

Příloha 2d

Joining Instructions and Recommendations (nonEU citizens)

An overview of joining instructions and recommendations:

- Welcome Office - support in obtaining a residence permit,
- Documents for residence permit / visa application prepared by the HR Department,
- Passing the entry occupational medical examination,
- Signing of the employment agreement and tax agenda,
- Entry H&S training and familiarisation with internal regulations,
- Free Czech courses for MU staff and PhD students.

Welcome Office (WO)

Being a foreigner, you can face a number of obstacles and challenges before arrival and during your stay in the Czech Republic. WO is ready to help you with a number of different issues. WO is the Masaryk University central office providing comprehensive information, advice, and support with relocation and integration of its' international employees with long-term contracts of employment (over 3 months in duration) based on Long-term stay for the purpose of scientific research and Employee card. WO is family friendly too. It is able to help and advise all employees and their family members with a range of related issues.

WO contacts:

web: www.muni.cz/staff
office: MU Centre for International Cooperation
[Komenského nám. 2, Brno](#), office nr. 306 (3rd floor)
email: staff@czs.muni.cz
staff: Ing. Radka Vičarová
email: vicarova@czs.muni.cz
phone: +420 549 49 7942



On the website [International employees | Masaryk University \(muni.cz\)](#) you will find useful information in the following areas:

Before arrival – First days – During your time at MU – Before departure



Please fill in the ONLINE FORM and WO will get in touch with you.
Please familiarize yourself with the instructions „STEP BY STEP RELOCATION FOR NON-EU STAFF“.

Documents for Scientific Permit

The WO and the HR Department will help you complete all of the essential formalities with the scientific permit/visa application. The **Hosting Agreement** and the **Written Commitment of the Organisation** will be sent by our HR Department.

Entry Occupational Medical Examination

The entry medical examination has to be completed in the Czech Republic before signing your work contract/before the agreed start date at the latest. To undergo a medical examination before commencement of employment is a legal requirement stipulated by the Czech Labour Code.

The date of medical examination will be arranged by HR Department in consultation with you.

University occupational health services provider:

MUDr. Věra PŘIBYLOVÁ

Address: [Slovákova 279/11, Brno](#)

(within a 10 minute walk from the stop Česká)

The doctor's office is located on the 4th floor (elevator).
The waiting room is locked, it is necessary to ring. The nurse remotely opens the door.



Please bring the following documents/items:

- 3 copies of the **medical examination request form** issued by HR Department (attached in the email; 1 original of this form confirmed by the doctor shall be handed out to the HR Generalist before signing your employment agreement),
- **completed Health Questionnaire** (attached in the email),
- prescribed eyeglasses / contact lenses,
- a sample of morning urine (if it is possible).

The fee for the medical examination is 550 CZK. You can pay in cash or by card. These costs will be reimbursed by MU based on the submitted proof of payment.

The way to our faculty:

- get on the trolleybus No 32 at stop Smetanova, get off at stop Botanická (the stop Smetanova is within a 5 minute walk from the doctor's office, the ride takes about 5 minutes, the exit stop is very close to the faculty) or
- get on the tram No 6 at stop Česká, get off at stop Hrnčířská (the stop Česká is within a 10 minute walk from the doctor's office, the ride takes about 5 minutes, the exit stop is a 5 minute walk from our faculty)

Signing of the Employment Agreement

The HR Generalist will arrange a meeting with you to sign the employment agreement and other onboarding documents so that the meeting takes place after you have passed the medical examination.

Please bring with you following documents:

- **medical examination form** confirmed by the occupational health services provider,
- **proof of payment** for the medical examination,
- **your ID** (national identity card/passport),
- **certificate of your highest education** (usually university diploma (copy, notarial certification not required), etc.).

After signing the employment agreement etc., you will be direct to the **payroll accountant** to arrange the **tax agenda** (i.e. basic monthly income tax discount) or to apply for benefit of the pension insurance contribution.

Except from the basic income tax discount, if you are a university student, you may be eligible for a student discount (a Bachelor/Master student up to the age of 26 or a PhD student up to the age of 28). The eligibility for other tax discounts is conditioned by the Czech tax resident status, please discuss further with the payroll accountant.

Bank account information: You will need to open a bank account with a bank in the Czech Republic by the end of the first working month at the latest.

In case of **your concurrent employment within the EU/EEA and Switzerland**, you shall also discuss further details on this matter with the payroll accountant.

Note on determining jurisdiction under social security legislation in the event of concurrent employment in the EU/EEA and Switzerland

If you are employed in the Czech Republic, social security and health insurance is deducted from your wages in the Czech Republic. If, after commencing employment in the Czech Republic, you have other employment in another EU/European Economic Area (EEA) state or Switzerland, you are obliged to apply for **the A1 form** (Confirmation on competent jurisdiction in matters of legislation relating social security).

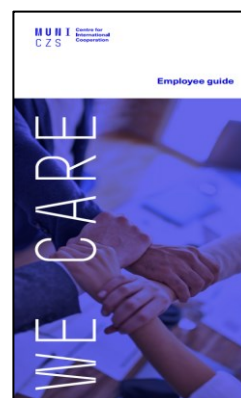
The A1 form is used to determine to which EU/EEA/Switzerland state social and health contributions arising from employment in the Czech Republic will be paid in the event of concurrent employment. The A1 form shall be provided to the payroll accountant before the end of your first working month at the latest.

Welcome Meeting at the Welcome Office (WO)

Attend a meeting for incoming international employees to find out more about life in the Czech Republic – obliged registration for residence in the Czech Republic, waste fee payment, public transportation, banking services, mobile operators, etc. WO will contact you by email to make an appointment with you. See also the [webpage](#).

Employee Guide

We encourage you to read the [EMPLOYEE GUIDE](#) to prepare you for your stay in the Czech Republic and at Masaryk University. If you want to make sure you haven't forgotten anything, you can use the **checklist**.



Entry H&S Training and Familiarisation with Internal Regulations

- **Initial training on occupational health and safety and fire protection** is conducted electronically through e-learning. Detailed information for completing it can be found in the information email that will be sent to your email address MU.
- **Familiarisation with important internal regulations** is also conducted electronically. Detailed information can be found in the information email that will be sent to your email address MU.

Free Czech Courses for MU Staff and PhD Students at Masaryk University

In order to make your life a little easier and more enjoyable, a basic knowledge of Czech is highly recommended. The MU Language Centre offers free Czech language courses at A0-B1 level for foreign MU staff and PhD students. The current offer of Czech language courses and entrance tests can be found [here](#).

Should you have any question, do not hesitate to contact us.

We are looking forward to future cooperation.

[HR Department of the Faculty of Informatics](#)

email: pers@fi.muni.cz

(You can find us in offices B511 and B502a on the 5th floor of Building B.)