



RICAIP

Welcome services

Horizon 2020

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Dear new Colleague,

we highly appreciate that you have decided to joint your career with RICAIP - Research and Innovation Centre on Advanced Industrial Production.

RICAIP is the European Centre of Excellence in AI, industrial robotics and Industry 4.0 related areas which was founded by four partners in 2016: the CIIRC CTU (Czech Institute of Informatics, Robotics and Cybernetics at Czech Technical University) together with CEITEC BUT (Central European Institute of Technology at Brno University of Technology), DFKI (German Research Center for Artificial Intelligence) and ZeMA (Center for Mechatronics and Automation Technology), both seated in Saarbrücken.

The RICAIP centre is newly established as a unit within the CIIRC CTU, Prague, with the direct participation of all the above-stated partners. The unique set up of the consortium will enable to transfer of the best practice from Germany – the leading EU country regarding the Industry 4.0 initiative to the Czech Republic and others.

We would like to provide you with all services and assistance to facilitate your first steps at the new position.

We wish you a lot of success and welcome you to our RICAIP team.



Tilman Becker
Director of the RICAIP Centre

1 Welcome services and introduction of RICAIP partners

The Welcome services present the package of the support which is offered to new employees within RICAIP primarily to facilitate their relocation and joining the new working team.

Welcome services aim to:

- provide information on the whole onboarding process for new Czech and primarily foreign employees,
- support new employees during the relocation - before and after their arrival:
 - help with the incoming administration (e.g. visa, insurance, traveling to the Czech Republic/Germany),
 - assistance for a new employee by the visit of the Foreign Police Office and other relevant authorities and institutions,
 - assistance with practical matters (e.g. accommodation, medical facilities, language courses or other issues related to the life in Prague/Brno/Saarbrücken),
- provide useful links and contacts.

The services and assistance have been providing to all newcomers for free and with the approach based strictly on equality, regardless of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.

The RICAIP team diversity is also supported through consultations focused on the family members and the work-life balance in the form of Czech language courses, integration activities, offer of international schools for children, medical care facilities etc.

1.1 CTU and CIIRC

The Czech Technical University in Prague (CTU) is one of the biggest and oldest technical universities in Europe.

CTU currently has eight faculties and more than 18,000 students. For the 2019/20 academic year, CTU in Prague is offering its students 170 accredited study programmes and of which is 53 in foreign languages. CTU educates modern specialists, scientists, and managers with

knowledge of foreign languages, who are dynamic, flexible and can adapt quickly to the requirements of the market.



Figure 1 CTU CIIRC building

The Czech Institute of Informatics, Robotics and Cybernetics (CIIRC CTU) is a university institute of the Czech Technical University in Prague (CTU) founded in 2013.

One of the main objectives of the CIIRC is to integrate information and cybernetic research and education at the CTU, building on the links to the out-of-city centers as well as on strong links with international research centers.

The CIIRC creates research and pedagogical workplace in a scientific atmosphere, pleasant conditions for work and, in a number of areas, brings results at the world's top research level. The Institute opens its doors to experts from home and abroad who can become a part of the CIIRC CTU team. A very significant part of the cooperation is also connected with other parts within CTU, but also with the Academy of Sciences of the Czech Republic, with the industry and similarly oriented foreign institutions. The CIIRC is a rapidly developing research institute, which also focuses on the teaching of students and technology transfer to industry. Its fields of interest are, for example, automatic control and optimization, robotics, artificial intelligence, computer graphics, computer vision, and machine learning, designing software systems, designing decision and diagnostic systems, and their applications in medicine, energy transport, including smart homes and smart cities.

The CIIRC CTU became the center of support for Industry 4.0 and the headquarters of the National Center for Industry 4.0. Within this center, the first extensive Testbed for Industry 4.0 is being developed primarily for the advanced development and transfer of technologies and solutions for Czech small and medium-sized companies.

CTU CIIRC: Organizational Structure – RICAIP centre as a newly established unit

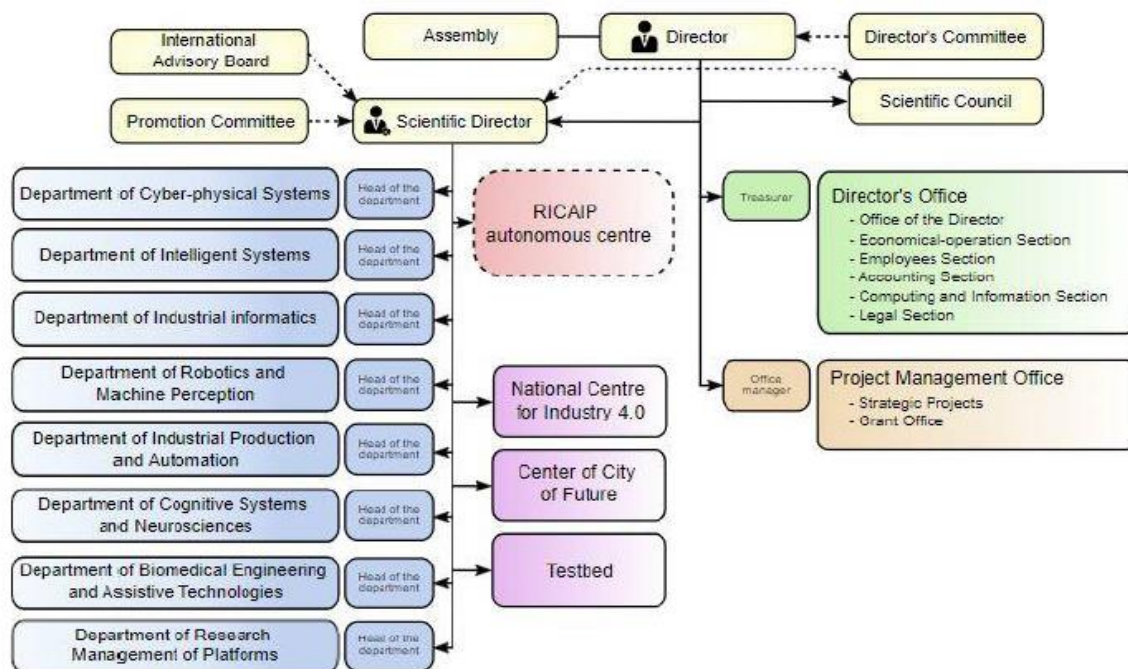


Figure 2 Organizational structure of CTU CIIRC - RICAIP autonomous centre

1.2 CEITEC BUT

Brno University of Technology (BUT) is the largest technical university in the Czech Republic and is one of Europe's elite technical and research universities. BUT has a very rich tradition as it was founded in 1899. The university consists of 8 faculties and 3 university institutes covering a broad range of technical science and it is one of the major research institutions in the Czech Republic with more than 2000 Ph.D. students and 1000 academics staff.



Figure 3 CEITEC BUT facilities

Central European Institute of Technology - Brno University of Technology (CEITEC BUT) is an independent institute at the Brno University of Technology which was established within the framework of the CEITEC - Central European Institute of Technology (www.ceitec.eu).

CEITEC BUT constitutes a world-class research infrastructure, providing state-of-the-art equipment and ideal conditions for basic and applied research in the fields of engineering, advanced nanotechnologies, microtechnologies, advanced materials, cybernetics, robotics, artificial intelligence, smart sensors, signal processing, mobile robotic system, telepresence, embedded systems, communications technologies and advanced control technologies/algorithms and their applications in industry etc.

CEITEC BUT offers a highly motivating environment to carry out specific research and doctoral degree education in selected programmes.

The Research Group of Cybernetics in Material Science led by prof. Václavek is primarily involved in RICAIP. The Group has comprehensive experience in the implementation of Horizon 2020 R&D projects – currently, 14 approved international H2020 projects in which the team of prof. Václavek is collaborating with companies (among others) BMW, Siemens, Bosch, Infineon Technologies etc.

CEITEC BUT is one of the founding members of the National Center for Industry 4.0 and it is currently building the Testbed facility for Industry 4.0 that will become a part of the Czech-German and further European testbeds network and also will provide a testing infrastructure and services supporting the innovations in the field of advanced production for the Czech SMEs.

1.3 DFKI

The German Research Center for Artificial Intelligence (DFKI) was founded in 1988 as a non-profit public-private partnership. It has research facilities in Kaiserslautern, Saarbrücken and Bremen, a project office in Berlin, a Laboratory in Niedersachsen and branch offices in St. Wendel and Trier. In the field of innovative commercial software technology using Artificial Intelligence, DFKI is the leading research center in Germany.



Figure 4 DFKI, Saarbrücken

The presence among DFKI's shareholders largest German and international companies (BMW, Volkswagen, SAP, Deutsche Telekom, Microsoft, Intel, Google etc.) determines the focus of its research and innovation activities, as well as close relations with industrial partners. DFKI has 485 staff members and a turnover of 42,5 mio. EUR (in 2015). DFKI has created over 70 start-up companies and spin-offs.

Together with H. Kagermann (acatech) and J. Helbig (Bosch), Prof. Wahlster formed the term and the concepts behind Industrie 4.0 in 2011. DFKI was one of the German research organizations behind the national Industry 4.0 Strategy; the CEO of DFKI, Prof. Wahlster, is a chairman of one of five Working Groups of this initiative. Several departments of DFKI pursue research contributing to the implementation of the Industry 4.0 vision (e.g. Intelligent User Interfaces, Robotics Innovation Centre, Innovative Factory Systems etc.). DFKI participates in dozens of national (funded by e.g. BMBF, BMWi) and international (funded by H2020, EIT Digital, EU Structural funds etc.) research and innovation projects. Importantly, the industry (e.g. the shareholders) provides substantial direct support to the research in this field.

The research department Cognitive Assistant Systems (led by Prof. Wahlster) addresses all aspects of intelligent, multi-modal interaction; including among others spoken dialog systems and man-machine, esp. man-robot, interaction and collaboration.

1.4 ZeMA

The Center for Mechatronics and Automation Technology gGmbH (ZeMA) operates in the application-oriented research and in the industry-oriented development in the fields of sensor and actuator technology, production and assembly processes and their automation. With these areas, ZeMA covers a broad research spectrum with the aim of industrialization and transfer of research and



Figure 5 ZeMa, Saarbrücken

development results to the industry and to the industrial floor. The work priorities are mechatronic systems, innovative production technologies, and industry 4.0 applications. ZeMA focusses on laboratories and demonstrator environments for the industry-oriented development of products, processes, and resources. These are used in industry and research projects and are constantly being further or newly developed. Due to their practical relevance, they make an important contribution to the work with industry partners and the transfer of the results to the industry. Over the past years, ZeMA has established a testbed with diverse research topics and demonstrator environments for the automotive, aircraft, white-goods, and machine manufacturing sector.

Together with partners from the Saarland and the region of Saar-Lor-Lux, ZeMA has launched the center Power4Production and RobotixAcademy. The aim is to consult and support companies when introducing Industry 4.0 and human-robot-collaboration, especially but not limited to SME.

In addition to research and industry projects, ZeMA shapes engineering education in collaboration with the professors of the three research divisions. The division assembly processes and automation contributes to the regional and supra-regional education of engineers at higher education institutes in the region of Saar-Lor-Lux with various lectures (a) assembly system technology, b) kinematics, dynamic, and application in robotics, c) human-robot-collaboration in the industrial production d) assembly and commissioning of vehicles).

ZeMA takes part in many research and development projects in collaboration with industrial partners including Airbus, BMW, Bosch, Daimler, Festo, Ford, Miele, PAG, Porsche, VW, Woll Maschinenbau, XENON Automation Technologies, ZF AG etc.

2 New Employee Onboarding Process

2.1 First contact persons

The HR department is the first contact point for the new employee. The HR department is responsible for all administration before the start of work and provides relocation support to foreign employees.

Welcome services - contact list		Address	E-mail
CTU CIIRC	Mgr. Kateřina Hanzelová <i>HR Manager</i>	Jugoslávských partyzánů 1580/3 160 00 Praha 6, Dejvice	personal@ciirc.cvut.cz
BUT	Mrs. Petra Kuchaříková <i>Welcome Service Manager</i>	Antonínská st no.548/1 601 90 Brno	kucharikova@ro.vutbr.cz
CEITEC BUT	Mgr. Petra Zavadilová <i>HR Manager</i>	Purkyňova 656/123 612 00 Brno	petra.zavadilova@ceitec.vutbr.cz
DFKI	Representative of concrete research department	Stuhlsatzenhausweg 3 Saarland Informatics Campus D 3_2 66123 Saarbrücken	info@dfki.de
ZeMA	Leenhard Hörauf <i>HR Manager</i>	Eschberger Weg 46, D-66121 Saarbrücken	bewerbung@zema.de

Figure 6 List of welcome services contact persons

You can send them all questions regarding onboarding & leavening process, changes of working commitment/employment, long term residence permits, entry/regular working-medical examination, compulsory training (Safety Occupational, Fire Protection, First Aid, Training for Drivers/ Chauffeurs, certificate of employment, recruitment, job vacancy advertising, HR internal web site, update of internal HR/Payroll system.

2.2 Onboarding check lists

The concrete onboarding practices can differ in a minor way according to individual internal regulations of each RICAIP partner, but in general, the HR manager or Welcome service manager contact you automatically and she/he will guide you through the whole onboarding process which can be divided into three phases:



Figure 7 Onboarding process

The onboarding process starts after your acceptance of job offer and the draft of Contract of employment which should clearly indicate:

- title of your work position,
- number of weekly working hours and place of employment
- specific work description and salary statement.

The Contract will be signed on the first day at work – after all requested documentation will be delivered to the HR department (e.g. medical check-up, registration on OAMP, Foreign Police Office etc.).

The checklists below serve only to informational purposes - " what needs to be done". Please, follow the instructions of the HR Manager or other contact person.

1. Before arrival

HR manager (HRM)

- ✓ HRM will contact you and inform you of all necessary onboarding steps of onboarding (as soon as possible after the official end of the hiring).
- ✓ HRM will send to you a set of required documents that need to be fulfilled and delivered back (within specifying the process of applying for long- term visa in needed).

EU nationals

- ✓ Please, fulfil and send back:
 - Completed personal questionnaire
 - A certificate providing your highest education degree (diploma copies)
 - Scan of the passport/ID
 - Social security and health insurance - valid form A1 which is needed in case of income in another EU state
- ✓ Find accommodation

Nationals of non-EU countries

- ✓ Please, fulfil and send back:
 - Completed personal questionnaire
 - A certificate providing your highest education degree (diploma copies)
 - Scan of passport
- ✓ Please, ensure valid visa at the Czech Embassy abroad – issuance up to 60 days:
 - you will receive from RHM all needed documents: Hosting/Visiting Researcher Agreement, Obligation of the Institute, Employment confirmation),
 - you will submit also: extract from criminal record(s), proof of travel insurance, proof of accommodation (if required), passport photos (2pcs).
- ✓ Find accommodation

2. After arrival / Before the first day

HR manager (HRM)

- ✓ HRM will contact you and inform you of all necessary steps before the work starts.
- ✓ HRM will send to you the Request for the medical check-up and Health questionnaire and give you contact to the institutional doctor.
- ✓ HRM will enter an internal request for preparing fully functional workstation (desk, computer etc.), and opening access to any working tools you will need (corporate email, phone line etc.).
- ✓ HRM will provide you all basic information on working hours, benefits.

The Czech Republic citizens

- ✓ Please, fulfil and send back:
 - Completed personal questionnaire
 - A certificate providing your highest education degree (diploma copies)
 - Employee record (certificate of employment)/confirmation from the Employment Office on a registration
 - Scan of ID
- ✓ Ensuring medical examination/check-up

Foreign citizenship

- ✓ **Registration** at Foreign policy authority (below)
- ✓ Ensuring medical examination/check-up
- ✓ Open a bank account
- ✓ Commercial health insurance arrangement
- ✓ Vehicle registration
- ✓ Medical care
- ✓ Replacing of driving license (if needed)

EU nationals

- ✓ Registration at the Foreign Police Office (within 30 days after arrival):

Nationals of non-EU countries

- ✓ Registration at the OAMP (Department of Asylum and Migration Policy, Ministry of the Interior):

- Fill in the short questionnaire
- Valid passport
- Proof of accommodation

- Filling the form,
- Valid passport,
- Supporting documents (employment contract etc.),
- Proof of accommodation,
- Health insurance,
- Passport photos.
- The employee receives information about the date and time of picking up the **residence card**. The scan of the card is needed to send to the HRM.

3. On the first day

HR manager (HRM)

- ✓ HRM will go through all documentation with you to complete the forms which weren't completed online and will ask you for the signature of Contract of Employment, Salary Statement, Job Description.
- ✓ HRM will inform you of:
 - the working conditions and benefits,
 - obtaining employee card,
 - internal processes regarding travel, orders, company car usage etc.,
 - other departments you will go in touch with (IT, payroll department etc.),
 - working environment - parking places, canteen etc.

Team leader / Direct supervisor

- ✓ The facility guided tour
- ✓ Introduction to the office/laboratories/testbed
- ✓ Introduction to the colleagues within research group/department
- ✓ First day presentation:
 - overview of institutional structure
 - team structure and key roles with contacts
 - research topics/targets, running projects
 - regular team meetings
- Assigning a mentor and first working tasks

New employee

- ✓ Checking all documents and their signature (if not online during the onboarding process), primarily CONTRACT of EMPLOYMENT, SALARY ASSESSMENT and JOB DESCRIPTION.
- ✓ Familiarizing with the workplace/office/laboratory; meeting the mentor and colleagues
- ✓ Familiarizing with all internal information systems and software-kit for daily work
- ✓ First online trainings

3 Once on Board

3.1 Training – Safety & Health at Work

Upon signing the Contract of Employment, you will be required to participate in training courses on Occupational safety and health, Fire safety for employees and First aid. In case of work in risky environment, you will receive special training provided by a qualified person.

The entry training related to the professional competence of employees to work with equipment in the testbed and (if needed) in risky environment includes:

- Familiarization with the workplace, behaviour in emergencies, work risks, instructions for the equipment, its operation, and maintenance, use of personal protective equipment, rules and regulations concerning the laboratory, the system of safe work with lifting equipment, and instructions for operating gas pressure vessels.
- Demonstrate knowledge acquired during the examination.
- Training on working with gas cylinders.
- Training (examination) on working with el. equipment according to the law number 50/1978 Coll.
- Training as a crane operator, binder.

Your direct superior/mentor gives you guidance regarding internal processes and process documents. These include regulations for travel, orders, holidays, general setups, and information on administration/leading of the R&D projects etc. The mentoring is always ensured by an experienced senior team member who will be your guide for the rapid acquisition of internal processes as well as for the scientific and technical work.

3.2 IT Policy

In RICAIP, you will work with several systems depending on your employing institution.

CTU CIIRC

In the RICAIP Centre at CTU CIIRC, you will get acquainted with:



- the AEDO system: <https://aedo.cvut.cz/en-us>. This is webpage that you will be using regularly to book holidays/illnesses, business trips processing etc.
- the Usermap: <https://usermap.cvut.cz/>. In one place you can find all necessary information on employee's contacts and further information on departments.

You will be asked to arrange your CTU CIIRC **email address** and put into operation your Outlook: <https://ist.cvut.cz/en/our-services/e-mail-services> . For any possible questions, you can contact IT department (contacts please see in chapter 5.4 of this document).

Your workstation will be equipped with the **office telephone**. The number format is: +420 - 22435-XXXX. For the internal phone communication, you would be dialing the extension of last four numbers.

CEITEC BUT

As a RICAIP project employee at CEITEC BUT, you will get acquainted with:

- university website with the general information about the university <https://www.vutbr.cz/en/> and the internal INTRAPORTAL for employees which is available from website by using the button in the upper-righthand corner. This is one point for all personal (e.g. ID cards, meal payments etc.) and working matters (e.g. travel order, absence schedule etc.) including Helpdesk, and BUT services (e.g. BUT mobile).
- BUT IS Apollo – one point for university information on research and development, teaching, faculties etc.
- CEITEC sharepoint: <https://vutbr.sharepoint.com/>. This website includes all operational matters related to CEITEC facility, research groups, departments and administration, projects.

After signing your employment contract, you will be issued your **ID number, login and entry password**. An **e-mail address** and **access to the university server** will be created for you.

Your workstation will be equipped with the **office telephone**. The number format is: +420 - 54114-XXXX. For the internal phone communication, you would be dialing the extension of the last four numbers.

DFKI

As a RICAIP project employee in DFKI, you will get acquainted with:

As a RICAIP project employee in DFKI, you will get acquainted with:

- Official DFKI's website (www.dfki.de) (symmetrical German/English) providing a comprehensive overview of the DFKI's structure, research and innovation activities, employees, etc.
- myDFKI (<https://www.mydfki.de> - password required) platform providing the complete set of internal management tools for all employees of DFKI. The DFKI's internal management is fully electronic. It includes:
 - o Profile page with personal data (contact details, banking information, etc.)
 - o Access to personal documentation and tools (e.g. business trips booking/management, vacation/absence booking/management, salary slips, equipment inventory, employment contracts, official communication, etc);
 - o Working time recording system (EZVE);
 - o Contracts portal allowing connecting all internal stakeholders involved in the contract management process (e.g. legal services, controlling team, central administration, departments, etc.);
 - o Inventory of internal corporate guides, instructions, templates, etc.;
 - o Internal communication (official announcements and letters, newsletters, etc.);
 - o Set of internal management tools (facilities booking, Internet/Intranet registration, management of DFKI's contacts, internal personnel search engine, etc.).
- DFKI's owncloud – file sharing facility run by the DFKI's Infrastructure Group (ISG).
- DFKI's personnel in charge of project management (e.g. project leaders, group leaders, managers, etc.) have access to the DFKI's FileNet (based on IBM FileNet Workspace XT), which contains financial data on all running and in-acquisition projects as well as hosts several managerial tools helping with personnel planning, procurements, etc.

ZeMA

As a RICAIP project employee in ZeMA, you will get acquainted with:

- ZeMA website www.zema.de with general information on the institute of its projects, testbed, resrach groups and other topics.
- ZeMA intranet which provides additional information on the institutes, its established processes as well as template for certain internal processes and requests.
- Various other tools such as sharepoint and Microsoft TEAMS.

Upon start of your employment you will be given equipment such as laptop, etc. as well as your ZeMA card, Mail, User-Account and initial password.

- Additional to your laptop you'll get an **office telephone** linked to the telephone software running on the laptop. The number format is: +49 681 85787-XXX. For the internal phone communication, you would be dialing the extension of last 2 to 3 numbers.

3.3 Photography and Employee card

You will receive all detailed instructions from the HR manager needed for obtaining an employee ID card, an ITIC card (for teachers) or an ISIC card (for working students) with your photo from the Employee's Cards' Publisher. The ID card allows you to access your workplace and various premises of the institution.

The photography is needed not only for the ID card/ITIC card but it will be also published in the internal IS and on the institutional websites (facultative option).

3.4 Other important departments to be touch with

	CTU CIIRC	CEITEC BUT
IT Department	IT support and helpdesk: it@ciirc.cvut.cz	IT support and helpdesk: - Use link within the CEITEC BUT sharepoint.
Payroll Accountants	You will be in touch with this Department regarding salaries, meal	Vlasta Kňourková <i>Payroll Accountant</i>

	<p>vouchers, health insurance (card) and claim of vacation.</p> <p>Also, they will be your main contact point for any issue regarding taxes such as declaration of taxpayer, certificate of earned income, certificate of employment, sick leave/incapacity for work, ELDP> the Personal records for pension insurance form: payroll@ciirc.cvut.cz</p>	<p>Contact: vlasta.knourkova@ceitec.vutbr.cz</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Payroll, - agreements on the work performed beyond the scope of work (DPP, DPČ), - processing payroll documents for monitoring reports, - monitoring withdrawal of the wage funding allocated to research groups and departmental projects.
Operating unit - OHS Coordinator	<p>Kateřina Hanzalová Contact: Katerina.Hanzalova@cvut.cz</p> <p>Lucie Procházková Contact: Lucie.Prochazkova@cvut.cz</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Reassurances that all CIIRC employees are properly trained on time and if necessary to repeat their training once their certificate expires. - Responsible persons are representatives of HR office and with regard to this matter are in contact with Rectorate of CTU and external company <i>BOZP.cz</i> which is the CTU's supplier offering comprehensive OSH & Fire Safety services. In addition, respective Heads of Departments and Heads of Laboratories are responsible for OHS/FP/Fist Aid training of all their staff. 	<p>Denisa Sigmundová <i>Coordinator of occupational safety and health</i></p> <p>Contact: denisa.sigmundova@ceitec.vutbr.cz</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Coordination of prevention, search, elimination and minimization of health and safety risks, implementation of occupational safety and safety elements. - Coordination of ensuring legal regulations and legal requirements in the field of occupational health and safety and fire safety. - Providing health and safety training and other professional training. - Investigation of accidents at work and emergencies. - Creation and maintenance of health and safety management documentation. - Cooperation in the processing of occupational health and safety and fire safety documentation at individual workplaces. - Control of work safety and fire protection requirements.

Figure 8 Other important department to be touch with

4 Czech Working Conditions and Environment

4.1 Remuneration

The wage is payable after the performance of the work not later than in the calendar month following the month when the work performed. The wage is paid via non-cash transaction – directly on your Czech bank account which you opened after arrival. The overview of incomes and the list of pay dates are available for you in the internal information system.

4.2 Working hours

The working time is 40 hours per week (8 hours per day), 38,75 hours per week (7,75 h/day) in two shifts and 37,5 hours per week (7,5 h/day) in three-shifts. You have to take your lunch break no later than after 6 hours of work. This break is not included in your working time. You can start to work no earlier than at 6 a.m. and finish no later than at 10 p.m.

4.3 Vacations

You can take your leave after you have worked for 60 days. Academic employees are entitled to 8 weeks of leave per year and non-academic employees to 6 weeks.

4.4 Canteen/meal contributions

CTU CIIRC

CTU CIIRC employees can eat at CTU canteens and snack bars. The meals can be paid with meal tickets, in cash or by card. CTU also provides meal „sodexo“ tickets („stravenky“) in value of 90 CZK/1 Pc per a working day where employees pay CZK 18/1pc, the rest is paid by the CIIRC for employees with 0,5FTE or higher. There are 5 canteens, one of which located in the B building of CTU where also CIIRC CTU has its own premises. In addition to the canteens, CTU employees can use „Archi Cafe“ and 3 more dispensaries with buffet options.

CEITEC BUT

CEITEC BUT employees can eat in BUT canteens, restaurants and snack bars and also in Masaryk University facilities. CEITEC BUT has an own canteen „Cookpoint“, which is located directly in the main building. You can pay for meal with meal tickets (provided by BUT in value of 100 CZK per working day), in cash or with employee ID card (but with the last one only in BUT canteens).

4.5 Employee benefits

CTU CIIRC

- CTU mobile tariff

Employees of CTU have a possibility to order Vodafone tariff with benefits for employees called: “*Zaměstnanecký program pro České vysoké učení technické v Praze*”.

For more information please refer to [Vodafone's webpage](#) with all details. Contact person: Pavel Nový, Head of telephone exchange, Rectorate of CTU, e-mail: pavel.novy@cvut.cz.

- Education and Training

CTU offers several courses and trainings for free to its employees and students throughout the year. The details are regularly updated on following page: <https://www.muvs.cvut.cz/kurzy-zam-cvut/>. Expression of interest and all enrolment details should be sent to Ms Matuskova at magda.matuskova@cvut.cz.

In addition, CTU offers Life Long Learning Courses governed by the Section 60 of Act No. 111/1998 Coll., on Higher Education, as amended and by the Lifelong Learning Code at CTU.

There is a wide spectre of courses among the courses for the public that can also be attended by CTU employees where one can find professionally oriented courses, preparatory courses for university and language courses (<https://czv.cvut.cz/en/>). Certain courses among LLL courses are prepared only for the CTU employees.

Also, CTU offers to its employees and students quite interesting seminar called Prague computer science seminar on a monthly basis: <http://praguecomputerscience.cz/index.php?l=en> as well as an access to classical music concerts: <http://www.fel.cvut.cz/cz/setkani/>.

- Work-life balance support

CTU supports work-life balance through the University Nursery School „LVÍČATA“ available for CTU employees; contact person: RNDr. Ilona Ali Bláhová, Ph.D., e-mail: blahoilo@fel.cvut.cz, www.lvicata.cvut.cz; <https://www.cvut.cz/en/university-nursery-school-lvicata>.

- Sport

The Institute of Physical Education and Sport as an autonomous workplace of the CTU in Prague offers participation in various physical education (PE) courses as well as sports at CTU. More details can be found on following link: <https://ist.cvut.cz/en/our-services/sport-on-ctu/>.

- Accommodation

The Facilities Administration Department of the CTU offers students and self-payers accommodation in dormitories it administers within Prague. The dormitories can be found in various parts of city of Prague: in the vicinity of the CTU campus in Dejvice (the Dejvická, Sinkuleho and Masarykova Dormitories), in Bubeneč (the Bubeneč and Orlík Dormitories), at Strahov, in the Prague city centre (the Hlávkova Dormitory) and close to the city centre, in the picturesque Prague 4 - Podolí. All necessary information regarding application and respective procedures can be found at: <https://www.suz.cvut.cz/en/dormitories>.

CEITEC BUT

- Sport and leisure

If you are interested in sports, please see the website of the Centre of Sports Activities: <https://www.cesa.vutbr.cz/>.

BUT also has a holiday house in Ramzová in the Jeseníky Mountains. For more details, see here: <https://www.kam.vutbr.cz/?p=nabu>.

- Contribution to pension or life insurance

BUT contributes CZK 600 per month to the pension or life insurance of all employees who have finished their trial period and work for at least 24 h per week. Life insurance is available to Czech nationals and nationals of EU/EEA/Helvetic countries. Pension insurance is available to all employees permanently residing in the Czech Republic. For more details, please contact your HR.

- Education

BUT promotes lifelong education of its employees. You can attend a variety of courses and workshops, such as language or IT courses. These courses are either free or very cheap. For more information, refer to the website of the Lifelong Learning Institute (of BUT): <https://www.lli.vutbr.cz/kurzy-pro-zamestnance>.

- BUT mobile tariff

Employees and PhD. students can use mobile and data services of Vodafone OneNet at a discount price. For more information, see BUT Intraportal, section BUT mobile: <https://www.vutbr.cz/en/intra/but-mobile>.

- Accommodation

BUT provides temporary accommodation in its own dormitories, which are also available to employees. The contact person is Mrs. Dana Kupčíková. For more details, see the website: <http://www.kam.vutbr.cz/english/default.aspx?p=office>.

- Social funds

BUT provides financial support to people who find themselves in exceptionally difficult situations in life. For more information, please refer to the following directive: <https://www.vutbr.cz/urednideska/vnitri-predpisy-a-dokumenty/smernice-60-2017-uziti-socialniho-fondu-na-vutd144094/smernice-60-2017-uziti-socialniho-fondu-na-vut-pdf-p136212?armsgt=QDOVzVW9dg>.

5 Useful Links and Contacts

5.1 Useful links

- INFOREK is a place where all **CTU's internal regulations** can be found such as rector's orders etc., accessible upon receiving credentials:
<https://sharepoint.cvut.cz/inforek/SitePages/DomovskaStranka.aspx>
- **CEITEC Welcome office:** <https://www.ceitec.eu/welcome-office/t9938>
- **BUT Welcome services:** <https://butinternational.wixsite.com/website-7/home>
- All important information about **the Czech Republic** is available at:
https://www.mzv.cz/jnp/cz/o_ministerstvu/prezentace_cr/ceska_republika_v_kostce.html
- All important information about **Prague:** <https://www.praha.eu/jnp/en/index.html>
- All important information about **Brno:**
<https://www2.bрно.cz/index.php?lan=en&nav01=20608&nav02=20617>
- **CTU Publishing House** as the member of Czech Association of Booksellers and Publishers-is the printing house that produces general all CTU university prints and also proceedings, textbooks, promotion materials and other printed matter:
<https://ctn.cvut.cz/>
- VUTIUM is a **BUT publishing house** where you can buy textbooks and which can bind and print your dissertation, habilitation thesis etc. You can buy VUTIUM publications in the Central Library at BUT Rectorate or at: <https://www.vutium.vutbr.cz/>.

5.2 External services for employees from abroad

Czech Republic	
EURAXESS Czech Republic	Information and assistance to researchers who are coming to work in the Czech Republic, or who are moving to work in another European country. https://www.euraxess.cz/
EXPAT CENTRE Prague	Centre, established by the City of Prague, aims to simplify as much as possible the process of getting settled for foreigners who want to work, study or do business in the capital, as well as for foreign companies. https://expat.praha.eu
EXPAT CENTRE Brno	The specialized centre which provides free advice and assistance to foreign professionals and their families who lives and work in Brno or plan to move into the city. https://www.brnoexpatcentre.eu/
International student club CTU in Prague	The student organization which provides "Survival guide" primarily focused on international students - their first steps at the CTU and full integration into the study environment in Prague. https://isc.cvut.cz/guide/introduction
South Moravian Centre for International Mobility	The specialized non-profit organization providing support and assistance to researchers based in Brno. https://www.jcmm.cz/en
Centre for Foreigners JMK	Activity running under the South Moravian Region providing services for EU and non-EU citizens, e.g. Czech language courses, consultation in social, official, financial and other matters. All free of charge. https://www.cizincijmk.cz/en/eu/
Survival kit to South Moravia	Information brochure for foreign investors and expatriates. https://survival.rrajm.cz/en/
Germany	
Welcome centre Saarland University	<p>The Welcome Center is the first point of contact for international guest researchers and doctoral students, university staff, students in master's and bachelor's degree programs, and refugees interested in studying.</p> <p>The team at the Welcome Center helps during the initial period at the university and offers information and support for all questions relating to preparation and travel, living, working and living. https://www.uni-saarland.de/en/global/welcome-center.html</p>

Figure 9 Links to external services