in the vast majority of cases, a wireless connection is also fully compliant. On the other hand, on some mobile devices, the physical connector may not be present at all, and a connection other than wireless is therefore out of the question in these cases.

There are two wireless networks available at the University, which you can use. These are wireless networks called:


- Upa-zam,
- Eduroam.

Both networks are secured with credentials, but they differ in availability and the credentials

you use to connect to them. They also vary in the range of services you can access by connecting to them.

In the case of the **Upa-zam** network, you log in with the same credentials that you use to log in to your computer, intranet, e-mail, etc. By connecting to this network, you gain access to the Internet and all services of the internal IT environment as if you were connected with a network cable; for example, you can use network printers when connected to this network. However, the **Upa-zam** network is only available on university premises.


**Eduroam** is the name of a wireless network through which you can connect your devices (laptops, tablets or mobile phones) to the Internet, but not to the internal data network. Therefore, when connecting to this network, you cannot print using network printers, for example. You will need different credentials to log in to the Eduroam network. You can find this information on your employee intranet in your personal profile. The network is available at all buildings of the University of Pardubice and, moreover, you can connect to it at other universities in the Czech Republic or abroad and often in other places (e.g. in the train station in Pardubice, etc.).

 You can find more information about the Eduroam network on the specialised intranet portal <https://eduroam.upce.cz/en>.

## VPN

Sometimes it may be necessary to connect to internal university systems from outside the University premises. In that case, it is possible to use the so-called VPN options. To do this, you will need an installed client (application) that will create a VPN connection for you.

For you, this will really only mean that in cases where you work from non-university premises, you will have to start this client and enter your university login credentials into it.

 You can read more about VPN on the University's public website <https://www.upce.cz/vpn/en>.

## KEY INFORMATION SYSTEMS

The University's internal IT environment is a large environment composed of many information systems. It is not possible to summarise all these systems and their functions in one manual, and at the same time it is likely that you will only come into contact with some of them while performing your job and that you will never come across some others.

Your supervisor will acquaint you with the systems you will need to perform your job, or provide you with the appropriate training or access to them. You will also find descriptions and instructions on the employee intranet for a number of systems.

Below are some of the key systems you will need to be able to communicate with other parts of the University and possibly to find additional information you will need.

### E-mail

Undoubtedly the most important system for communication with other employees, students and others is e-mail. You have Outlook installed on your work computer. It is configured for direct use and you will probably use it most often.

At the same time, it's good to know that you can also access your e-mail through a web browser. There are several ways to access e-mail through a browser, you can intuitively enter an address in the address bar <http://posta.upce.cz> (or e.g. <https://outlook.office.com/>).

Depending on which computer you are trying to sign in to from your mail and which web browser you are using, you may need to verify your login information. As the e-mail is located

in a cloud environment, you need to enter your username in full, including the suffix @upce.cz. It is also important to note that the University e-mail address is used exclusively to deal with matters related to the performance of your job. Use for private purposes is not permitted. One of the reasons is the fact that in the event that your employment ends in the future, your e-mail address and mailbox will be automatically terminated.

For more information on logging in to e-mail, see the employee intranet, or the ServiceDesk knowledge base.

### **Employee intranet**

The intranet is an important source of information. It is a system of information web portals, the most important of which is the **employee intranet** located at <https://zamestnanci.upce.cz/en/>. However, there are other components of the intranet, such as the student intranet (<https://studenti.upce.cz/en/>), an information website thematically focused on online communication (<https://online.upce.cz>) etc.

All these websites are located on local university servers and to log in to them it is necessary to enter the **username in an abbreviated form**, i.e. without the suffix @upce.cz.

The employee intranet serves as an information portal about what is happening at the University and as a link site to other information sources and systems. Information can be found on it

- news from rectorate departments and faculties,
- personal page of the employee,
- contacts to other university staff,
- operational information,
- internal regulations and strategic documents,
- links to other information systems.

Any requests or problems with the intranet (and the website in general) can be entered into the University ServiceDesk.

The **main information systems** used by the University, which can be found on the employee intranet, also include:

VEMA – IS for Wage and Human Resources agenda and job systematisation;

VERSO – integrated information system – here you will find e.g. applications Holidays, Orders, Travel Expense Reports, Room Reservations, Grants and Projects, Internal Grant System, Internal Demand and Ordering System, Register of Contracts, Clearance Certificates, Meal Vouchers;

iFIS – a financial information system for economic agenda and file service;

VERSO – IS for the administration of holidays, meal vouchers, room reservations, orders, etc.;

STAG – the study agenda portal is primarily intended for students and academic staff. Includes complete teaching support;

OBD – a personal bibliographic database;

ISAK – IS for the administration of the accreditation process;

IPOS – an internal system for tenders. The responsible employee submits a request for a tender;

HAP-pi – information and data support for the evaluation of academic and research staff and doctoral students;

MIS – own university management IS, providing some overview and associated information about academic activities, students and employees, etc. managers and employees according to the work hierarchy;

IGS and GaP – The internal grant system is used to enter, monitor and evaluate projects in competitions announced by the University of Pardubice (e.g. Student Grant Competition, Internal Development Competition). Together with the Grants and Projects module, it represents a comprehensive tool for monitoring grants and projects at the University of Pardubice;

ISKaM – IS for catering services at the Dining Halls and accommodation at the Halls of Residence;

CRP – Central Register of Persons;

e-shop – selling university textbooks and literature;

Drupal – for publishing on the Internet and intranet;

AMI – IS for the administration of the passportisation of university buildings;

Education portal – here you can find an offer of education courses for university employees, registration for individual courses and training materials;

Technology and Knowledge Transfer portal;


HelpDesk and ServiceDesk – electronic helpdesk systems.

As part of the introductory training, you will be acquainted with the basic IS and their use, or as part of the induction training. In addition, the University continuously offers a number of training sessions for these systems, either on a regular basis or in their development and updating of innovations.

### **Vema portal**


Many issues related to your employment relationship with the University of Pardubice will be resolved with your manager, or with the Wage and Human Resources (WHR).

In an effort to simplify its processes, the University of Pardubice implements an extension to the Vema personnel system, which is intended for employees and which allows them to perform a number of tasks on their own – such as entering holidays, reporting changes to personal data, viewing payslips, attending training courses, etc.

 This extension for employees is called the Vema portal and can be found at <https://vema.upce.cz>.

To log in, use your abbreviated username, i.e. without the suffix @upce.cz. Since this is a sensitive area, in addition to the password, additional authentication is required using a security code, which by default is part of your birth number after the slash. However, we recommend that you change this default setting and generate one-time security codes using an authentication application (e.g. Microsoft Authenticator, Google Authenticator, etc.). To do so, use the link below the application form.

The range of options provided by the Vema portal is constantly expanding over time. Some activities are an extension for you, others are compulsory for you to perform. Your supervisor will provide you with information on what activities you are obliged to perform via the Vema portal.

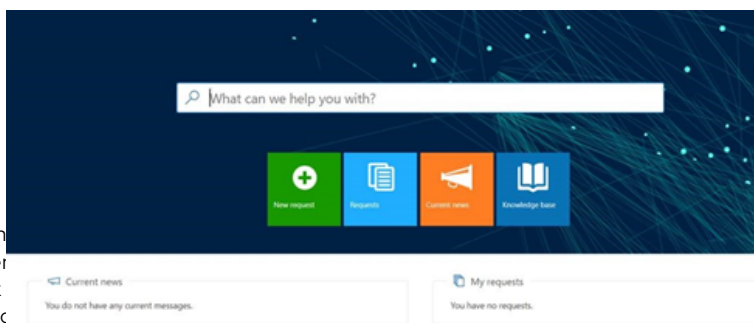
 The Vema portal area is being developed very intensively and it is likely that there will be changes to the login system over time. For this reason, we recommend that you regularly monitor notifications on the employee intranet.

## ServiceDesk

ServiceDesk is a central point where employees can write down their IT requirements or problems without having to know the processes that address those requirements or the people who can solve them. At the same time, employees can obtain information (news, instructions, etc.) that can help them solve their situation without the need to enter a request.

ServiceDesk is a web application located at <https://servicedesk.upce.cz/Alvao/Main>. You may need to verify your login credentials to log in. The login username must be provided in full, including the suffix@upce.cz.

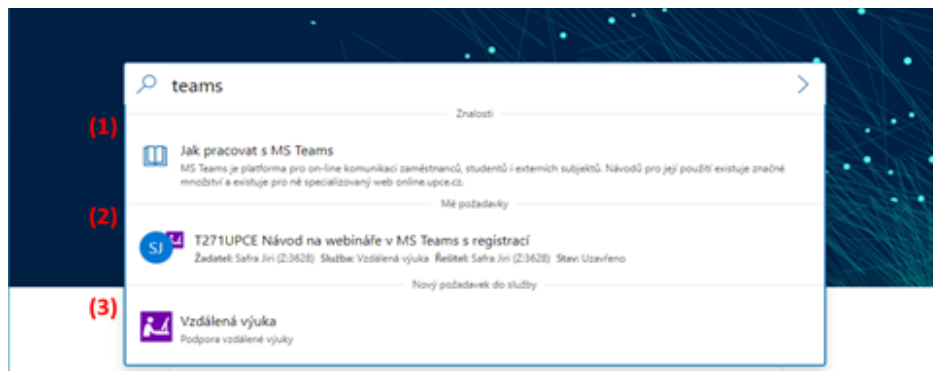
The use of the ServiceDesk is very straightforward, to enter the address a page with a smart search box is displayed, in which you only need to briefly (often with one keyword) enter what the user needs to solve.



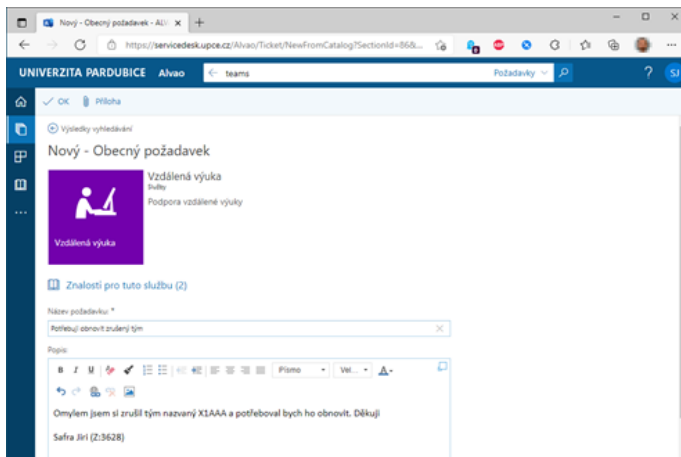
For example, if he/she enters (1), a link to him/her c

his/her problem. When creating a new request (3), a form is displayed, which can be differently structured depending on the process behind it. In most cases, however, it is very simple with a scope of subject and description, so its complexity does not exceed that of a regular e-mail.

platform, information also offers not solve







After entering the request, the user will receive an e-mail confirming receipt of the request within five minutes. All other communication in the given matter can also take place via e-mail, i.e. if the assigned solver needs further information, he/she writes it on the ticket and the user receives another e-mail with the given request for clarification, to which he/she also responds by e-mail.

✍ It is also possible to contact ServiceDesk via a message sent to the e-mail address [service-desk@upce.cz](mailto:service-desk@upce.cz) or the telephone number 6777. However, this method is **not the recommended primary way** to contact ServiceDesk, it only serves as an alternative option for cases where it is not possible to contact ServiceDesk via standard web forms.

### University Wiki (not yet available in English version)

In addition to centrally managed sources of information, there is also a community university wiki project. It is similar to Wikipedia, i.e. a web encyclopaedia to which anyone from the University can contribute, whether by creating new articles or revising existing ones. As a result, a wide range of topics that you will not learn about elsewhere are covered therein.

The wiki is based on the freedom to create content. So, you, new employees, can add information to the wiki to help other employees. You don't have to worry about not stating something formally correct for the first time – other users monitor the created content and make adjustments so that the information you enter is as useful as possible for others (e.g. they can add the article categorisation, etc.).

✍ You can find the University wiki at [wiki.upce.cz](http://wiki.upce.cz), when logging in, enter your login credentials in an abbreviated form, i.e. without the extension @upce.cz.

## 🌐 COUNSELLING AND INFORMATION CENTRES

The University of Pardubice provides professional information and counselling services at the University level through the staff of the Rectorate and central university units (Wage and Human Resources, Centre for Information Technology and Services, University Library, Department

of Educational Agenda, Career Centre, International Affairs and Development, Office for Research and Development, Centre for Technology and Knowledge Transfer).

### **Academic Counselling Centre (ACCUP)**

ACCUP provides professional individual counselling of psychological, psychotherapeutic, crisis-intervention, career and psychosocial character. It was established as a central university unit in 2011. It offers group and individual activities, consultations and courses under the guidance of experienced lecturers and psychotherapists. Counsellors providing one-time and long-term support and assistance in coping with life difficulties, in overcoming stress related to study or work, counselling in coping with partner and relationship crises or just a supportive interview in any situation.

The counselling service is completely free of charge for all students, employees and applicants. Consultations with counsellors take place by prior arrangement by e-mail or telephone.

You can find contacts for individual employees of the Academic Counselling Centre on the University website and intranet.

**Information and counselling centres** exist as a separate department at the Faculty of Economics and Administration and the Faculty of Arts and Philosophy. It serves primarily students and those interested in studying, but, if necessary, they also provide services to university employees.

### **Career Centre**

The Career Centre („CC“) provides students with courses and guidance to increase their orientation in the labour market. At the CC, we work with students, which we support in discovering their own potential. In the field of career counselling, we offer general career consultations as well as individual consultations to create CVs and cover letters. We also hold assessment centres, workshops and seminars in the field of soft-skills at the CC. An integral part of our comprehensive approach is cooperation with external experts from the practice of various fields, companies and enterprises. The CC has recently introduced „Draft Interviews“, i.e. simulated online job interviews of company personnel with students.

 **Contact:** phone 466 036 138, e-mail karierni@upce.cz.

CC Facebook: <https://www.facebook.com/karierni.cz>.

## **TECHNOLOGY AND KNOWLEDGE TRANSFER**


The Centre for Technology and Knowledge Transfer („CTKT“) is an umbrella institution that supports and develops the field of knowledge and technology transfer into practice at the University of Pardubice and actively seeks opportunities for cooperation with companies.

The CTKT provides qualified support to researchers in technology transfer, legal support in negotiating contractual relations with external entities, management of industrial property (patents, utility models or know-how), seeks opportunities for cooperation with industrial companies and manages the Proof-of-Concept project support system, provides researchers with additional expert services that motivate them to activities related to the transfer of knowledge into practice.

A regularly revised and updated internal standard of the University – the directive on the implementation of complementary activities with a university-wide scope – and the Proof of Concepts rules, which are set to motivate the effective use of the research potential of the University and researchers, serve to standardise procedures in the field of technology transfer.

CTKT's activities include:

- support for the commercialisation of research results,
- management and protection of intellectual property,
- support for proof-of-concept activities,
- consultation and training in the field of intellectual property and technology transfer.


 **Contact:** telefon 466 037 534, e-mail [ctz@upce.cz](mailto:ctz@upce.cz).

More contacts can be found on the University website or intranet.

## **INTERNATIONAL AFFAIRS AND PROJECT SUPPORT**

International Affairs and Development (IAD) is a service department for all parts of the University. Project support section provides methodological assistance and counselling services to academic, research and administrative staff in the preparation, submission, implementation and completion of projects focused on foreign cooperation and development activities. It provides methodological assistance mainly for EU operational programmes (Operational Programme Research, Development and Education, Operational Programme Jan Amos Komenský), EU framework programmes (Horizon 2020, Horizon Europe and others), development programmes of the Ministry of Education, Youth and Sports of the Czech Republic, the Erasmus+ programme, the International Visegrad Fund, Norwegian and EEA funds and other foreign grant schemes. In addition, the department coordinates a number of university-wide projects.

International affairs and development section provides counselling services and assistance to students and staff in finding suitable opportunities and financial support for their international mobility. To this end, it primarily coordinates and administers the Erasmus+ and CEEPUS mobility programmes. It assists foreign students, students and staff from partner foreign institutions and newly admitted students and staff from abroad on their arrival and during their studies or employment at the University. It also assists in the preparation and organisation of visits from foreign institutions and in the negotiation and administration of cooperation agreements.

 **Contact:** phone 466 036 417, 466 036 733; e-mail [international@upce.cz](mailto:international@upce.cz).

## **UNIVERSITY IDENTITY AND UNIFIED VISUAL STYLE**

At the University of Pardubice, we use a unified visual style for our internal and external communication. Since 2004, we have been presenting ourselves with a unified logo and colours, and since 2019 also with a new font. The set of these interconnected elements forms a compact whole, which contributes to the identity of the entire University and creates its image.

The author of the logo and uniform visual style of the University of Pardubice is Kristina Fišerová, the authors of the Fenomen font are Tomáš Nedoma and Rostislav Vaněk.

The Unified Visual Style Manual sets out the basic principles, examples and recommendations for using the unified visual style of the University, its logo and the logotype of the University and its faculties and is available on the intranet under „Operational information – Guidelines and instructions – Promotion and external affairs – Uniform visual style“ but not yet available in English full version.

The unified visual style activities are coordinated by Promotion and External Affairs in cooperation with the University's graphic designers (CITS and the Printing Centre).

## **WORK AIDS**

If you need office supplies, contact the employee who is in charge of ordering office supplies at the workplace.

An authorised technician at the department will help you connect AV and PC technology, printers, etc. When ordering toners for the printer, contact the staff of the Purchasing Office (phone 466 036 699, 466 036 778)

Personal Protective Equipment will be arranged by the head of the workplace.

For more information:

- Provision of work equipment and aids to the staff of the Department of Physical Education and Sports, University of Pardubice – Directive No. 8/2009
- Provision of personal protective equipment, work clothes and footwear, washing, cleaning and disinfecting agents and protective beverages at the University of Pardubice – Directive No. 4/2009

The directives are not yet available in English version.

## **RECORDS AND WORK REPORTS**

In the individual departments of the University, the scheduling and record keeping of the employee's working hours is in the competence of the head, who decides in labour relations so that it corresponds to the nature and needs of the work performed at the workplace.

In accordance with the Work Regulations of the University of Pardubice and the Labour Code, records of working hours are kept, indicating the beginning and end of the shift, overtime work, night work, on-call duty work hours and on-call duty held by the employee. Checking compliance with rules on the employee's working hours is fully within the competence of the head of the workplace.

As part of the employee's involvement in the implementation of projects, monthly reports of professional work performed for the project are also required in specific cases.

## **BUSINESS TRAVEL**

Business trips, including foreign business trips, are part of the work at the University in a number of job positions.

The employee may carry out business trips for domestic and foreign business trips on the basis of a travel order approved by the manager and the procedure pursuant to Directive No. 28/2006 – Travel allowances provided to employees.

The directive is not yet available in English version.

## **HOLIDAYS AND UNPAID LEAVE**

Employees in an employment relationship are legally entitled to paid holiday within a calendar year or its proportional part if they meet the conditions set out in the Labour Code. The assessment of paid holiday for academic staff is 8 weeks and for other staff 6 weeks in a calendar year. The planning and scheduling of his/her holidays is carried out by the employee in cooperation with the manager by entering in the VEMA Portal every year during the month of May and not later than 31 May the holiday schedules must be submitted electronically to the trade union for approval.

The employee always applies for the holiday by entering it in the VEMA Portal before taking the leave.

You shall be informed whether you have been granted or refused the holiday in the required period via e-mail. In accordance with Section 217, Subsection 2, of the Labour Code, employees may be allowed to take leave, even if they have not yet met the legal conditions for the right to leave, if it can be assumed that they will have met these conditions by the end of the calendar year.

According to the basic rule in the Labour Code, all holiday leave must be exhausted by the end of the year in which the right to leave arose. Newly since 2021, owing to an amendment to the Labour Code, the employee can request to carry over part of his/her unused leave. However, this is only possible if the following legal conditions have been met:

- individual written request of the employee,
- individual expression of the employee's will, on the basis of which it is possible to assume his/her legitimate interest in taking leave only in the following year,
- only holiday exceeding 4 weeks of leave, for academic staff exceeding 6 weeks that were provided in the relevant calendar year.

There is no legal right to carry over leave and it is up to the employer whether or not to grant the employee's requests, taking into account his or her legitimate interests.

Unpaid leave of absence can be requested from your superior if you have already taken up your paid holiday leave. To request, use the form „Unpaid Leave of Absence Request“.

## WHERE TO EAT AND DRINK

University employees can use services of the Dining Halls (managed by the Halls of Residence and Catering Service) at a discounted price (employer's food allowance). The dining hall offers at least 4 types of lunch per day (one of which is vegetarian), with the menu being supplemented with salads, baguettes, desserts, sweets and drinks.

You can take a number of main courses per month equal to the number of working days per month, the daily limit is not monitored. You then pay for other main courses at full price. You can pick up food in the dining hall even if you are on holiday or incapacitated for work. Meals are always charged to the employee's wage during the following month.

Employees who work at the University on the basis of an „agreement to complete a job“ or an „agreement to perform work“ are not entitled to the employer's food allowance, but they can have meals in the dining hall and pay for them in full. It is also possible to buy food in the dining hall for the full price for accompanying persons or guests.

There are 4 Dining Halls, where both employees and students can have meals and the entire operation is cashless – using an employee ID card.

### **Main Dining Hall and Dining Hall II can be found on the University campus:**

- MAIN DINING HALL – has about 400 seats, 1st floor of the Dining Halls on campus, short order kitchen, additional assortment, meals served from the current menu without prior order,
- DINING HALL II – has about 70 seats, the ground floor of the Dining Halls on campus (entrance next to the stairs to the terrace), ordering system, without prior order only complementary goods,

- DINING HALL in the Doubravice complex – it has about 50 seats, only an ordering system for the sale of main courses,
- DINING HALL at Čs. legií Square – the ground floor of the building, has 75 seats, only an ordering system for the sale of main courses,
- FHS students and staff have the opportunity to have meals at the School of Nursing in Průmyslová Street in Pardubice,
- FR students and employees have the opportunity to have meals at the primary school in Zámecká Street in Litomyšl,
- FTE students and employees of the in Česká Třebová have the opportunity to eat at the Skalka Secondary School.

Lunches can be ordered in the system ISKaM -> Catering -> Meal orders (link to ISKaM can be found on the intranet, „[ISKAM 4 – Objednávky jídel \(upce.cz\)](#)“). The deadline for orders for a specific day is always in the morning at 8.00 am. After the deadline, it is possible to order only meals that someone has cancelled after the deadline and thus put them in the Late Orders Offer, or use the no-order system in the main dining hall.

The billing of the employer's contribution meal allowance takes place non-cash as part of the payment of wages.

## ACCOMMODATION

University staff have the opportunity to be accommodated at the Halls of Residence, under the same price and organisational conditions as students. However, the number of rooms and flats for staff accommodation is considerably limited. If you have any requests for accommodation, please contact the accommodation centre on the ground floor of Hall D (phone 466 036 624, e-mail [ubytovani@upce.cz](mailto:ubytovani@upce.cz)).

## UNIVERSITY LIBRARY

The modern multifunctional building of the University Library is located in the heart of the University campus in Polabiny, close to the Halls of Residence and directly at the Polabiny-Hradecká public transport stop (e.g. trolleybus line no. 3, 7). The library building is connected to the University Assembly Hall with a number of lecture halls.


The library houses the entire collection of professional books, university textbooks and journals covering the fields of study of the five faculties (FTE, FEI, FEA, FAP and FCHT). The Faculty of Health Studies in Průmyslová Street and the Faculty of Restoration in Jiráskova Street in Litomyšl have separate branches of the library with highly specialised collections.

Only registered users are allowed to enter the library through turnstiles. When visiting the library for the first time, you must present your ID card and register at the lending desk. To get registered, you need to become familiar with the Library Rules and sign the „Declaration“.

Library services are free for university staff. You can use modern book scanners to scan a book in less than tens of minutes. We will provide you with any book from the Czech Republic and abroad through the interlibrary loan service. Thirty electronic information sources (thousands of e-journals and e-books, professional databases) are available for study, pedagogical and scientific research work, accessible from the University network and remotely.

**Library services:**

- online catalogue (freely accessible on the University website),
- printing and copying,
- information services,
- computer study room,
- delivery of documents.

 **Contact:** University Library, Studentská 519: phone 466 036 543, 466 036 535, e-mail knihovna@upce.cz. <https://knihovna.upce.cz>

Branch at the Faculty of Health Studies, phone 466 037 732.

Branch at the Faculty of Restoration in Litomyšl, phone 466 036 586.

## **ACADEMIC BOOKSHOP, PRINTING AND PUBLISHING CENTRE**

**Academic Bookshop**


You can buy university textbooks and many other publications from other publishers in the University's Academic Bookshop located in the building of the University Library (entrance from the Halls of Residence, common with the KOH-I-NOOR stationery store). You can also order all books through the University e-shop and have them sent by post to the address of your choice or pick them up at the Bookshop.

The Academic Bookshop and online shop also offer university-style/brand items for purchase.

 **Contact:** phone 466 036 632.


**Publishing Centre**

With its seven faculties, the University of Pardubice is a major publisher of professional literature focused on natural, technical and social sciences. Every year, it publishes dozens of monographs, conference proceedings, textbooks and professional journals in printed and electronic form. The University of Pardubice Publishing Centre publishes ISBN-assigned publications, operates the Academic Bookshop, manages a book e-shop and establishes contacts with external entities in the distribution and sale of published publications. At the same time, it manages the warehouse and sale of promotional items, which can be purchased in the Academic Bookshop or on the University e-shop.

 **Contact:** phone 466 036 132, e-mail vydavatelstvi@upce.cz.

**Printing Centre**

The Printing Centre equipped with modern technology provides a number of graphics and printing services. It provides graphics to printed matter, digital black and white and colour printing thereof, bookbinder's services, copying, processing of digital records, etc. In addition to printing services, it binds seminar and semester papers, and later bachelor's or master's theses. It can also produce business cards or graduation ceremony announcements, print CDs or DVDs. They will also make you a badge with your own photo or your own design with a diameter of 25 mm and 44 mm.

 **Contact:** 466 036 042, e-mail tisk@upce.cz.

## ARTS, CULTURE AND EVENTS


### **Gallery of the University of Pardubice**

The University Gallery is located in the lobby of the University Library. It hosts exhibitions of contemporary art. The intention of the Gallery of the University of Pardubice is to present to the academic community and the public the work of young and lesser-known artists from the Czech Republic. During the year, 6 exhibitions are planned, each lasting about two months. The exhibitions are accessible free of charge during the University Library's opening hours.

### **University of Pardubice Choir**

The UPC consists mainly of students of the University of Pardubice together with other supporters of choir singing. The Choir was founded in 1950 by conductor Vlastislav Novák and thanks to him the UPC has become one of the elite choirs in the Czech Republic and abroad. If you have experience with choir singing, you can go on at the University and contact the ensemble.

The UPC organises and participates in a number of concerts in Pardubice, the surrounding area and the Czech Republic during the year. Every other year, he participates in the IFAS Pardubice International Festival of Academic Choirs organised in Pardubice and at the University of Pardubice.

 **Contact:** phone 466 037 069, e-mail [vus.upce.cz](mailto:vus.upce.cz).

## SPORTS FOR UNIVERSITY STAFF

The physical education complex of the University of Pardubice, which consists of two sports halls, an outdoor multifunctional complex, a gym, a cardio zone and a mirror hall, is located on the University Campus itself.

**Department of Physical Education and Sports (DPES)** offers a wide range of sports activities for the entire academic community and organises sports competitions within and outside the University. It also prepares lectures for employees and the general public, focused on healthy lifestyle, prevention of musculoskeletal pain and offers exercises associated with these current topics (healthy back, power yoga, Pilates). DPES also organises charity runs and foundation sports tournaments. Students and staff, university seniors as well as international students and staff can apply for activities organised by DPES.

University employees can perform sports activities as part of their membership in the **University of Pardubice Sports Union (UPSU)**, which has 11 clubs.

Sports at UPSU are both leisure and, in some selected clubs, also competitive (floorball, table tennis, tennis, rowing, volleyball). You can take part in sports competitions announced for university employees, take licence courses, or rent a university sports ground for other sports activities at a discounted price.

 **Contact:** phone 466 036 791.



## DEVELOPMENT

Caring for the all-round development and stability of employees and supporting the reconciliation of their professional and personal lives is a prerequisite for the development of the entire university. The University creates and systematically supports the conditions for career growth and increasing the professional and professional skills of its employees, generally applicable on the labour market and specific to the position held.

It seeks to systematically improve the conditions for qualification growth not only of academic staff, but also for continuous supplementation and increase of qualifications and competencies of other university employees, as well as competencies in performing specific, e.g. supervising, managerial or self-governing functions of employees.

### ADAPTATION AND DEVELOPMENT OF NEW STAFF AND YOUNG ACADEMICS AND RESEARCHERS

New employees undergo an adaptation period to obtain the necessary information for employment at the University, workplace and in a specific job position, acquire new skills and become acquainted with the processes, procedures and information systems used for activities at the University. The supervisor draws up an individual development plan with the employee, taking into account the individual needs of both the employee and the workplace and job. As part of the induction, employees undergo a number of prescribed and optional training courses in key competencies.

As part of the generational change of workplaces, the University takes care of the development of talented students, especially doctoral students and young academics and researchers by engaging them in pedagogical and research activities in accordance with the documents [„System for stimulating research activities of students and young academics and researchers“](#) and [„Concept of supporting young researchers“](#). Their adaptation processes and training in key competencies are adapted thereto .

PhD students and postdoctoral scholars and novice young academics and researchers can join a mentoring programme, which should help them direct and develop their professional careers with the support and assistance provided by experienced mentors.

### EMPLOYEE TRAINING

Academic, professional and administrative staff of all faculties and workplaces of the University are offered education focused on various areas, e.g. strategic management, internal evaluation, internal processes and procedures, management and administration of project activities, intellectual property, technology transfer, pedagogical and IT skills, language education, including support for work with students with special educational needs, or further vocational education. Education takes place primarily through the participation of employees in trainings, courses, workshops, conferences and internships in the Czech Republic and abroad, by organising professional courses directly at the University, or by enabling study alongside work or practicing.

The employee has the opportunity to sign up during the year in agreement with his/her superior for various types of internal training courses, which reflect his/her individual development

needs and the needs of work and workplace. Some training is periodic, recommended or mandatory for some positions. Registration for the courses is done electronically.

Employees who are newly taking up managerial positions (leading scientific teams, managing departments, institutes, faculties, university) can benefit from training that strengthens their managerial skills and competencies needed to manage people.

## **MOBILITA**

Business trips, including business trips abroad, are part of the work at the University in a number of job positions.

International mobility is a basic prerequisite for personal professional development, especially of academic and research staff, and a prerequisite for the performance of work for a number of administrative employees, so that the University's activities develop at an internationally comparable and competitive level.

International mobility (including distance and virtual forms) for both students and academic, scientific and administrative staff is supported by the services of the Rectorate's International Affairs and Development.

## **SABBATICAL LEAVE**

Academic staff can apply for a sabbatical year, which is intended to increase their qualifications and publishing activities. The Dean of the Faculty decides on the granting of sabbatical leave (according to the Act on Higher Education Institutions, the UPa Statutes and the UPa Work Regulations). The results achieved by the academic worker during the sabbatical leave are part of the employee's evaluation.

## **PRESENTATION AND POPULARISATION OF SCIENTIFIC, RESEARCH AND INNOVATION ACTIVITIES**

Support for the popularisation of scientific research and innovation activities is one of the University's strategic priorities towards the lay and professional public. The University of Pardubice has long and systematically supported the participation of its staff and students in national and regional promotional and popular science events and regularly publishes the achievements of its researchers on its website, in the University magazine and its electronic version, on social networks, in regional and national media.


The system of popularisation of creative activities is implemented in creative activities and popularisation activities of individual faculties and is also supported at the University level through Promotion and External Affairs (e.g. from European OPs, development programmes, etc.). It is aimed at different target groups and organised in different forms.

The aim of the University is to improve the coordination of the external presentation of scientific research results and their popularisation and to motivate academic and research staff to participate in it.

## VOLUNTEERING

As a university and a major institution, we play several roles in society. The basic ones include education in three types of study programmes and the development of science and research. We fulfil the third role through events and activities that focus on the popularisation of science and education, communication with the public and institutions with regard to charitable events, volunteering and regional development:

- we popularise science,
- we organise and participate in charitable activities,
- we mediate work and career development,
- we have blood or bone marrow donors among us,
- we take care of personal development and cultivation of students and employees,
- we provide counselling services in a number of areas.

 **Contact:** [press@upce.cz](mailto:press@upce.cz).

All contacts for Promotion and External Affairs employees can be found on the website „Media contact | University of Pardubice (upce.cz)“.



## EVALUATION

Through supervisors, the University and its components set the main principles for career planning, individual development and evaluation of academic, scientific and administrative staff, such as a sufficiently transparent, motivating and flexible environment to take into account qualifications, industry specifics and individual situation of specific staff at a particular workplace.

**Regular employee evaluation** is one of the basic components of the quality assurance and evaluation system. Emphasis is placed on the quality of educational, research, support and other activities, including the contribution of international mobility and the development of competencies for teaching, taking into account professional and personal growth and activities in the field of popularisation and promotion. It is based on the basic documents of the University, especially the Internal Wage Regulation and the Work Regulations, and the evaluation emphasises the provision of two-way feedback between the supervisor and the employee.

The evaluation of academic and research staff is carried out by supervisors directly at the faculties, using the HAP-pi web tool (evaluation of academic staff – primary information). This tool is an extension to some of the University's information systems, which uses a hierarchical approach to enable supervisors to obtain comprehensive information on the activities of subordinate academic staff at any time.

Other employees are evaluated by their direct superiors at the given workplace in a similar way.

As part of the development of evaluation processes for university staff, evaluation of new staff is carried out as part of the adaptation process, which contributes to improving communication between staff and their supervisors, improving work with new staff and increasing the likelihood of early detection and resolution of problems before the end of the probationary period. The evaluation takes place on both sides, i.e. both by the employee and the supervisor. New employees assess their satisfaction in the new job, they can comment on their vision of future work at the University, what they would like to achieve and what they expect. They can also express the need for further education for their work. The supervisor comments on the evaluation, evaluates the speed of induction, quality of work and performance, activity and willingness to learn new skills, teamwork, reliability and responsibility, and then performs an overall evaluation of the new employee's adaptation, how well he/she has done and performed the initial training and whether he/she has the prerequisites for high-standard work performance. In the event of a negative result, the supervisor may propose termination of employment during the probationary period. Based on the feedback from the employee, the supervisor should suggest what education (training and courses) the employee should complete as part of the deepening of his/her qualification within a period of one year. This evaluation takes place in person, not in electronic form, where the supervisor and the employee can personally communicate everything necessary for the adaptation process and further work of the new employee at the University.

Further regular evaluation of the employee's work and fulfilment of tasks takes place according to the set rules and customs of the workplace.

## REMUNERATION AND MOTIVATIONAL TOOLS

The remuneration system for academic, scientific and other staff is a basic motivational tool. In combination with other motivational tools, its goal is to support employees for maximum and high-standard work performance and to reward employees and teams who achieve exceptional performance and above-average and internationally competitive results in their activities.

The amount and composition of the wage is based on the concluded employment contract and determined by the employee's supervisor with the authority to decide on wage matters in accordance with the legal and internal regulations of the University and in accordance with the remuneration rules defined by the University. Each faculty, which is responsible for labour and legal matters of its employees, has developed its own system of evaluation and remuneration, which reflects the specifics of the professional orientation of individual faculties. The faculties that have the rights to the habilitation procedure and the procedure for appointment of professors specify in detail the requirements for conferring these degrees.

Wages are assessed, provided and paid to employees on the basis of the Labour Code and the Internal Wage Regulations of the University of Pardubice (registered pursuant to Section 36 (2) of the Higher Education Act by the Ministry of Education, Youth and Sports), which specifies the employee's qualification requirements for his/her inclusion in one of the 3 groups of work activities (1. academic, research and technical staff involved in teaching and research; 2. technical and economic and administrative staff; 3. workers and service and auxiliary workers) in the relevant tariff class for determining the wage tariff. The equal treatment and non-discrimination principles apply to the conditions of remuneration for work and the provision of other pecuniary benefits.

The wage tariff and other wage components (personal evaluation, management premium, performance premium, study programme supervisor premium, substitution premium, bonuses and other wage components according to the Labour Code) belong to the employee for the work performed for the specified weekly working hours agreed. A monthly salary is applied to all employees of the University performing work within an employment relationship.

The employee receives a wage assessment determining the amount of wage at the conclusion of the employment contract and before commencing employment.

### **Payment of wages**

Payment of the agreed wage as calculated by the Wages Office (on the basis of documents according to the habits of the given workplace and job) is made once a month, on the 13th day of the month for the previous calendar month, usually by non-cash transfer to the employee's account.

The payslip with all data is available to the employee on the Vema Portal in the employee's personal account on the employee intranet.

## UNIVERSITY STAFF BENEFITS

The University of Pardubice places great emphasis on the care of its employees not only in the financial sphere, and therefore it also provides its employees with non-financial benefits and services, such as:

- 6-week holiday for technical and economic staff,
- 8-week holiday for academics and researchers,

- meal allowance / meals to be taken at the Dining Hall,
- cultural activities and events organised by the University for the whole family
- one of the largest and most stable employers in the Pardubice Region,
- high-standard and modern, technologically advanced work facilities,
- opportunities to engage in international mobility,
- possibility for academic staff to take sabbatical leave,
- language and training courses,
- preferential tariff of a mobile operator,
- offer of the package of services of Komerční banka a.s.,
- accommodation in the Halls of Residence,
- University Library services,
- possibility to rent sports grounds,
- participation in sports clubs of the University Sports Union and sports activities and events organised by the UPCE Department of Physical Education and Sports.

A variety of HR and wage-related information, procedures and forms are available on the University's staff intranet.

## FREEDOM AND ETHICS OF RESEARCH

### 🌀 HRS4R – HUMAN RESOURCES STRATEGY FOR RESEARCHERS

In 2019, the University of Pardubice subscribed to the 40 principles enshrined in the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#).

The main goal of the University of Pardubice HR Strategy for Researchers (HRS4R) is to create its own strategic documents and action plan leading to the strengthening of human resources in science and research at the University of Pardubice and obtaining the prestigious HR Award certificate. It is awarded by the European Commission to those research institutions that are able to set up strategic personnel management and excellent human resources management in science and research in accordance with the principles of the Charter and the Code. The awarded institutions then guarantee an open and transparent process of selection and recruitment of new employees as well as continuous provision of support and quality of the working environment for employees not only in science and research.

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (the Charter and the Code) are a set of guidelines and requirements that specify the role, responsibilities and rights of researchers and their employers.

The aim of the Charter is to ensure that relations between researchers and employers contribute to the success of the development, transfer, sharing and dissemination of knowledge and technological development, and to the development of researchers' careers. The Charter also recognises the value of all forms of mobility that serve to improve the career development of researchers. In this respect, the Charter provides a framework for researchers, employers and investors that encourages them to work responsibly in their work environments and to recognise each other. The Charter is aimed at all researchers in the European Union at all stages of their careers.

### 🌀 FREEDOM OF RESEARCH

Freedom of research and creative activities is a basic part of academic freedoms, given historically and legislatively, missions, visions and shared values of the University of Pardubice as a whole and all its components, as well as a basic prerequisite for academic and support activities. It is ensured by the University's self-governing management system and supported by the University's basic and strategic documents, which are regularly updated and revised to support the creative environment and develop human resources in research to increase research, quality and performance in research and innovation in accordance with national and international legislation, global and European development trends. It has long focused on supporting research directions and scientific teams that have a tradition or show great potential for further development, with adequate staffing and excellent results. The internal organisational and management structure, system of motivational tools and own management procedures for creative activities are regulated by a number of internal standards, both at the University level applicable to all components and those specific to individual faculty procedures, which

systematically support the freedom of research of academics and researchers.

## **ETHICAL PRINCIPLES**

Maintaining ethical principles and good practice in all creative activities of the University, i.e. especially in education and research, is regulated by the basic documents of the University. In 2017, the University adopted its own „Code of Good Research Practice“, which follows the „European Charter for Researchers“ and, in the context of science, research and innovation, takes into account the „University of Pardubice Code of Ethics“ effective since 2009. The „University of Pardubice Ethics Board“ was established as a standing body in 2019. With regard to the specifics of the medical sciences, a special Ethics Committee of the FHS has been established.

Procedures in all the above and other related areas, such as intellectual property protection, GDPR data and personal data protection, conflicts of interest, etc. are provided for in the University's specific internal standards, and their implementation into the processes and activities of the University up to the level of individual workplaces and employees is managed by academic bodies and coordinated or ensured by specially established university units and offices of the Rectorate. Any procedures in this area with students are handled in accordance with the Disciplinary Rules of individual faculties.

## **GOOD PRACTICE IN EDUCATION AND RESEARCH**

University staff should at all times use safe working practices in accordance with national law, university standards, including the necessary health and safety measures, personal data protection and protection of confidential information, etc.

Work procedures in a number of areas are set by rules in accordance with external regulations and internal university standards:

- Rules for announcing and publishing scientific research results and author's works are set, according to the specifics of individual scientific disciplines and fields, in accordance with general and university legislation.
- Extraordinary attention is paid to the protection of data and confidential information, including in the publication of results, publication outputs, project final reports and student final theses, etc.
- There is regular OSH, fire safety training, driver training, first aid, etc. and other safety training according to the nature of work and job classification.
- The protection of personal data is governed by the General Data Protection Regulation, national legislation and internal procedures. In accordance with legislative requirements, a Data Protection Officer (DPO) is appointed, organisationally included in the Personal Data Protection Office.
- Work with data in general and scientific information in particular is systematically supported, through information and support from the CITS and ORD, including the publication of information and procedures on the employee intranet, or through special training.
- In concluding labour-law relations, specific arrangements for compliance with legal procedures are contractually agreed (see WHR sub-agreements).
- There are special procedures, internal standards and training for workplaces with special operations (especially at FChT) (see e.g. toxic substances, chemical warehouse, explosives workplaces).
- Management, registration and storage of research data and electronic data in general is provided mainly by the Centre for Information Technology and Services.



- Research data of current projects are stored and regularly backed up at the level of individual research teams; their wider use is dealt with in the form of hierarchically structured access rights.
- A business intelligence solution has been implemented, a key component of which is the so-called data warehouse, which integrates data from various internal and external systems.
- The integration of data from the internal GAP and OBD systems and the connection to the IS of the Office of the Government of the Czech Republic is important, enabling access to the national R&D&I IS databases.
- Areas are precisely defined: negotiating contractual relations with external entities, implementation of additional activities, technology transfer, records of scientific research results, project management, organisational, communication and administrative-organisational procedures, management rules and accounting at the University.

Information on all procedures is available to employees on the intranet, especially in the section – Internal documents – Basic documents / Internal regulations / Directives, orders, notifications, measures and in the information sections of individual professional agendas and departments.

## **OPEN ACCESS**

Announcing research results and publishing them in high-quality internationally respected journals, their citation response, including presentations of results at prestigious scientific conferences, is an integral part of the work of academic and scientific research staff, according to which the quality of results is assessed and evaluated. activities and work of individual scientific teams and individuals.

The University adheres to the principles of dissemination and use of scientific research results in accordance with the requirements of the principles of „open access“ while respecting the specifics of professional activities and scientific disciplines.

In accordance with the contractual provisions, all academics and researchers should ensure that the results of their research are disseminated and used, e.g. communicated, transferred to other research facilities or, where appropriate, marketed. In particular, experienced researchers should play a leading role in ensuring fruitful research and commercialising or making their results available (or both) whenever an opportunity arises.

## **PROTECTION OF INTELLECTUAL PROPERTY AND AUTHORSHIP**

At the University, long-term attention has been paid to the protection of intellectual property rights, authorship and co-authorship.

The basic framework for access to authorship and co-authorship and maintenance of good practice in R&D&I is regulated by the Higher Education Act and basic university documents (Code of Ethics, Code of Good Research Practice, UPCE Statutes, Directive No. 1/2014 Protection of Intellectual Property Rights, etc.). Appropriate and correct procedures of authorship and co-authorship are traditionally and naturally supported, adapted to the academic tradition of publishing and presentation of results with regard to the specifics of the given scientific discipline and field. Students already are guided by their tutors and teachers to actively and correctly publish their results and copyright works.

The area of copyright can be consulted with the Law Department and the University Library, the

area of industrial rights and industrial property protection of R&D&I results (e.g. patents, utility models) with the Centre for Technology and Knowledge Transfer.

The library holds seminars on the use of electronic information sources, citation ethics and the editing and submission of theses. Individual consultations provided by library staff are most often focused on citation ethics and the prevention of plagiarism.

In 2017, the University joined the system for checking the similarity of theses [Theses.cz](https://theses.cz).

Every thesis is submitted for this check, the submission of which to the IS STAG is confirmed by the department/institute. The process is regulated in Directive No. 7/2019 – Rules for submission, publication and layout of theses.

In 2019, the University purchased a license for the Turnitin anti-plagiarism system. In conjunction with the LMS Moodle system, it helps prevent plagiarism and teaches authoring and citation ethics. It serves not only students writing seminar papers or theses, but also academic and scientific staff who are planning to publish an article in a foreign journal. The library offers a service to them, including a consultation – upload the article before sending it to the publisher in the Turnitin system and obtain a report on the check, which will point out potentially problematic passages in the article.

Editorial boards and professional offices have been set up at the faculties for editing and publishing activities to provide methodological support to ensure correct procedures in the field of copyright resulting from the publication of copyright works at the University level of the Publishing Centre.

Services and training in the field of intellectual property protection and technology and knowledge transfer into practice (commercialisation) have been provided by the Centre for Technology and Knowledge Transfer since its establishment in 2012. The Centre systematically organises lectures and seminars for academic, scientific and administrative staff and students to raise awareness in the field of intellectual property protection and management of R&D&I results, incl. their industrial property protection and commercialisation and related procedures within the UPCE.

## GENDER EQUALITY, VALUES AND NON-DISCRIMINATION

The University pays significant attention to the issue of maintaining a **gender-balanced environment**. The representation of women and men at all levels of employment and management structures is regularly monitored and statistically assessed. At some faculties and their organisational units, either women (for example, the Faculty of Health Studies) or men (technical faculties) naturally predominate at all levels.

**Non-discrimination** of all university staff – based on gender, age, ethnic, national or social background, religion or belief, sexual orientation, language, disability, political opinion, social and economic conditions, etc. – is a fundamental value that the University as an institution respects and promotes in all its core documents, including strategic ones, its mission and vision, as well as its procedures and processes (see the Higher Education Act, UPCE Statutes, Code of Ethics, Code of Good Research Practice, Labour Code, Anti-Discrimination Act, Work Regulations, etc.).

The University ensures **compliance with applicable legal regulations** of the Czech Republic and the EU, rejects and **does not tolerate unequal treatment**, harassment, inc. sexual, stalking, or incitement to discrimination and any other conduct that is in conflict with Act No. 198/2009 Sb., on Equal Treatment and on Legal Means of Protection against Discrimination and on the Amendment of Certain Acts. It provides tools and procedures to prevent potential discriminati-

on and to help those who feel insecure or at risk in the area.

In the event of a problem at the workplace, employees have the opportunity to contact their immediate superior, or the Internal Audit and Complaints, ethics committee or Academic Senate, and follow internal standards – directives, especially the Labour Code, Directive on the Prevention of Sexual and Gender Biased Behaviour 5/2019 and Directive No. 3/2009 – Activities of the Internal Audit and Complaints at the University of Pardubice.

## **RECRUITMENT AND OTM-R POLICY**

One of the basic principles contained in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers is the OTM-R policy (Open, Transparent and Merit-based Recruitment of Researchers), which the University of Pardubice strives to fulfil. These are principles on the basis of which only quality and suitable employees are hired.

### **These principles are:**

- O – open – all tenders are published on available domestic advertising or foreign portals,
- T – transparent,
- M – merit-based approach.

The posts of academic staff, the bursar, the secretaries of the faculties, the director of the Halls of Residence and Catering Service, the director of the Information Centre and the Head of Rector's Office are staffed at the University on the basis of a selection procedure according to the Rules of Selection Procedure. The principles of the selection procedure for these employees are set out in Section 77 of Act No. 111/1998 Sb. on Higher Education Institutions and on Amendments to Other Acts (hereinafter referred to as the „Higher Education Act“). The selection procedure may be waived when re-negotiating an employment relationship with an academic staff member, if the post to be staffed is that one he/she holds, or in cases stipulated by the internal regulations of a public university. The selection procedure must be announced in the public part of the website of the University or part thereof at least 30 days before the deadline for submission of applications. Details of the selection procedure for the posts of the above-mentioned employees are set out in the internal regulations of the University, the Rules of Selection Procedure, accessible on the intranet in the section Internal Documents, Internal Regulations.

Scientific research and other posts are staffed on the basis of the requirements of individual workplaces.



**Website:** [University of Pardubice \(upce.cz\)](http://upce.cz)

**Registered office and delivery address:**

Univerzita Pardubice  
Studentská 95  
532 10 Pardubice 2  
Česká republika

**Billing address:**

Univerzita Pardubice  
Studentská 95  
532 10 Pardubice

**Delivery address:**

According to the request stated in the order.

**PBX:**

+420 466 036 111 -113

- will connect you to all university workplaces

**Employee directory:**

University website [„Kontakty | Univerzita Pardubice | Univerzita Pardubice \(upce.cz\)“](#)  
Intranet [„Vyhledávání zaměstnanců | Univerzita Pardubice \(upce.cz\)“](#)

**University of Pardubice Company ID:** 00216275

**Tax ID:** CZ00216275

**Bank account for payments in CZK:** account number 37030561/0100  
Komerční banka a.s., Na Příkopě 33 čp. 969, 114 07 Praha 1  
Special cases need to be consulted (possibly a separate account).

**IBAN to the account 37030561/0100:** CZ290100000000037030561

**Bank account for payments in EUR:** 19-2522710287/0100 KB Pardubice  
Special cases need to be consulted (possibly a separate account).

**IBAN to the account 19-2522710287/0100:** CZ1401000000192522710287

**SWIFT Komerční banky:** KOMBCZPPXXX

**Data box:**

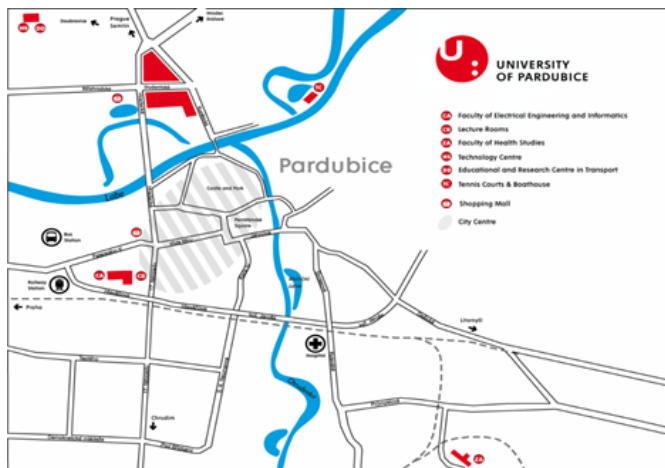
The data box ID of the University of Pardubice is **f5vj9hu**.

 **USEFUL ABBREVIATIONS AND PHONE NUMBERS**

ACCUP	Academic Counselling Centre	466 037 370
CITS	Centre for Information Technology and Services	466 036 633
CTKT	Centre for Technology and Knowledge Transfer	466 037 534
CC	Career Centre	466 036 138
DPES	Department of Physical Education and Sports	466 036 279
WHR	Wage and Human Resources	466 036 347
PEA	Promotion and External Affairs	466 036 413
PS	Project Support	466 036 733
IAD	International Affairs and Development	466 036 417
HRAO	HR Award Office	466 036 518
IAC	Internal Audit and Complaints	466 036 284
HRCS	Halls of Residence and Catering Service	466 036 290
UL	University Library	466 036 534
PPC	Printing and Publishing Centre	466 036 632

## MAP OF CAMPUS AND PREMISES IN PARDUBICE

Source: University website, section „Contacts – Contact details“ [„Kontakty | Univerzita Pardubice | Univerzita Pardubice \(upce.cz\)“](#)



### Campus map detail

Source: University website, section „Contacts – Contact details“ [„Kontakty | Univerzita Pardubice | Univerzita Pardubice \(upce.cz\)“](#)





Rectorate



University Assembly Hall and Library



Faculty of Chemical Technology



Faculty of Electrical Engineering and Informatics



Faculty of Restoration



Faculty of Transport Engineering



Faculty of Health Studies



Faculty of Arts and Philosophy and Faculty of Economics and Administration



Joint University Premises – UNIT – Čs. legií Square





## UNIVERSITY IN NUMBERS

The world's most prestigious QS World University Rankings 2021 ranked us among the TOP 1,000 universities in the world and the TOP 10 in the Czech Republic. According to the latest vote of students and graduates, the Faculty of Chemical Technology and the Faculty of Health Studies are the Faculties of the Year in its field in the Czech Republic. The Faculty of Restoration is the third best faculty in the country.

### Faculties, study programmes and student numbers

Faculties	7
Departments/institutes/studios	46
University staff	1 100
of which academic and research staff	600
Accredited study programmes	150
Students	7 000
Graduates	1 400
International students	500 from 80 countries
Students in lifelong learning (LLL) programmes	900

### International cooperation, student mobility and lifelong learning

Number of accredited programmes in a foreign language	50
International bilateral agreements	400 agreements, 300 institutions, 50 countries

### Věda, výzkum a odborná publikace

Funds for science, research and development from the University's annual budget	CZK 370 million
Current projects	250
Publications in impact journals annually	350
Currently valid patents and used designs	70

### Budget

Budget (2020)	CZK 1.3 billion
of which non-investment	CZK 1.2 billion

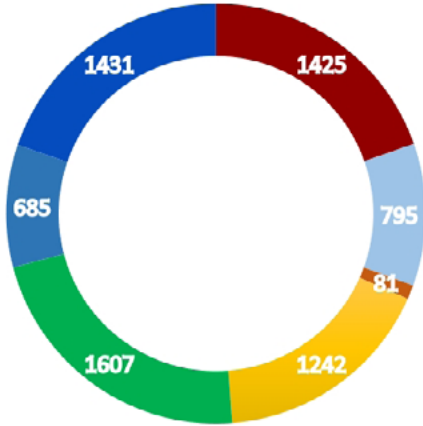
For more information [„Univerzita v číslech | Univerzita Pardubice \(upce.cz\)“](https://www.upce.cz)

Data drawn from the Annual Activity Report 2020:

[„univerzita\\_pardubice-vyrocní\\_zpráva\\_o\\_cinnosti-2020 | Univerzita Pardubice \(upce.cz\)“](https://www.univerzita.pardubice-vyrocní-zpráva-o-cinnosti-2020)

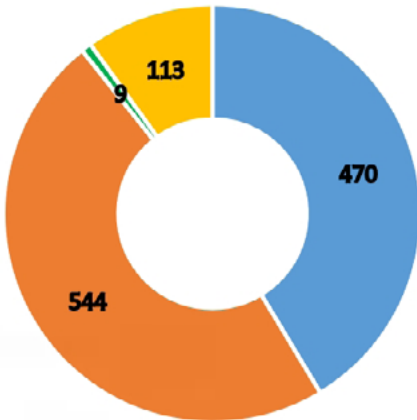
Not available in English version.

### Number of students 7266



- Faculty of Chemical Tehnology
- Faculty of Health Studies
- Faculty of Restoration
- Faculty of Arts and Philosophy
- Faculty of Economics and Administration
- Faculty of Transport Engineering
- Faculty of Electrical Engineering and Informatics

### Number of employees 1136



- Technical and economic staff
- Academic staff
- R&D&I staff
- Other staff

