

Employee guide



WE
CARE
FOR
YOU

You got this employee guide that will prepare you for your stay in the Czech Republic and Masaryk University.

We bundled all necessary information so you can focus on your job. Enjoy your stay.

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CONTACTS FOR INTERNATIONAL EMPLOYEES



MUNI Welcome
Office
CZS

The Masaryk University Welcome Office provides comprehensive information, advice and support with relocation and integration for its international employees with long-term contracts of employment.

Contacts

Office

Komenského nám. 2
602 00 Brno-střed
Office nr. 306 (third floor)

We are ready to help

Contact us

E-MAIL staff@czs.muni.cz
PHONE +420 775 882 660
WEB www.muni.cz/staff

See contact details



See MU Welcome Office [website](http://www.muni.cz/staff) with useful information:



A close-up, high-contrast photograph of a desk. In the foreground, a pair of round-rimmed glasses with thin frames lies on an open notebook. A black pen is also on the notebook. The notebook has handwritten notes in cursive. To the left, a smartphone with a brown leather case is partially visible. In the background, a dark, cylindrical object, possibly a lamp or a container, is out of focus. The lighting is dramatic, with strong highlights and deep shadows.

USEFUL ADDRESSES AND CONTACTS

Useful contacts

Ministry of Interior (MOI)

Dpt. for Asylum and Migration Policy (OAMP)

ADDRESS Tuřanka 115, Brno-Slatina
WEBSITE www.frs.gov.cz/en

You need to make an appointment at the website.

Foreign Police

ADDRESS Cejl 712/62b, Brno-střed
OPENING HOURS Mon, Wed: 8:00 – 17:00
Tue, Thu: 8:00 – 14:00

VZP (Všeobecná zdravotní pojišťovna)

General Insurance Company

ADDRESS Benešova 10, Brno
WEBSITE www.en.vzp.cz
OFFICE HOURS Mon, Wed: 8:00–17:00
Tue, Thu: 8:00 – 15:00
Fri: 8:00 – 14:00

DPMB (Dopravní podnik města Brna)

Brno Public Transport Authority

ADDRESS Novobranská 18, Brno
WEBSITE www.dpmb.cz
OFFICE HOURS Mon – Fri: 6:00 – 19:00

Post office

ADDRESS Main train station, Nádražní 118/7
OPENING HOURS Mon–Sun: 8:00 – 14:00
ADDRESS Kounicova 688/26, Veveří – Brno
OPENING HOURS Mon–Wed: 10:00–12:00, 13:00–18:00
Tue, Thu, Fri: 8:00–12:00, 13:00–16:00
WEBSITE www.cpost.cz

Brno City Municipality

ADDRESS Husova 3 or Husova 5, Brno
E-MAIL osc@brno.cz
WEBSITE en.bрно.cz

Transport Agenda Department

ADDRESS Kounicova 67, Brno
E-MAIL odsc@brno.cz
OPENING HOURS Mon, Wed: 8:00–17:00
Tue, Thu, Fri: 8:00–12:00

Environmental Department (Waste Tax Fee Payment)

ADDRESS Šumavská 35, 3rd floor, building C
E-MAIL ozp@brno.cz
OPENING HOURS Mon, Wed: 8:00 – 17:00
Fri: 8:00 – 12:00

Emergency contacts

1 1 2 **European emergency**
They answer in foreign languages as well
Police, Fire, Medical and Rescue Services

Emergency & medical aid

If you are faced with an urgent need for medical attention at a time when doctors' offices are not open, you should go to the one of the following emergency services.

Do not forget to take your insurance card with you.

The full list of English speaking doctors of different specialties can be found on our website: www.muni.cz/staff.

Emergency 24/7 Pharmacy

ADDRESS Bašty 413/2, Brno
OPEN HOURS Nonstop

Emergency Hospital

Injuries and emergency dental care
ADDRESS Úrazová nemocnice v Brně
Ponávka 6, Brno
PHONE +420 545 538 111
WEBSITE www.unbr.cz
SURGERY HOURS Mon – Fri: 17:00 – 7:00, weekends: Nonstop

Psychological Crisis Centre

ADDRESS Faculty Hospital Brno
Jihlavská street 20, Brno
PHONE +420 532 232 333, +420 532 232 078
NONSTOP PHONE +420 547 212 333
WEBSITE www.psychiatrie.med.muni.cz
OPEN HOURS Nonstop

Czech emergency phone numbers

Only Czech speakers

1 5 0 **Fire and Rescue Service**

1 5 6 **Municipal Police**

1 5 5 **Emergency Medical Service**

1 5 8 **Police**

Emergency

M U N I **PHONES** +420 777 448 686
C Z S **E-MAIL** emergency@czs.muni.cz

ACCOMMODATION



We always recommend

finding a short-term rental first (for example a hotel room or a university dormitory if available, or Airbnb offers) and then hunting for suitable long-term accommodation.

MU accommodation capacities are limited. For assistance with accommodation directly contact:

Welcome Assistant

PHONE	+420 737 433 686
E-MAIL	staff@czs.muni.cz

Other options how to find accommodation

- | | |
|--------|--|
| OPT. 1 | contact your friends and/or co-workers |
| OPT. 2 | check the offers at www.foreigners.cz or www.domeq.cz |
| OPT. 3 | real estate agencies |
-

Check [more](#) information on accommodation





LANGUAGE COURSES

Czech language courses

In order to make your life a little easier and more enjoyable, a basic knowledge of Czech is highly recommended.

Free Czech courses at Masaryk University

Organized by	Masaryk University Language Centre
Who can attend	MU international employees and PhD students

Check [more information](#)



Free introductory Czech courses

Organized by	South Moravian Centre for Integration of Foreigners
Who can attend	EU and non-EU foreigners

Check [more information](#)



Commercial courses

MU Language Centre website	
Faculty of Arts website	
Czech Courses Brno website	
Foreigners services website	
HOPE website	
Tutor website	
Correct Language Centre website	
Check our website for complete information	

PRACTICALITIES



Opening a bank account

You can open a bank account in the banks below. You will need a passport, contract of employment and Czech mobile phone number. In need of assistance, let us know at staff@czs.muni.cz.

List of banks



Fio banka

ADDRESS Joštova 4

PHONE +420 224 346 815

E-MAIL brno.jostova@fio.cz

WEBSITE www.fio.cz





Raiffeisen Bank

ADDRESS Česká 12

PHONE +420 734 693 098

WEBSITE www.rb.cz





Raiffeisen Bank

ADDRESS Netroufalky 770
(Bohunice Campus)

PHONE +420 606 069 596

WEBSITE www.rb.cz





Komerční banka

ADDRESS nám. Svobody 21

PHONE +420 955 583 111

E-MAIL mojebanka@kb.cz

WEBSITE www.kb.cz/en



Public transport in Brno city

The public transport system consists of trams, city buses and trolleybuses. Buses operate 24 hours a day. At night there are special night buses. Night buses leave every 30–60 minutes depending on the line.

Ticket prices

Zones 100+101 = centre + suburbs of Brno

BASIC	550 CZK / month
	1 370 CZK / three months
	4 750 CZK / year

You can buy single tickets from the ticket machines on most of the bus/tram stops or pay contactless in the vehicle.

BEEP AND GO [website](http://www.beepandgo.cz)

You can buy the transport pass online via BrnoID.
www.brno.cz/en/eoc

For time schedules visit www.idos.idnes.cz/en or download the app. You can use it for travels within Brno and for the whole Czech Republic.

For more info visit
www.dpmb.cz

IT services at MU

Get online at MU

Get free Wi-Fi at almost every MU building in Brno.
The main university network is called eduroam.
For more information check our [website](#).



Eduroam Wi-Fi login

Your UČO@muni.cz

Your secondary password

MUNI Wi-Fi login

If you have a problem connecting to eduroam, you can use a backup network called MUNI.

Your UČO (MU ID number)

Your secondary password

General IT support:

it@muni.cz

MUNImap

Use MUNImap to know exactly where you're going.



MUNImap provides:

- Map of Brno with highlighted MU buildings
- Map of all rooms at any MU building
- Switching between floors
- Name of every room at MU building

Visit www.muni.cz/en/map and you will never get lost here.

WELCOME MEETINGS
AND SEMINARS FOR
NEW INTERNATIONAL
EMPLOYEES



Welcome Office

Ready to assist you with

Practical Issues (entering country, stay, departure)

- Before arrival assistance
- Accommodation
- Visa and registration
- Family issues, i. e. kindergarten, etc.
- Welcome meeting / Welcome seminar
- Opening a bank account
- Medical care, vets
- Travel health insurance
- Car and driving
- Czech language courses
- Waste fee collection
- Reporting changes – marital status, birth of child, etc.

E-MAIL staff@czs.muni.cz
WEB www.muni.cz/staff



HR/Institute/Faculty

Ready to assist you with

Work-related and Legal issues

- Contract of employment
- Salary
- Job description
- Supporting documents for visa application
- Date of entry
- Entrance medical examination
- Extension/termination of contract of employment
- Health insurance card
- Possible financial support (moving in, document translations, etc.)

CONTACT your HR department at your faculty/institute

CHECK LIST

Before arrival

For EU nationals	For non-EU/EFTA nationals
no visa required	visa/residence permit (check the step-by step procedure on our website)
	arrange the necessary documents
	make an appointment with Czech embassy
	collect entry visa (D"/VR") at the embassy once your application is approved
find accommodation (or interim solution) in Brno	
plan your trip to Brno (buy flight tickets or make your car ready)	
let Welcome Office know your date of arrival (staff@czs.muni.cz)	
having children? – clarify childcare and preschool and school facilities for kids	
practicalities →	check insurance in the country of your current residency and terminate if necessary
	clarify possible tax liability in your home country
	notice of departure at your place of residence
	sign off services (energy, telephone, etc.)

After arrival

For EU nationals

For non-EU/EFTA nationals

register your stay in the CR within 30 days after arrival , you will need:	register your stay in the CR within 3 days after arrival , you will need:
valid passport	valid passport; 2 passport photos; proof of purpose of your stay (contract of employment); proof of accommodation; proof of mandatory health insurance
go to Welcome meeting to the Welcome Office	
get a Czech mobile phone number	
open a Czech bank account	
pay "waste tax" by May 31 (once a year) or immediately after arrival	
attend integration courses within 1 year (for NON-EU/EFTA nationals only)	
get pass for public transport	
other (family issues, car registration, exchange of the driving licence etc.)	

Before departure

Please do the following

Visit www.muni.cz/staff

return residency card (at MOI in person – recommended)
return employee card and medical insurance card (to your HR dept.)
close a bank account
settle all bills and terminate your lease
keep your birth number for possible return
de-register from „waste tax“ within 15 days of your departure (online in BrnoID or personally in Municipality at Šumavská str.)
cancel any other services you have arranged (mobile phone tariffs, car registration, etc.)
de-register your children from school/kindergarten
cancel medical insurance for all members of your family

Maps

[mapy.cz](#) – touristic online/offline maps
[www.google.com/maps](#)
[www.muni.cz/en/map](#) – MUNI Buildings

Getting to Brno

[regiojet.com](#) – train and bus network
[global.flixbus.com](#) – bus network
[www.cd.cz/en](#) – national railway company
[idos.idnes.cz/en](#) – software for searching of transport connections

Brno Travel

[idos.idnes.cz/en](#)
[www.dpmb.cz](#) – public transport in Brno
[www.brnoid.cz/en](#) – buy the transport ticket/waste fee payment
[www.uber.com](#)
[www.liftago.com](#)

Food and Money

[wolt.com/en/cze/brno](#) – food delivery
[www.damejidlo.cz/en/city/brno](#) – food delivery
[gastromapa.hejlik.cz](#) – map of restaurants and cafes in Brno
[www.zomato.com/brno](#) – curated lists of restaurants, cafes, pubs, and bars in Brno
[www.revolut.com/en-CZ](#)
[wise.com](#)

Brno News in English

[brnodaily.com](#)
[www.facebook.com/BrnoNewsCTV](#)

For Foreigners

MU International Staff – [www.muni.cz/staff](#)
EURAXESS Services Centre – [www.euraxess.cz](#)
Ministry of Interior – [www.mvcr.cz](#)
Ministry of Foreign Affairs – [www.mzv.cz/jnp/en/information_for_alien/long_stay_visa/index.html](#)

Social Groups for International Employees at MU

FB private group – [MU International Staff](#)
[Whatsapp](#) – MU International Staff

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BRNO

NOTES

[illegible]



masarykUni



masaryk_university



masarykUniversity

www.muni.cz/staff