

PhD Student Guide

CEITEC Life Sciences Programme
2019



Dear PhD Student,

We highly appreciate your decision to obtain your PhD degree at CEITEC Masaryk University and believe that this decision will have a positive impact on both your professional and personal life. CEITEC PhD School is an innovative, interdisciplinary, fast-growing, and internationally-oriented PhD School based on a strategic partnership of leading universities and research institutes in the region that are part of the CEITEC research centre.

CEITEC has been inspired and set according to the global standards of successful scientific institutions, top management is covered by foreign experts in science; and the internal language is English. It is based on a regular evaluation of the quality of scientific results carried out by an independent team of top world experts in the given fields. An independent evaluation according to strict international standards is ensured by the Coordination Board and the International Scientific Advisory Board, whose members are recognised international science experts.

We would like to make your first steps as easy as possible and help you get quickly acquainted with the institute, your new colleagues, your new role and your new home town.

You can, of course, count on full support of your PhD supervisor, not only with respect to work-related issues, but also with respect to various social issues. We hope that you will be integrated in your new research team as smoothly as possible. We would like to provide additional opportunities to meet fellow PhD students from other research groups and to make the beginning of your scientific career worthwhile.

On the following pages, you will find basic information that will help you find your way around the day-to-day routines at the MU campus Bohunice and at CEITEC MU. You will find here not only practical information on study conditions, accommodation, training, events, or meals, but also information about life in Brno. You will get to know people who might be important for you in the future.

We wish you a lot of positive energy, great learning experience and success!

Director of CEITEC MU

Jiří Nantl

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1. MASARYK UNIVERSITY

About the University

The university bearing the name of T. G. Masaryk, the first president of Czechoslovakia, was established on 28th January 1919 in Brno. Originally, the [Masaryk University](#) consisted of four faculties - Faculty of Law, Faculty of Medicine, Faculty of Science and Faculty of Philosophy, and very soon it became a significant academic institute acknowledged worldwide. The promising boom was interrupted during the WWII when the Nazis closed Bohemian universities. The communist regime established in 1948 did not let the university develop freely, too. In 1950, the Faculty of Law was cancelled for the period of nearly twenty years, the university had to face up strong ideological pressure and its personnel losses were immense. In 1960 – 1989, the university was bearing the name of J. E. Purkyně, a significant Czech physiologist of the 19th century. It was not until 1990 when the university could return to its original name – Masaryk University.

Nowadays, Masaryk University consists of nine faculties including more than 200 departments, institutes and clinics which deal with a wide area of science as well as arts and research areas. It is most desired university in the country, the biggest university in Moravia and the second largest employer in the South Moravian region. The university has huge influence on cultural and social life in Brno. The university administrates [Mendel Museum](#), [University Cinema Scala](#) and it is also involved in number of projects supporting development in the region.

The university offers Bachelor, Master and Doctor certified study programmes in full-time and combined forms of study; and also [University of the Third Age](#) and [MjUNI](#) for the youngest.

Some of the historical buildings have been renovated; education premises, labs, studies and libraries have been newly equipped and reconstructed. One of the most successful projects is regarded to be the construction of the University Campus Bohunice where the key role is fulfilled by the [Central European Institute of Technology \(CEITEC\)](#) – excellent centre of science in the central Europe.

Thanks to its dynamic development the Masaryk University for many years has ranked among the most prestigious educational institutes in central Europe.

Our values

Since its establishment, the Masaryk University has always respected and pursued democratic values of a free republic. Such values create the core of its internal culture and they are widely shared by the whole university community. The values are as follows:

Freedom – respected as a principle of internal arrangement of the university in a form of academic freedom of education and research, or free choice of students for desired curricula; and also as a principle of institutional autonomy of the university in relation to the state and the social imperative.

Respect to Rules – equal opportunities and transparent operation of the institute which is evident for example in its internal administrative and economic settings, in study legislative and attempt to eliminate plagiarism.

Responsibility – understood as a public role of the university emphasising its role as a co-creator of public meaning and an active participant of public discussion, as well as a significant player in transmission of science and technology into real life or a provider of public services, and a university open to handicapped people and various minorities. It takes its responsibility for its own choice and structure of curricula in a form of an open and free study environment.

Structure of the University

The Masaryk University consists of faculties, university institutes, departments dealing with educational, scientific, research and development activities or other activities connected with provision of information services, special cultural and sport facilities, and accommodation and boarding facilities ensuring the operation of MU and the Rector's Office.

Faculties

[Faculty of Law](#)

[Faculty of Medicine](#)

[Faculty of Science](#)

[Faculty of Arts](#)

[Faculty of Education](#)

[Faculty of Economics and Administration](#)

[Faculty of Informatics](#)

[Faculty of Social Studies](#)

[Faculty of Sports Studies](#)

Institutes

[Institute of Computer Science](#)

[Central European Institute of Technology](#)

Rector's Office MU

[Rector's Office](#)

Other Units

[University Archives](#)

[Language Centre](#)

[Centre for International Cooperation](#)

[Support Centre for Students with Special Needs](#)

[Technology Transfer Office](#)

[Institute of Biostatistics and Analyses](#)

[Mendel Museum](#)

[Centre for Education, Research and Innovation in](#)

[Information and Communication Technologies](#)

[Central Management Structure for CEITEC project](#)

[University Centre Telč](#)

Specialised Units

[Accommodation and Catering Services](#)

[University Press](#)

[Management of the University Campus in Bohunice](#)

2. ABOUT CEITEC

CEITEC is a federation of six partner institutions in the fields of life sciences, advanced materials and technologies whose aim is to establish itself as a recognized centre for basic as well as applied research. CEITEC offers a state-of-the-art infrastructure and great conditions to employ excellent researchers from all around the world. CEITEC partners include the most prominent universities and research institutes in Brno. The following participate in the setting up of the centre of excellence: [Masaryk University \(CEITEC MU\)](#), [Brno University of Technology \(CEITEC BUT\)](#), [Mendel University in Brno \(CEITEC MENDELU\)](#), [University of Veterinary and Pharmaceutical Sciences in Brno \(CEITEC VFU\)](#), [Veterinary Research Institute \(CEITEC VRI\)](#) and [Institute of Physics of Materials of the Academy of Sciences of the Czech Republic \(CEITEC IPM\)](#).



[CEITEC MU](#) is the biggest of all consortium partners. It is an independent university institute, which was established at Masaryk University as part of the CEITEC Centre of Excellence. CEITEC MU is a key part of the state-of-the-art research infrastructure that was built in 2014 at the University Campus in Brno Bohunice and provides top equipment and optimal conditions for basic and applied research, especially in the field of life sciences.

Research at CEITEC MU

The main priorities of CEITEC are the international dimension of research cooperation and its interdisciplinary nature. The interconnected element among science disciplines is, above all, core facilities that create optimal conditions for addressing multidisciplinary issues in the areas of structural biology, genomics and proteomics, molecular medicine, neuroscience, nanotechnology and microtechnology. CEITEC MU engages in research into the following main areas:



Structural Biology



Structural biology programme harbours research groups that study the intricate and exquisite choreography of life at cellular, molecular and atomic levels. We visualize structural details ranging from cells, their compartments, down to individual proteins, nucleic acids, and their complexes. Through the integration of structural and computational data we reveal the atomic details of the mechanisms by which healthy cells function and diseases progress. This basic understanding helps to develop novel therapeutic strategies to meet the challenges of an ageing society, public health and global pandemics.

Genomics and Proteomics of Plant Systems



The research area is focused on understanding the evolutionary-based strategies of plants. The knowledge acquired by –omic approaches, combined with our research experience in the areas of developmental and stress biology of plants, is subsequently used to develop new agricultural, biotechnology and biomedical applications in collaboration with potential users and top research workplaces in the field.

Molecular Medicine



The main goal is to gain better understanding of basic molecular mechanisms in many diseases, especially cancer. Researchers of the programme focus on various types of leukaemia and several solid tumours, they investigate immune cell microenvironment, transcription regulation, B and T cell receptor repertoires, and the effect of RNA modifications on innate immunity. For various malignancies, much effort has also been made to identify diagnostic and prognostic markers (miRNA profiling, lincRNA, mutations in TP53 and other cancer-related genes) and introduce them in clinical practise.

Brain and Mind Research



Aims to develop a unique workplace in the European context reaching from basic to transitional research of central nervous system; from animal studies to clinical, social and behavioural research of healthy and diseased brain, in particular dementia, epilepsy, movement disorders, schizophrenia, depression pain.... are studied with a core facility enabling most advanced structural, functional and metabolic brain mapping.

For more information about CEITEC MU, its management, organisational structure, and HR strategy, please go to the [CEITEC MU website](#).

3. STUDY PROGRAM

The CEITEC Life Sciences PhD Program is accredited under the Faculty of Science of the Masaryk University; the Faculty of AgriSciences of the Mendel University in Brno and under the Veterinary Research Institute. The study and practical activities are guaranteed and implemented by CEITEC MU supervisors. Students of individual specializations are registered for study at the given university to which they submit an application for study of the relevant specialization. The study takes place in line with the Higher Education Act and with applicable internal regulations of the given universities, i.e. in accordance with their respective Codes of Study and Examination.

Life Sciences Study Program in a Nutshell

- Based on the study plan
 - Devised with supervisor
 - Evaluated by the Doctoral Committee
- Uses credit system ECTS (optimum 30/semester)
 - see [MU Study and Examination Regulations](#), Section 6: Credit System
- Consists of:
 - Research, publications and dissertation
 - [Course work](#)
 - Core subjects (common to both fields)
 - Hard skills (according to each field)
 - Soft skills
 - [Internship](#)
 - Teaching
- Mentored by a team of [experts](#):
 - Supervisor
 - Consultants
 - Ombudsman



Rules and Regulations

The most important document of your PhD studies, that you should read before the start of your study and refer to every time you are unsure about your rights and obligations are the [MU Study and Examination Regulations](#).

Another important document that you should not miss to read is the [MU Academic and Professional Code of Ethics](#) and MU rules on [Plagiarism](#). The Technology Transfer Office of the Masaryk University published a very useful [Guide to Intellectual Property](#) that will explain all necessary basic about this very important topic related to innovation and science. For even more curious students we would recommend reading the [Higher Education Act](#), MU [Scholarship and Bursary Regulations](#) and [MU Statutes](#).

Your Mentoring Team

Supervisor

Supervisor guides and supervises your study plan, provides an expert and methodological guidance on your doctoral thesis, evaluates your progress in respect to study plan and your readiness to undergo thesis defence.

If a serious situation occurs that you cannot continue to work with your supervisor, you may decide to change the supervisor and also the supervisor may resign. In such a case, a new supervisor will be appointed in accordance with the terms of the MU Study and examination regulations.

Student Ombudsman

Student Ombudsman is a neutral party who gives informal and confidential assistance to students enrolled in CEITEC Life Science Program in resolving supervisor-related and university-related concerns. The main role is to assist student in identifying options and strategies for resolution of conflicts, problematic issues or concerns, and to serve as a listening post for systemic concerns and to bring these to the attention of the university. Please see below contact details of student ombudsmen:

- Assoc. Prof. Mgr. Jan Havliš, Dr. - ombudsman_JH@ceitec.muni.cz (for students who commenced their studies in 2014, 2015 and 2016)
- Prof. Mgr. Lukáš Žídek, Ph.D. - ombudsman_LZ@ceitec.muni.cz (for students who commenced their studies in 2017)
- Assoc. Prof. Mgr. Jan Paleček, Dr. rer. nat. - ombudsmanJP@ceitec.muni.cz (for students who commenced their studies in 2018)

Consultants /Mentors

Doctoral students plan their work under the direction of their supervisor and consultants (mentors). Consultant and mentors are not mandatory but having one can be very beneficial for you. Students should consult with their mentors on academic matters. The mentors will help their students with planning the Individual study plan (ISP), exams, research grant applications, research projects, research fellowships and the dissertation.

Progress and Evaluation

The progress of your PhD studies is being evaluated at the end of each semester together with your supervisor. The PhD Progress Day is an annual meeting of PhD students with the members of the Doctoral Committee and with the mentor teams with the aim to monitor and evaluate the progress of your PhD studies. Members of the ISAB (International Scientific Advisory Board) can be also invited. The interview is based on the Progress Report where the student introduces the concept of his/her research project and the results achieved during the last period prior to the report (maximum one page) so far, with a focus on meeting the set goals. The committee works mostly as an advisory organ helping to navigate the student's research and looking for alternatives and effective solutions to the problems encountered during the project. The committee also evaluates the progress made so far, issues recommendations and approves the student's application for the state doctoral exam and the doctoral dissertation thesis defence. PhD Progress Day usually takes place in February.

Funding

Regular scholarship for PhD students in Life Sciences program is **22 000 CZK (ca 860 EUR) per month**. This amount is guaranteed for standard study period (4 years) assuming fulfilment of study obligations.

In the case of unsatisfactory fulfilment of the study plan, the Doctoral Committee can, on the basis of the evaluation, decide on the reduction of the scholarship. It can be re-awarded if the following assessment confirms that the study plan is fulfilled satisfactorily.

Regular monthly scholarship of students in other study programs outside CEITEC PhD School varies depending on the faculty of study and supervisor's financial options.

Additional scholarships at MU: <https://www.muni.cz/en/students/scholarships>

For other financing opportunities, ask your supervisor and lab head.

Travel and Internships

One internship at another workplace is a mandatory part of studies in Life Sciences program. The internship for at least 10 working days is mainly organized in a frame of CEITEC laboratories in agreement with the supervisor. However, it can be carried out at the workplace outside the institute, the most recommended is an internship abroad. A mandatory part of the internship is an elaboration of the internship report. Speak to your supervisor to identify the best time and location for your internship.

You can use existing networks of partner institutions or establish contact with a new lab of your choosing. Don't be shy to contact famous scientists in your area of interest - you may be surprised how open they are to collaborate. Alternatively, ask your supervisor or group leader for the list of current options in your lab.

Financing Your Stay Abroad

Multiple options of financing are offered by the [Centre for International Cooperation](#) of the Masaryk University. To find out about exchange programs running at CEITEC, ask your supervisor, the head of your lab, or contact [CEITEC Grant Office](#).

Adminstrating an Internship

The internship has to be included in the semestral content of study plan and approved by your supervisor. Internship in the Czech Republic - you enrol the subject S5011 Internship in the [Information System](#) (can be enrolled in the semester when the placement took place or in the following semester) and provide the final report on the specified form.

In the case of an internship abroad, you have to register the internship in the application Internship and stays in IS, prior to your leave, and upload all the necessary documents after the end of the stay and then apply for recognition of the course XD110 Placement Abroad.

Pay attention to all the requirements of your chosen funding scheme. Failure to do so may result in the obligation to return all the financial support you received.



Completion of PhD Studies

The general requirements for completing your PhD studies are the following:

- Achieving 240 credits
- Meeting the requirements of an individual study plan
- Successful completion of compulsory core subjects
- Successful completion of compulsory hard skills subjects
- Successful completion of compulsory soft skills courses
- Annual active participation in the PhD Day
- Completing of one internship

Publication of results of student's doctoral theses in an international journal with an impact factor. In case you plan to publish an article in open access journal without impact factor, consult your intention with the chair of the doctoral committee immediately. The committee will review the specific situation and quality of the journal and decide whether such output will meet the requirements for completion of studies.



4. PRACTICAL INFORMATION

International Student Identity Card (ISIC)

Full time students at Masaryk University are issued the [International Student Identity Card](#) (ISIC). Combined studies students are issued a smart card which fully replaces all functions of the ISIC within the MU. In order to obtain an ISIC/student identity card, you need to:

- Enrol in studies
- Obtain an official identification MU photograph
- Order your identity card [here](#) and pay the associated fee

Official MU photograph can be obtained from the Institute of Computer Science at Komenského náměstí 2, Room 065c, ground floor on the right, every Wednesday and Friday between 10:00 – 11:00, or every 1st Wednesday in a month, between 13:00 – 14:00 at the University Campus in Bohunice, Faculty of Sports, building A34, Room 206. The latest information can be found at [here](#).

Once the card is ready, you will be informed when and where it will be possible to collect it

Your card is valid for the entire duration of your active studies at MU. Should you return after a period of interrupted or terminated studies, card validity will be automatically restored. The student identity card has the following functions within MU: student identification and MU affiliation, access to buildings, classrooms and computer rooms, access to libraries, access to copy and print services and access to catering services in university canteens. ISIC holders are also eligible for a number of student discounts outside of the university. More information about ISIC can be found [here](#).

Occupational Health Safety and Fire Prevention

There are two main directives dealing with this issue: [Health safety at MU](#) and [Fire protection at MU](#) in addition to other [internal CEITEC MU directives](#), like as director's measure number 3/2018, 7/2017, 10/2016, 7/2016, 8/2016, 9/2016. Work safety training should be provided to you by your supervisor and by supervisor of each relevant core facility (lab).

Injuries

Any injury must be reported without delay to the supervisor. Report on injury can be found in a first aid box and in the Information System. You must also inform [Petra Moravanská](#), CEITEC Occupational Health Safety Specialist. First aid is provided by MUDr. Zora Hlinomazová (phone: 549 49 **8000**), in

case of any serious injury please contact Emergency (phone: **155**, from the office telephone please dial **0155**).

Placement of first aid boxes

First aid boxes are located at the reception desk and in every kitchen in the cabinet above the refrigerator in A35 building. As for the A26 building, the first aid boxes are placed in every kitchen. In other buildings, they are placed in the central corridor behind the main door.

Fire

Each person who spots fire is obliged to take necessary measures to protect people in danger and extinguish the fire, if possible; or prevent the fire from spreading. Every corridor is equipped with fire extinguishers and wall hydrants. Each fire must be reported at the Central Security Point (phone: 54949 **2929**), in case of emergency (phone: 150, from the office telephone **0150**).

Notification of technical failures

You can contact this department if you have any comments or requests regarding regular and preventive maintenance of the buildings and technical equipment, cleaning services, maintenance of the outdoor premises and waste disposal, minor repairs, emergency repairs, reception desks operation and security system. If something is broken at your workplace, or you need to move some furniture, or perhaps something is out-of-order, please report your request at [Defects reporting](#). (UČO + secondary password).

Student Support at CEITEC MU

Several departments from the CEITEC MU administration provide support to PhD students. For you probably most important will be the Department of Strategy and Science, Welcome Office or the Grant Office.

Department of Strategy and Science

[Department of Strategy and Science](#) provides support and service to the institute related to science evaluation, PhD studies, training, career development, mentoring, technology transfer and innovation. The department also organizes variety of events for junior researchers. [PhD school](#) and [Training](#) are the areas that will probably concern you the most at the beginning of your PhD studies. Science



evaluation, innovation and technology transfer will become very important to you once you made your first scientific discoveries and are ready to publish or to protect and patent and finally commercialize the results of your research.

Department of Strategy and Science brings you also science career related events such as [Life After PhD](#) that enable you to meet and talk to recognised international researchers, biotech start-up founders and successful PhD holders that decided to follow interesting career paths outside of academia.

Please don't hesitate to contact the [Department of Strategy and Science](#) should you have any questions regarding their agenda. The team in this department is committed to make your PhD experience at CEITEC worthwhile. The office is based in the office number 134 in the first floor of the CEITEC A35 building.

Welcome Service

Welcome Office Service is a part of CEITEC's care of new and current foreign employees and partially also supports international PhD students. The department assists and advised in matter such as searching for an accommodation, registration with Foreign Police Office, medical insurance issues, setting up a bank account and dealing with other relevant authorities and institutions. You can find many useful information and links, handy documents, FAQ or Welcome Office Service feedback from foreigners on the CEITEC [Welcome Services website](#). The office is based in the office number IS028 in the ground floor of the CEITEC A35 building.

Grant Office

Grant Office provides researchers of CEITEC MU with an agency-type service aiming at international scientific cooperation supported especially by European and international grant schemes. Our activities cover comprehensive research support based on identification and active creation of opportunities and preparation of project proposals. Grant office provides proposal preparation support for international and national grants, as well as Training in project management and preparation of grant applications. The grant office based in the office number 1S015 in the ground floor of the CEITEC A35 building. If you need any support related to grants please contact: grants@ceitec.muni.cz

Student Services at Masaryk University

Masaryk University Centre for International Cooperation

The Masaryk University Centre for International Cooperation coordinates the international activity throughout MU. The centre arranges study placements and internships abroad and also exchange placements for university staff. The centre also take care of foreign students coming on exchange placements at MU. Centre for international Cooperation organizes orientation week for students new to Brno and Masaryk university every September. The centre created very practical online [international student guide](#) that will help you to find additional information about living and studying in Brno.

Language Centre of Masaryk University

The Language Centre of Masaryk University is a university-wide institute providing education in foreign languages and testing language proficiency of students of all individual faculties of Masaryk University with the exception of the arts disciplines. It is comprised of eight departments and a common coordination workplace. For students of all forms of study (i.e. Bachelor's, Master's and Doctoral study programmes in presentational and combined form), five foreign languages can be learned on the academic or technical level – English, German, French, Spanish and Russian. Furthermore, students in the faculties of medicine and law alike can take courses in technical terminology in Latin. The LC also offers intensive courses in Czech for foreigners and in Czech technical terminology to foreign medical faculty and law faculty students. List of available courses can be found [here](#).

Libraries at the Masaryk University

The library system of MU comprises of 9 faculty libraries, central specialised libraries, and also 113 individual and special libraries located in more than 40 places around Brno and one in Telč. All students and employees can use MU [libraries](#) free of charge.

Masaryk University Campus Library located at Campus Bohunice offers various courses in which library users can learn: how to search for full texts of journal articles or books concerning concrete topics (searching in library catalogues, online databases, on the Internet), recognise quality information resources or how to write texts according to rules for creating scholarly texts and cite correctly according to recommended citation styles. List of available courses can be found [here](#).

Sport at Campus

The Faculty of Sports Studies located at Campus Bohunice offers wide portfolio of regular [fitness and sport lessons](#) from yoga, pilates, body forming, volleyball, dance spinning and more. These lessons take place once per week are open to students and employees of the Masaryk University. New lessons are offered each semester for approximately 1200,- CZK per semester. It is a great opportunity to hit the

gym for a group exercise with your colleagues and friends, train your body and clear your mind, without wasting too much time on travelling off campus.

University Cinema Scala

Scala is a fantastic arthouse cinema located at Moravské náměstí in the centre of Brno. It has been in operation since 1929. Since the autumn of 2013, it has been run by Masaryk University and the Aeropolis Company as the first university cinema in the Czech Republic. Besides regular film screenings, it also serves as a representative space and a lecture and conference hall used for academic purposes. For some events organised in Scala cinema, the MU students and employees can use reduced prices for tickets, they just need to submit their student or employee card. Current program of the Cinema can be found [here](#). The events also are published on the [Notice board in IS](#). You can set up an [automatic notification about new events](#).

Computer Rooms

University Computer Rooms (UPS) and the University Computer Centre (UCC) are spaces for independent work and study. All the study rooms offer the possibility of printing, copying, and scanning. Some study rooms also have laptop or tablet workplaces. Wi-Fi is available for connection to the internet. List of all computer rooms including their opening hours can be found [here](#).

Communication and IT Services

IS – Information System

IS is an information system that should help you to administer your study. You will need IS to submit your study plan, to enrol in courses and exams, to submit assignments and to view your grades. You can access IS via internet, using your UČO – University Identification Number – to log in. Detailed guide on how to use the system can be found [here](#).

Internet, Wi-Fi and IT services

Most of MU buildings are within the reach of Wi-Fi, which is available for all university staff and students. You just need to connect. Staff and students might connect to the university network remotely using VPN (Virtual Private Network). After connecting to VPN, computer behaves as if connected directly in the university network. Hence, it is possible to make use of electronic resources from home, from abroad, or from other university. More information can be found [here](#). List of all available IT services at Masaryk University such as printing, data storage, webhosting and marketing can be found [here](#).

Email Address

MU Students and staff automatically acquire following email account UČO@mail.muni.cz, which can be administered in IS MU, and UČO@muni.cz, which can be administered through o365.muni.cz. CEITEC employees and students acquire in addition CEITEC email account name.lastname@ceitec.muni.cz. All these accounts and other personal or work accounts can be imported into web or desktop clients (Outlook, Thunderbird, Gmail...). The cloud service package Microsoft Office 365 is available to all MU students and staff. It offers practical tools enabling communication and cooperation within teams, time planning, and cooperation on documents. More information about communication and collaboration tools available at MU can be found [here](#).

Electronic Information Resources

Electronic Information Resources (EIZs) is a platform for science, research and teaching at Masaryk University. This portal includes most licensed online journals and commercial information resources paid by MU. It can be accessed only by employees and students of Masaryk University for academic purposes only. EIZs can be accessed [here](#) using computers connected in Masaryk university network or via remote access services.



YOUR LIFE IN BRNO

Brno is the second-largest city in the Czech Republic, it is the historical capital and cultural hub of the South Moravia. Brno is relatively undiscovered by tourists, but very popular by international students and expats. Brno has a vibrant cultural life with multiple galleries, museum, theatres, and 13 universities located in the city. One fifth of the city's inhabitants are university students. You will never forget those four years you have lived in Brno during your PhD studies. Life in Brno is truly amazing because:

- [Brno among top 5 best world cities for students again!](#)
- Cost of living rank among the lowest in the EU
- #1 best city for expat support according to Financial Times
- #6 safest country in the EU according to European Commission White Paper
- Workplace of Johann Gregor Mendel
- 15 000+ foreign students
- Famous for its awesome bar and coffee culture
- **You will never be bored here!**



Brno Information Centre

The city of Brno operates a [Tourist and Information Centre](#) at Radnická 8, in the building of the Old Town Hall. It has a wide selection of maps, brochures and other information on Brno and the surrounding region, and also acts as a ticket agency, selling tickets for a number of cultural events.

Addition Information Resources

Living and Studying in Brno: <http://www.brnoregion.com/>

Expat Support in Brno: <https://www.brnoexpatcentre.eu/>

Events and Fun: <https://www.gotobrna.cz/en/>

Events and Tickets: <https://goout.net/en/brno/events/>

Tourism and Trips: <https://www.czechtourism.com/home/>

Transportation in Brno

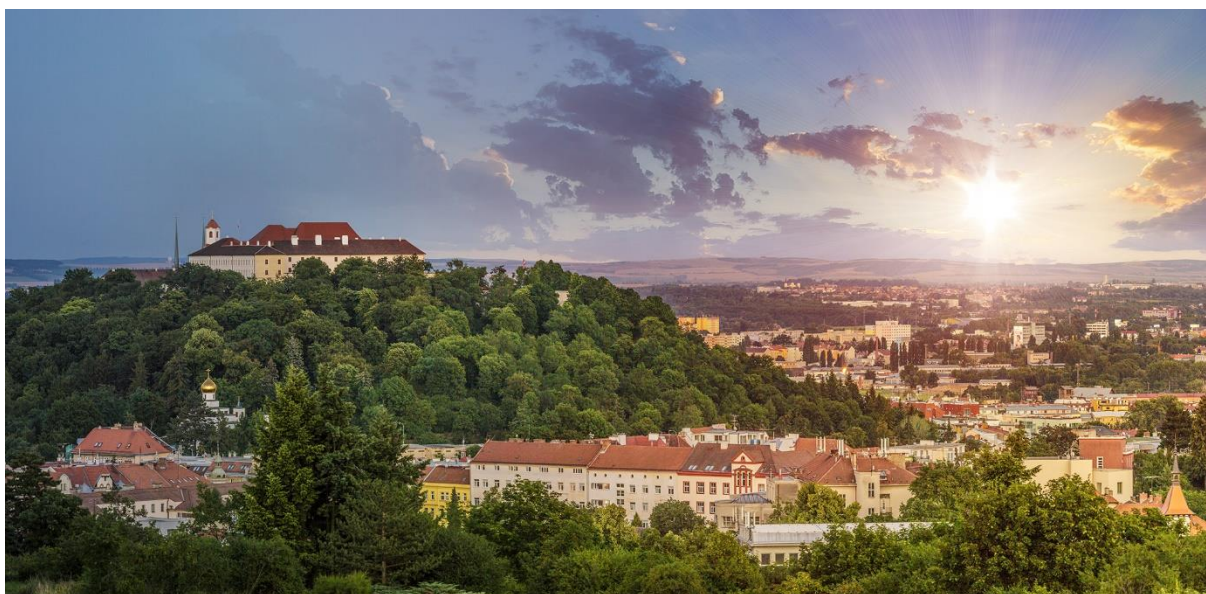
One of the best things in Brno is the around the clock transportation system. The city's public transportation system of trams, buses, and trolleybuses is an easy and reliable way to get around. Use GoogleMaps to find what tram, bus, or trolleybus is right for you. Purchase a ticket at the yellow ticket machines that can be found at several boarding stations, at the bus driver or via SMS using the DPMBinfo mobile application. Paper ticket needs to be punched on board. Another great way for students to get around is by bike. If you prefer to cycle your way through the city, you can find what you need to know at [Rekola](#) website.



Living in the Czech Republic

Living costs in the Czech Republic are considered to be affordable. The average living costs of students range from 300 to 600 EUR per month, including meals, accommodation, public transport and culture. Of course, prices may vary according to your location, accommodation choices, lifestyle, and spending habits. The Czech Republic is a member of the European Union, but is outside the Eurozone, which means that it does not use the euro as its currency. The Czech currency is the Czech crown (CZK).

Masaryk University has its own [dormitories](#). If you prefer to live on your own, you can rent a flat or a single room in a shared flat. For more information have a look at dedicated websites such as www.spolubidlici.cz, which is the first Czech roommate agency.



Insurance Card & ID Card or Passport

It is obligatory for all citizens and people present in the Czech Republic (including exchange students) to have your insurance cards and ID cards or passports always with you. Please carry it at all times, as you might be checked by members of the Police or the Police Office for Foreigners

Medical Emergency

If you are faced with an urgent need for medical attention at a time when doctors' offices are not open, and you are confined to bed, call the first-aid service at 545538538; a doctor will come to examine you within a very short time. In other cases you should go in person to the emergency service at Ponávka 6, which is open Monday - Friday from 17:00 till 7:00 and non-stop on Saturdays, Sundays and holidays. Emergency dental care is also available at the same address.

Emergency Services

Throughout the Czech Republic, there is one set of emergency numbers for use in case of fire, the urgent need for an ambulance, or crime. These are as follows:

Fire: 150

Ambulance: 155

Police: 156 (Municipal Police), 158 (National Police)

Emergency call: 112

Pharmacies

Most of the medicines available elsewhere can be obtained also in the Czech Republic. In case you need any medications in the evening, at night or over the weekend, when shops are normally closed, you will have to go to the non-stop pharmacy located in the centre of the city at Koliště 47.

Police

There are two separate police forces in the Czech Republic, the National Police Force (Policie České Republiky) and Municipal Police Forces (Městská Policie). The Czech Police deal with such areas as criminal activities, road traffic (accidents, fines and so on), and visas for foreigners. The Municipal Police have limited powers to maintain law and order within the town or city where they work.

Post offices

Most post offices are only open on weekdays. The one beside the Main Train Station remains open non-stop, 24 hours a day seven days a week.

Electricity and Voltage

The voltage in Czech Republic, as in most of Europe, is 230V/50 Hz. Czech Republic uses type C and type E sockets.

USEFUL CONTACTS

- OMBUDSMAN - Assoc. Prof. Mgr. Jan Havliš, Dr. - ombudsman_JH@ceitec.muni.cz (for students who commenced their studies in 2014, 2015 and 2016)
- OMBUDSMAN - Prof. Mgr. Lukáš Žídek, Ph.D. - ombudsman_LZ@ceitec.muni.cz (for students who commenced their studies in 2017)
- OMBUDSMAN - Assoc. Prof. Mgr. Jan Paleček, Dr. rer. nat. - ombudsmanJP@ceitec.muni.cz (for students who commenced their studies in 2018)

- PHD STUDIES MANAGER – Olga Křížová – olga.krizova@ceitec.muni.cz
- TRAINING AND CAREER DEVELOPMENT – Ester Jarour – ester.jarour@ceitec.muni.cz
- PUBLICATION ACTIVITIES, SCIENTIFIC AWARDS AND SCIENCE EVALUATION – Pavla Foltýnova - pavla.foltynova@ceitec.muni.cz
- TECHNOLOGY TRANSFER – Daniela Tršová – daniela.trsova@ceitec.muni.cz
- WELCOME OFFICE – Zdenka Bártová - zdenka.bartova@ceitec.muni.cz

CAMPUS MAP

Campus Working Hours

The ordinary working hours of Campus are from 6 a.m. to 9 p.m. Monday to Friday. For the stay at the CEITEC MU workplaces of A35 UCB building outside the ordinary working hours you need the permission of the CEITEC MU director. The form [Permission for the stay at the CEITEC MU](#) workplaces please fill in and send to the Occupational Health Safety Specialist - [Petra Moravanská](#).

Report your presence at the workplace to the Central Security Point (Pult centrální ochrany), **extension 4450 or 2929**, each time you **enter** or leave the building outside the ordinary working hours. Provide your full name, the number of the building, or (if relevant) number of the room and telephone number at the workplace.

