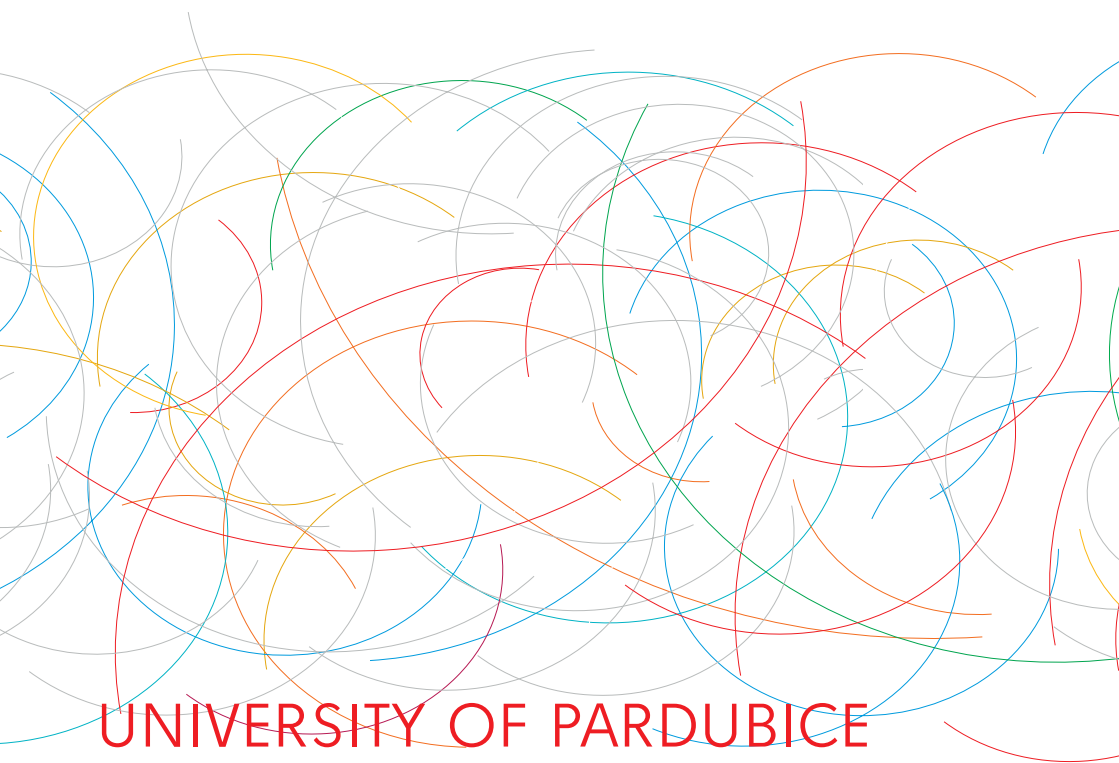




UNIVERSITY
OF PARDUBICE



UNIVERSITY OF PARDUBICE

A GUIDE FOR NEW EMPLOYEES

Welcome to the University of Pardubice.

We are delighted that you have decided to join the team of our university.

One of our key priorities is to create a motivating, inspiring, and friendly working environment where our employees feel valued, supported, and encouraged to grow professionally while fully developing their academic and creative potential. We firmly believe that our people are the University's greatest asset and the cornerstone of its quality and long-term development.

Our academic environment, traditions, and customs set us apart from many other employers. We place strong emphasis on personal initiative, collaboration, a sense of belonging, openness, creativity, and high ethical standards of each individual.

I hope that you will actively contribute to the academic life of the University, become an engaged member of our community, and that your expertise, experience, and enthusiasm will further strengthen the University of Pardubice and enhance its reputation.

I wish you every success, good health, and lasting energy as we begin this journey together.

Kind regards,

prof. Ing. Libor Čapek, Ph.D.,
Rector



TABLE OF CONTENTS

1. Basic Facts about the University of Pardubice	4
1.1 History	4
1.2 Present	4
1.3 Mission and vision of the University	4
1.3.1 Mission	4
1.3.2 Vision	5
1.3.3 Shared values of the academic community of the University of Pardubice	5
2. University Strategic Plan.	5
3. University Hierarchy and Organisation	7
3.1 University Bodies	7
3.2 The organisation of the University of Pardubice is defined in the <u>Organisation Guidelines of the University of Pardubice</u> .	10
3.3 Faculties of the University of Pardubice	10
3.4 Rector's Office of the University of Pardubice	11
3.5. University centres and specialized departments	11
3.5.1 Language Centre	11
3.5.2 Department of Physical Education and Sports	12
3.5.3 Centre for Information Technology and Services	12
3.5.4 Centre for Technology and Knowledge Transfer	13
3.5.6 Printing Centre, Publishing Centre and the University Bookshop	14
3.5.7 Accommodation and Dining Services Division	14
4. University Working Environment	14
4.1. University facilities	14
4.2 Communication and access to information	15
4.3. Safe social environment and SAFE UPCE	16
4.4 Ethical culture, dealing with reports and complaints	17
4.5 Employee catering	18
4.6 Remuneration and salaries	19
4.7 Annual leave	19
4.8 Employee benefits	19
5. Employee Education and Development	20
5.1 Educational Methodology Office	21
5.2 Mentoring scheme	21
5.3 EDU Portal	21
5.4 Mobility	22
5.5 Sabbatical leave	22
5.6 Employee performance evaluation	22
6. Research Freedom and Ethics	22
6.1 Research ethics	23
6.2 Open Access / Open Science	23
6.3 HR Award – Human Resources Strategy for Researchers	23
6.4 Protection of intellectual property and authorship	23
7. University Identity and Unified Visual Style	24
8. English abbreviations and acronyms that you may encounter	25

This guide uses masculine as a neutral reference to all individuals regardless of their sex or gender.

1. Basic Facts about the University of Pardubice

1.1 History

The history of higher education in Pardubice goes back to the post-WW2 times and is closely related to the development of transport infrastructure as well as the food, mechanical engineering and chemical industries in the city and region of Pardubice. Over more than 75 years since its establishment, a monodisciplinary higher education institution has turned into a modern university that offers high-quality education comparable to foreign institutions. For full account of the history see the [Our traditions, our roots](#) on the university website.

1.2 Present

At the moment, the University of Pardubice offers Bachelor, Master and doctoral studies in more than 100 programmes and specializations spanning over natural sciences, social sciences, economics, arts and health studies.

The University has excellent results and has been one of the Czech higher education institutions with most citations over a long time. Researchers employed at the university are joined by students in basic and applied research with direct practical impacts. The results are published in international journals, which earns the University recognition in both Czech and international research community.

The University departments are involved in dozens of international projects as well as many research assignments. The University cooperates with more than 400 research and higher education institutions in approximately 50 countries around the world. It develops international cooperation on many levels: student and teacher mobility, specialized meetings, conferences and seminars.

The University is also actively involved in science popularization: it performs scientific experiments at festivals, does school visits, organizes the Night of Researchers and takes part in children and sports days. The University also organizes Open Days for prospective students as well as other popularization events. It offers good conditions for study, sports and cultural development of students that mirror those of top European universities. Students are active in many areas of student life, culture, sports and club events. The University is home to many student associations, teams, clubs and organizations such as the Student Council of the University of Pardubice, Pardubice University Arts Group and University Sports Club. For more details, see [Student Associations](#)

The University is a major employer in the Pardubice Region and plays an active role in the development of regional community. It organizes many events for its employees as well as the public including cultural events, exhibitions, talks, courses, sports tournaments and competitions. The University also supports health-focused and charity programmes. For up-to-date information on what is going on at the University, see the [News](#).

1.3 Mission and vision of the University

1.3.1 Mission

The University of Pardubice is an internationally respected multidisciplinary centre for education, science and research. In general terms, its mission is to create a link between high quality education and science. Through creative human potential, it

strives for the general development of education, increasing the quality of life and prosperity of society.

1.3.2 Vision

The vision of the University of Pardubice is:

- to be a centre of knowledge, research and development and creativity that is respected internationally;
- to build upon clearly defined high-quality and excellent education and R&D fields;
- to be a multidisciplinary university;
- to be a modern, open, socially responsible education institution having a powerful research and innovation potential and being active and competitive on both the national and international level;
- to offer diversity and high quality in natural sciences, engineering, economics, humanities, social sciences, healthcare and arts;
- to perform the third role of the university being an education centre of reference for lifelong learning of professionals and public at large that puts an emphasis on the challenges of sustainable development of the entire society;
- to be an institution that is consolidated internally, is financially sound, has a uniform university culture as well as shared values and tradition;
- to be a strong partner in terms of sustainable development of the Pardubice Region, the Czech Republic as well as the international community.

1.3.3 Shared values of the academic community of the University of Pardubice

The shared values of the academic community of the University of Pardubice include:

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

2. University Strategic Plan.

The Strategic Plan of the University of Pardubice and the annual plans implementing the Strategic Plan, based on the 2021+ Higher Education Strategic Plan of the Ministry of Education, Youth and Sports and 2021+ Higher Education International-

ization Strategy, define the key development goals and activities of the University. The plans elaborate on and specify the education, research and development, scientific, innovation, artistic and other creative activities of the University as a whole as well as its parts. It is a follow up to the 2016-2020 Long-term Plan for Education, Research and Development, Scientific, Innovation, Artistic and other Creative Activities as well as its annual updates. The Strategic Plan constitutes an active response to the changing role of the university in light of the changing idea of education and research in today's world. The plan has been drawn up with the vision of the University of Pardubice in mind and is consistent with the values shared by the academic community.

The key priorities include developing student competences for the 21st century focusing on the quality of study programmes to make them competitive internationally, and supporting high-quality and respected research and creative activities. The University of Pardubice develops modern education forms through new technology while assuring cybersecurity. The advanced version of Microsoft Copilot is used. The Knowee app features videos and guides to use Microsoft AI focusing on the quality of teaching and ethical use in academia. People are key for long-term development of the University; therefore, it creates space and opportunities for professional growth, education and motivation in a safe space. To comply with the international dimension required for the 21st century, the University focuses on supporting strategic partnerships and international education cooperation as well as mobility of students and employees.

The University has an active approach to sustainable development, which is considered an integral part of the educational, research and social mission. The goals include deepening knowledge about sustainable development, informing the students, supporting public debate and raising awareness of this socially relevant topic. Social responsibility of the University relies on five pillars: economic, environmental, social, ethical and philanthropic. [Sustainable Development at the University of Pardubice](#). 2022 saw the establishment of the [Sustainable Development Centre](#), which draws up and implements the [2025-2030 Sustainable Development Strategy](#). The annual plans implementing the Strategic Plan of the University of Pardubice are available in intranet under [Basic documents](#).

Annual reports on the activities of the University are published in the intranet under [Annual reports](#).



3. University Hierarchy and Organisation

The University of Pardubice, like all higher education institutions in the Czech Republic, is governed in its activities primarily by Act No. 111/1998 Sb., the Higher Education Act, as amended.

3.1 University Bodies

The self-governing academic bodies of the University of Pardubice include

- Academic Senate of the University of Pardubice
- Rector
- Scientific Board of the University of Pardubice
- Internal Assessment Board of the University of Pardubice

Other bodies of the University of Pardubice include

- Board of Trustees of the University of Pardubice
- Bursar

The Academic Senate of the University of Pardubice has a total of 43 members from the academic community; 28 members are elected from among the academic staff and 15 are elected from among students. The term of office of the Academic Senate equals three years. The Academic Senate approves the University budget, annual report on the activities and the financial management, a report on the internal assessment of the quality of educational and creative activities as well as any other related activities submitted by the Chair of the Internal Assessment Board. The Academic Senate grants its prior consent to the Rector with appointment and removal of members of the Scientific Board and the Internal Assessment Board. It further approves the Strategic Plan of Educational and Creative Activities of the University as well as annual implementation plans. The Academic Senate also adopts internal regulations, provides its opinion on the Rector's intention to appoint or remove Vice-Rectors, as well as legal acts that require approval of the Board of Trustees; it also provides its opinion on initiatives and opinions of the Board of Trustees. Upon proposal of the Rector, the Academic Senate adopts decisions to establish, merge, split or close down faculties and other constituent parts of the University. Upon proposal of the faculty Academic Senates, it ratifies internal regulations of the faculties. The Academic Senate issues decisions in the form of resolutions; a resolution is passed if a majority of all the members vote in favour. [Academic Senate of the University of Pardubice](#).

[Members of the Academic Senate of the University of Pardubice](#)

The University is headed by a Rector, who manages its activities, and makes all legal acts and adopts decisions. The Rector is appointed and removed from office by the President of the Czech Republic upon proposal of an academic senate of a public university. The term of office of the Rector equals four years. A person may serve as the Rector at one university for no more than two consecutive terms of office. [Rector of the University of Pardubice](#).

Scientific Board of the University of Pardubice considers the strategic plans and annual reports, approves study programmes, accreditations and associate professorship qualification procedures. It further considers the rules proposed by the Rector applicable to the quality assurance system involving educational, creative and related activities before the rules are proposed to the Academic Senate. The

Scientific Board is appointed by the Rector, who also serves as the Chair of the Scientific Board. The Scientific Board deals with major research and educational issues of the University that require expert consideration. [Scientific Board | University of Pardubice](#)

The Internal Assessment Board of the University of Pardubice has a total of twelve members appointed by the Rector. The Rector acts as the chair of the Internal Assessment Board. The Vice-chair of the Internal Assessment Board is appointed by the Rector from among associate and full professors of the University. The Chair of the University Academic Senate is also a member of the Internal Assessment Board. Three members of the Internal Assessment Board are appointed by the Rector upon proposal of the University Scientific Board; three members, including one student, upon proposal of the University Academic Senate, and three are appointed at the discretion of the Rector. The term of office of the members equals six years; the term of office of the student member equals two years. The Internal Assessment Board focuses on supporting, implementing, developing and checking quality assurance applicable to educational, creative and related activities of the University. It is also involved in obtaining, upgrading and renewing accreditations in accordance with the Accreditation Rules of the University of Pardubice. During its activities, it cooperates with other bodies of the University, Rector's advisory bodies, faculty bodies, students and employees of the University, and it may also cooperate with other legal entities and other renowned experts. [Internal Assessment Board of the University of Pardubice](#)
[Members of the Internal Assessment Board of the University of Pardubice](#)

The Board of Trustees of the University of Pardubice has a total of 12 members including representatives of the public administration, business, cultural institutions and academic institutions. Members of the Board of Trustees are appointed for a term of six years. A prior consent of the Board of Trustees is required for legal acts whereby a university intends to acquire or transfer real property; the Board of Trustees also considers a report on the internal assessment of the quality of educational, creative and related activities submitted by the Rector after it has been approved by the Academic Senate, and amendments thereto; the Board of Trustees also approves the budget and mid-term outlook proposed by the Rector. The Board of Trustees also approves the Strategic Plan and considers the annual reports on the activities and economic management. The Board of Trustees also provides its opinion on other issues tabled by the Rector; it makes initiatives and provides opinions on activities of the University. [Board of Trustees of the University of Pardubice | University of Pardubice](#) [Resolutions of the Board of Trustees of the University of Pardubice](#)

The principal advisory body of the Rector is the University management, which includes the Rector, Vice-Rectors and the Bursar. The University has a total of four Vice-Rectors: Vice-Rector for External Relations, Vice-Rector for Internal Affairs, Vice-Rector for Education and Quality and Vice-Rector for Science and Research. The Vice-Rectors are appointed and removed from office by the Rector; the Vice-Rectors act on the Rector's behalf in the extent determined by the Rector. The Bursar is responsible for the economic management and internal administration of a public university; the Bursar acts on behalf of the University in the extent defined by the Rector's measure. The Bursar is appointed and removed from office by the Rector. [University Management](#)

The extended University Executive Board is the operational advisory body of the Rector. It includes the Rector, Vice-Rector, Bursar and Deans of the faculties. [Minutes of the meetings of the extended University Executive Board](#)

Rector's Advisory Board is also a Rector's advisory body. It includes the Rector, the Vice-Rectors, the Bursar, a representative of the students, and, as the case may be, other relevant stakeholders. Members of the Rector's Advisory Board are appointed and removed from office by the Rector; members may not be substituted for by other persons.

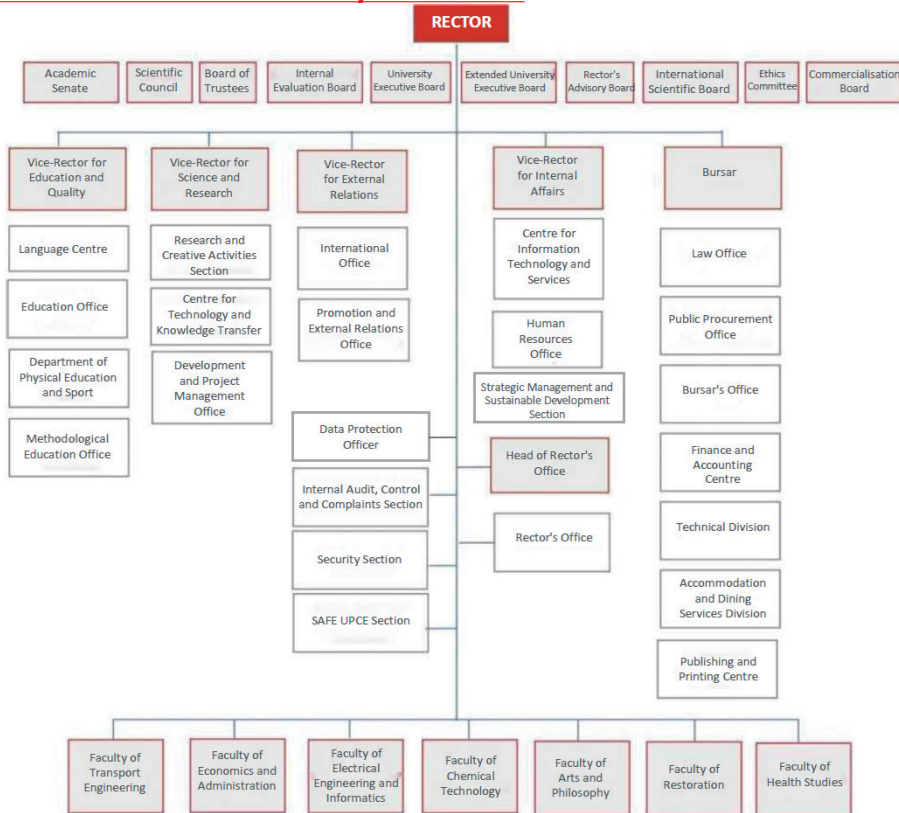
The International Scientific Board of the University of Pardubice acts as the Rector's advisory body in strategic issues related to research and creative activities with an international dimension. Its members include excellent and highly-respected experts and researchers with international reputation. The members are appointed and removed from office by the Rector. [International Scientific Board of the University of Pardubice | University of Pardubice Rules of Procedure of the International Scientific Board of the University of Pardubice](#)

The Ethics Committee for Educational, Research and Arts Ethics of the University of Pardubice is an independent Rector's advisory body in matters involving compliance with ethical rules defined by the internal regulations, [Code of Ethics of the University of Pardubice](#) and other internal policies of the University of Pardubice. The Ethics Committee is also part of the system for assurance of safe study and work environment at the University. The members of the Ethics Committee are appointed by the Rector from among employees of the University who enjoy high moral and social credit. The term of office equals five years. [Ethics Committee for Educational, Research and Arts Ethics of the University of Pardubice](#).

The Ethics Committee for Social Safety at the University of Pardubice may, either of its own initiative or on initiative of the Ombudsperson, provide general opinions on all issues covered by the Code of Ethics of the University of Pardubice. The members of the Ethics Committee for Social Safety at the University of Pardubice include representatives from all seven faculties, one representative of the Rector's Office and three representatives of students. The members are appointed by the Rector for a term of three years. [Ethics Committee for Social Safety at the University of Pardubice](#)

The Commercialization Board acts as the expert advisory body of the Rector for the area of commercialization of research and scientific results. The Board, which has a total of 6 members appointed by the Rector for a term of 6 years, is established by the Rector; the members include representatives of research organizations, the industry as well as financial institutions (banks, venture capital funds etc.). The Board issues opinions on projects to support research output transfer, intellectual property protection and the commercialization strategy. It carries out autonomous evaluation of projects, approves reports and decides on the use of the License Reserve Fund. The decision-making of the Board is independent. [Commercialization Board of the University of Pardubice Constitution of the Commercialization Board of the University of Pardubice](#).

3.2 The organisation of the University of Pardubice is defined in the Organisation Guidelines of the University of Pardubice.



For further activities and to learn about the processes and procedures, it is advisable to read the basic internal directives and policies available in the intranet for employees under the heading of Internal policies.

3.3 Faculties of the University of Pardubice

The Dean is the head of a faculty; the Dean acts and decides in all matters related to the faculty. The term of office of the Dean equals four years. It is possible to serve as the Dean at one faculty for a maximum of two consecutive terms. The Dean may be represented by the Vice-Deans in the extent defined by the Dean. The Vice-Deans are appointed and removed from office by the Dean. The Dean also appoints the Secretary of the Faculty, who is responsible for economic management and internal administration of the Faculty.

Currently, the University has seven faculties:

- Faculty of Transport Engineering(FTE/DFJP in Czech) dfjp.upce.cz
- Faculty of Economics and Administration (FEA/FES in Czech) fes.upce.cz
- Faculty of Electrical Engineering and Informatics (FEI/FEI in Czech) fei.upce.cz

- Faculty of Arts and Philosophy (FAP/FF in Czech) ff.upce.cz
- Faculty of Chemical Technology(FChT/FChT in Czech) fcht.upce.cz
- Faculty of Restoration (FR in English and Czech) fr.upce.cz
- Faculty of Health Studies (FHS/FZS in Czech) fzs.upce.cz

3.4 Rector's Office of the University of Pardubice

The Rector's Office consists of departments, offices and units responsible for administration, economic management and auditing at the University. The administrative, economic, operational and other units are supervised by the Rector, Vice-Rectors, the Bursar or the Head of Rector's Office.

- Office of the Rector
- Bursar's Office
- Promotion and External Relations Office
- Development and Project Management Office
- International Relations Office
- Education Office
- Educational Methodology Office
- Legal Office
- Public Procurement Office
- Human Resources Office
- Internal Audit, Control and Complaints Section
- SAFE UPCE Section
- Safety Section
- Office for Research and Development
- Strategic Management and Sustainable Development Section
- Finance and Accounting Centre
- Technical Division
- Data Protection Officer

3.5. University centres and specialized departments

- Language Centre
- Department of Physical Education and Sports
- Centre for Information Technology and Services
- Centre for Technology and Knowledge Transfer
- APUPA Academic Counselling Centre
- Printing Centre, Publishing Centre and University Bookshop
- Accommodation and Dining Services Division

3.5.1 Language Centre

Language Centre

The Language Centre is a university centre focusing on teaching and academic activities related to languages for specific and academic purposes. It is responsible for teaching foreign language at the faculties in Bachelor, Master and doctoral programmes, employees education as well as translation and editing services.

3.5.2 Department of Physical Education and Sports

Department of Physical Education and Sports

The Department of Physical Education and Sports is responsible for teaching compulsory and voluntary physical education courses. It also organizes many sports events – competitions, aerobic marathons, campus night runs and tournaments for students and employees. It further organizes charity sports events, talks about healthy lifestyle and special sessions for employees and the public. It offers both indoor (two modern sports halls available e.g. for badminton) and outdoor facilities for rent, including a newly renovated beach volleyball court.

To book, go to: [rezervace-sport](#)



3.5.3 Centre for Information Technology and Services

Centre for Information Technology and Services

The Centre for Information Technology and Services is responsible for a comprehensive range of services covering IT, audiovisual, conference and library services. It has three divisions:

3.5.3.1 Information and Communication Technology Division (ICTD/OIKT in Czech) is the cornerstone of IT support. It is responsible for the University computer network, both in terms of hardware and software, as well as internal app development. Please use the central communication tool called ServiceDesk [ServiceDesk](#), for any queries and requests; ServiceDesk will channel your query or request quickly and effectively to the competent person. The requests may involve user accounts, credentials, IT systems, computers, printers, e-mail, Office 365, phone or data storages.

3.5.3.2 University Conference Centre (UCC/UKC in Czech) is responsible for technical support for teaching, conferences and other university events. It arranges rented

premises, audio and video services as well as photography. Employees may book the services through [ServiceDesk](#).

3.5.3.3 University Library (UL/UK in Czech) is a modern information centre offering a wide range of services: book loans, printing and scanning as well as research support. It offers access to tens of thousands of printed books as well as extensive online databases with papers, e-books and other specialized content. It regularly organises seminars and workshops dealing with information literacy, citation manager use and use of electronic resources. The University Library offers support in reporting publications, provides assistance with publication procedures and research evaluation. It also actively endorses the principles of open science, manages institutional repositories and offers consultations and tools for management of research data. The services are free of charge for university employees. You can register here: [First time in the Library](#). Some library services may be booked directly through [ServiceDesk](#): orders or purchases of books from the funds of the faculty, department or institute, ordering Czech National Standards, interlibrary loan services, database access, reporting errors in links between papers and databases. In addition, consultations are offered to learn about predatory journals, conferences and publishers



3.5.4 Centre for Technology and Knowledge Transfer

[Centre for Technology and Knowledge Transfer](#)

The Centre for Technology and Knowledge Transfer is an expert centre responsible for protecting and enforcing intellectual property rights that come into existence at the University. It acts as a link between research teams and industry or public administration partners, it helps translate know-how, inventions and innovations into practical uses with positive social impact. It offers comprehensive services starting with patent strategy and applications and ending with negotiation and management of licence agreements.

3.5.5 Counselling Centres

APUPA Academic Counselling Centre has a team of qualified specialists, who offer psychological counselling and psychotherapy in single sessions as well as short-term or long-term therapy. It also offers crisis interventions, psychosocial counselling and coaching. The services are anonymous and free of charge for all students and employees.

ALMA Centre (CA) focuses on supporting students with special learning needs.

Career Centre offers career counselling for students to help them understand the labour market, plan the career changes, get a clearer idea about their self-fulfilment, find good job opportunities and develop their strengths and weaknesses and increase their chances when it comes to looking for a job.

3.5.6 Printing Centre, Publishing Centre and the University Bookshop

Printing Centre

Thanks to the availability of modern technology, it offers many graphic and printing services. It offers graphic processing of prints, colour and black and white digital prints, binding services, copying, processing digital records etc.

Publishing Centre

It offers services related to preparation, compiling, publication and distribution of documents produced at the University of Pardubice in printed and electronic form and provided with the ISBN and ISSN numbers.

The Publishing Centre also runs the University Bookshop offering university textbooks as well as books from other publishers. All books and e-books can also be ordered in the E-shop just like university merchandise.

3.5.7 Accommodation and Dining Services Division

ACCOMMODATION AND DINING SERVICES DIVISION

This unit is responsible for arranging accommodation and catering services for students and employees. Accommodation and Dining Services Division – Contact details.

4. University Working Environment

The University of Pardubice provides stable and transparent working conditions, high-quality facilities and modern infrastructure meeting international standards. The University makes substantial investments into research and study facilities, and supports its employees in project activities and further education.

4.1. University facilities

The campus is home to the Faculty of Chemical Technology, Faculty of Economics and Administration, Faculty of Transport Engineering and the Faculty of Arts and Philosophy. In addition, it is also home to the Rector's Office, most of the classrooms and lecture rooms, the library, conference centre as well as halls of residence and sports facilities. The campus is located at Studentská 95, 530 09 Pardubice – Polabiny.

The Faculty of Electrical Engineering and Informatics is located at náměstí Čs. legií

565 in the centre of Pardubice. The Faculty of Chemical Technology is located at three sites: in the centre of the university campus, in the Technology Centre in Doubravice (Doubravice 41) and in the city centre where the Center of Materials and Nanotechnologies is based. In addition to its facilities in the university campus, the Faculty of Transport Engineering also has its Educational and Research Centre in Transport in Doubravice as well as two off-site locations in Česká Třebová and Prague. The Faculty of Health Studies is located at Průmyslová 395 by the city exit in the direction of Černá za Bory. The Faculty of Restoration is based at Jiráskova ulice 3 in Litomyšl.

Campus map



You can do a virtual tour of the campus here: [Virtual Panorama](#). For details on wheelchair access to university, please check [Campus without barriers](#).

4.2 Communication and access to information

Information about the university is published on the [University website](#) and [employee intranet](#). The intranet includes information about academic activities, operational information, key documents, directives, regulations, forms, instructions, guidelines and other useful materials. See the section [University contact details](#) of the employee intranet for contact details of all employees, departments and offices.

The information may be accessed in different ways. You can access the university e-mail box from all devices through [posta.upce.cz](#) or [outlook.office.com](#).

On the university premises, you can connect to the university network wirelessly through Wi-Fi Upa-zam. You do not need to enter any credentials as any device

under university administration will be authenticated automatically after clicking Connect; other devices will not get connected.

To access specific university systems such as iFIS or STAG outside the university network, you need to use a VPN client and log in with your university credentials. VPN connection is only possible from computers administered by the university. VPN connection is not available for other devices. For more details about VPN, see the following section on the university website: [VPN](#).



Eduroam network can also be used to access the Internet and it is available at other universities, railway stations or public areas. You will find the login details in the employee intranet in your personal profile. For more details on the password setup, see the [Eduroam](#) portal.

If you experience any difficulties with the login, apps or the devices, please contact the [ServiceDesk](#), which can also be accessed from the employee intranet.

4.3. Safe social environment and SAFE UPCE

The University of Pardubice makes a continuous effort to develop a friendly and inspiring environment for its employees that will be conducive to positive, respectful and collegial relations. The principles of non-discrimination and equal treatment of all employees and students are key values for the University. The University of Pardubice has a zero tolerance policy towards unequal treatment, harassment, including sexual harassment, persecution, bullying or any other form of inappropriate behaviour. The University offers tools and procedures to avoid such undesirable phenomena and offer assistance to those who feel insecure or at risk.

The SAFE UPCE initiative addresses social safety and aims to develop social safety by introducing and enhancing mechanisms that make employees and students feel supported and safe, and thus enable them fully develop their potential. The SAFE UPCE initiative incorporates issues related to ethical standards, student and employee care as well as non-discrimination, inclusion and equal opportunities. For more information, see [SAFE UPCE](#).

The University of Pardubice has established the office of the Ombudsperson to further enhance social safety and offer new ways to deal with issues involving misconduct or inappropriate behaviour. The University Ombudsperson may be approached by employees and students who face situations that undermine their feeling of safety or interfere with their dignity such as discrimination, bullying, unequal treatment or gender-based violence. The office of the Ombudswoman is located at nám. Čs. legií 565 on the ground floor of the CB building, Room 01042, e-mail: [email: ombuds@upce.cz](mailto:ombuds@upce.cz)



4.4 Ethical culture, dealing with reports and complaints

The Code of Ethics of the University of Pardubice is binding on the students and employees of the University; the Code of Ethics builds on the generally accepted moral principles and values endorsed by the University. Such values include respect for democracy, justice, freedom and fundamental human rights. They further include politeness, mutual respect, effort to cooperate, support of equal opportunities, social responsibility and sustainable development efforts. The Code of Ethics also enshrines respecting cultural and ethical values of the society, promoting creative, critical and independent thinking and free expression, efforts at comprehensive and ethical development and self-development of individuals, and being open in communication, teaching, research as well as artistic and other creative activities. The entire Code is available here: [Code of Ethics](#).

There are two ethics committees at the University to assure safe working and study environment. [The Ethics Committee for Social Safety](#) may adopt opinions either of its own initiative or upon initiative of the Ombudsperson in all areas governed by the Code of Ethics of the University of Pardubice. The Ethics Committee for Educational, Research and Arts Ethics adopts resolutions on issues tabled by the Rector. The Ethics Committee deals with compliance with rules of ethics defined by university regulations, the Code of Ethics and other university policies.

General complaints and petitions may be filed with the Internal Audit, Control and Complaints Section, see Directive No. 2/2022, [Dealing with requests for information under Act No. 106/1999 Sb., on free access to information, at the University of Pardubice](#).

It is the role of the Ombudsperson to deal with individual reports filed by students and employees involving interference with social safety as well as to settle cases of miscommunication and conflicts, to provide general counselling about the options available to deal with various forms of inappropriate behaviour, to be responsible for guidance and education in terms of prevention of such behaviour and to identify issues that have a negative impact on study, research and working environment at the University.

To deal with any crisis and stressful situations, feel free to contact competent employees of individual faculties who will explain, in a sensitive way, how to deal with such a situation, and will suggest appropriate counselling. You can also contact the APUPA Academic Counselling Centre. [Contact details](#)

4.5 Employee catering

University employees can use services of the Dining Halls at a discounted price or take advantage of an employee meal flat rate allowance. The employer's contribution is the same for both forms, which are not mutually exclusive. However, it is only possible to have as many lunches or receive the flat rate allowance as many times as are the number of days you worked in the respective month. Any meals that you have in the university dining halls in addition to these days are paid at the full price. The entitlement to the meal/allowance also applies to annual leave, sick leave or business trips. The meal allowances are part of the employee's salary in the following month.



Employees who work at the University on the basis of an „agreement to complete a job” or an „agreement to perform work” are not entitled to the employer's meal

allowance, but they can have meals in the dining hall and pay for them in full.

There are several university dining halls:

- The Main Dining Hall and Dining Hall II are located in the campus at Studentská 268. The Main Dining Hall on the first floor of the Dining Halls building in the campus has a capacity of 400 seats. It offers short order meals, complimentary assortment, meals served from the current menu without prior order Dining Hall II has a capacity of 70 seats. It is located on the ground floor of the Dining Halls building in the campus (the entrance is located next to the stairs to the terrace). It uses an order system; without prior order it is only possible to buy the complimentary assortment.
- The dining hall at Doubravice 41 has a capacity of 50 seats. There is an order system for the sale of main courses.
- The dining hall at náměstí Čs. legií 565 is located on the ground floor and has a capacity of 75 seats. There is an order system for the sale of main courses.

Meals can be ordered through the meal order system at [ISKAM 4 – Meal orders](#).

For more information see: [Employee catering](#)

Students and employees of the Faculty of Health Studies can have lunches in the Secondary Nursing School in Průmyslová ulice in Pardubice. Students and employees of the Faculty of Restoration can have lunches in a partner canteen operated by a third party. Students and employees of the Faculty of Transport Engineering in České Budějovice can have lunches in the Skalka Secondary Vocational School

4.6 Remuneration and salaries

The pay consist of fixed pay and variable pay (personal allowance, premiums, bonuses). The [Internal Salary Regulation](#) of the University of Pardubice defines the rules for assessment, entitlement and payment of salaries. The salary is paid by the 13th day of the following month. Employees can view, download or print their pay slips through the [Vema portal](#). The portal enables access to information in the VEMA HR system and also enables employees to perform certain procedures such as annual leave requests or working hours records.

4.7 Annual leave

Provided that the conditions of the Labour Code are met, employees under employment contracts are entitled to annual leave, or a portion thereof. The annual leave entitlement equals 8 weeks for academic staff, and 6 weeks for other employees. Annual leave must be requested by the employee in the Vema portal before taking the leave. Employees receive a notification by e-mail whether their request for annual leave taken at the specific date has been approved or not. For more details and guidelines, see the operational information in the intranet. The rules for taking the annual leave are defined by the University of Pardubice Work Regulations [Work Regulations](#).

4.8 Employee benefits

The University offers a wide range of benefits. It provides meal allowances, organizes language courses and other training as well as cultural family events. It offers discounted mobile network packages even for family members, and offers licenses for Office 365 for free for home stations. It also offers Samsung devices at a dis-

counted price. Employees may take part in international mobilities; academic staff may take sabbaticals. The University also offers sports facilities that can be rented as well as participation in sports events organized by the University Sports Club at the Department of Physical Culture and Sport. Employees may use accommodation in the halls of residence and services of the University Library.



5. Employee Education and Development

Employee education and development

The University of Pardubice supports professional growth of its employees and promotes their work-life balance. It creates conditions for the development of professional and leadership skills necessary for further career growth. It offers a wide range of on-site and hybrid training options, courses, workshops or specialized seminars. The University also makes sure that it complies with applicable statutory and internal training requirements, and therefore organizes a range of mandatory trainings required by law and consistent with specific jobs.

All new employees of the University of Pardubice must attend initial employee training that includes:

- Occupational health and safety (OHS)
- Fire protection (FP).

The trainings have a form of an online course and must be completed on the commencement date. Employees who have not been granted access to the IS UPCE system will complete the trainings on-site.

In addition to the initial training, employees may be required to complete other training prescribed by applicable legislation or University policies. Such training includes:

- Cybersecurity training
- Personal data protection training (GDPR)



The employee's supervisor decides whether such training is required depending on the specific job and whether the employee has access to the University digital environment or handles personal data. Such training usually has the form of an online course.

Specific training may be required for certain jobs. Such training is organized by the respective supervisor in cooperation with the Technical Division or third-party providers.

The University offers special support for early-career academic staff and researchers. For more details see: [System of Research Stimulation for Students and Young Academics and Researchers](#) and [Young Researchers Support Policy](#).

5.1 Educational Methodology Office

The [Centre for Teaching Skills](#) was established on 1 September 2024 to support the development of teaching skills in a systematic way and organize further education of teachers. Its primary focus lies with didactics and modern teaching methods. The Centre organizes the Teacher's Optimum, one of its key initiatives, to help the participants get the basic understanding of pedagogy and didactics. In addition, the Centre offers a wide range of seminars, training and workshops led by university in-house experts as well as external and international experts.

5.2 Mentoring scheme

[Mentoring](#)

PHD students, postdocs, early-career academic staff and researchers as well as experienced ones may take part in the mentoring scheme, which aims to support their professional and career development.

5.3 EDU Portal

[EDU Portal](#)

In June 2025, the University of Pardubice launched its new educational portal called EDU Portal. It aims to create a comprehensive and effective tool for the administra-

tion and development of employee training across the University. Currently, the portal offers freely accessible optional educational events and programmes with on-line sign-up. Mandatory programmes for employees are being added to the portal.

5.4 Mobility

International mobility promotes the professional development of academic staff, researchers, and administrative staff and enhances the competitiveness of the university. The International Relations Office is responsible for the [Erasmus Mobility](#); in addition, the International Relations Office also offers consultations and administrative support to develop cooperation with international partners.

5.5 Sabbatical leave

Academic staff may apply for sabbatical leave to enhance their qualification and support their publication activities. It is at the discretion of the Dean of the respective faculty to grant the sabbatical leave. The deliverables after the sabbatical leave are taken into consideration as part of the employee performance evaluation.

5.6 Employee performance evaluation

The University carries out annual employee performance evaluation in accordance with the directives issued by the respective faculty. Your supervisor will inform you of the evaluation process and your work task. The evaluation serves to reflect upon the employee's work performance, identify any strengths as well as areas for further development, to set individual goals and plan further professional growth. The evaluation also renders data used as a basis for decisions about promotions, remuneration and employee development.

6. Research Freedom and Ethics



Freedom of research and creative activities is a basic component of academic freedoms, derived from history and legislation, and based on the mission, vision and shared values of the University of Pardubice as a whole and all its constituent parts. It is also a basic prerequisite for academic and support activities. The internal organizational and management structure, the motivation tools and management

procedures applicable to creative activities are regulated by a number of internal policies both at the level of the university, and thus applicable to all university constituent parts, and at the level of individual faculties. These policies constitute systematic support for the freedom of research of all academic staff and researchers.

6.1 Research ethics

The fundamental university documents enshrine the compliance with ethical principles and good practice in all creative activities at the University, i.e. mainly educational and research activities. In 2017, the University of Pardubice adopted [the Code of Good Research Practice](#), which reflects the Code of Ethics of the University of Pardubice.

6.2 Open Access / Open Science

[Open science](#)

The Open Science is a system that aims to disseminate research and scientific output of the University in all its forms in a transparent way with as little limitation as possible. The University fully supports the principle *as open as possible, as closed as necessary*.

6.3 HR Award – Human Resources Strategy for Researchers

Back in 2019, the University of Pardubice endorsed 40 principles enshrined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In October 2021, the University received the HR Award. The HR Award certification and preparation of the [HRS4R \(Human Resources Strategy for Researchers\)](#) was motivated by drawing up strategic documents, the action plan and equal opportunities plan [HR Strategy Action Plan 2023-2025](#). These documents support strategic HR management and excellent care of human resources in science and research in compliance with the European Charter and the Code of Conduct.

The OTM-R Policy (Open, Transparent and Merit-based Recruitment) is one of the principles enshrined in the European Charter and the Code of Conduct. The University of Pardubice makes an effort to comply with the principles in order to recruit only competent and suitable employees. The recruitment of new employees is governed by the rules defined by the Rules of Selection Procedure of the University of Pardubice, [Rules of Selection Procedure](#), which complies with Section 77(3) of Act No. 111/1998 Sb., the Higher Education Act, as amended.

6.4 Protection of intellectual property and authorship

The University of Pardubice pays a long-term attention to the protection of intellectual property, authorship and co-authorship. The basic authorship, co-authorship and good research practice framework is defined by the Higher Education Act as well as key University documents including the Code of Ethics, Statutes of the University of Pardubice and Directive No. 1/2014 – [Intellectual Property Protection](#).

Authorship-related issues may be discussed with the Legal Office and the University Library. The Centre for Technology and Knowledge Transfer is responsible for issues related to industrial rights and protection of research and science, such as patents and utility models.

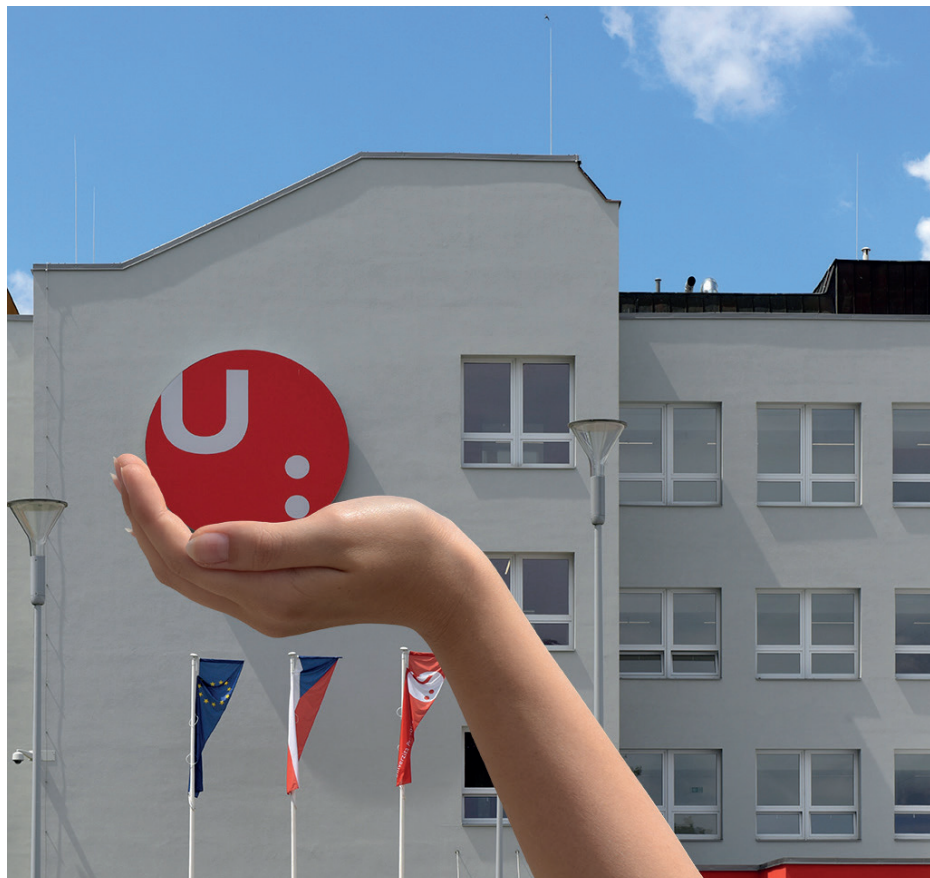
Faculties have their editorial boards and offices for editorial and publishing activities that provide guidance to ensure the correct copyright procedures in publishing.

The University Publishing Centre is responsible for coordination at the university level.

The Centre for Technology and Knowledge Transfer provides services and training related to the protection of intellectual property and technology transfer (commercialization).

7. University Identity and Unified Visual Style

The University of Pardubice uses a unified visual style in internal and external communication involving a uniform logo, colours and font. The Unified Visual Style Manual sets out the basic principles, examples and recommendations for using the unified visual style of the University, its logo and the logotype of the University and its faculties and is available on the intranet under [Unified visual style](#). For further information by the Promotion and External Relations Office, see [Instructions and guidelines](#).



8. English abbreviations and acronyms that you may encounter

ACCUP	Academic Counselling Centre
ALMA	ALMA Centre
CITS	Centre for Information Technology and Services
TCC	Teacher Competence Centre
CTKT	Centre for Technology and Knowledge Transfer
FTE	Faculty of Transport Engineering
FEI	Faculty of Electrical Engineering and Informatics
FEA	Faculty of Economics and Administration
FAP	Faculty of Arts and Philosophy
FChT	Faculty of Chemical Technology
FR	Faculty of Restoration
FHS	Faculty of Health Studies
LC	Language Centre
CC	Career Centre
DPES	Department of Physical Education and Sports
HRAO	HR Award Office
ICTD	Information and Communication Technology Division
HRO	Human Resources Office
PEOF	Personnel Department
LO	Legal Office
IACC	Internal Audit, Control and Complaints Section
ADSD	Accommodation and Dining Services Division
TD	Technical Division
UL	University Library
UCC	University Conference Centre
PPC	Publishing and Printing Centre



UNIVERSITY
OF PARDUBICE