



EMPLOYEE HANDBOOK

Welcome to the team of the Brno University of Technology.

This document contains basic information necessary for the orientation of all employees of Brno University of Technology.

For more detailed information on starting formalities, job position and duties, please contact HR officers and line managers.

All essential information about Brno University of Technology and its individual departments is published on the university website <https://www.vut.cz/en/>.

Go to SharePoint [Information for employees](#) for more useful information. A lot of interesting information can be found in the [News](#).

Should there be anything unclear regarding the new workplace, do not hesitate to ask. Your superiors and colleagues will be happy to provide you with the information you need.

We wish you every success and well-being in your new workplace.



Content

- 1. ABOUT THE UNIVERSITY 14
 - 1.1 University management 14
 - 1.2 BUT LEGISLATION..... 15
- 2. WHAT TO DO BEFORE AND SHORTLY AFTER THE START OF YOUR EMPLOYMENT 15
 - 2.1 HR DEPARTMENT by workplace..... 15
 - 2.2 OHS and FP..... 18
 - OHS training 18
 - 2.3 IS BUT, E-MAIL, WIFI and Employee ID Card/ ITIC / ISIC 18
 - 2.3.1 IS VUT – Information system and email 18
 - 2.3.2 WI-FI..... 18
 - 2.3.3 Employee ID Card/ ITIC/ ISIC..... 19
 - 2.3.4 SAP 19
 - 2.4 PAYROLL OFFICE..... 20
 - The following will be dealt with at the relevant payroll accountant:..... 20
 - Payroll matters..... 20
- 3. CASHIER’S OFFICE 21
- 4. INFORMATION FOR EMPLOYEES..... 21
 - 4.1 BUT Portal 21
 - 4.2 SharePoint..... 21
 - 4.3 Intraportal 21
 - 22
 - Intraportal is divided into 4 sections: 22
 - 4.4 Events quarterly journal..... 23
 - 4.5 VUT’s up? 23
- 5. FOREIGN EMPLOYEES..... 23
- 6. YOUR WORKPLACE..... 24
 - 6.1 WORKING HOURS 24
 - 6.2 RECORDS OF ABSENCE AND WORKING HOURS..... 25
 - 6.3 BUSINESS TRIPS..... 25
 - 6.3.1 Use of a private vehicle..... 25
 - 6.4 HOLIDAY..... 26

6.5 STOCKTAKING	26
7. LANDLINES	27
8. DINING SERVICES	27
8.1 Meals in canteens	27
8.2. Meals outside the canteen	28
9. EMPLOYEE BENEFITS.....	28
9.1 THE BUT SOCIAL FUND.....	28
9.2 CONTRIBUTION TO SUPPLEMENTARY PENSION/ SUPPLEMENTARY PENSION SAVINGS	28
9.3 CONTRIBUTION FOR SELECTED PRODUCTS AND LEISURE ACTIVITIES.....	29
9.4 CONTRIBUTION FOR THE NEEDS OF A CHILD UNDER 6 YEARS OF AGE.....	29
9.5 EDUCATION	29
9.6 CONSULTANCY	29
9.7 BUT MOBILE	29
9.8 ACCOMMODATION.....	30
9.9 RECREATION AND SPORT	30
9.10 EDISONKA MINI-NURSERY	30
9.11 OTHER BENEFITS	30
10. BUT POST ROOMS.....	30
Address of the main BUT post room.....	30
The BUT data box identifier is yb9j9by.....	31
11. ENTRY AND PARKING	31
12. VUTIUM PUBLISHING	31
13. LIBRARIES	31
14. PROMOTIONAL ITEMS	31
15. BUT VISUAL STYLE	32
16. FACULTIES AND UNITS	33
16.1 FACULTY OF CIVIL ENGINEERING (FCE)	34
Faculty management:	35
i) Employee ID Card	35
j) Absence and working hours records	36
k) Information system/ FCE portal.....	36
l) Documents of the HR Department	36
m) Parking	36
n) Dining services	36

o) IT Administrator	37
p) OHS/FP	37
q) Room reservations at FCE	37
r) Educational events organised at FCE	37
s) Contacts and responsible persons:	37
16.2 FACULTY OF MECHANICAL ENGINEERING (FME)	39
Faculty management:	40
v) Employee ID Card	40
w) Absence and working hours records	41
x) Information system/ FME Portal	41
y) Documents of the HR Department	41
z) Parking at FME	41
aa) Dining services at FME	41
bb) IT Administrator	41
cc) OHS/FP	42
dd) Room reservations at FME	43
ee) Educational events organised at FME	43
ff) Contacts and responsible persons:	43
16.3 FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION (FEEC)	44
Faculty management:	45
b) Employee ID Card	45
c) Absence and working hours records	45
d) Information system/ FEEC portal	45
e) Documents of the HR Department	46
f) Parking at FEEC	46
g) Dining services at FEEC	46
h) IT Administrator	46
i) OHS/FP	46
j) Room reservations at FEEC	46
k) Educational events organised at FEEC	46
l) Contacts and responsible persons:	47
16.4 FACULTY OF ARCHITECTURE (FA)	48
Faculty management:	49
b) Employee ID Card	49

c) Absence and working hours records	49
d) Information system/ FA portal	50
e) Documents of FA HR Department	50
f) Parking at FA	50
g) Dining services at FA	50
h) IT Administrator - FA.....	50
i) OHS/ FP at FA.....	50
j) Room reservation at FA	51
k) Educational events organised at FA.....	51
l) Contacts and responsible persons of FA.....	51
16.5 FACULTY OF CHEMISTRY (FCH)	52
Faculty management:	53
b) Employee ID Card	53
c) Absence and working hours record at FCH	53
d) Information system/ portal	54
e) Documents of FA HR Department	54
f) Parking at FCH.....	54
g) Dining services at FCH.....	54
h) IT Administrator - FCH	54
i) OHS/FP at FCH	54
j) Room reservations at FCH	55
k) Educational events organised at FA.....	55
l) Contacts and responsible persons at FCH	55
16.6 FACULTY OF BUSINESS AND MANAGEMENT (FBM).....	57
Faculty Management:	58
b) Employee ID Card	58
c) Absence and working hours record at FBM.....	58
d) Information system/ FBM portal	59
e) Documents of FBM HR Department	59
f) Parking at FBM.....	59
g) Dining services at FBM.....	59
h) IT Administrator	59
i) OHS/FP.....	59
j) Rooms reservation at FBM	59

k) Educational events organised at FBM	59
l) Contacts and responsible persons at FBM	60
16.7 FACULTY OF FINE ARTS (FFA)	61
Faculty management:	62
b) Employee ID Card	62
c) Absence and working hours record at FFA	63
d) Information system/ FFA portal.....	63
e) Documents of FFA HR Department	63
f) Parking at FFA	63
g) Dining services at FFA	63
h) IT Administrator	63
i) OHS/FP at FFA.....	63
j) Room reservation at FFA	64
k) Educational Activities organised at FFA.....	64
l) Contacts and responsible persons at FFA	64
m) Map of the FFA campus and related buildings	65
16.8 FACULTY OF INFORMATION TECHNOLOGY (FIT).....	66
Faculty management:	67
b) Employee ID Card	67
c) Absence and working hours record at FIT	68
d) Information system/ FIT portal.....	68
e) Documents of FIT HR Department.....	68
f) Parking at FIT	68
g) Dining services at FIT	68
h) IT Administrator	68
i) OHS/FP at FIT	69
j) Room reservation at FIT.....	69
k) Educational activities organised at FIT	69
m) Map of the FFA campus and related buildings.....	70
16.9 INSTITUTE OF FORENSIC ENGINEERING (IFE).....	71
University Institute management:.....	72
b) Employee ID Card	72
c) Absence and working hours record at FIT	72
d) Information system/ IFE portal.....	73

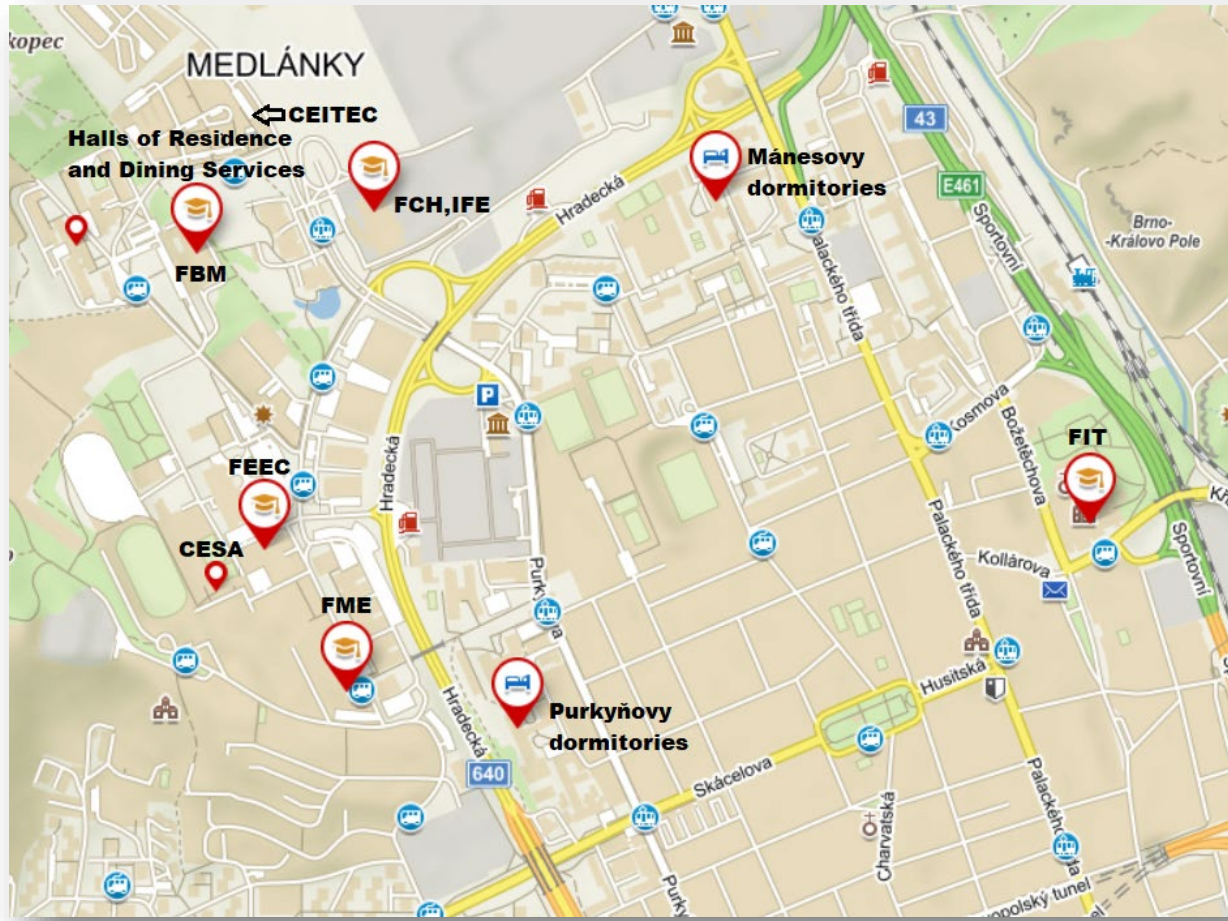
e) Documents of IFE HR Department.....	73
f) Parking at IFE	73
g) Dining services at IFE	73
h) IT Administrator	73
i) OHS/FP.....	73
j) Room reservation at IFE.....	73
k) Educational activities organised at IFE	73
l) Contacts and responsible persons	74
m) Map of the IFE campus and related buildings	74
16.10 CENTRE OF SPORTS ACTIVITIES (CESA).....	75
Centre management:.....	76
b) Employee ID Card	76
c) Absence and working hours record at FIT	76
d) Information system/ CESA portal	77
e) Documents of HR Department	77
f) Parking at CESA.....	77
g) Dining services at CESA.....	77
h) IT Administrator	77
i) OHS/FP at CESA.....	77
j) Room reservation at CESA	77
k) Educational activities organised at CESA.....	77
l) Contacts and responsible persons	78
Mailroom	78
a) Map of the FFA campus and related buildings	78
16.11 CENTRAL EUROPEAN INSTITUTE OF	79
TECHNOLOGY (CEITEC BUT).....	79
Institute management:	80
a) Legislation of CEITEC BUT	81
b) Employee ID Card	81
c) Absence and working hours record at CEITEC.....	81
d) Information System/ CEITEC BUT portal.....	81
e) Documents of HR Department	81
f) Parking at CEITEC BUT.....	81
g) Dining services at CEITEC BUT	81

h) IT Administrator	81
i) OHS/FP	82
j) Room reservation at CEITEC BUT	82
k) Educational activities at CEITEC BUT	82
l) Contacts and responsible persons	82
16.12 HALLS OF RESIDENCE AND DINING SERVICES	84
(HRDS)	84
Unit management	85
a) Start of employment	85
b) Accommodation for employees and guests of BUT	86
c) Legislation	86
d) Employee ID Card	86
e) Absence and working hours record	86
f) Information system / HRDS portal	86
g) Documents of HR Department	87
h) Parking at HRDS	87
i) Dining services	87
Opening hours of the catering facilities are on weekdays from 12:00 to 13:45.	87
j) IT Administrator	87
k) OHS/FP	87
l) Contacts and responsible persons	88
16.13 COMPUTER AND INFORMATION SERVICES CENTRE (CIS)	89



.....	89
Address: Kolejní 2906/4, 612 00 Brno	89
Unit management	90
a) Start of employment	90

b) Legislation.....	90
c) Employee ID Card.....	91
d) Absence and working hours record.....	91
a) CIS Information System	91
b) HR documents.....	91
c) Parking	91
d) Dining services	91
e) Communication.....	91
f) OSH/FP.....	91
g) Room reservation at CIS	92
17. GDPR	93
Typical categories of persons (data subjects) whose personal data are processed at BUT:.....	93
18. MAPS OF THE LOCATION OF FACULTIES AND UNITS OF THE UNIVERSITY IN BRNO.....	80
18.1 Brno - centre	80
18.2 Technology park.....	81



.....81

1. ABOUT THE UNIVERSITY

Brno University of Technology, abbreviated as BUT, is the oldest university in Brno. It was founded in 1899 by decree of the Austrian Emperor and King of Hungary Franz Joseph I. For more information about the history of the school, ([about BUT - wikipedie](#))

It is currently one of the largest public universities in the Czech Republic. The University consists of 8 faculties and 3 university institutes. It provides quality education in a wide range of subjects of studies from engineering, science, economics and the arts.

The University is a proud winner of the European award HR Excellence in Research (HR Award) in Human Resources, which it received in 2021, then in April 2023 it confirmed this award. More about the HR Award process is available [here](#). BUT has long appeared in the ranking of the world's best universities [QS Top Universities](#), which is compiled by QS Quacquarelli Symonds Limited and ranks thousands of universities each year.

1.1 University management

doc. Ing. Ladislav Janíček, Ph.D., MBA, LL.M.	Rector
prof. RNDr. Miroslav Doupovec, CSc., dr. h. c.	Vice-Rector for Studies
doc. Ing. Vítězslav Máša, Ph.D.	Vice-Rector for Continuing Education and Quality
doc. Ing. Vlasta Sedláková, Ph.D.	Vice-Rector for Human Resources Management
doc. PhDr. Iveta Šimberová, Ph.D.	Vice-Rector for Internationalization and External Affairs
doc. MgA. Milan Houser	Vice-Rector for Artistic Activity and Sustainability
prof. Ing. Martin Weiter, Ph.D.	Vice-Rector for Research and Knowledge Transfer
Mgr. Ing. Daniela Němcová	Bursar
Mgr. Kamil Gregore, MBA	Chancellor

BRNO UNIVERSITY OF TECHNOLOGY

Headquarters (Rectorate):	Antonínská 548/1, 602 00 Brno
E-mail:	vut@vutbr.cz
Web:	https://www.vut.cz/en/
IČO:	00216305
DIČ:	CZ00216305
Data box ID:	yb9j9by

[Most frequent telephone numbers](#) (Rectorate, Faculties and Units)

1.2 BUT LEGISLATION

[Here](#) is a link to the BUT Official Notice Board where you can download essential BUT documents and announcements. There, you can also find Strategic documents / BUT Legislation / Notice Board etc.

2. WHAT TO DO BEFORE AND SHORTLY AFTER THE START OF YOUR EMPLOYMENT

Before starting your employment, you will have to contact the HR department and make an appointment.

2.1 HR DEPARTMENT by workplace

(+420) 54114 + flap

FFA	Ms. Planková G.	+ 5224
FCE	Ms. Dostálová I./ Ing. Unge E./ Štěpničková R./ Klátová P.	+ 7150 / 7264 / 7265 / 7270
FME	Ms. Ing. Skalková B./ JUDr. Konečná P. / Ing. Patočková A./ Šimčíková L./ Vanžurová M./ Mgr. Radinová K.	+ 4920 / 2143 / 2741 / 2102 / 2305/ 2138
FIT	Ms. Mgr. Paulíková B.	+ 1174
FA	Ms. Ing. Bednářová A.	+ 6604
FCH	Ms. JUDr. Zapletalová P./ Ing. Samcová P. / Ing. Manhalterová R.	+ 9329 / 9338/ 9314
FBM	Ms. Ing. Štěpánková K./ Tříšková K.	+ 2606 / 3765
FEEC	Ms. Ing. Hovořáková K./ Rauscherová L./ Škorpíková J./ Ing. Durecová L.	+ 6348 / 6352 / 6345 / 6358
CEITEC BUT	Ms. Mgr. Zavadilová P./ Vinklárková K.	+ 9626 / 9641
HRDS BUT	Ms. Jurášová M. / Odehnalová M.	+ 2949 / 2948
Rectorate	Ms. Planková G. / Hůževková J.	+ 5224 / 5223
IFE, CESA	Ms. Hůževková J.	+ 5223
LLI/VUTIU/CL	Ms. Planková G.	+ 5224
CIS	Ms. Humplíková J.	+ 5491

The HR officer will give you the following forms:

- a) **Initial medical examination** form – the medical examination must be completed prior to the commencement of your employment and the form must be submitted no later than the day of commencement. The examination can be conducted by the contracted physician of the Brno University of Technology MUDr. Hajnová, Údolní 33, Brno, phone: 541 243 354 or the registered physician (only the 1st work category, to be specified by the HR department). You will pay for the initial examination directly at the time of the examination (in the case of the BUT contracted physician in the amount of CZK 250). You will be reimbursed after processing the receipt at the department's cashier's office.

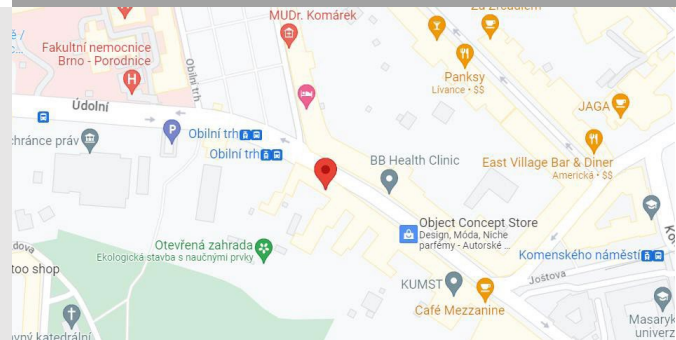
Údolní 33, Brno Post Code: 602 00

Phone: +420 541 243 354

Office hours for BUT employees

Po – St: 11:00 – 13:00 h

Čt: 13:00 – 16:00 h



Current information on the doctor's office hours - [here](#)

It is also possible to undergo the periodic examinations at the registered physician (only the 1st work category, to be specified by the HR department). The employee will pay for the examination themselves and the amount will be reimbursed by the cashier's office upon presentation of the receipt. The receipt must read BUT with the employee's name on it. Exit medical examinations must be conducted by the BUT contracted physician. For other health care, freedom of choice of physician applies and employees may choose to remain with their general practitioner or switch to the contracted physician.

- b) *Personal questionnaire*** – to fill in correctly and completely, please have ready: ID card, insurance card, bank account number for sending your wage. You will submit a certificate of employment from your previous employment or, in the case of registration with the Labour Office, information on the termination of registration as a jobseeker. *If you receive a pension or are recognised as a disabled person, you must provide a decision on your entitlement and the level of classification according to the CSSA.* You must also provide proof of your highest level of education or a copy thereof.
- c) *Information on the use of personal data and declaration of other gainful activity*** – in the case of other gainful activity identical to the subject of activity at BUT (science, research, education), consent is granted by the department manager, dean of the faculty, director, bursar.

[Employee's application for consent to engage in gainful employment activities identical to the employer's business](#)

- d)** Any Employee entering into an employment relationship with the University shall have the right to be provided with further information concerning that relationship. The

information provided varies depending on whether the employee is under an employment relationship or an agreement to complete a job/agreement to perform work.

Information on the content of the employment relationship pursuant to Section 37(1) of the Labour Code – the employee has the right to information on leave, probationary period, termination procedure, professional development, working and rest periods, remuneration, collective agreement and social security.

Information on the content of the legal relationship established by agreement to complete a job/agreement to perform work pursuant to the provisions of Section 77a of the Labour Code – the employee has the right to information on the details of the place of work, leave (from 1 January 2024), probationary period (if agreed), procedure for termination of the legal relationship established by the agreement, professional development, working and rest periods, remuneration from agreements, collective agreement and social security.

- e) ***Payroll Deduction Agreement*** – under this agreement, you may be deducted the cost of meals taken in the canteen, reduced by the overhead costs of the canteen.
- f) ***Declaration by the employee*** to notify the HR Department immediately in the event of a change of health insurance company. If they fail to do so, they shall reimburse the employer for the damage incurred by them as a result of the failure to notify the change.

g) Agreement to work outside the employer's workplace

If the performance of work does not impose an obligation to be present at the workplace.

The HR officer will draw up an employment contract based on the information you provide. On the basis of the type of work and education, the HR officer will prepare a wage assessment according to the applicable wage regulations. You will sign both of these documents with your manager or HR officer before you start work.

In the event that a change occurs during the course of the employment relationship regarding personal data – title, name, surname, status, residence, number of children, change of health insurance company, bank connection etc., you are obliged to inform your HR officer immediately.

Other document that may be related to your type of work and you may be asked to sign.

- [Agreement on liability for loss of entrusted things](#)

2.2 OHS and FP

OHS training

On the day of commencement of employment, the HR officer or manager or other professionally qualified person shall brief the employee with the general part of occupational health and safety and fire protection, which the employee shall confirm by their signature. The employee shall receive one copy of this document.


In the case of a hazardous workplace, employees undergo additional training provided by OHS and FP prevention officers, other authorised professionally qualified persons, or an external company (depending on the workplace).

[Guideline no.9/2022](#) – Occupational health and safety and fire protection at BUT.

2.3 IS BUT, E-MAIL, WIFI and Employee ID Card/ ITIC / ISIC

2.3.1 IS VUT – Information system and email

Access to the university information system is available from any computer connected to the Internet at <https://www.vut.cz/en/> . The BUT IS contains a public and a non-public section. The public section is available to any user to obtain basic information about BUT. The non-public section is only accessible after logging in.

You can log in from <https://www.vut.cz/en/login> or from the University's main website under the symbol  at the top right corner of the screen. The login is divided into a general part – the BUT website and a personal part – Intraportal.

After you have been hired, you will be automatically generated a university login (*username*), ID (*identification number*) and a login password. You will also be assigned an email address and set up with server access. You will receive all of these details at the IT department from [faculty/university institute/unit system integrators](#). Further information on use is available from the HR department (unless otherwise established at the faculty/university institute/unit). If you are also a former or current student of the BUT, your access data to the system will remain. At the time of termination of employment, these entitlements are automatically cancelled.

2.3.2 WI-FI

The Wi-Fi network can be used by any employee who has an active account in the university information system and has valid login credentials. To connect, you need to authenticate your identity using the Wi-Fi network login page in your browser or by using a VPN connection. Network traffic is limited to 250 MB per user per week. If you have any questions, please contact your [faculty/university institute/unit system integrator](#).

Instructions on how to connect the VPN for Windows 10 (all faculties/university institutes/units except RE) can be found by logging into the Intraportal in the Tutorials section.

2.3.3 Employee ID Card/ ITIC/ ISIC

To be entered into the university information system, you must provide (bring / send by post, e-mail) the HR department with a passport photo with a light background (jpg format is sufficient). The photo is used for publication in the IS and for the production of the ID card. This card is either a BUT employee card or an international teacher's card. The employee ID card will be handed over to you by an HR officer after its production, it is provided free of charge. In the case of the ID card, the procedure is based on the experience at the department in question (further information will be provided by the HR department).

The card must be activated by the [faculty/university institute/unit system integrator](#). If the employee is already a student, access within the employment relationship can be set up on the ISIC card.

By creating an account and issuing a card, the employee gets the following options:

- use the dining services – service of meals in the canteen
- enter (according to their rights) the university premises (buildings, car parks, garden of the Rectorate)
- use the library system

Note:

In case of loss, theft or any damage to the employee ID card, a new one must be requested at the HR department. Employees are entitled to a free replacement of their card once every 5 years. Up to 5 years, the replacement is charged at CZK 100. A payroll deduction agreement is concluded with the employee and the amount is deducted from their wage.

2.3.4 SAP

[SAP support](#) at BUT is provided by the Computer and Information Services centre (CIS). To submit a request, it is necessary to use the so-called [Request System](#).

2.4 PAYROLL OFFICE

The next department you need to visit after you start work is the **Payroll Office** (Rectorate, 2nd floor).

Employees of the Halls of Residence and Dining Services (HRDS) should contact the Payroll Office and HR department of HRDS, Kolejní 2, tel. +420 541 142 948.

(+420) 54114 + flap

Ms. Slezáková I.	RE (manager)	+ 5225
Ms. Navrátilová M.	FFA, FCE, FBM	+ 5229
Ms. Smejkalová I.	FME, FCH	+ 5226
Ms. Baláčková P.	FME	+ 5234
Ms. Zabilová A.	CEITEC	+ 5219
Ms. Štěpánková D.	FCE	+ 5228
Ms. Vybíralová J.	FIT, FEEC, LLI, RE	+ 5227
Ms. Novotná E.	FA, FEEC, CESA, CIS, CL, VUTIUM	+ 5220
Ms. Plchotová K.	FME, FEEC, IFE	+ 5217

The following will be dealt with at the relevant payroll accountant:

- a) taxpayer's declaration
- b) claims on the child tax credit (children's birth certificates must be presented for verification)
- c) declaration of deductions from wages – execution, priority and non-priority claims
- d) in case of studies, you must provide a confirmation of studies

Payroll matters

The rules for remuneration, i.e. classification into pay grades, for awarding and determining the amount of the tariff wage and other allowances and bonuses can be found in the [BUT Wage Rules](#) - and the current [Collective Agreement](#) (after login). The wage is paid by bank transfer (preferred), postal order or cash at the cashier's office. In the case of employees of *CEITEC BUT/ CESA, FA/ FFA/ FEEC/ IFE and the Rectorate*, at the Rectorate cash desk, Antonínská 1. Other faculties and units have their own cashier's offices.

Payslip

Each employee will receive their first payslip in paper form. Paper payslips are sent by the Payroll Office to the faculty / unit cashiers. If the F/U doesn't have a cashier's office, they are forwarded to the Rector's Office cashier.

The paper payslip includes a PIN (payslip key) which is used to log into Intraportal, E-payroll section. Here the employee will find all payslips in electronic form.

3. CASHIER'S OFFICE

Cashier's office for employees of *CEITEC BUT/ CESA/ FA/ FFA/ FEEC/ RECTORATE/ IFE* you can find at Rectorate BUT, Antonínská 1, Brno – contact person [Ms. Ivana Holá](#) / [Cashier's office hours](#).

Other employees have cashier's offices at their faculties and units.

4. INFORMATION FOR EMPLOYEES

4.1 BUT Portal

Basic information can be found in the general part of the website in the **About the University** section (organisational structure, official notice board etc.).

You can read about current events at the University in the section [News](#).


4.2 SharePoint

SharePoint [Information for employees](#) is also available to new and current employees. This contains all the basic HR information divided into 6 areas:

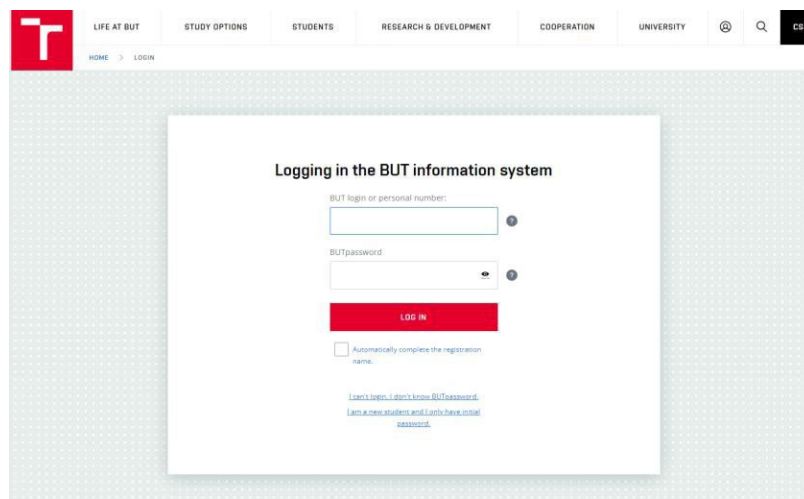
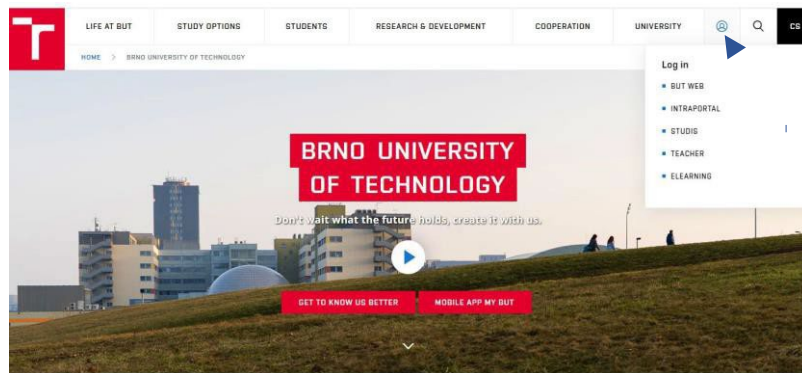
- health and safety
- holiday, work-life balance
- education and professional development
- remuneration and benefits
- business trips and mobility
- personal data protection.

As part of the adaptation process, every employee should familiarise themselves with these upon starting the employment.

4.3 Intraportal

You can find Intraportal on the university's main website [vut.cz/en](#) in the top right corner of the screen under the symbol . To access Intraportal, you must log in. See pictures below.

To log in, use: BUT login or personal number/ BUT password.



Intraportal is divided into 4 sections:

- Personal
- Working
- Services
- Operational

Employees manage *Business trips* on their Intraportal. You can view any of your electronic payslips during your employment at BUT in the *eWages* tab after logging in with your SAPkey (included with your first paper payslip).

If the employee has a private or business mobile plan from BUT, they can see all documents, payments, settings and more in the *BUT mobile* section.

In Intraportal, employees can *record their absence and working time** (*according to the settings of the BUT workplace).

Requests regarding work-related matters are entered via Intraportal. The request system is the primary communication channel with employees [CIS](#) (Computer and Information Services Centre).

4.4 Events quarterly journal

Since 1991, the VUTIUM publishing house has been publishing and distributing a university-wide quarterly journal [Events at BUT](#), which takes the form of an English-language yearbook called News at BUT once a year.

4.5 VUT's up?

Newsletter for BUT employees. Regular monthly information about events at BUT. This newsletter is sent once a month to employees' email inboxes.

5. FOREIGN EMPLOYEES

Foreign employees must fill in the following forms with the HR officer: Information about the employment of a foreign employee and a personal questionnaire. They shall provide a proof of education (or a copy) and, if applicable, a confirmation of studies. They will receive a document for an initial medical examination from the HR officer.

In addition, they shall provide a copy of a travel document (passport/ID); if the foreigner is a non-EU national, we ask for a residence permit and a work permit; the foreigner does not need to provide a work permit if they fall under one of the exceptions to the Employment Act ([Act No. 435/2004 Coll., Section 98](#)). In the case of employees from Slovakia, an ID is sufficient. Foreign students must provide the birth code assigned to them by the Study Department. On the basis of these documents, the foreigner is registered to the Labour Office.

If the foreign employee has already had an employment relationship in the Czech Republic in the past, then it is necessary to provide RNIP – Registration Number of the Insured Person (from the social insurance system) or the number of the insured person from the health insurance system.

In the case of concurrent employment in another country besides the Czech Republic, the foreigner must obtain the A1 Form – determination of competence in the field of social and health insurance. In this case, it is addressed in cooperation with [Ing. Věra Chybová](#) (HR Department of the Rectorate, Antonínská 1).

If the foreigner wants to claim tax credit after 183 days of their stay in the Czech Republic, they have to apply for a “tax domicile” at the tax office (for a maximum of 1 year, to be applied for repeatedly).

If the foreigner has been assigned a CZECH NATIVE NUMBER (either on a separate document or as part of the grant of long-term residence) – they must prove this at the HR department.

[BUT Welcome Service](#) is here to help any foreigner from BUT (including CEITEC BUT), who needs to make an appointment at the Department of Asylum and Migration policy, who needs to help with visa process, accommodation or any other matters related to life in Brno. Feel free to contact us via email: welcome.service@vut.cz.

If you need to handle the agenda related to your work contract and work environment, please contact HR department within your faculty of institute, e.g. CEITEC BUT- [Mgr. Petra Zavadilová](#).

[SharePoint for Foreign Employees](#)

In the case of sending our employees to a foreign country, we ask for providing the A1 Form for remaining in the Czech social security system.

Duties and specifics of employees from each country will be dealt with individually.

6. YOUR WORKPLACE

The head of the workplace or their delegated employee will introduce you to the work environment, colleagues and the specifics of the workplace. You will also learn about the basic regulations of the University and those you will need in your work. You can acquaint with them on the University/faculty/department website.

The basic documents with which each employee becomes acquainted as soon as possible after the start are:

- [The Statute of BUT](#)
- [Work Rules of BUT](#) (after login)
- [The BUT Wage Rules](#) (after login)
- [Collective \(Bargaining\) Agreement](#) (after login)
- Personal data protection at BUT (only in Czech) ([Guideline No.6/2018](#))
- [Code of Conduct](#)
- Organisational regulations and related legislation of the relevant unit of the University

All necessary legislation can be found on the official notice board of the BUT website in the section [Internal regulations and documents](#). Some internal regulations require a login.

In your applications, submissions and proposals, follow the hierarchy set out in the organisational regulations of the university department to which your workplace belongs. You can find out about the organisational structure of the University and its management on the website: [Organization Structure – BUT \(vut.cz\)](#).

The timetabling and recording of working time is described in [Guideline no. 10/2019](#) (after login).

6.1 WORKING HOURS

Working hours are 40 hours per week, i.e. 8 hours per day, in single-shift operation, 38.75 hours per week (7.75 hours/day) in two-shift operation and 37.5 hours per week (7.5 hours/day) in three-shift and continuous operation. After a maximum of 6 (4.5 for minors)

hours of continuous work, a meal and rest break are provided, which is not counted as working hours. In the case of work which cannot be interrupted, the employee shall be provided with adequate rest and meal breaks without interruption of the operation or work; these breaks shall be counted as part of the working hours.

The management of the relevant organisational unit of BUT decides on the distribution of working time and working mode of a particular employee.

The operation hours start at 6:00 am and end at 10:00 pm.

6.2 RECORDS OF ABSENCE AND WORKING HOURS

Absence and working hours records of BUT employees are kept via a module in Intraportal (*for more information on attendance records, please refer to the individual faculty/department*). The module is a support system. It is therefore always up to the department/workplace whether it is used.

Flexible working hours are applied to jobs where operational reasons do not prevent it.

Fixed working hours are set by internal regulations at 10:00–14:00 (MON – FRI).

6.3 BUSINESS TRIPS

Business trips are managed through the [Business Trips module](#) in Intraportal (trip order, billing). The module also includes a detailed manual.

The contact person for questions regarding the Business Trips in [Ms. Jitka Novotná](#) (BUT HR Department), phone: 541 145 317, e-mail: novotna.j@vutbr.cz or the relevant employee at the BUT faculty or unit.

[Guideline No.16/2017](#) - Provision of travel allowances to BUT employees (after login)

6.3.1 Use of a private vehicle

If you wish to use a private vehicle for a business trip and you are an employee of the Rectorate, CIS, VUTIUM, CL, HRDS and LLI, you must first enter the vehicle into the system and then submit the documents listed below to the BUT Legal Department, where the contact person is Ms. [Helena Sedláková](#).

At faculties and university institutes, you deal with the relevant employee in charge of the Business Trip agenda (usually the economics department).

Documents you must provide:

- Detailed Registration Certificate

- Green Card
- Accident insurance and liability insurance
- Proof of paid insurance – bank statement or affidavit of the payment of the premium

Approval to use a private vehicle for a business trip is the responsibility of the employee's manager.

If the employee is not the owner of the vehicle, but a family member is, the employee must always submit an affidavit which must be signed by the owner of the vehicle.

Verification lasts temporarily, i.e. for the duration of the validity of the submitted documents (the green card indicates the period, the accident insurance is verified for the period of payment of the premium – it can be a month, a quarter or a year). After this period, the employee fills in the next period for which they want to extend the validity of the verification. They no longer need to show the registration certificate as the vehicle is already registered, they just need to show proof of payment of the accident insurance and a new green card.

Driver training is organised regularly and can be registered for via the Business Trips module. Completion of driver training (once every 2 years) is a prerequisite for being able to use a private vehicle for business trips.

6.4 HOLIDAY

The basic annual holiday entitlement is 8 weeks for academic staff and 6 weeks for other staff. Holiday entitlement is calculated in hours and, on a full-time basis and working throughout the calendar year, is 320 hours for academic staff and 240 hours for otherstaff.

If you work part-time, do not work the whole year, have extended absences during the year (temporary sick leave, maternity/paternity leave), or your hours change during the year, your HR officer will give you information about your annual holiday entitlement.

The employer must determine the duration of the holiday in accordance with a written holiday schedule issued with the prior approval of the trade union and works council so that the holiday can normally be taken in its entirety and by the end of the calendar year in which the leave entitlement arose.

Holiday requests shall be made via the Absence Schedule module in the [Intraportal](#) (may vary by faculty/department).

6.5 STOCKTAKING

BUT conducts stocktaking by means of physical inventory (of assets and warehouses, cash and valuables), documentary inventory or a combination thereof.

Dates and information on inventories can be found in Directive No. 3/2022 – Inventory and in

Directive No. 2/2022 – Physical Inventory of Assets (only in Czech).

The head of the workplace shall always be informed well in advance of the date and type of inventory. Individual members of the committees are informed of their appointment by means of an internal document.

The rules for conducting each type of inventory and related information provide instructions on specific areas of assets and liabilities.

Types and kinds of inventories shall be in accordance with the law or as decided by BUT in accordance with the law.

Employees can find the property registered in their name in Intraportal/Personal/Property. For more information, please contact the Department of Economics - [Ms. Ivana Andrášková](#), phone: 541 145 332, e-mail: andryskova@vutbr.cz

7. LANDLINES

Along with the workstation, the employee should (with few exceptions) be provided with a landline telephone and their own line number. The telephones and landlines are taken care of by [Josef Procházka](#) (CIS – Infrastructure Department). You can also contact him in case of malfunctions, replacement of devices and their further adjustment. From landlines, you can call other BUT landlines (by dialling the line number) and BUT mobile phones (0 + phone number). There is also a free simplified dialling service for calls from a mobile phone to the BUT landline (4 + line number).

If you own a business phone (BUT mobile), when working off-site (home office), you are required to set up a so-called phone (landlines) forwarding. This can be set by dialling *50 + the mobile number to which you are forwarding calls. When you return to work, you can cancel the setting by dialling #5 on your landline. Call forwarding is free of charge.

If you forget to forward your calls and cannot ask a colleague to do it for you, you can request a “remote forwarding” by entering a request into the request system in Intraportal. In the area section, select “Telephones” and enter your office phone number (landline) and the mobile phone you want to forward calls to.

8. DINING SERVICES

8.1 Meals in canteens

Dining services for BUT employees are primarily provided in [the canteens of halls of residence, faculty restaurants and cafeterias](#), in which there is an order-free catering system. BUT employees may use any of the BUT canteens during their opening hours. Payment shall be made by the employee ID card or in cash. A dining account is created automatically for all BUT

employees along with access to the UIS. All transactions made with the BUT ID card can be tracked in Intraportal/Personal/Lunch Disbursement.

The University provides a discounted price of one main meal per day for employees who have made a cashless payment using their employee ID card, if they work a minimum of 3 hours of their work shift. BUT contributes to this one main meal for each employee by covering the canteen overhead costs.

The price of meals is different for each group of diners (employees, students, others).

8.2. Meals outside the canteen

From 01/10/2022, BUT provides a meal allowance to all its employees who do not use the canteen on a given day in the form of a meal voucher lump sum. Employees are entitled to a meal allowance if they work at least 3 hours per shift. For more information, please see Methodological Directive No. 9/2023 – Provision of the Meal Allowance (only in Czech).

9. EMPLOYEE BENEFITS

9.1 THE BUT SOCIAL FUND

Since 5/2023, the BUT offers a new Benefit Program for employees, paid from the BUT Social Fund. Every employee in employment with the BUT who is not in a trial period and whose employment relationship lasts longer than 3 months is entitled to a contribution from the Social Fund. Once a year, employees can choose what they will use this contribution for via Intraportal or a paper form:

- Supplementary pensions/supplementary pension savings
- Selected products and leisure activities (Edenred benefit card)
- A combination of the first two contributions.

In addition, employees with children under 6 years of age can apply for a child's needs contribution under this scheme. For more information, please see the SharePoint [BUT Benefit Program](#).

The rules and conditions for the provision of contributions from the Social Fund are set out in [Guideline No. 6/2023 - Use of the Social Fund](#).

9.2 CONTRIBUTION TO SUPPLEMENTARY PENSION/ SUPPLEMENTARY PENSION SAVINGS

Any employee who has a pension plan or supplementary pension savings plan and meets the conditions set out in [Guideline No. 6/2023 - Use of the Social Fund](#) (the employee has an employment relationship with the employer and is not in a trial period at the time of application) may apply for an employer contribution. This contribution can be negotiated after 3 months from the start of the employment relationship. Information on the possibility of granting this contribution can be obtained from the human resources departments of the faculties/university institutes/units or the payroll office of the BUT Rectorate.

9.3 CONTRIBUTION FOR SELECTED PRODUCTS AND LEISURE ACTIVITIES

Employees who have opted for this contribution under the BUT Benefits Program will receive an Edenred benefit payment card. They can collect it from the 15th day of the month following the month of the choice at the Faculty/University Institute/Unit HR Department. Subsequently, on the 20th day of the month, the card will be charged with points, where 1 point = 1 CZK.

9.4 CONTRIBUTION FOR THE NEEDS OF A CHILD UNDER 6 YEARS OF AGE

Employees who have a child/children under 6 years of age may apply for a child's needs contribution at any time during the year. Parents on maternity/paternity/parental leave are also eligible for the allowance. The allowance is provided in the form of a benefit card. For more information, see the SharePoint - [BUT Benefit Program](#).

9.5 EDUCATION

BUT supports lifelong learning of its employees. With the approval of the supervisor, it is possible to enrol in a number of courses organised by various university departments; language and PC courses are very popular. These courses are free of charge or at discounted prices. The main course offer can be found on the website of the [Continuing Education and Counselling Centre](#). Employees can find educational courses at BUT in the *Intraportal* → *Operations* → *Events and Education Courses*.

When choosing an educational course outside BUT, it is always necessary to make an arrange with the manager. If an educational event is held outside Brno, a travel order must also be issued.

9.6 CONSULTANCY

Employees and students can use the services of the [Alfons Counselling Centre](#). The Centre offers the following services:

- basic information about the specific needs of disadvantaged students at BUT
- counselling, workshops and seminars focused on specific need groups
- discounted concentration training using the method of EEG Biofeedback
- e-learning support for the development of soft-skills on the topic of specific needs of university students
- socio-legal counselling S-compass.

9.7 BUT MOBILE

BUT employees (with an employment of 0.6+ FTE) and PhD students can use mobile and data services at discounted prices (Vodafone OneNet). Further information, electronic contract signing as well as the management of the mobile service can be found in *Intraportal* app under *BUT mobile*. Each employee can own up to 10 SIM cards for which they are responsible. Further information is provided by CIS: Ing. Jaroslav List, +420 54114 5430, vutmobil@vut.cz.

9.8 ACCOMMODATION

Part of the accommodation capacity of the halls of residence is allocated for accommodation of BUT employees. These rooms are usually better equipped and allow, especially young workers who do not have their own accommodation in Brno or its surroundings, to solve their housing situation.

For more information on accommodation options, please refer to this brochure (chapter 16.12 – HRDS).

9.9 RECREATION AND SPORT

BUT employees can use a number of BUT sports facilities on the territory of the city of Brno and *recreational facilities in the Jeseníky Mountains in Ramzová, Recreation Centre in Vříšť*. Possibilities of recreation in Jeseníky Mountains and booking can be found on the website of [Halls of Residence and Dining Services](#). More information about the Recreation Centre in Vříšť' can be found [here](#) (only in Czech).

You can find out more about the conditions of use of sports facilities, sporting events and courses on the website of the [Centre of Sports Activities](#).

9.10 EDISONKA MINI-NURSERY

In order to support the balance between work and family life of employees, the Edisonka mini-nursery was established in 2013 at the Faculty of Electrical Engineering and Communication. It provides irregular short-term childcare for BUT employees. Further information [here](#) (only in Czech).

9.11 OTHER BENEFITS

Other benefits offered by BUT to its employees vary according to the department. They offer, for example, balls, Children's Day, Sports Day, yoga lessons, children's art workshops. Some events are one-off, others are offered repeatedly. More information can be found on the websites of individual faculties and departments.

10. BUT POST ROOMS

Personal and postal submissions are accepted at all BUT post rooms. Unsolicited advertising or commercial communications will not be processed by the post room.

Address of the main BUT post room

Vysoké učení technické v Brně
Antonínská 548/1
Brno 602 00

IČ 00216305 DIČ CZ00216305

The BUT data box identifier is **yb9j9by**.

The maximum size of a data message submitted in this way is 20 MB.

11. ENTRY AND PARKING

BUT allows its employees to use the car parks belonging to the BUT buildings. Detailed rules for their use and operating hours can be found in the operating rules: Car park operating rules; Operating schedules of BUT buildings (only in Czech). In car parks with gates (e.g. Rectorate courtyard), entry is only permitted with an employee ID card attached to a reader.

12. VUTIUM PUBLISHING

It is also possible to use the services of the VUTIUM publishing, where you can buy books and textbooks. The publishing house also offers printing, binding and publication of dissertations, professional and habilitation theses. Publications of the VUTIUM publishing can be purchased at the Central Library located at the Faculty of Business and Management (Kolejní 4) or on [the publishing house's website](#) (only in Czech).

13. LIBRARIES

The basic mission [of the BUT Central Library](#) is to collect and make available literature of a predominantly interdisciplinary nature. [Each BUT faculty](#) (only in Czech) also has its own library. Libraries not only lend printed books, but you can also access the so-called [E-Resources](#). Furthermore, thanks to [the Primo university search engine](#), the vast majority of resources available to BUT can be searched. An integral part of the support for employees as well as students (bachelor, master and doctoral students) are [educational courses](#) that can be arranged at the library.

14. PROMOTIONAL ITEMS

Promotional items, gifts and souvenirs with the University logo can be purchased for personal use in the Central Library and at the reception of the Rectorate of BUT (Antonínská 1). Items can be ordered for your own use via the Shopping House module in Intraportal. For the needs of the workplace they are ordered in the form of internal orders and picked up at the Marketing and External Relations Department at the Rectorate.

15. BUT VISUAL STYLE

Official BUT communication within the organisation and to the public requires a unified visual style. On the shared data storage - [Jednotný vizuální styl – VUT](#), employees can use a manual of the BUT unified visual style, fonts, logos and document templates.

In order to view the documents, you need to be logged in to Google with a BUT account (LOGIN + BUT password).

The contact person for all matters related to the BUT visual style is: [Mgr. Marta Vaňková](#), Marketing and External Relations Department.

16. FACULTIES AND UNITS

- 16.1. [FACULTY OF CIVIL ENGINEERING \(FCE\)](#)
- 16.2. [FACULTY OF MECHANICAL ENGINEERING \(FME\)](#)
- 16.3. [FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION \(FECC\)](#)
- 16.4. [FACULTY OF ARCHITECTURE \(FA\)](#)
- 16.5. [FACULTY OF CHEMISTRY \(FCH\)](#)
- 16.6. [FACULTY OF BUSINESS AND MANAGEMENT \(FMB\)](#)
- 16.7. [FACULTY OF FINE ARTS \(FFA\)](#)
- 16.8. [FACULTY OF INFORMATION TECHNOLOGY \(FIT\)](#)
- 16.9. [INSTITUTE OF FORENSIC ENGINEERING \(IFE\)](#)
- 16.10. [CENTRE OF SPORTS ACTIVITIES \(CSA\)](#)
- 16.11. [CENTRAL EUROPEAN INSTITUTE OF TECHNOLOGY \(CEITEC\)](#)
- 16.12. [HALLS OF RESIDENCE AND DINING SERVICES \(HRDS\)](#)
- 16.13. [COMPUTER AND INFORMATION SERVICES CENTRE \(CIS\)](#)

16.1 FACULTY OF CIVIL ENGINEERING (FCE)



Address: Veverí 331/95, 602 00 Brno

Web: www.fce.vutbr.cz/en

Contact: info@fce.vutbr.cz

FACULTY DESCRIPTION

The Faculty of Civil Engineering is currently the largest BUT faculty. It is a modern university institution that seeks to innovate a number of study fields, the composition and content of courses. Students thus gain the latest theoretical and practical knowledge that they can apply in practice. Emphasis is also placed on sending students abroad, especially to European countries. Studies are available in accredited bachelor's, master's and doctoral degree programmes. The Faculty of Civil Engineering also offers lifelong learning educational courses and is significantly involved in scientific research activities.

Since 1992, the Faculty of Civil Engineering has been located in the historical premises of BUT on Veverí and Žižkova Streets. The premises were returned to the BUT ownership after the eviction of the Military Academy, which had used the premises from 1951 to 1991. Since the takeover of the premises by the Faculty of Civil Engineering, the restoration and reconstruction of the historical buildings of the entire complex has been carried out in several stages. Gradual renovations have transformed the completely inadequate condition of the Faculty of Civil Engineering into a worthy environment that respects the current needs of university teaching and scientific research. [The AdMaS scientific centre](#) was built on the Pod Palackého vrchem campus.

Faculty management:

[prof. Ing. Rostislav Drochytka, CSc.,
MBA, dr. h. c.](#)

Dean



doc. Ing. Jan Jandora, Ph.D.	Vice-Dean for Graduate Bachelor and Master Studies and English Courses, Statutory Deputy of the Dean
prof. Ing. Miroslav Bajer, CSc.	Vice-Dean for Graduate Doctoral Studies and Internal Relations
doc. Ing. Karel Šuhajda, Ph.D.	Vice-Dean for Strategic Development
doc. JUDr. Ing. Zdeněk Dufek, Ph.D.	Vice-Dean for External Relations, Internationalization and Marketing
doc. Mgr. Tomáš Apeltauer, Ph.D.	Vice-Dean for Research, Development and Digitalization
Ing. Jana Hodná, Ph.D.	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FCE BUT](#)

Faculty specifics:

h) Legislation

A list of valid documents and internal standards is available to each employee in [the FCE information system](#) (in Czech only) in the section Documents. Every employee of FCE has access to the system.

i) Employee ID Card

Issuance of the employee ID card is ensured by the Personnel Office - [Ing. Eliška Unge](#) and [Ing. Olga Nešporová](#).

In order to issue the card and to enter it into the university information system (IS), it is necessary to submit an ID photo to the HR officer or send it in jpg format by e-mail. The card will be handed over to you after it has been made and a basic access has been set up by the Personnel Office. Setting up specific access is handled by the FCE system integrator – Ing. Miroslav Menšík, Ph.D.

In case of loss or damage of the card, the HR officer will order a new card and then set up the deduction from the employee's wage, see section 2.3.3 Employee ID Card/ ITIC/ ISIC.

j) Absence and working hours records

Absence records ([in Intraportal BUT](#)) are maintained electronically in the BUT IS, which the employee can access after logging in with their username and password.

Working hours records are the responsibility of each manager as to what system is used in their workplace.

k) Information system/ FCE portal

The Faculty of Civil Engineering currently uses two information systems. One of them is the IS of the Faculty of Civil Engineering, which is called [INTRANET](#), where the employee can find current regulations and internal standards, documents and news. The employee receives the login details upon commencement of employment.

The other system, which the employee at the Faculty cannot do without, is the BUT information system, which is called [INTRAPORTAL](#). Here, employees can manage their attendance, view their payslips or plan their business trips.

Access to both systems is via a username, which is usually in the form – surname.initial letter of the name (Jan Novák – *novak.j*) and a generated password.

l) Documents of the HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

m) Parking

Parking on the Veverří campus is only possible with the consent of Chief Financial Officer, who will assign a numbered parking space and issue a parking card to the employee. The employee is then allowed to enter the Veverří campus using their employee ID card. Another option is to park in the Žižkov Parking House, where all FCE BUT employees can park in the free employee parking spaces. The number of parking spaces is limited and the employee is informed of the number of available parking spaces when entering the Žižkov campus.

n) Dining services

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. More information – Methodical directive no.9/2023 (in Czech only).

FCE employees can eat in the Rybkova Restaurant or in the Rybkova Canteen - directly on the premises of the Faculty of Civil Engineering, Rybkova 1 or in a number of different restaurants in the vicinity of FCE.

o) IT Administrator

Technical support at the Faculty (passwords, e-mail, PCs, printers etc.) is provided by the administrator designated for the relevant department (system integrator). List of system integrators – [here](#).

p) OHS/FP

The OHS and FP technician provides training for employees upon commencement of employment in cooperation with the faculty HR department. The technician for the Faculty of Civil Engineering is: [Bc. Zdeňka Jandová](#).

q) Room reservations at FCE

Current information on faculty room availability will be provided upon request. Technical details related to the organisation of events in the FCE BUT premises are provided by: [Ing. Miloslav Zimmermann](#).

r) Educational events organised at FCE

Current information about the educational events, seminars and courses organised is available in the [News section on the FCE BUT website](#).

s) Contacts and responsible persons:

Web FCE	Ing. Miroslav Menšík, Ph.D.
HR Department	Head of Department: Ing. Olga Nešporová
Study department	Head of Department: Ing. Světlana Popelová
Administrative Office	Head of Office: Ing. Ivo Rohrbacher
Concierge desk Veveří	Phone: +420 541 147 110, Mobile: +420 731 706 950
Concierge desk Žižkova	Phone: +420 541 147 710, Mobile: +420 731 706 960
24-hour security is provided by an external company.	
Library and Information Centre	Head of Centre: Mgr. Almíra Pitronová
Mailroom	Jitka Kafková, Eva Mojžíšová
Office hours:	Phone: +420 541 147 117 - 7112
Mon-Fri: 8:00 - 12:00/ 12:30 - 15:00	Email: kafkova.j@fce.vutbr.cz ; mojziso.e@fce.vutbr.cz
	Email: fast-epodatelna@vutbr.cz
	Location: Veveří 331/95

Cash desk

Office hours:

Mon - Fri: 8:00 - 12:00/ 12:30 - 15:00

Marie Baláková

Phone: +420 541 147 143

Email: balakova.m@fce.vutbr.cz

Location: Veveří 331/95, A311

At the cash desk, employees can arrange advances and settle domestic and foreign business travel or extraordinary advances. The cash desk pays out wages in cash.

t) Map of the campus and associated buildings

The faculty campus consists of a total of 12 buildings located on Veveří and Žižkova Streets.

[Detailed map of the campus and individual buildings](#) is available on the faculty website.

16.2 FACULTY OF MECHANICAL ENGINEERING (FME)



Address: Technická 2896/2,
616 69 Brno

Web: www.fme.vutbr.cz

Contact: info@fme.vutbr.cz

FACULTY DESCRIPTION

The Faculty of Mechanical Engineering is the largest faculty of BUT and the largest mechanical engineering faculty in the Czech Republic and Slovakia. It is located in the Technická Street, in the Pod Palackého vrchem BUT campus. The campus provides facilities for more than 700 employees and nearly 4,000 students. The Faculty also includes the NETME Centre, a scientific research centre focused on the application of new technologies forengineering.

The Faculty of Mechanical Engineering is open to cooperation with companies and research institutions; international cooperation also contributes significantly to increasing its prestige. FME is a member of international professional associations and supports international mobility of students and employees, both in academic and non-academic positions.

Although the Faculty has more than 120 years of tradition, it is still young thanks to the energy of our students and the innovation of our researchers working on technologies for the future.

Faculty management:

doc. Ing. Jiří Hlinka, Ph.D. Dean



prof. Ing. Ivan Křupka, Ph.D.	Vice-Dean for outer relations, habilitations and appointment procedures
doc. Ing. Jaroslav Katolický, Ph.D.	Vice-Dean for Research activities, faculty development, intellectual property and PhD study programme
Mgr. Jana Hoderová, Ph.D.	Vice-Dean for bachelor's study, admission procedure, study timing, publishing activities
doc. Ing. Radek Kalousek, Ph.D.	Vice-Dean for master's study, international study, scholarships and tuitions, lifelong learning, final thesis and state exams
Ing. Petr Tesař	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FME BUT](#)

Faculty specifics:

u) Legislation

A list of valid documents and internal standards is available to every employee in the Faculty's information system in the [Internal Regulations and Standards section](#). Every employee of FME BUT has access to this system.

v) Employee ID Card

New employee ID card

- The employee shall submit a photo for the production of the employee ID card and the FME HR department arranges for the production.

Lost employee ID card

- The employee shall block the card in case of losing it in the Intraportal (personal-cards) and request that the FME HR department provide a new one.
- The issue of the car is handled by the HR department. Up to 5 years, the replacement is charged 100 CZK. The HR officer then sets up the deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

w) Absence and working hours records

All employees are obliged to record their attendance in the Absence Records module in [BUT Intraportal](#). Further arrangements of absence recording are the responsibility of the department manager concerned.

x) Information system/ FME Portal

In addition to the BUT information system ([Intraportal](#)), there is also a faculty information system available to employees, which is named [Herodis](#). The menu in Herodis is generated dynamically according to the privileges assigned to each user, so the employees see only those features of the system that they are allowed to use. The same BUT login and BUT password are used for access as for the BUT IS.

y) Documents of the HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

z) Parking at FME

Parking is available inside the FME campus and in two adjacent car parks. The entry to the campus is secured by a barrier; to enter the campus, the employee must use the card, which is obtained from the HR department upon starting employment. To facilitate entry to the campus, after the third use of the employee ID card, the card and the license plate number of the vehicle are paired and subsequent entries no longer require the card; entry is by vehicle license plate recognition.

aa) Dining services at FME

FME employees can use the FME employee canteen, cafeteria, café or vending machines. [Other BUT dining facilities](#) are also available in the Pod Palackého vrchem campus.

BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in: Methodical Directive No.9/2023 (only in Czech).

bb) IT Administrator

Technical support at the Faculty is provided by the system integrator at the [ICT office](#). The office also provides technical support for equipment (PCs, printers etc.). Login and passwords for BUT and FME systems for FME employees provides [Ing. Pavel Heriban, Ph.D.](#)

cc) OHS/FP

All new employees must receive a general initial training on health and safety at work upon starting employment. Further training will be provided by the direct supervisor at the assigned workplace, work location.

During the training, the employee is acquainted with all safety regulations, rules of safe work and hygiene regulations, documentation relating to the relevant workplace, work location, machine, equipment, technological unit, work activity etc. The employee is warned of the possible dangers to life and health, the level of risk of the work and work activity and is shown the correct working procedure. Furthermore, the employee is familiarised with the hazardous areas of the workplace, the use of personal protective equipment (hereinafter referred to as PPE), the emergency plan, the fire evacuation plan, the material means of fire protection and fire safety equipment and the system of providing pre-medical first aid at the workplace.

The period of practical training for new employees or employees being transferred to another job is normally determined by the head of the relevant office/department/institute. Practical training may be conducted only under the supervision of the direct supervisor or an employee, instructor, trainer authorised by them. Each employee operating a machine, equipment, technological unit must be demonstrably trained and tested in the knowledge of relevant safety regulations, directives, procedures issued by FME BUT, standards (CSN, CSN EN, CSN ISO hereinafter referred to as CSN) according to the relevant profession. Furthermore, each employee must also be trained in the safety regulations and instructions for the operation and use of the machines, equipment, technological units on which they will be working, etc.

Training is also provided:

- in the form of periodic training for all managing employees once every 3 years,
- in the form of periodic training for all employees once every 2 years,
- when an employee is transferred to another workplace.

Verification of the knowledge, skills and abilities acquired during the training shall be carried out by interview, follow-up questions or a test.

FME is preparing a system of OHS and FME training and inspection that will be online.

dd) Room reservations at FME

Reservations for selected rooms can be made via Intraportal, otherwise contact [Ing. Magda Drhlíková](#) or [Ing. Katarína Bašná](#) for the Dean's Office meeting rooms.

Technical support for events is provided by the [ICT office](#).

ee) Educational events organised at FME

Current information about the educational events, seminars and courses organised is available in the [News section on the FME BUT website](#). E.g. [Summer School](#) (mechatronics, pneumobil)

ff) Contacts and responsible persons:

[Web FME](#)

[Ing. Pavel Heriban, Ph.D.](#) (function, content)
[Mgr. Kateřina Růžičková](#) (content)

[HR Department](#)

Head of the department: [Ing. Blanka Skalková](#)

[Study Department](#)

Head of the department: [Mgr. Pavla Svobodová, Ph.D.](#)

[Facility management office](#)

Head of the office: [Ing. Jindřich Zubek, MSc](#)

Concierge desk

Phone: +420 541 143 111

Email: recepce@fme.vutbr.cz

24-hour security is provided by an external company.

Areal Library

Head of the Library: [Blanka Vintrová](#)

Mailroom

Office hours:

Mon-Fri 8:00-11:30

12:00-13:30

[Aneta Kučerová](#)

Phone: +420 541 142 132

Email: kucerova@fme.vutbr.cz

Email: fsi-epodatelna@vutbr.cz

Placement: [A1/0224](#)

Cash desk

Office hours:

Mon 9.00-11.00, 13.00-14.00

Tue 9.00-11.00, 13.00-14.00

Wed 9.00-11.00, 13.00-14.00

Thu, Fri – closed

Radoslava Mikušková

Phone: +420 544 142 161

Email: mikuskovala@fme.vutbr.cz

Placement: A1/0342, Technická 2896/2

At the cash desk, the employee can make advances and billing for domestic and foreign business trips. The cash desk pays out wages in cash.

m) Map of FSI campus and related buildings

<https://www.fme.vutbr.cz/en/fakulta/planek>

16.3 FACULTY OF ELECTRICAL ENGINEERING AND COMMUNICATION (FEEC)



Address: Technická 3058/10,
616 00 Brno

Web: <https://www.fekt.vut.cz/en/home>

Contact: fekt-info@vut.cz

FACULTY DESCRIPTION

The Faculty of Electrical Engineering and Communication (FEEC) is one of the largest and oldest faculties of the Brno University of Technology. There are 3,500 students studying here in various study programmes, which makes us the largest electrical engineering faculty not only in the Czech Republic but also in Slovakia.

In the studies we focus not only on theory but also on practice in our modern laboratories. Thanks to their practical knowledge, our students are among the top in the field.

In addition to educating the next generation of professionals, research is also very important to us. Not only do our scientists work on a wide range of national and international projects, but many of their contract research projects have produced practical results that are changing the world without exaggeration, for example, monitoring data transmission and security in backbone networks across Europe, the Rescue application or robots for analysing contaminated areas. In short, we are one of the most successful parts of the entire BUT in research, with two regional research centres being a major contributor: SIX and CVVOZE.

Faculty management:

[prof. RNDr. Vladimír Aubrecht, CSc.](#)

Dean



<u>prof. Ing. Jarmila Dědková, CSc.</u>	Vice-Dean for pro Education
<u>doc. Ing. Petr Fiedler, Ph.D.</u>	Vice-Dean for Development
<u>prof. Ing. Tomáš Kratochvíl, Ph.D.</u>	Vice-Dean for External Relations
<u>prof. Ing. Jaroslav Koton, Ph.D.</u>	Vice-Dean for Creative Activity
<u>Ing. Tomáš Rosenmayer, Ph.D.</u>	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FEEC BUT](#)

Faculty specifics:

a) Legislation

[Internal Legislation FEEC – BUT](#)

b) Employee ID Card

When a new employee starts, the faculty HR officer asks the employee to send a photo electronically. The CIS is then requested to issue the employee ID card – [Bedřiška Sedláková](#). The basic activation of the card is arranged by the HR officer; access to individual workplaces is handled by authorised employees at each institute.

c) Absence and working hours records

Absence and working hours records are maintained by the employee after logging in via Intraportal.

d) Information system/ FEEC portal

Each department of the Dean's Office shares the forms for its area of interest on the faculty shared drive. The employee shall be informed of this by their manager.

- [Web FEEC](#)
- [Intraportal of BUT](#)
- [Studis](#)

- [Teacher](#)
- [E-learning BUT](#)
- [IS Apollo](#)

e) Documents of the HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at FEEC

Parking is available in the car park on Technická Street 8, 10 and 12. Access is by a valid employee ID card. Setting up the entry permit is handled by the faculty system integrator.

g) Dining services at FEEC

Employees have the option to use the employee canteens or restaurants in the vicinity.

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in: Methodical Directive No.9/2023 (only in Czech).

h) IT Administrator

Information systems administration department - [Ing. Radek Pokorný](#) (Head of the department). Important instructions and information. For network operating rules and more, see [OSIS](#).

i) OHS/FP

Technical area management – [Mgr. Filip Kaněk](#) (head) or [Ing. Jan Krnáč](#)

j) Room reservations at FEEC

Room reservations are arranged by the Study Department - [Bc. Renata Vejrostová](#)

k) Educational events organised at FEEC

Employee education is provided through educational courses and seminars organised by the Continuing Education and Counselling Centre.

Activities of a cultural or sporting nature are the responsibility of the faculty organisational department: [Bc. Šárka Krejčí](#) (head of the department).

For example, the FEEC organises: one-day ski trips, outings to Pálava, trips to the theatre, Christmas parties.

l) Contacts and responsible persons:

Web FEEC	Ing. Radek Pokorný
Personnel and Legal Department	Head of dep.: Ing. Kateřina Hovořáková
Accounting and Finance Department	Head of dep.: Ing. Eva Vítková, BA.
Organizing Department	Head of dep.: Bc. Šárka Krejčí
Student Affairs Department	Head of dep.: Ing. Ruth Sloupová
Information Department Systems Administration	Head of dep.: Ing. Radek Pokorný
Branch Technická Facilities Management:	Head of branch: Mgr. Filip Kaněk
Department of Science and International Relations	Head of dep.: Ing. Lucie Tomešová
Concierge desk	Technická 10: flap 6110 Technická 12: flap 6112
Areal Library	Head of the Library: Mgr. Markéta Kytnerová
Mailroom	Bc. Mária Burdová
Office hours:	Phone: +420 541 146 385
Mon-Fri 9:00-14:00	Miroslava Červinková
On holidays:	Phone: +420 541 146 339
Mon-Fri 9:00-12:00	Placement: Technická 10, N1.70
Cashdesk	Radka Černíková
Office hours:	Phone: +420 541 146 301
Mon-Fri 9:00-12:00	E-mail: cernikova@vut.cz
	Placement: Dean's Office – Accounting and Finance Department, room 2.19

At the cash desk, the employee can make advances and billing for domestic and foreign business trips. The cash desk pays out wages in cash.

m) Map of FSI campus and related buildings (in Czech only)

[Building Plan Technická 8](#)

[Building Plan Technická 10](#)

[Building Plan Technická 12](#)

16.4 FACULTY OF ARCHITECTURE (FA)



Adress: Poříčí 273/5,
639 00 Brno

Web: <https://www.fa.vutbr.cz/en>

Contact: info@fa.vutbr.cz

FACULTY DESCRIPTION

The Faculty of Architecture (FA) of BUT is primarily a group of people passionate about architecture. We are a relatively small faculty where everyone can feel at home. However, we are also a large enough community to cultivate a diversity of views on architecture and urban planning.

We aspire to become an international open platform that allows us to think about, design and meet the architecture in education, research and public engagement. We want to inspire our students and the general public with our shared enthusiasm and curiosity.

With a strong tradition as a technical university, we offer all the necessary skills for “professional education”, but our mission goes much further. We strive to ensure that every student here has the opportunity to find their place in the world. Our ultimate goal is to encourage our students to develop in the direction they choose, by simply doing what we love.

Faculty management:

[Ing. arch Radek Suchánek, Ph.D.](#)

Dean



Ing. arch. Jan Foretník, Ph.D.	Vice-Dean for Education
doc. Ing. arch. Nina Bartošová, Ph.D.	Vice-Dean for Science and Research
Ing. arch. Radek Toman, Ph.D.	Vice-Dean for Foreign Relations
doc. Ing. Michal Palašček	Vice-Dean for Development
Mgr. Rostislav Koryčánek	Vice-Dean for External Relations
Ing. Petr Sedlák	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FA BUT](#)

Faculty specifics:

a) Legislation

[Internal Legislation FA – BUT](#)

b) Employee ID Card

When a new employee starts, the faculty HR officer asks the employee to send a photo electronically. The employee then applies to CIS for the employee ID card. The basic card activation is arranged by the HR officer, individual entry permits are then handled by the FA system integrator.

The issue of the card shall be arranged by the HR department. The HR officer then sets up the deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours records

Working hours and their distribution are regulated in Sections 78 to 100 of the Labour Code and [BUT Working Regulations](#). At the end of the calendar month, employees submit the Working hours records form to their direct supervisor, who, after checking it, shall forward it to the Chief Financial Officer for processing in the SAP IS.

As part of the handover of records for the month prior to the new quarter, the ordering of meal vouchers takes place. The issue of meal vouchers is arranged by the Vice-Deans' secretary.

d) Information system/ FA portal

The Faculty of Architecture uses the BUT information system, which is called [INTRAPORTAL](#). Here, employees can manage their attendance, view their payslips or plan their business trips. Access to the system is via a username and a generated password.

To see documents on [FA SharePoint](#), request access.

e) Documents of FA HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at FA

Parking of employee private cars is partly solved by parking spaces in the courtyard of the Faculty; according to the situation it is possible to use free spaces around the Faculty (blue zone C). The faculty management also negotiated the lease of a portion of the adjacent private plot.

g) Dining services at FA

The employee has the possibility to use restaurants in the vicinity for meals. For example: [Restaurace Gingilla](#).

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in: Methodical Directive No.9/2023 (only in Czech).

h) IT Administrator - FA

Technical support at the Faculty (passwords, e-mail, PCs, printers, etc.) is provided by [FA Computer Centre: Ing. Rostislav Košťál](#) (network administration, system integrator of FA) a [Miroslav Blümel](#) (audio, video, operation). List of system integrators – [here](#).

i) OHS/ FP at FA

We provide quality care for the health and safety of our employees. We carry out regular inspections of the working environment and provide employee training in the field of occupational health and safety (OHS) and fire protection (FP).

The issue of OHS and FP is regulated by [Guideline no.9/2022 – Occupational health and safety and fire protection at BUT](#).

j) Room reservation at FA

Room reservations are arranged by the Secretariat of the Dean or Chief Financial Officer:
zamecnikova@vutbr.cz

k) Educational events organised at FA

Current information about the educational events, seminars and courses organised is available in the [News section on the FA BUT website](#). E.g. drawing courses, lectures.

l) Contacts and responsible persons of FA

Web FA	Ing. Rostislav Košťál
Personnel Department	Ing. Alena Bednářová
Study Department	Head of dep.: Mgr. Dita Havlová
Administration of Premises	Head: Petr Hasala
Consierge desk	Phone: +420 541 146 600
Areal Library	Head of the Library: Anna Hošťálková
Mailroom	At the FA consierge desk
Cash desk of FA Office hours: 9-11 / 13-14:00	Jana Pátková
Cash desk of Rectorate Office hours: Mon: 9–13 Wed: 9–12 / 13 – 14:30	Ivana Holá Phone: +420 541 145 303 Email: hola@vutbr.cz Placement: room 3.08, Antonínská 1 Brno

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

m) Map of FA campus and associated buildings

https://domovonline.cz/www/prohlidky/FA_VUT_S/

16.5 FACULTY OF CHEMISTRY (FCH)



Address: Purkyňova 464/118,
612 00 Brno

Web: <https://www.fch.vut.cz/en/>

Contact: info@fch.vutbr.cz

FACULTY DESCRIPTION

The Faculty of Chemistry of the Brno University of Technology continues the long tradition of chemical higher education in Brno dating back to 1911. It is now an established and respected educational institution with excellent infrastructure, significant research activities and strong links to industry and other application areas.

The basic structure of the Faculty consists of four institutes and MRS (Materials Research Centre):

- Institute of Physical and Applied Chemistry
- Institute of Materials Science
- Institute of Chemistry and Technology of Environmental Protection
- Institute of Food Science and Biotechnology
- Materials Research Centre <https://www.fch.vut.cz/en/rad/mrc>

Faculty management:

[prof. Ing. Michal Veselý CSc.](#)

Dean



prof. Mgr. Martin Vala, Ph.D.	Vice-Dean for Scientific Activities
doc. Mgr. Michaela Vašinová Galiová, Ph.D.	Vice-Dean for Bachelor and Master Study Programmes
Ing. Jiří Smilek, Ph.D.	Vice-Dean for Doctoral Study Programmes
doc. Ing. Petr Dzik, Ph.D.	Vice-Dean for Public Relations, Marketing, International Relations
Ing. Roman Hladík	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FCH BUT](#)

Faculty specifics:

a) Legislation

[Internal Legislation FCH – BUT](#)

b) Employee ID Card

To be entered into the university information system, it is necessary to bring an ID photo or email it to the HR officer. The photograph is used for publication in the IS and production of the card. The card will be handed over to you after its production at the HR department.

The card becomes active on the day after receipt. In the event of damage or loss of the employee ID card, the employee should contact the FCH HR department, which will order a new one.

c) Absence and working hours record at FCH

Absence records and Attendance records are kept electronically in the BUT IS ([Intraportal](#)), which can be accessed by the employee after logging in with their username and password. Further information on the records is provided to employees by the HR department or the secretary of the relevant department.

d) Information system/ portal

The Faculty of Chemistry currently uses two information systems. One of them is the IS of the Faculty of Chemistry, which is called [INTRANET](#). The employee receives the login details upon commencement of employment.

The other system, which an employee at the Faculty cannot do without, is the BUT information system, which is called [INTRAPORTAL](#). Here, employees can manage their attendance, view their payslips or plan their business trips.

Access to both systems is via a username and a generated password.

FCH SharePoint Information about shared drives shall be provided by the [Information Services Department](#).

e) Documents of FA HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at FCH

Parking is available directly on the faculty campus. It is a closed car park with a barrier that can be opened with the employee ID card.

g) Dining services at FCH

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in Methodical Directive No.9/2023 (only in Czech).

Contact person - Ing. Pavlína Samcová, phone: +420 54114 9338; email: samcova@fch.vut.cz. The employee has the possibility to use the faculty [canteens](#) or restaurants in the vicinity.

[Jean Paul's restaurant](#), Purkyňova 107, Brno-Královo Pole

[Bistro 22](#), Purkyňova 125, Brno-Medlánky

[Restaurace Kanas](#), Kolejní 14, Brno-Královo Pole

h) IT Administrator - FCH

Technical support at the Faculty (passwords, e-mail, PCs, printers etc.) is provided by the administrator designated for the relevant department (system integrator). List of system integrators – [here](#).

i) OHS/FP at FCH

The Faculty regularly provides training for employees in the field of OHS and FP. Basic information is provided by the manager. In the case of entry into laboratories, the person responsible for the laboratory in question shall inform the employee of the specific rules.

j) Room reservations at FCH

A room for teaching, examination or other activity can be reserved through the University-wide information system. IT support is provided by the faculty [Information Services Department](#) on the basis of requests sent through the information system.

k) Educational events organised at FA

The Faculty does not organise specific educational events. Employees can make use of internal training offers at [Continuing Education and Counselling Centre \(CECC\)](#), located in the same building.

The Faculty of Chemistry regularly organises various social events, conferences, seminars, events to celebrate important anniversaries, e.g. the BUT Chemists' Ball, Open Doors Week, for its employees, students and the public. [Calendar of events at FCH.](#)

l) Contacts and responsible persons at FCH

Web FCH	Mgr. Lucie Vítámvásová
HR Department	Head of Dep.: JUDr. Pavla Zapletalová
Study and Research Affairs Department	Head of Dep.: Ing. Hana Alexová
Operational Department	Head of Dep.: Ing. Jiří Toufar
Economics and Supply	Ing. Pavel Žampach
Consiierge desk	Phone: +420 54114 9400
Faculty of Chemistry and Institute of Forensic Engineering Library	Contact person: Veronika Richterová, DiS.
Mailroom	Miroslava Kolářová
Office hours	Phone: +420 54114 9356
MON 8:00 – 11:00, 12:00 – 14:00	Placement: Purkyňova 464/118, Brno
TUE 8:00 – 11:00, 12:00 – 14:00	
WED 8:00 – 11:00, 12:00 – 14:00	
THU 8:00 – 11:00, 12:00 – 14:00	
FRI 8:00 – 11:00, 12:00 – 14:00	

Cash desk

Office hours

MON: 9:00 – 11:00 / 13:00 – 14:00

TUE: 9:00 – 11:00

WED: 9:00 – 11:00 / 13:00 – 14:00

THU: 9:00 – 11:00

FRI: -----

[Lucie Smetanová](#)

Phone: +420 541 149 308

Email: smetanova@fch.vut.cz

Placement: Purkyňova 464/118,
Brno

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

[Rectorate Cash desk](#)

Advances for business trips in foreign currency

Within ERASMUS, only the cashier's office pays

Rectorate (Antonínská 1).

[Ivana Holá](#)

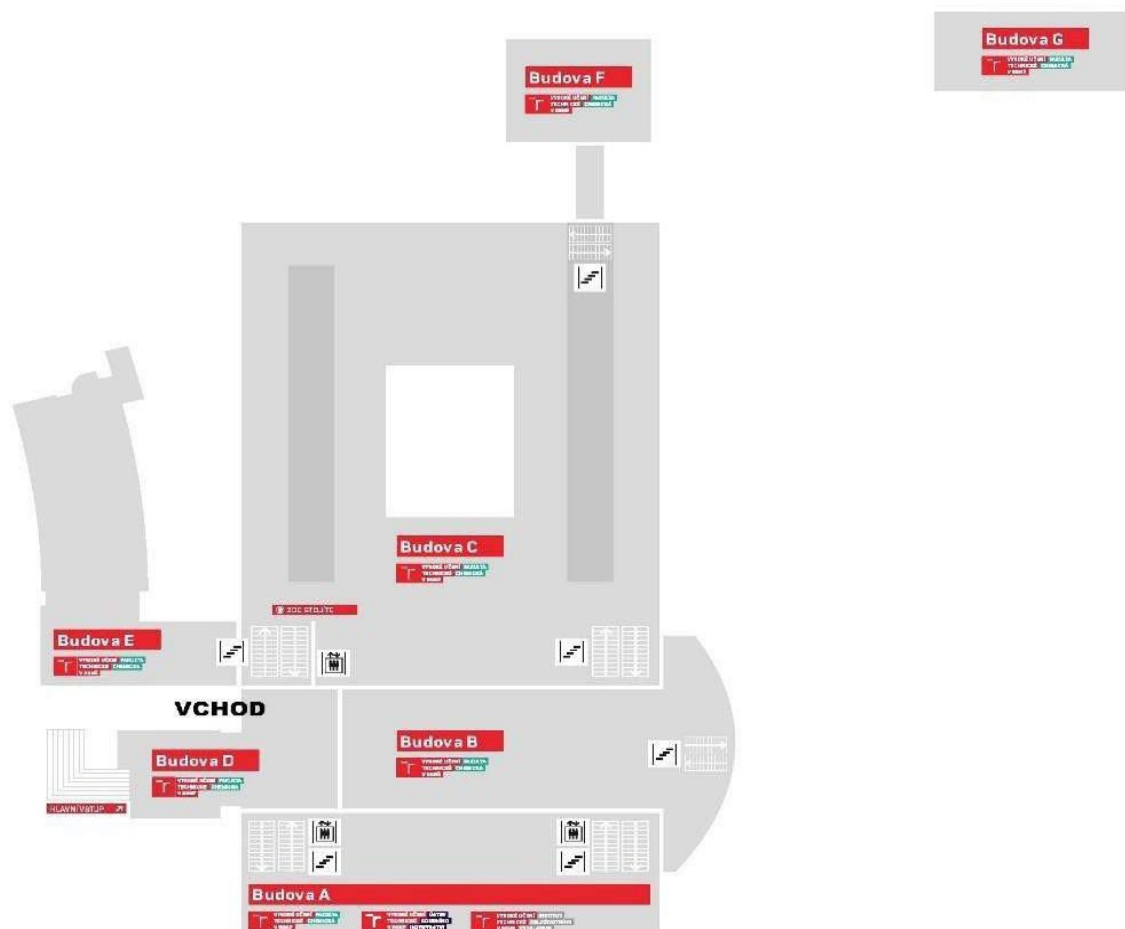
Phone: +420 541 145 303

Email: hola@vutbr.cz

Placement: 3.08, Antonínská 1

m) Map of the FCH campus and related buildings

The faculty premises consist of a total of 7 buildings on Purkyňova Street. A [virtual tour](#) is available on the faculty's website.



16.6 FACULTY OF BUSINESS AND MANAGEMENT (FBM)



Address: Kolejní 2906/4,
612 00 Brno

Web: www.fbm.vutbr.cz/en

Contact: +420 541 141 111

FACULTY DESCRIPTION

The Faculty of Business and Management (FBM) of Brno University of Technology started its activity in July 1993. Students can earn a bachelor's, master's or doctoral degree here. It also offers lifelong learning and MBA study programmes. The Faculty trains future economists and managers. With its research focus, it contributes to the expansion of knowledge and cultivation of the business sphere and strives to fulfil the credo of the Faculty of Business and Management – Prosperity and Humanity.

Faculty Management:

[doc. Ing. Vojtěch Bartoš, Ph.D.](#)

Dean



Ing. Jiří Kříž, Ph.D.	Vice-Dean for Education
doc. Ing. Marie Pavláková Dočekalová	Vice-Dean for Science and Research
Ing. Pavel Mráček, Ph.D.	Vice-Dean for External Relations
Ing. David Schüller, Ph.D.	Vice-Dean for International Relations
Ing. Jiří Zámečník	Chief Financial Officer

Faculty Bodies:

[Academic Senate of FBM BUT](#)

Faculty specifics:

a) Legislation

[Internal Legislation FBM – BUT](#)

b) Employee ID Card

To be entered into the university information system, it is necessary to bring an ID photo or email it to the HR officer. The photograph is used for publication in the IS and production of the card. Contact person – Ing. Kateřina Štěpánková. Once the card is received, it is scanned into the system and then handed over to the employee.

Card activation: access arranged by [Ing. Patrik Panáček](#).

The employee reports the lost or damaged card to the HR department, the HR officer orders and then sets up the deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at FBM

Intraportal is used to keep records, absences are planned and entered there (holiday, doctor's appointment, etc.); on the basis of the records, the holiday is approved by the manager. The employee will be informed of the method of recording according to their work.

The working hours are recorded through the Apollo system, based on the employee's arrival, which is confirmed by a reader before entering and when leaving the workplace. At the end of the month, everyone prints their records from the system.

The employee will be informed of the method of recording according to their work.

d) Information system/ FBM portal

Parking for BUT employees is available by the FBM building at Kolejní 2906/4 or in the adjacent parking spaces. Entry to FBM is using the employee ID card or provided by the FBM gate keeper.

e) Documents of FBM HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#)

f) Parking at FBM

Parking for BUT employees is available at the FP Kolejní 2906/4 building or in the adjacent parking lots. Entrance to the FP is against the employee's ID card or the FP concierge will arrange the entrance.

g) Dining services at FBM

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in Methodical Directive No.9/2023 (only in Czech).

Employees can take their meals in several [BUT dining facilities](#) on the Pod Palackého vrchem campus – Kolejní canteen, Pizzeria Mozzarella, Caffè Bar Piccolo.

h) IT Administrator

IT support at the FBM is provided by the Information Systems Unit. The head of the unit is [Ing. Pavel Weirich](#). The FBM system integrator is [Ing. Aleš Klusák, Ph.D.](#)

i) OHS/FP

The Faculty regularly provides training for employees in the field of OHS and FP. Basic information is provided by the manager.

j) Rooms reservation at FBM

The contact person is Mrs. Ing. Marta Mizerová - Head of the Study Department.

k) Educational events organised at FBM

The faculty does not organize specific educational events. Employees can take advantage of the internal training offered by the Continuing Education and Counselling Centre (CECC). The Faculty of Business and Management organises various events throughout the year for its employees, students and the public, [EVENTS](#).

l) Contacts and responsible persons at FBM

Web FBM

[Ing. Pavel Weirich](#)

Dean's Office of FBM

Head of Office: [Ing. Jiří Zámečník](#) (Chief Financial Officer)

Personnel Officer

[Ing. Kateřina Štěpánková](#)

Study Department

Head of Dep.: [Ing. Marta Mizerová](#)

Technical and Operational Unit

Head of Unit: [Ing. František Navrátil](#)

Concierge desk

Phone: +420 541 141 111

24-hour security is provided by an external company.

Mailroom

[Naděžda Jochmanová](#)

Office hours:

Phone: +420 541 142 137

Mon–Fri: 9-12

Email: jochmanova@vutbr.cz

Placement: Kolejní 2906/4 Dean's Office - 3rd floor

Cash desk

[Ing. Nina Klocová](#)

Office hours:

Phone: +420 541 142 456

Mon–Fri: 8-14

Email: nina.klocova@vut.cz

Placement: Kolejní 2906/4 Dean's Office – 3rd floor

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

m) Map of the FBM campus and related buildings

<https://www.fbm.vutbr.cz/en/faculty/contacts>

16.7 FACULTY OF FINE ARTS (FFA)



Address: Údolní 244/53,
602 00 Brno

Web: <https://www.favu.vut.cz/en>

Contact: studijni@favu.vut.cz

FACULTY DESCRIPTION

The Faculty of Fine Arts is the oldest art faculty at a non-art university in the Czech Republic. It offers a four-year bachelor's degree, two-year master's degree and a four-year doctoral degree in 17 studios in the field of fine art and design. The combination of an art faculty with a university of technical specialisation is not quite usual even in the world, and it remains unique in the Czech Republic to this day. With this in mind, the composition of study programmes is shaped; it offers disciplines that aim to combine art and technology through the use of the latest technologies.

The aim of BUT FFA is to educate autonomous artistic personalities who will determine the shape of Czech, European and world art and design in a wide range of applications, from working in professional institutions to free types of expressions of creativity in the spirit of free artistic creation across artistic types and genres.

Faculty management:

[doc. MgA. Filip Cenek](#)

Dean



MgA. Katarína Hládeková, Ph.D.	Vice-Dean for Study Affairs
Mgr. Markéta Žáčková, Ph.D.	Vice-Dean for Scientific Research and Quality Assurance
MgA. Lenka Veselá M.A., Ph.D.	Vice-Dean for Artistic Research and Publication Activity
PhDr. Ladislav Jackson	Vice-Dean for Internationalization
doc. Mgr. Tomáš Medek	Vice-Dean for Infrastructure
Ing. Martina Pěňčíková	Chief Financial Officer

Faculty bodies:

[Academic Senate of FFA](#) (only in Czech)

[Ombudsperson of FFA](#)

Faculty specifics:

a) Legislation

A list of valid documents and internal standards is available to every employee on the faculty Official Notice Board: [Internal Legislation FFA – BUT](#)

b) Employee ID Card

To be entered into the university information system (IS), an ID photo (in jpg format is sufficient) must be submitted to the HR officer. The photograph is used for publication in the IS and production of the card. The card will be handed over to you by the HR officer after its production, it is provided free of charge.

Activation for entry and entry to the FFA campus is provided by the FFA System Integrator - [MgA. Vít Baloun](#) (Head of Department of Information Technology).

In case of loss or destruction, the HR officer will order a new ID card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at FFA

Working hours records shall be entered in Attendance records form which is available to faculty employees on the [website of the Economics Department](#) (only in Czech).

d) Information system/ FFA portal

The Faculty of Fine Arts currently uses two information systems. One of them is the IS of the Faculty of Fine Arts: [Intranet FFA](#). The employee receives the login details upon commencement of employment.

The other system, without which an employee of the Faculty cannot do without, is the BUT information system, which is called [INTRAPORTAL](#). Employees can view their payslips or plan their business trips here.

Access to both systems is via a username and a generated password.

e) Documents of FFA HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#)

f) Parking at FFA

Employees can park free of charge in the faculty courtyard.

g) Dining services at FFA

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum, which is paid together with the wage. Further details are set out in: Methodical Directive No.9/2023 (only in Czech).

Employees can take their meals at a small bistro called Vegýna, located on the faculty campus in the U4 Building. The nearest BUT canteen is the canteen of the Faculty of Civil Engineering on Rybkova Street.

You can dine for example at: [Úvozovna, Hospůdka, U Bosé nohy](#)

h) IT Administrator

The operation of the computer room, computer study room and the faculty computer network of FFA is provided by the Department of Information Technology. It also provides e-mail operation and user environment support (central login system), name services, database services and complete web hosting including virtualisation services.

i) OHS/FP at FFA

All employees shall receive basic initial training on OHS and FP upon starting employment. Further training in the field of OHS/FP with regard to the type of work activity is coordinated by the Dean's Office of the Faculty of Fine Arts.

j) Room reservation at FFA

Wi-Fi connection for guests and IT support during a conference or seminar is provided by the [Department of Information Technology](#).

k) Educational Activities organised at FFA

The Faculty of Fine Arts organises semester-long and intensive summer courses for the general public. Current course offer: [Courses for the public – BUT FFA](#).

l) Contacts and responsible persons at FFA

[WEB FFA](#)

[MgA. Vít Baloun](#)

[HR Department](#)

[Gabriela Planková](#) (Rectorate)

Office for Study Affairs

Head of Office: [Hana Křížová](#)

[FFA Library](#)

Head of Library: [Mgr. Pavla Macháčková, DiS.](#)

Mailroom

The service is provided by the dean's secretariat, and incoming mail is received by the concierge.

[Jana di Lenardo](#)

Phone: +420 54114 6802

[Rectorate Cash desk](#)

Office hours

Mon: 9–13

Wed: 9–12 / 13 – 14:30

[Ivana Holá](#)

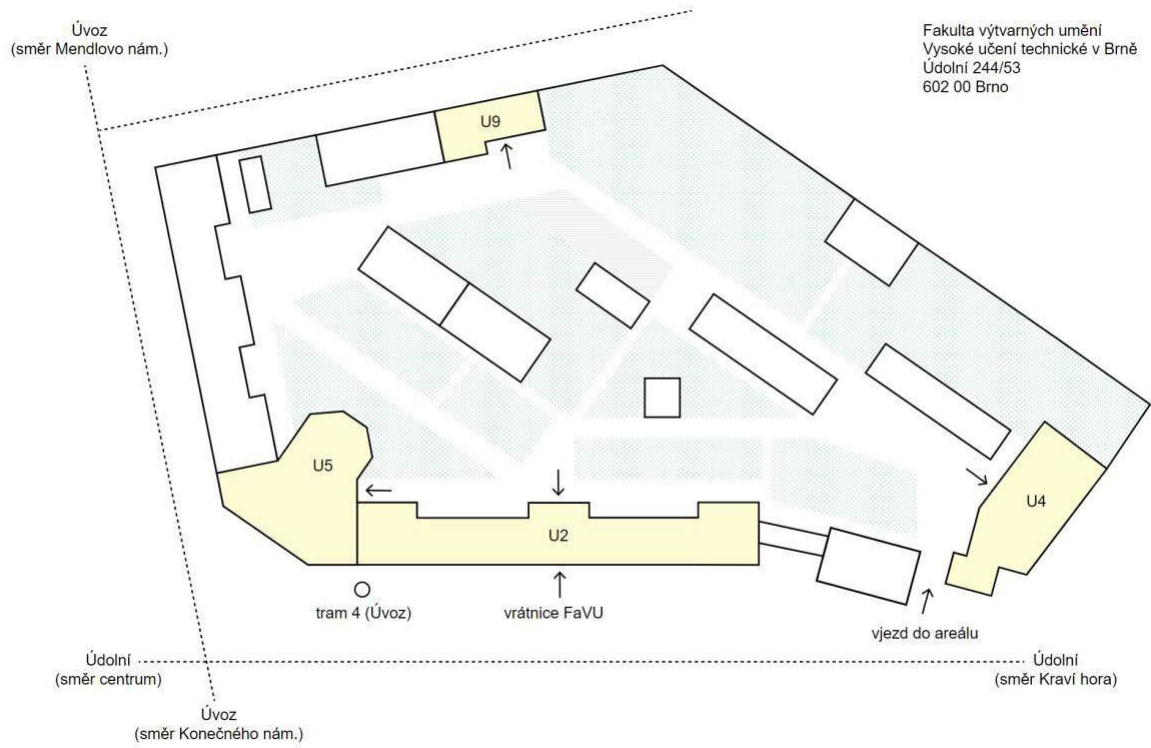
Phone: +420 541 145 303

Email: hola@vutbr.cz

Placement: room 3.08, Antonínská 1 Brno

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

m) Map of the FFA campus and related buildings



16.8 FACULTY OF INFORMATION TECHNOLOGY (FIT)



Address: Božetěchova 2/1
612 00 Brno

Web: www.fit.vut.cz/en

Contact: info@fit.vut.cz

FACULTY DESCRIPTION

The Faculty of Information Technology (FIT) of BUT was founded on 1st January 2002 on the basis of the Department of Computer Science Engineering of the BUT Faculty of Electrical Engineering and Computer Science (FEECS). The FIT campus is a unique combination of sensitively renovated historic premises and new modern buildings.

In addition to state-of-the-art lecture halls and laboratories with the most modern technology, where not only computer hardware and network technologies are researched, but also, for example, fingerprints, audio and video processing, flight simulators or robots, you will also find a canteen, a library and a student club.

Students can enrol in bachelor's, master's or doctoral degree programmes at FIT. Students specialise themselves by choosing elective and compulsory elective courses. In the follow-up master's degree programme FIT offers 17 specialisations.

FIT cooperates with key companies in the industry. This gives students the opportunity to work on industrial topics already within their school projects. The Faculty also cooperates with foreign partner organisations and a number of international programmes. Students can spend part of their studies abroad.

Faculty management:

[doc. Dr. Ing. Petr Hanáček](#)

Dean



prof. Ing. Tomáš Vojnar, Ph.D.	Vice-Dean for Science and Research
Ing. Jaroslav Dytrych, Ph.D.	Vice-Dean for Information Support
Ing. Vítězslav Beran, Ph.D.	Vice-Dean for External Relations
Ing. Bohuslav Křena, Ph.D.	Vice-Dean for Efficiency and Academic Affairs
doc. Ing. Richard Růžička, Ph.D., MBA	Vice-Dean for MSC. Study
prof. Dr. Ing. Pavel Zemčík, dr.h.c.	Vice-Dean for Research, Development and Foreign Affairs
Ing. Petr Hajduk	Chief Financial Officer

Faculty bodies:

[Academic Senate of FIT](#)

Faculty specifics:

a) Legislation

A list of valid documents and internal standards is available to every employee:

<https://www.fit.vut.cz/fit/info/>.

b) Employee ID Card

A passport photo in .jpg format is required for the issuance of the employee ID card and should be sent electronically to the HR department - [Mgr. Barbora Paulíková](#) or [Mgr. Libuše Mrazíková](#). Once the card has been activated, it can be collected at the HR department by appointment with the HR officer.

Specific accesses need to be arranged with the Computer Centre department - [Ing. Petr Gaďorek](#).

In case of loss or destruction, the HR officer will order a new ID card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at FIT

Working hours are recorded when entering the premises, for which each employee needs an employee ID card. The card must also be used when leaving the workplace. Any questions can be directed to the HR department.

d) Information system/ FIT portal

The Faculty of Information Technology currently uses two information systems. One of them is the IS of the Faculty of Information Technology: [FIT Information System \(vutbr.cz\)](#). The employee receives the login details upon commencement of employment.

The other system, which an employee at the Faculty cannot do without, is the BUT information system, which is called [INTRAPORTAL](#). Here, employees can manage their attendance, view their payslips or plan their business trips.

Access to both systems is via a username and a generated password.

e) Documents of FIT HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at FIT

Employees can use the car park in front of the E Building (entry from Křižíkova Street) or the underground garage (entry from Metodějova Street). To access the building, you must present your employee ID card. *There is no need to do anything else.*

g) Dining services at FIT

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum. Further details are set out in: Methodical Directive No.9/2023 (only in Czech).

Employees can take their meals at restaurants in the vicinity. The largest selection is on Palacký třída. There are plenty of dining options in the vicinity of the Faculty. A smart app invented by a FIT student – <https://obed.cucin.eu/fit/>.

h) IT Administrator

Technical support at the Faculty (passwords, e-mail, PCs, printers, etc.) is provided by the administrator designated for the relevant department (system integrator). List of system integrators – [here](#).

The operation of computer laboratories, faculty-wide computer technology, the faculty computer network, the computer cluster, servers and FIT information systems is provided by the [Computer Centre](#). CVT employees: <https://www.fit.vut.cz/units/cvt/staff/>.

i) OHS/FP at FIT

The basic training will be conducted by the HR department upon commencement of employment, for further mandatory OHS and FP training the employee will receive an e-mail invitation.

j) Room reservation at FIT

You can book a room for teaching, examination or other activity via: [Bc. Olga Tesařová](#).

Support is provided by [Ing. Rudolf Čejka](#).

Room schedules can be found [here](#).

k) Educational activities organised at FIT

The faculty does not organize specific educational events. Employees can take advantage of the internal training offered by the Continuing Education and Counselling Centre (CECC).

l) Contacts and responsible persons

Web FIT	Ing. Petr Lampa Phone: +420 54114 1200 Placement: Office L129
Personnel Department	Mgr. Barbora Paulíková Phone: +420 54114 1174 Placement: Office F222
Student's Affairs	Marie Jandová Phone: +420 54114 1145 Placement: Office C109
Campus maintenance	Ing. Mieczysław Szydło Phone: +420 54114 1130 Placement: Office S119
Reception desk	Petr Nedorost Phone: +420 54114 1120 Placement: L108 reception
FIT Library	Bc. Petra Obrusníková Phone: +420 54114 1114 Placement: C115 Library
Mailroom Office hours: Mon-Fri: 8–11 h	Markéta Smolková Phone: +420 541 141 471 Placement: Office F204

Cash desk

Office hours

Mon–Fri: 8–11 h

[Eva Štanclová](#)

Phone: +420 54114 1266

Placement: [Office F216](#)

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

m) Map of the FFA campus and related buildings

The Faculty is located in the former Carthusian monastery on Božetěchova Street. The historic buildings house teaching rooms for individual teaching, workplaces of institutes with programming focus and the Dean's Office.

Technically demanding faculty facilities, server rooms, laboratories, premises of technically more demanding institutes, dining facilities and social facilities are located opposite in the new part of the Božetěchova 1 campus.

- [virtual tour](#)
- [orientation plan of the campus](#)

16.9 INSTITUTE OF FORENSIC ENGINEERING (IFE)



Address: Purkyňova 464/118,
Building 01, 612 00 Brno

Web: <https://www.vut.cz/en/usi>

Contact: sekretariat@usi.vutbr.cz

INSTITUTE DESCRIPTION

The Institute of Forensic Engineering is an independent BUT institute with links to all faculties not only in teaching. It provides full-time master's degree programmes in "Real Estate Engineering", "Expert Engineering in Traffic" and "Risk Management of Technical and Economic Systems" and a doctoral degree programme in "Forensic Engineering" in both full-time and combined form of study.

The Institute also provides teaching within the framework of lifelong learning by studying courses within accredited study programmes, the course "General Issues of Forensic Expertise" and courses of forensic expertise in the fields of "Property Valuation and Expertise in Civil Engineering" and "Traffic Accident Analysis, Valuation of Movable Property and Motor Vehicles".

BUT IFE is registered in the list of institutes in section two, i.e. in the section of universities and institutions. The fields of expertise are "Transport, Economics, Design, Civil Engineering, Mechanical Engineering". Within the framework of expert activities, it prepares review expert opinions, especially for public authorities (courts and police from all over the Czech Republic).

University Institute management:

[prof. Ing. Karel Pospíšil, Ph.D., LL.M.](#)

Director



<u>doc. Ing. Robert Kledus, Ph.D.</u>	Institute Representative for Study Affairs
<u>doc. Ing. et Ing. Martin Cupal, Ph.D. et Ph.D.</u>	Institute Representative for External Relations and Foreign Affairs
<u>doc. Ing. Bc. Marek Semela, Ph.D.</u>	Institute Representative for Creative Activity
<u>Ing. Albert Bradáč, Ph.D.</u>	Institute Representative for Information and Communication Technology
<u>Mgr. Filip Havlíček</u>	Chief Financial Officer

Institute specifics:

a) Legislation

The list of valid documents and internal standards is available to every employee on the BUT Official Notice Board in the section [Internal legislation IFE](#).

b) Employee ID Card

To be entered into the university information system (IS), an ID photo (in jpg format is sufficient) must be submitted to the HR officer. The photograph is used for publication in the IS and production of the card. The card will be handed over to you by the HR officer after its production, it is provided free of charge.

Activation of the card for entry is provided by [Ing. Jan Brada](#), phone: +420 541 149 333/+420 728 349 662, brada@vutbr.cz, FCH Information Services Department.

In the event of loss or destruction, the HR manager will order a new card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at FIT

Absence and working time records are kept electronically in the BUT IS ([Intraportal](#)), which can be accessed by the employee after logging in with his/her username and password. Support for employees is provided by the Institute's ICT representative.

d) Information system/ IFE portal

The Institute of Forensic Engineering currently uses the central BUT IS (especially the web, Intraportal, Studis, E-learning, Teacher). Login details will be provided by the [Department of Information Services](#).

e) Documents of IFE HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at IFE

Parking is available in the Purkyňova campus, employees can enter through the entrance gate after presenting their employee ID card. The employee ID card is provided by the HR department of the Rectorate (Ms. Hůževková).

g) Dining services at IFE

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum, which is paid together with the wage. Further details are set out in Methodical Directive No.9/2023 (only in Czech).

The employee has the possibility to use [the canteen](#) or restaurants in the vicinity for meals, e.g. [Jean Paul's restaurant](#), Purkyňova 107, Brno-Královo Pole, [Bistro 22](#), Purkyňova 125, Brno-Medlánky.

h) IT Administrator

IT administration is provided by the Institute's ICT representative: [Ing. Albert Bradáč](#) in cooperation with [Ing. Jan Brada](#), phone: +420 541 149 333/+420 728 349 662, brada@vutbr.cz FCH [IT Services Department](#).

i) OHS/FP

Upon commencement of employment, the employee receives initial training on legal and other regulations to ensure health and safety at work.

j) Room reservation at IFE

The campus has a VUTquest Wi-Fi network, which is managed by FCH IT. The password is available from the Institute's ICT representative and is posted at the classroom / lecture room in case of an event. ICT support is provided in coordination with the ICT department representative of FCH.

k) Educational activities organised at IFE

Beyond the study of forensic engineering – a course on technical expertise, a course on expert minimum, the Institute offers expert consultations in the fields of expertise: transport, economics, mechanical engineering and civil engineering.

l) Contacts and responsible persons

Web IFE

[Ing. Albert Bradáč, Ph.D.](#)

HR Department - Rectorate
IFE General Department

[Jana Hůževková](#)

[Jana Cetlová](#)

Student Affairs Department

Head of dep.: [Mgr. Eva Kosinová, Ph.D.](#)

General Department

Head of dep.: [Mgr. Filip Havlíček](#)

FCH and IFE Campus Library

Head of library: [Mgr. Zdeňka Kučerová](#)

Mailroom

Office hours:
Mon - Fri 9.00 - 13.00

[Magda Adamcová](#)

Phone: +420 54114 8950
Placement: Purkyňova 464/11

Rectorate Cash desk

Office hours:
Mon: 9–13
Wed: 9–12 / 13 – 14:30

[Ivana Holá](#)

Phone: +420 541 145 303
Email: hola@vutbr.cz
Placement: Room 3.08, Antonínská 1 Brno

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

m) Map of the IFE campus and related buildings

The faculty premises consist of Building A on Purkyňova Street. Part of the building of the Faculty of Chemistry and the Continuing Education and Counselling Centre.

16.10 CENTRE OF SPORTS ACTIVITIES (CESA)



Address: Technická 2896/2,
616 69 Brno

Web: <https://www.cesa.vut.cz/en/>

Contact: info@cesa.vut.cz

FACULTY DESCRIPTION

The Centre for Sports Activities of the Brno University of Technology (CESA) has been active since 1 January 2001 and continues the activities of the departments of physical education and administration of physical training facilities since 1952. It was established with the aim to organise physical education and sports activities at the Brno University of Technology, both for students and employees, but also to offer sports activities to the general public. It has been a university institute since 2010.

CESA provides

- bachelor's degree programme in Sports Technology in cooperation with the Faculty of Electrical Engineering and Communication (the only one in the Czech Republic);
- elective course Physical Education, summer and winter courses, teaching in English for foreign students);
- representation in sports (training of sports teams, participation in sports championships, UNIS - VSC Victoria scholarship programme);
- leisure-time physical activities with year-round offer or competitions, tournaments, events (Sports Day, Christmas Games, etc.) and activities for children (camps, clubs);
- counselling and consulting activities (Physio programmes – nutrition, back and fitness; InBody centre – body composition; massages; personal trainer; etc.)

Centre management:

[RNDr. Hana Lepková](#)

Director



doc. PaedDr. Pavel Korvas, CSc.	Head of Education and Research Department Guarantor of the study programme Sports Technology
Mgr. Václav Kotrbáček	Responsible for the Optional TV department
Ing. Jitka Zouharová	Head of Economic and Personnel Department
Marián Kovács	Head of Technical and Operational Department
Alena Řiháčková	CESA Secretariat

a) Legislation

The list of valid documents and internal standards is available to every employee on the BUT Official Notice Board in the section Internal legislation CESA (only in Czech).

b) Employee ID Card

To be entered into the university information system (IS), an ID photo (in jpg format is sufficient) must be submitted to the HR officer. The photograph is used for publication in the IS and production of the card. The card will be handed over to you by the HR officer after its production, it is provided free of charge.

The card is activated by DIT (Department of Information Technology) of the Rectorate:

[Ing. Milan Škrhák.](#)

In the event of loss or destruction, the HR manager will order a new card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at FIT

Attendance records are kept on a monthly basis on a form that the employee receives in due course from the time clerk. The completed form is handed in to the time clerk by approximately the 25th of the month (in December this is an earlier date due to the year-end).

Absence must be entered in advance in [Intraportal](#) / Working / Absence records and have it approved by the manager.

d) Information system/ CESA portal

CESA employees use the BUT-wide Intraportal and Apollo system (depending on the position and job description). Access rights will be given to the employee upon starting employment.

e) Documents of HR Department

Forms relating to HR matters can be found by logging into SharePoint [Information for employees / Forms](#).

f) Parking at CESA

Parking at the [Fit Centre Machina](#), Kolejní 2, by using a chip that is issued by [TOD \(Technical Operation Division\) CESA](#) (in Czech only).

Parking at [the Sport Centre Pod Palackého Vrchem](#), Technická 14, is possible:

- in the parking house (using the employee ID card)
- at the sports hall for CESA employees (limited number of spaces)

Entry to the Parking Directorate at Technická 2 with the use of an employee ID card situated in the FME campus is only allowed to take care of strictly necessary matters at the Directorate.

Parking at Purkyňova 93 – reserved spaces behind the gyms for CESA employees.

g) Dining services at CESA

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum, which is paid together with the wage. Further details are set out in: Methodical Directive No.3/2022 (only in Czech).

The employee can use the dining services of [University canteens](#) or restaurants in the vicinity e.g.: [Restaurant Kanas](#) – Kolejní 14 (Technology Park)

h) IT Administrator

IT administration at CESA is provided by [Ing. Jan Brada](#), phone: +420 541 149 333/+420 728 349 662, brada@vutbr.cz (ICT department of FCH). Please submit your requests via Intraportal/Requests. You can also contact [Mr. Hynek Polášek](#) (Head of CIS Operations Department), phone: +420 541145 614.

i) OHS/FP at CESA

[Ing. Marian Dvořák](#) - OHS agenda (accidents, periodic AP training); FCM Kolejní 2; phone: +420 541 149 584

[Marián Kovács](#) - practical implementation of OHS and FP, defects, periodic TPO training; Technical 14; phone: +420 739 329 846

j) Room reservation at CESA

Rooms reservation, rentals - TPO, Marián Kovács; Technická 14; phone: +420 739 329 846

k) Educational activities organised at CESA

Internal on-the-job training is announced at meetings or via e-mails.

I) Contacts and responsible persons

<u>Web CESA</u>	<u>Ing. Jan Brada</u>
HR Department	HR Officer: <u>Jana Hůževková</u>
Study Affair Office	Head of the office: <u>Ing. Eliška Žáková</u>
<u>Concierge desk /Reception</u>	
Fit centrum Machina	+420 770 127 972
Sports Area Pod Palackého vrchem	+420 733 690 486
Gyms Purkyňova 93b	+420 770 129 973

Library

CESA doesn't have its own library, employees can use [Central Library of BUT, Kolejní 4](#)

Mailroom

Incoming and outgoing post is handled by the secretary of the university institute, phone: 541 142 281

Regular post is stored in the postbox at CESA headquarters – employees collect it personally.

Rectorate Cash desk

Office hours

Mon: 9–13

Wed: 9–12 / 13 – 14:30

Ivana Holá

Phone: +420 541 145 303

Email: hola@vutbr.cz

Placement: 3.08, Antonínská 1 Brno

At the cash desk, the employee can make advances and settle domestic and foreign business travel. The cash desk pays out wages in cash.

a) Map of the FFA campus and related buildings

Sport Centres BUT

Headquarters, Technická 2896/2, 616 69 Brno

Fitcentum Machina, Kolejní 2, 612 00 Brno

Sports area Pod Palackého vrchem, Technická 3013/14, 612 00 Brno

Gyms Purkyňova 93, 612 00 Brno

Shipyards Jundrov, Veslařská 29, Brno – Jundrov

16.11 CENTRAL EUROPEAN INSTITUTE OF TECHNOLOGY (CEITEC BUT)



Address: Purkyňova 656/123,
612 00 Brno

Web: <https://www.ceitec.eu/>

Contact: info@ceitec.vutbr.cz

INSTITUTE DESCRIPTION

CEITEC BUT was established in 2011 on the basis of six major Brno universities and research institutions. Since its recent establishment, we have succeeded in building a major scientific centre, which already ranks among the top European institutions. The main priorities include maintaining a motivating and dynamic international scientific environment, ensuring a modern research infrastructure that meets the highest standards, as well as a policy of open communication and equal opportunities.

CEITEC BUT has thus become a unique link between technical disciplines and the human and natural sciences, with results often finding practical applications in everyday life, for example in refining or accelerating the diagnosis of certain diseases. Scientists from BUT are mainly engaged in material sciences and advanced technologies. To make sure they don't have to go far, a separate campus, Pod Palackého vrchem campus, has been built for them, where they have the most modern technical equipment at their disposal.

Institute management:

[prof. Ing. Radimír Vrba, CSc.](#)

Director



<u>prof. RNDr. Radim Chmelík, Ph.D.</u>	Deputy Director for Science and Study
<u>Ing. Pavel Krečmer, Ph.D.</u>	Deputy Director for Science Support
<u>Ing. Jan Nedvěď</u>	Chief Financial Officer
<u>Institute Bodies:</u>	<u>Coordination Board</u>
	<u>Study Advisory Board</u>
	<u>Scientific Advisory Board</u>

Institute specifics:

Start of employment

Before the start of employment:

- The research group administrator / manager or HR officer of CEITEC BUT will send the initial documentation and instructions for completion. An initial medical examination must be conducted by the district registered doctor (own practitioner) – if the employee is classified in category I by the manager in cooperation with the OHS coordinator; in case of classification in category II or higher, or if it is a foreigner, the examination must be conducted by MUDr. Hajnová.
- After submitting the complete initial documentation to the HR department and entry of complete information about the future employee into the "New Hire" application by the research group administrator, the employment contract is prepared for signature.

On the day of start of employment:

- The research group administrator or the [Welcome Buddy](#) of CEITEC BUT will attend to the employee and introduce them to all operational and grant departments as part of the adaptation process.

a) Legislation of CEITEC BUT

CEITEC BUT documents can be downloaded [here](#).

b) Employee ID Card

An identity card format photo or electronic jpg format photo is required for the issuance of the employee ID card. Activation of the card is handled by [Mgr. Petra Zavadilová](#).

Specific access to laboratories etc. must be applied for at the IT department: [Martin Štěpán](#) or [Bc. David Nejezchleb](#).

In the event of loss or destruction, the HR manager will order a new card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

c) Absence and working hours record at CEITEC

Absence records are kept electronically in the BUT IS ([Intraportal](#)), which can be accessed by the employee after logging in with their username and password. Further information on the records is provided to employees by the time clerk [Bc. Kateřina Vinklárková, DiS.](#) whom you can address regarding (home office, holiday, maternity/parental and paternity leave, sick leave, leave to care for a family member etc.).

Working hours records is the responsibility of each manager as to what system is used in the workplace.

d) Information System/ CEITEC BUT portal

[Welcome Buddy](#) or the administrator of the specific research group/department will acquaint the employees with the features and access.

[SharePoint for employees of the CEITEC BUT](#).

e) Documents of HR Department

BUT HR Department forms are available on SharePoint [Information for employees](#).

f) Parking at CEITEC BUT

The permission to enter the premises is granted by and the CEITEC BUT parking card is issued by [Vladimír Herzán](#).

g) Dining services at CEITEC BUT

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum, which is paid together with the wage. Further details are set out in: Methodical Directive No.3/2022 (only in Czech).

Dining is available in all BUT canteens, directly at CEITEC BUT in the Cookpoint canteen, or in nearby restaurants [Bistro 22](#), [Jean Paul's](#) and [Kanas](#) in the Technology Park campus.

h) IT Administrator

IT support for CEITEC BUT is provided by the ICT Operation and Development Department – [Ing. Miroslava Zbranková](#) (manager).

i) OHS/FP

OHS and FP at workplace and related training is provided by the Chief Financial Officer of CEITEC BUT - [Ing. Jan Nedvěd](#) and OHS coordinator [Ms. Denisa Sigmundová](#).

j) Room reservation at CEITEC BUT

Chief Financial Officer of CEITEC BUT - [Ing. Jan Nedvěd](#)

k) Educational activities at CEITEC BUT

Internal on-the-job training is announced at meetings or via e-mails.

l) Contacts and responsible persons

Web CEITEC	Ing. Renáta Hritzová
Personnel and Payroll Department	Head of dep.: Mgr. Petra Zavadilová
Study Department	Head of dep.: Ing. Renáta Hritzová
Building Operations Department	Head of dep.: Antonín Adam
Department of the ICT Operation and Development	Head of dep.: Ing. Miroslava Zbranková
Mailroom CEITEC BUT (at the reception)	Bc. Anita Waldová flap 9669

Cash Desk of CEITEC BUT

Office hours
MON, WED, THU: 8–14
Travel orders are paid at the cash desk, advances for business trips in CZK and foreign currency.

[Ing. Hana Láníčková](#)
Phone: +420 541 149 655
Email: hana.lanickova@ceitec.vutbr.cz
Placement: S/S1.19, Purkyňova 123

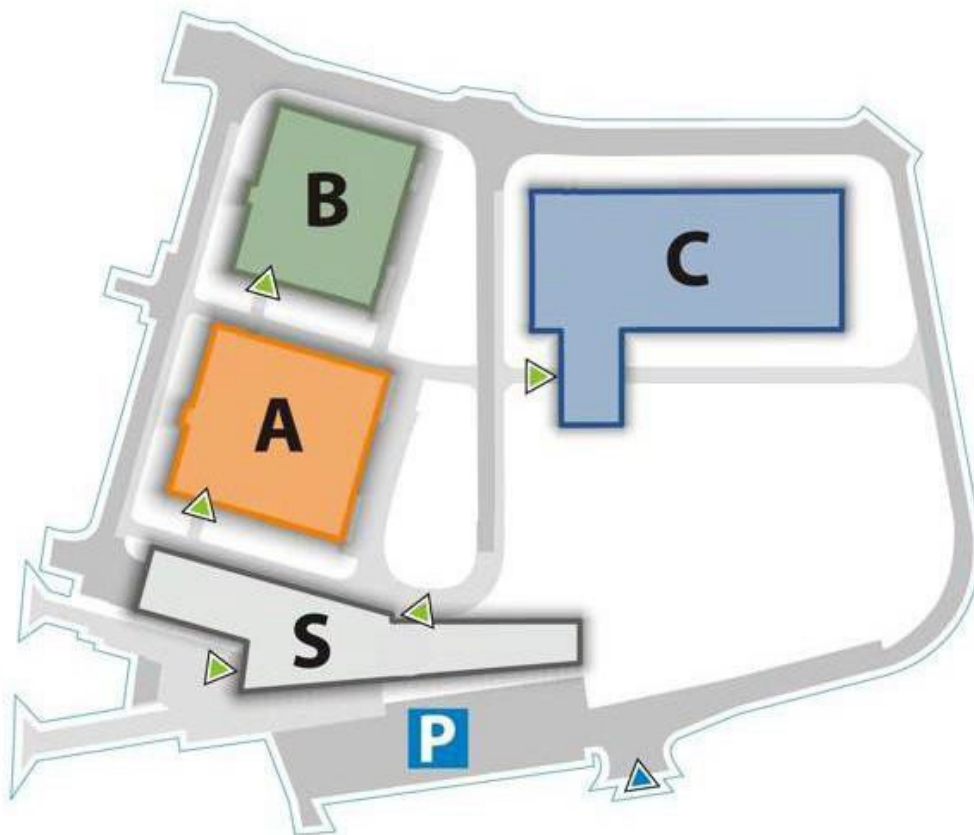
[Rectorate Cash Desk](#)

Office hours
Mon: 9–13
Wed: 9–12 / 13 – 14:30

[Ivana Holá](#)
Phone: +420 541 145 303
Email: hola@vutbr.cz
Placement: 3.08, Antonínská 1 Brno

In the case of payment of wages in cash, the employee must go to the cash desk of the Rectorate.

m) Map of the CEITEC BUT campus and related buildings



16.12 HALLS OF RESIDENCE AND DINING SERVICES (HRDS)



Address: Kolejní 2905/2,
612 00 Brno

Web: [Halls of Residence and Dining Services of BUT](#)
[Contacts](#)

UNIT DESCRIPTION

Halls of Residence and Dining Services of the Brno University of Technology for the needs of the public university ensure the operation of BUT accommodation and dining facilities.

The Brno University of Technology also provides accommodation for its employees, especially for young teaching and research employees of the faculties, who do not have their own flat in Brno or its surroundings. and thus, solve their housing situation temporarily, but in some cases also in the long term.

Unit management

Dagmar Vlčková

Director



Contacts to HRDS management (only inCzech)

Economic Department	Bc. Jaroslava Bartáková
Department of Halls of Residence Operations	Ing. Jakub Huňáček
Technical Department	Ing. Jiří Kala
Department of Information and Communication Technologies	Ing. Vítězslav Křivánek, MBA
Department of Dining Services Operations	Libor Šubrt

Unit specifics:

Employees of the Halls of Residence and Dining Services of BUT deal with all matters related to contracts and agreements, payslips, payment of wage, travel orders, advances, meals, records of working hours and absences directly at their place of work.

a) Start of employment

On the day of start of employment, you must provide a criminal record statement or any remaining documents required by the HR department.

The employee will then be taken care of by the head of the workplace or their direct supervisor, introduced to the new workplace, given initial training, or given work clothes and tools, and integrated into the work process.

b) Accommodation for employees and guests of BUT

Detailed information on accommodation options can be found [here](#).

A part of the accommodation capacity of the halls of residence is allocated for BUT employees and guests and is distributed to individual halls of residence. Detailed description of rooms and amenities is given in the [price list of accommodation and services at BUT halls of residence for employees](#); there is a laundry room with a washing machine and dryer in each building.

- Pod Palackého vrchem Dormitories/ block A02, A05
- Purkyně Dormitories / block B04
- List's Dormitories / block C02, C03
- Pension Starý pivovar / block P03, R03, R04
- Residence Erasmus / ERA

c) Legislation

HRDS annual reports and legislation can be found [here](#).

d) Employee ID Card

The card is activated by the HR Department and the payroll office of the Halls of Residence and Dining Services (see Contacts point 1). An identity card format photo or electronic jpg format photo is required for the issuance of the employee ID card.

In the event of loss or destruction, the HR manager will order a new card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

e) Absence and working hours record

Employees of Halls of Residence and Dining Services use either Intraportal or paper holiday records or attendance books for this record keeping, depending on the workplace where the employee will be working. Not all employees of Halls of Residence and Dining Services have access to a PC, so it is necessary, for example, to fill in the attendance book and paper holiday records byhand.

f) Information system / HRDS portal

Login to the information system [KaM- ISKAM4](#) (only in Czech)

Login for BUT students and employees using VUTlogin and VUThesla

- Log on to [Intraportal BUT](#)
- after logging in, select "Accommodation and catering" in the menu to go to the ISKAM4 web interface
- *For this login you must have a VUTlogin and VUTpassword from the faculty (or another unit of BUT).*

g) Documents of HR Department

BUT HR Department forms are available on SharePoint [Information for employees](#). (BUT Human Resources Department forms)

h) Parking at HRDS

Parking is available at the accommodation facilities.

- Pod Palackého vrchem Dormitories/ block A02, A05
- Purkyně Dormitories / block B04
- List's Dormitories / block C02, C03
- Pension Starý pivovar / block P03, R03, R04
- Residence Erasmus / ERA

i) Dining services

BUT has [17 dining facilities](#) – university canteens, faculty restaurants and buffets, as well as a modern pizzeria. The offer of canteens and restaurants consists of ready meals, snacks (including meatless and sweet dishes), baguettes, salads, desserts, fruits, drinks etc. Most facilities also offer packaged one-portion ready-to-eat meals for takeaway. The range of products in the pizzeria and café-bar is much wider and offers a superior environment.

Administrative services related to dining are provided by a separate office of the Purkyňova canteen, Purkyňova 93, which can be found in the passageway next to the entrance to the canteen.

Opening hours of the catering facilities are on weekdays from 12:00 to 13:45.

Contact person: Ms. Michutová, phone: +420 541 148 186.

j) IT Administrator

The Department of Information and Communication Technology (DICT) provides for the information and communication technology needs of HRDS. You can contact [Ing. Vítězslav Křivánek](#) (Head of dep.), phone: +420 541 142 901, email: krivanek@skm.vutbr.cz .

k) OHS/FP

The OHS/FP agenda is handled by the Technical Department of HRDS, the contact person is Ms. Radka Krátká, phone: +420 541 142 950, kratka@skm.vutbr.cz.

l) Contacts and responsible persons

Web KaM	Ing. Vítězslav Křivánek
HR and Payroll Department	Milada Jurášová Phone: +420 541 142 949 Email.: juras@skm.vutbr.cz Martina Odehnalová Phone: +420 541 142 948 Email.: odehnalova@skm.vutbr.cz
Mailroom No fixed office hours	Mgr. Nikola Klanicová, Ph.D. Phone: +420 541 142 962 Email: klanicova@skm.vutbr.cz Placement: A02/109, Kolejní 2
HRDS Cash desk No fixed office hours	Jana Pavlišová Phone: +420 541 142 938 Email: pavlisova@skm.vutbr.cz Placement: A06/039, Kolejní 2
Rectorate Cash desk Office hours Mon: 9–13 Wed: 9–12 / 13 – 14:30	Ivana Holá Phone: +420 541 145 303 Email: hola@vutbr.cz Placement: 3.08, Antonínská 1 Brno
At the Rectorate cash desk, the employee will arrange advances and settle domestic and foreign business trips. The cashier's office pays the wage in cash.	

m) Map of the CEITEC BUT campus and related buildings

Maps and links to the individual dormitories and accommodation offered by KaM can be found below.

- [Dormitories Pod Palackého vrchem](#)
- [Purkyňe Dormitories](#)
- [List Dormitories](#)
- [Mánes Dormitories](#)
- [Pension Starý pivovar](#)
- [HRDS virtual tour](#) (only in Czech)

16.13 COMPUTER AND INFORMATION SERVICES CENTRE (CIS)



Address: Kolejní 2906/4, 612 00 Brno

UNIT DESCRIPTION

The Computer and Information Services Centre is a supporting unit of the BUT. We provide professional IT services for the whole university. CIS is located in the building of the Faculty of Business and Management at Kolejní 2906/4, Brno.

CIS provides:

- Administration and development of the Central information systém VUTIS. We try to adapt the development of VUTIS to the needs of the whole university.
- VUTIS covers the following agendas:
 - Study
 - Science and research
 - Economics a HR
 - E-Learning
 - Internationalisation
- Management and development of the metropolitan network.
- Data centre management and development.
- Administration and development of the telephone network.
- Manage Google and Microsoft cloud services for the entire university.
- We have a central support point (Helpdesk or flap 9999) for CIS IT services.

Unit management

Ing. Tomáš Krutiš

director



Organization structure

Ing. Marek Strakoš	head of Department of Internal Systems
Ing. Tomáš Podermaňski	head of Department of Infrastructure
Ing. Dušan Koc	head of Department of Projects and Analysis
Michal Ovčarčín	head of Department of Support and Testing
Erik Pikner	head of Department of Operating Systems
Mgr. Bc. Alexandra Peschlová	Financial Officer, head of Director's Office

Unit specifics:

a) Start of employment

Before the start of employment:

CIS HR Officer will send the onboarding documents and instructions for completion. An initial medical examination by the contracted physician of BUT – MUDr. Hajnová.

After submitting the complete recruitment documentation to the HR department and entering complete information about the future employee into the system, the employment contract is ready for signature.

On the day of start of employment:

The Head of department of Buddy together with the employee visits all departments with as part of the adaptation process and introduce him/her to the internal processes of CIS.

b) Legislation

Organisational Rules of CIS other are internal legislation you can find here

<https://www.vut.cz/en/cvis/information-board>.

c) Employee ID Card

An identity card format photo or electronic jpg format photo is required for the issuance of the employee ID card. The production and activation of the card is handled by the Department of Support and Testing.

In the event of loss or destruction, the HR manager will order a new card and then set up a deduction from the employee's wage, see section 2.3.3 Employee ID card / ITIC / ISIC.

d) Absence and working hours record

[Absence records](#) are kept electronically at the BUT IS (Intraportal), which can be accessed by the employee after logging in with their username and password.

Working hours records is the responsibility of each manager as to what system is used in the workplace. Absences must be requested in advance and approved by a supervisor.

a) CIS Information System

CIS employees use the central VUTIS systém (according to their position and job description). Access rights are given to the employee upon starting the employment.

b) HR documents

BUT HR Department forms are available on SharePoint Information for employees (BUT Human Resources Department forms).

c) Parking

It is possible to use the parking lot for employees in front of the building. Entry is possible with an employee card and chip.

d) Dining services

As of October 2022, BUT contributes to the meals of the employees in the form of a meal voucher lump sum, which is paid together with the wage. Further details are set out in: Methodical Directive No.3/2022 (only in Czech).

The employee has the possibility to use canteens or restaurants in the vicinity for meals.

e) Communication

Submit requests via the [request system](#) in Intraportal.

f) OSH/FP

OSH/FP within the building is provided by the Faculty of Business and Management. Related staff training is provided by the CIS financial officer – [Mgr. Bc. Alexandra Peschlová](#).

OSH and FP agenda of CIS is provided by [Monika Janečková](#).

g) Room reservation at CIS

Room reservations can be made via Intraportal <https://www.vut.cz/intra/rezervace-mistnosti>.

h) Educational activities at CEITEC BUT

Employee training is provided through training courses and seminars organised by the Continuing Education and Counselling Centre. Training events are organised periodically by CIS and can be registered at <https://www.vut.cz/intra/akce>. CIS staff members sign up for events and training sessions in consultation with their line manager.

17. GDPR

Personal data controller, which is the Brno University of Technology:

BUT is a public university established by law. In the course of its activities, the Brno University of Technology processes personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and repealing Directive 95/46/EC (General Data Protection Regulation) and other legal regulations.

Brno University of Technology (hereinafter referred to as "BUT") has appointed a personal data protection officer, who is:

Typical categories of persons (data subjects) whose personal data are processed at BUT:

Applicants, students, graduates, employees, external collaborators, customers, suppliers etc.

Information about the processing and protection of personal data at Brno University of Technology can be found at:

Full information on data protection issues can be found on the website of the [Office for Personal Data Protection \(OPDP\)](#)

18. MAPS OF THE LOCATION OF FACULTIES AND UNITS OF THE UNIVERSITY IN BRNO

18.1 Brno - centre



18.2 Technology park

