

New Employee Onboarding Guide

Your start at the University of Hradec Králové

We warmly welcome you to the University of Hradec Králové (UHK). We are pleased that you have decided to expand our community of colleagues, whether in academic, scientific, administrative or other positions. The University builds its community in accordance with its values of **freedom, responsibility, moral integrity, cooperation, openness and diversity**.

By joining the UHK, you are helping to fulfil the institution's core visions that include the provision of attractive and modern teaching, excellent and beneficial creative activities, and a commitment to being a socially responsible and open institution that cares about improving the environment for its students, staff and employees. The UHK's mission is to **disseminate knowledge within the regional and global community**. The institution thus fully reflects its firm anchorage within the region while developing its global potential through internationalisation in all its activities.

Whether you are brand new to the UHK or have moved into a new role, we would like to help you through the onboarding and adaptation process to facilitate your start and enable you to grow more easily in your new role or environment.



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Brief information about the UHK

The University of Hradec Králové acquired its current name in 2000 after changing the then name Teaching Higher Education Institution in Hradec Králové. However, the history of the University dates back to 1959, when the Teaching Institutes in Hradec Králové was founded. Teacher training in this town has an even longer tradition, however, beginning as early as 1775 as part of the Theresian education reform.

Then UHK offers studies in accredited Bachelor's, Master's, follow-up Master's and Doctoral degree programmes in full-time and combined forms of study. The spectrum of educational activities includes the fields of economics, informatics and management at the [Faculty of Informatics and Management UHK](#) (FIM UHK), teaching, arts and language disciplines at the [Faculty of Education UHK](#) (PdF UHK), natural sciences and technical disciplines at the [Faculty of Science UHK](#) (PřF UHK), and social sciences and humanities at the [Faculty Philosophical Faculty UHK](#) (FF UHK).

Visual brand of the UHK

The brand of the University and its faculties is a unique graphic expression of its identity. That is why you will encounter its unmistakable visual style at the UHK.

{ } UHK

{*} PdF UHK

{=} FIM UHK

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{~} PřF UHK

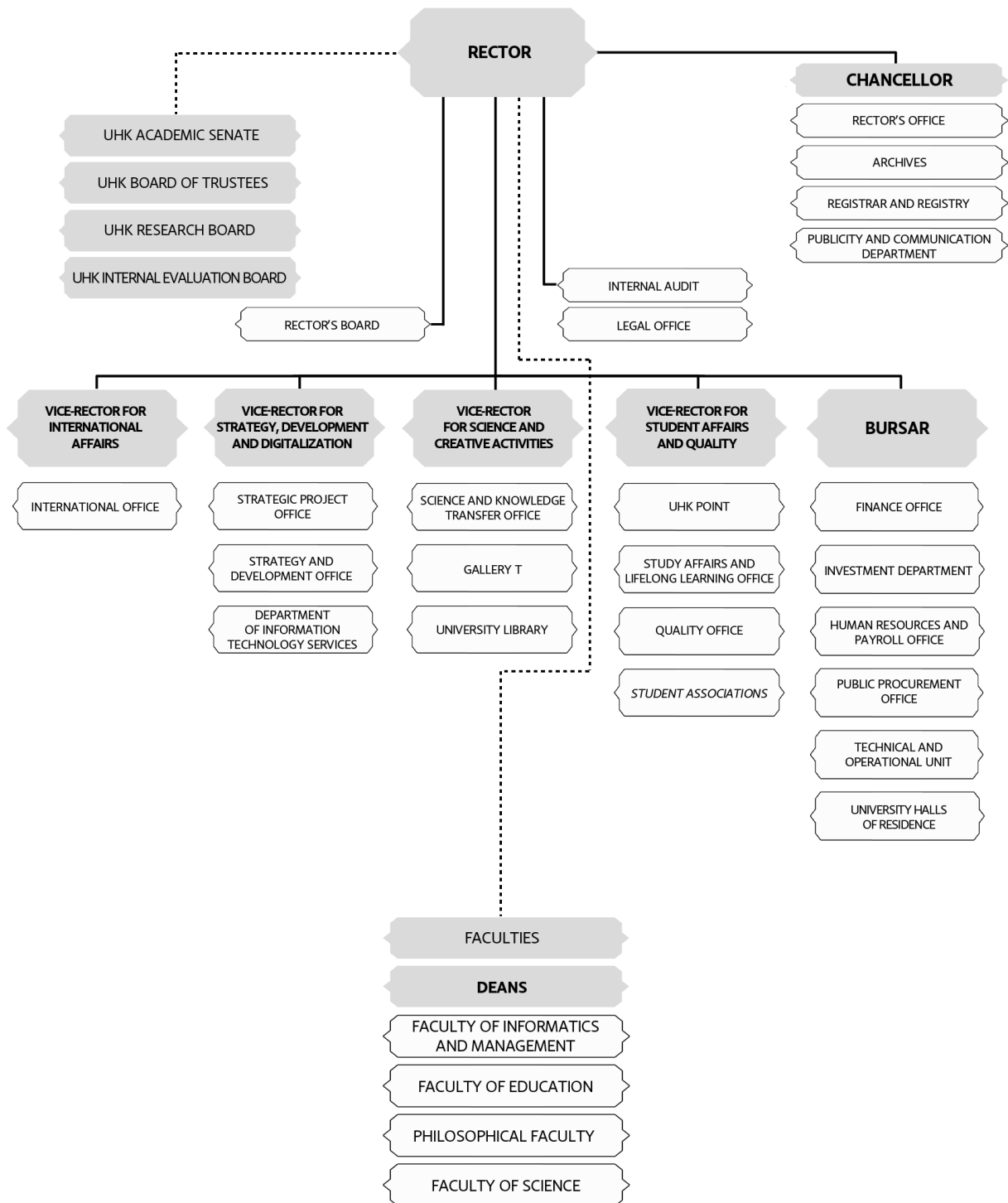
Organisation of the University and its bodies

To implement its mission, the UHK is divided into faculties, the Rectorate and special-purpose facilities and other workplaces.

The University's management consists of the Rector, the Vice-Rectors, the Bursar and the Chancellor.

The competence and division of the bodies of the UHK and faculties, including other information, can be found in the [Constitution of the UHK](#) and the [Rules for the Internal Governance of the University of Hradec Králové](#).

UNIVERSITY OF HRADEC KRÁLOVÉ ORGANISATION CHART



UHK Bodies and Committees

Academic Senate

The UHK Academic Senate (AS UHK) is a self-governing representative academic body of the UHK. It consists of the Academic Chamber and the Student Chamber. In the Academic Chamber, each faculty is represented by three academicians. In the Student Chamber, each faculty is represented by three students.

The UHK Academic Senate is often referred to as the Grand Senate.

Disciplinary Committee

The Disciplinary Committee of the UHK hears disciplinary offences committed by students of the UHK if they are not enrolled at any of its faculties, and submits a proposal for a decision to the Rector.

Internal Evaluation Board

The Internal Evaluation Board (IAB) is active in the field of quality assurance and quality evaluation of educational, creative and related activities.

Rector's Board

It is a permanent advisory body to the Rector. Its permanent members are the Vice-Rectors, the Bursar, the Chancellor, the Deans, the chairman of the AS UHK and the vice-chairman of the AS UHK for the Student Chamber.

Board of Trustees

The agenda of the UHK Board of Trustees (BT) concerns mainly the discussion of the University legal acts as stipulated by law, evaluation of the results of the University activities and key strategic documents. The Board of Trustees of a public university gives suggestions and expresses and published opinions on the activities of the public university.

Research Board

The UHK Research Board (RB) is the highest scientific body of the UHK. The UHK RB is composed of prominent representatives of the fields in which the UHK carries out educational and scientific, research, development, artistic or other creative activities. At least one third of the members are persons other than members of the academic community of the University.

Ethics Committee

The UHK Ethics Committee is established by the Rector on the basis of the [Code of Ethics of the UHK](#). The Committee is an integral part of the system for quality assurance and compliance with ethical standards at the UHK. The Committee deals with the assessment of cases of violation of the principles contained in the Code of Ethics, based on the submitted complaints.

University-wide workplaces

The [Archives](#) is an accredited public specialised archive of the UHK.

The [Finance Office](#) (FO) provides for all economic agenda for all parts of the UHK including the central registration of assets. It manages payroll accounting and ensures the payment of wages including scholarships for PhD students.

The [UHK Point](#) provides free support, assistance and services to students, applicants, graduates and employees of the University. The UHK Point provides services such as career counselling, psychological support and services for students with specific needs. The UHK Point also includes the Alumni Club.

The [Internal Audit](#) is an organisationally separate and functionally independent review and evaluation of the adequacy and effectiveness of the management control, including verification of the accuracy of selected operations.

The [Investment Department](#) ensures the preparation and implementation of investment construction of new and renovation of existing University buildings.

The [Department of Information Technology](#) (DIT) manages information, communication and multimedia technologies throughout the UHK and prepares studies on the development of information technologies at the University. The DIT includes the [UHK Service Centre](#) which provides services and support to employees in the areas of printing services, ID cards, lamination, Wi-Fi connectivity, etc.

The [Strategy and Development Office](#) provides organisational support in the preparation and evaluation of strategic plans and documents.

The [Study Affairs and Lifelong Learning Office](#) provides administration related to the accreditation of study programmes at the UHK, the agenda related to decision-making in student appeal procedures and study legislation. The Office provides organisational and methodological support for the creation of a unified system of LLL.

The [Quality Office](#) provides conceptual and methodological activities related to the assurance and internal evaluation of the quality of educational, creative and related activities.

The [Publicity and Communication Department](#) (PCD) is responsible for the media image, communication and marketing strategy and public relations at the UHK.

The [Strategic Project Office](#) (SPO) administratively ensures the area of strategic projects (especially the University-wide ones), which consists mainly in the preparation of applications, implementation and sustainability of these projects and their registration. In this area, it provides methodological assistance and consultation to other departments of the UHK.

The [Science and Knowledge Transfer Office](#) (SKTO) organizes and coordinates activities related to the agenda of creative activity and knowledge transfer at the UHK. It provides project support in the field of research and development. It coordinates activities in the field of intellectual property protection and commercialisation of results. It administratively manages the procedures to attain associate and full professorship in cooperation with the faculties.

The [Public Procurement Office](#) (PPO) ensures the implementation of the University-wide public procurements, especially the dynamic purchasing systems and framework contracts, and provides methodological assistance especially in the procurement of small-scale contracts.

The [International Office](#) (IO) provides mainly for coordination, consultation, information and registration activities, including conceptual activities in the field of foreign relations.

The [Human Resources and Payroll Office](#) (HRPO) handles the administration related to the making, modification and termination of the employment contracts and related payroll requirements and maintains the agenda of agreements on work performed outside the employment.

The [Registrar and Registry](#) receives, registers, delivers and dispatches all mail and other items arriving at or departing from the University and provides pre-archival care for all documents of the UHK.

The [Legal Office](#) (LO) ensures the execution of the legal agenda of the University of Hradec Králové and provides legal assistance to all units and departments of the University.

The [Rector's Office](#) takes care of the entire agenda of the Rector, the Vice-Rectors and the Bursar.

The [Technical and Operational Unit](#) (TPU) ensures the operation of all University buildings and related equipment and provides for their maintenance and repair. The Unit also covers the University's fleet of vehicles and related transport services.

The [University Library](#) offers free use of its services to the UHK employees. In addition, the UHK employees have an extended borrowing period of one year for all titles.

The [University Halls of Residence](#) provide mainly accommodation for both Czech and foreign students but also offer accommodation for the UHK employees and guests.

The [Gallery T](#) presents the work of UHK students and employees as well as the work of other artists and students from other art schools and student studios.

Ethical Infrastructure of the UHK

In November 2021, the new [Code of Ethics of the UHK](#) came into force. On the basis of this Code, the [UHK Ethics Committee](#) was established. The Committee is an integral part of the system for quality assurance and compliance with ethical standards at the UHK. The Committee deals with the assessment of cases of violation of the principles contained in the Code of Ethics of the UHK, based on the submitted complaints. If you encounter conduct that violates the Code of Ethics, you can submit a complaint electronically to the e-mail etickakomise@uhk.cz or physically in paper form to the address of the UHK Registrar and Registry (marking the envelope "UHK Ethics Committee – do not open").

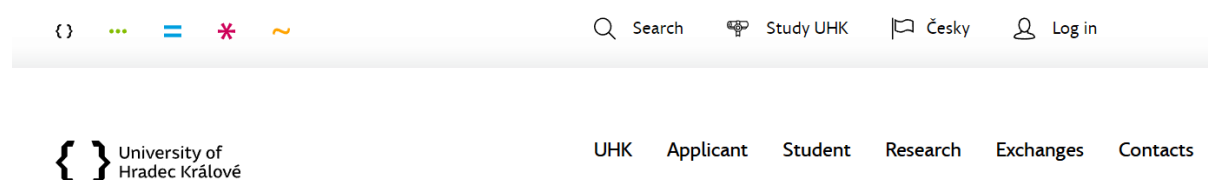
Virtual environment of the UHK

Introductory information for new users

The UHK Department of Information Technology has prepared an information guide with basic information for new employees. You can find it [here](#).

UHK Website

[The UHK website](#) is a central portal for information about the University. The UHK website contains both central sites related to the whole university and sites of individual faculties.

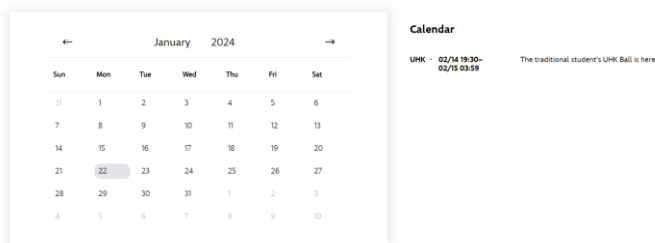
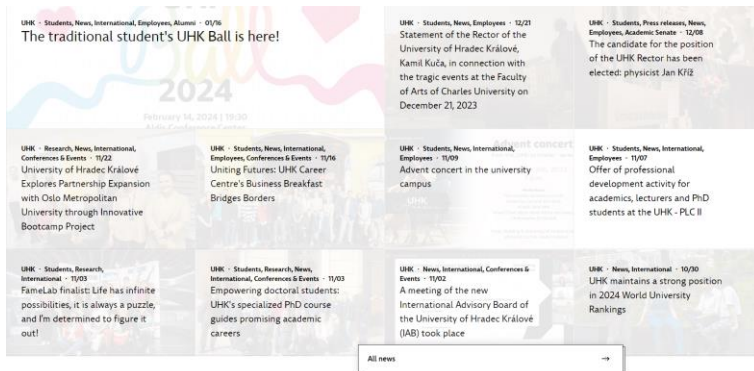


In the upper left corner you will find the symbols of the UHK and its units (see Figure above); click on the symbol to open the site of the specific unit.

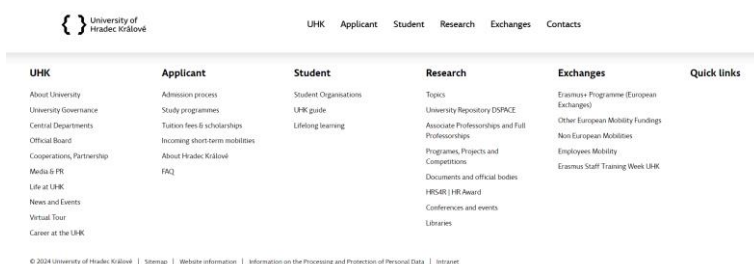
On the UHK website, you can navigate through a simple menu on the homepage which is divided into several categories, or you can search for what you need using an efficient search engine. The search engine offers the possibility to search the UHK website or documents.

We recommend logging in to the website as some content is available to logged-in users only (e.g., internal reports, methodologies).

The website also offers useful information via a calendar. The calendar displays all important faculty and University-wide events, guest lectures, social and sporting events and, in short, everything that happens at the UHK during the academic year. Alongside the calendar you will find lots of up-to-date information in the News section.



The footer of the website can also serve as a clear guide, providing useful links and allowing quick navigation through the main menu categories.



Official notice board

[The UHK Official Notice Board](#) is a virtual space on the University's website used to publish documents and official communications concerning the entire University. Most documents are public but some internal materials may be available only after logging in with a UHK account on the site.

The UHK Official Notice Board is divided into three main content units: *Internal Regulations and Managing Acts, Bodies, and Public Information*.

Among the internal regulations you can find, e.g., the Wages Regulations of the UHK, the Constitution of the UHK, the Study and Examination Code of the UHK, and the Code of Procedure for Selection Of Academicians and Managerial Employees of the UHK.

Managing acts are divided into Rector's decrees, Rector's orders Rector's Codes and other acts, Bursar's directives, Bursar's instructions and communications, Vice-Rectors' directives, Vice-Rectors' instructions and Vice-Rectors' orders. An information message about the publication of new managing acts is sent to the employees' e-mail inbox by the Rector's Office.

Public information is also available to the general public outside the UHK, e.g., documents relating to the strategic plan, public procurement, annual reports, personnel selection procedures and competitions, defence notices, whistleblowing, etc.















The UHK faculties also have official notice boards; their content is linked to the respective unit.

Uniforum

The Uniforum module represents the "*internal social network of the UHK*". The module is available exclusively for the UHK employees, after logging in the bottom bar of the UHK website. Uniforum is divided into three categories. The category *Life at the UHK* provides a space for open internal communication, where you can contribute with offers of cooperation, sharing good and bad practices, etc. *Science and Research* can be used to offer cooperation in scientific projects, training or courses in the field of science. The *Bazaar* category is a category that may not be directly related to work activities and at the same time fulfils the University's commitment to sustainability.

Intranet

The [UHK Intranet](#) serves as an information portal which aims to facilitate and make access to information more convenient. The intranet provides an overview of current information, e.g., library loans, extracts from work records, or useful basic overviews, such as daily and weekly timetables. The intranet also allows you to manage your profile on the UHK website (basic information, uploading a photo, posting consultation hours, etc.) The intranet site also provides an easy guide to other systems, e.g., stationery and toner ordering or reporting faults and defects in buildings.

LINKS TO EXTERNAL SYSTEMS		
 EP Work record	 ARL library system	 Athena Records management
 SIM karty SIM benefit program	 benefity UHK benefit program at UHK	 Forkys print jobs
 E-mail web mail	 GDPR records of agendas	 Sport sports event
 Tonery toner orders	 Kancelařina of office supplies	 Helpdesk OIT reporting defects in IT
 Závady TPO reporting of building defects		 Přeúčtování liabilities, wages, others

Internal systems of the UHK

IS/STAG

This is the primary system for recording studies and related areas. The STAG portal is available [here](#). A [MediaWiki](#) page is available for the employee as a user guide and signpost. The site includes, among other things, information about the faculty IS/STAG consultants who can help with problems. For new users, there is a methodological material [First Steps in the Portal](#) which is mainly focused on the roles of teachers (e.g., timetable and courses, publishing of examination dates, entering grades and credits, mass emails, etc.).

Magion EIS

It is an economic information system that provides documentary records, accounting, reporting, budgeting, employee records, etc. In order to access the Magion EIS, the user must have the software installed on a PC or laptop (installation is carried out by the ICT administrator of the relevant unit) and be granted specific login details (different from the UHK login) by the Head of the Finance Office.

University e-mail

There are several ways to use Internet e-mail in the UHK network. The same username is used to access the mailbox as when logging into the network.

You can sign in to the Microsoft 365 webmail interface here: <https://outlook.com/uhk.cz>. We recommend using [MS Outlook](#) to access your mailbox. Another option is to read your e-mails using the Outlook Web Access which can be found at <https://posta.uhk.cz>. When you open the page, the browser will ask you for your login, password and domain. If you are only asked for your login and password, you need to enter your login in the form "*uhk\login*".

eSSL Athena

This is the file service of the UHK. The Athena filing service should be used in cases of receipt and dispatch of paper and electronic documents or for the storage and permanent preservation of documents arising from workplace activities. The Registrar and Registry has prepared manuals and instructions on how to use the filing service on its website. Regular training sessions are also organised throughout the year to familiarise users with the eSSL Athena or to extend the knowledge (news, common problems, etc.), through the courses listed on the [Lifelong Learning course](#) (LLL) website.

Moodle (courses)

The Moodle system at kurzy.uhk.cz is an educational system containing electronic courses with materials, tests, support for assignment submission and other possible activities for individual subjects taught at the UHK. Access to the courses is usually obtained automatically on the basis of enrolment in the Student Agenda (STAG).

The FIM UHK uses the online platform Blackboard to support teaching.

For more information on both platforms, including guides, recommendations and links to contact persons, please visit the IT helpdesk [here](#).

eVSKP

The eVSKP application is used for electronic submission, evaluation and administration of university qualification theses and is available on the website ris.uhk.cz/evskp/. The application contains instructions for different roles using the application (student, supervisor, opponent or clerk).

MIS

The Management Information System (MIS) is the newest system at the University, the aim of which is to support the quality management of the UHK. The MIS is an extensive data warehouse drawing on almost all of the University information systems.

Print services and scan to e-mail

The SafeQ printing solution, usually referred to as [Forkys](#), can be used for printing and copying services. The printers are usually located in the corridors of the individual buildings.

The UHK employees can use the option of scanning any item up to A3 format free of charge. It is possible to scan in black and white or colour. The scanned document will be sent to your e-mail. There is no limit to the size of scanned files.

Microsoft 365

The UHK employees have access to the Microsoft 365 package which offers, among other things, e-mail services, OneDrive storage, SharePoint for sharing documents and Teams for communication in teams, online meetings, etc.

The employees may install MS Office on up to five personal PCs, tablets and/or smartphones. More information on the installation can be found [here](#).

Since 2022, the UHK has also been preparing a regular educational course focused on the UHK systems and Microsoft 365 services (usually after the beginning of the semester). The training courses are listed on the [Lifelong Learning course offer](#) sites.

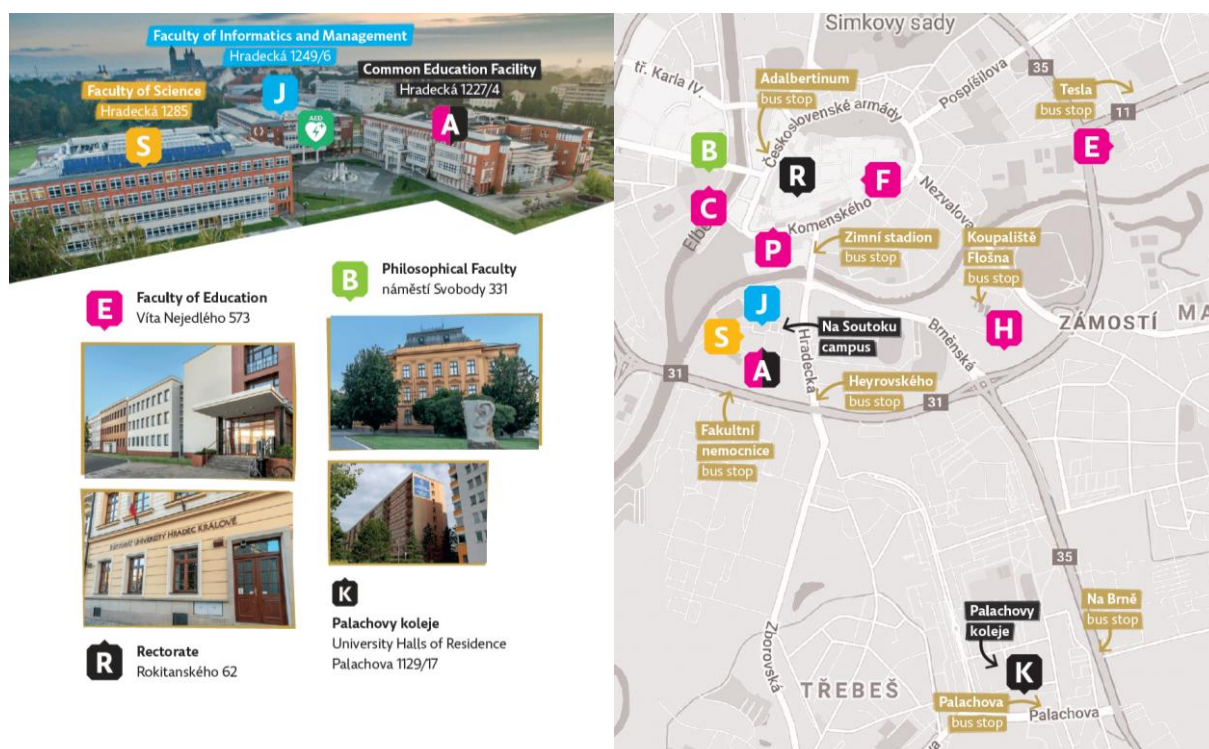
UHK buildings

Selected buildings of the UHK can be explored through a [virtual tour](#) on the UHK website.

The University campus Na Soutoku has three buildings: **Building A (Common Education Facility)**, **Building J (Faculty of Informatics and Management)** and **Building S (Faculty of Science)**. In the middle of the campus, there is Václav Havel Memorial Square.

Near the campus (on Svoboda Square) there are two other university buildings, namely **Building B (Philosophical Faculty)** and **Building C (Faculty of Education)**. Near the White Tower, you will find the **Rectorate building (Building R)**.

The UHK has other premises where teaching and other activities of the University take place. For easier orientation, you can use the information [map of the UHK buildings](#), or the visual display including information about local public transport stops below.



Employment at the UHK

Identification cards

All UHK employees are entitled to an employee ID card in the form of a chip identification card (ID card). The use of the ID card is governed by Rector's Decree No. 01/2023. Each person is entitled to only one ID card (this also applies in cases where, for example, the employee is also a student of the UHK).

Employee cards are offered in two versions: the *UHK employee card* and the *ITIC-licensed employee card*. The former is intended for all UHK employees and is issued free of charge at the UHK Service Centre (Building A). The latter is a multi-functional card with an *International Teacher Identity Card* license; academicians only can apply for this card and there is a fee for its issue (and annual validation).

Both variants of ID cards enable self-service copying and printing at the UHK and secure access to the UHK premises and serve as access cards to the University Library. More information about ID cards, application forms and price lists can be found on the [UHK Service Centre](#) website.

Timesheets

The timesheets are submitted electronically and are available on the University's [Work Records](#) website or via signposts on the [Intranet](#).

The electronic submission of the timesheet applies to all forms, including agreements (when the main employment and agreement to complete a job or agreement to perform work at the UHK coincide, it is necessary to fill in all assigned timesheets). The timesheets can be saved continuously as work in progress or submitted to the supervisor for approval.

Requesting leave, reporting sickness, care of a family member or other leave

Requests are entered directly on the timesheet that is being completed. In the open timesheet you will find boxes to tick in the header for “*holiday*”, “*sickness and CFM*” and “*other leave*”. When selecting “*leave*”, the leave request form opens for the first day of the leave. There you can select multiple days of scheduled leave in the calendar or use the checkbox to select a request for a half-day of leave. The request also shows the total leave entitlement, how much has been taken and how many hours/days of leave remain. After confirming the form, an overview of the entered data is displayed, including information about the person who approved the request. In the final step, simply select the “*submit request*” button and the approver will be automatically notified of the request. Information about the application will also be sent to the applicant's e-mail inbox.

Pay slip

The pay slip is sent (in form of an automatic notification) to all employees in the University e-mail inbox electronically. An overview of all pay slips can also be found on the [Intranet](#) or the [Work Records](#) site. The electronic pay slips are password protected; the password to unlock the pay slips can be changed on the Work Records website (under the left hand menu tab *Pay Slips*).

Domestic travel orders

If you are planning a domestic business trip, you can apply for a travel permit simply by visiting the [Work Register](#) site. Select “*Travel Orders*” from the left main menu and then just follow the instructions to enter the travel order. It is also possible to apply for a vehicle via this route. In order to fully complete the travel order you need to know the funding sources for the trip. The electronic form offers automatically the option of funding from the source that is linked to the employee's position; however, the funding source can be changed to required details. According to the information provided, the travel order is then subject to financial control. The supervisor, the authorized employee and the budget manager are automatically notified of the travel request, and information about the electronic travel request submission will also be e-mailed to the applicant. A business trip can only be undertaken once all approvers have approved it (information on approval of the business trip is sent automatically to the applicant's University e-mail).

All documents (tickets, public transport tickets, etc.) must be kept after returning from a business trip. The trip is settled on the same site as the travel order. The travel order can be found under the “*to be settled*” tab. There you fill in the travel form, print it out after confirming its accuracy, sign it and send it together with all the documents you have included in the settlement by internal mail (or deliver it in person) to the Finance Office – Accounting (Rectorate, Building R).

Foreign business trips

Foreign business trips are not managed by an electronic system; you must always fill in the *Proposal for a Foreign Business Trip*. The latest versions of the documents can be found on the website of the relevant foreign office of the UHK unit. The conditions and deadlines for securing full approval of a foreign trip may vary from unit to unit depending on their internal documents; we recommend checking this information in advance with the relevant foreign office.

Internal mail in the UHK buildings

It is possible to use internal mail for the delivery of physical mail and consignments within the UHK. Each UHK building receives and sends internal mail across the UHK buildings. For this purpose, the envelope is marked with the

name of the addressee, the department and the building where the letter/consignment is to be delivered. When sending internal mail, it is common practice to use used envelopes, boxes, etc. Larger parcels (over 5 kg) are transported by the TPU.

Education and training

Every employee must complete several mandatory training courses (e.g., occupational health and safety (OHS), fire protection) when he/she starts work, and may receive additional training during the course of his/her employment (e.g., driver training, *home office* OHS).

As an educational institution, the UHK offers its employees a number of opportunities for further education. Within the framework of the [lifelong learning](#) platform (LLL), courses for employees are offered on the UHK website (just select the filter “*courses for employees*” in the main menu or in combination with “*other courses*”).

University units also usually offer foreign language courses to their staff.

Evaluation of employees

Employee evaluations take place at UHK at regular annual intervals. This evaluation is regulated by the managing acts of the University and divided according to the target groups of employees. For academic staff, the rules for evaluation, including the evaluation form, are set out in the [Career System and Regular Evaluation of Academic Staff of the UHK](#). In the case of non-academic staff, the process is described in the Rector's Decree on [Evaluation of the UHK Employees](#).

Work from home and flexible working hours

The UHK is constantly striving to develop its environment to enable the reconciliation of the work and personal lives of its employees, and has therefore adopted measures that allow employees to use flexible working hours and *home office* when possible within the scope of their work.

Flexible working hours make use of basic and optional working time periods allowing for the flexible choice of start and end times so that employees can best adapt their schedule to their needs.

Working from home is permitted by written agreement and with the approval of the supervisor. Homeworking allows the worker to carry out work activities at a location of his or her own choosing.

Both of these flexible forms of work are regulated by the Rector's Decree [here](#) (you can also find the homeworking agreement in the link).

Benefit Programme

The UHK offers a wide range of employee benefits; the [benefit programme](#) is available both on the UHK website and on the Intranet.

Collective bargaining agreement

The UHK and the [Local Organization of the Tertiary Education Trade at the University of Hradec Králové](#) regularly make a collective bargaining agreement, the contents of which include, among other things, the employment, wage, salary and social conditions and entitlements of employees, such as the provision of extended leave in addition to the statutory entitlement, the possibility of taking unpaid leave, rewards for earning a higher education degree, the organization of sporting events and ceremonial meetings on the occasion of life or work anniversaries. The current collective bargaining agreement is made for a three-year period from 2023 to 2025. The collective bargaining agreement is publicly available [here](#).

Educational activities

Schedule of the academic year

The schedule for the relevant academic year is always published on the official University notice board in form of a Rector's decree. On the basis of the established academic year schedule, the Dean shall determine the academic year schedule for the Faculty in accordance with the breakdown of the individual semesters established by the Rector, in particular with regard to the dates for the checking of studies and the period in which the state final examinations are held. The schedule for the academic year of the faculty can be found on the official notice board of the faculty concerned.

Study and Examination Code of the UHK

The [Study and Examination Code of the UHK](#) (SEC UHK) contains the rules for studies in Bachelor's, Master's and Doctoral degree programmes at the UHK. The material contains, among other things, general information on the method of teaching and its provision, the completion of the study of a subject, documentation of the subject, verification of study results, information on the state final examination (SFE), etc.

Study agenda

The study agenda is managed through the IS/STAG information system (see chapter Internal Systems of the UHK).

Evaluation of teaching

Evaluations provide feedback on the quality of teaching from students and provide valuable findings for teachers, heads of departments, guarantors of study programmes, as well as for members of the faculty and university management. This feedback is obtained anonymously and students are encouraged to exercise their right to evaluate teaching and to complete the evaluation questionnaires regularly.

Evaluations are carried out via the STAG information system, in the “*My Studies*” section, parte titled “*Quality assessment*”. It applies to courses in Bachelor's and Master's studies and takes place every semester, always at the end of the teaching period and during the examination period.

Uniform university-wide evaluations have been introduced since the academic year 2020/2021. Within these, each faculty determines how the results will be evaluated and how they will be discussed. The faculty submits a report on the results of the evaluations and the measures taken to the Rectorate within three months and a comprehensive university report is prepared on the basis of the faculty reports and submitted to the Rector's Board, the Academic Senate of the UHK and the Internal Evaluation Board of the UHK.

PhD students have the opportunity to complete an evaluation questionnaire every two years.

Scientific, creative, artistic and other activities

VaVal evaluation at the UHK

The evaluation of creative activities at the UHK is carried out according to the [Rules of the System of Quality Assurance and Internal Quality Evaluation at the UHK](#).

The evaluation is carried out at several levels, at a frequency and according to criteria laid down in the relevant regulations. The criteria for the evaluation of academic staff and faculty departments are set by the Dean of the faculty concerned through a managing act. Criteria for the evaluation of university-wide research programmes, competitions or projects are set by the relevant evaluation board. Further information, including useful links, is available [here](#) on the UHK website.

Personal bibliographic database

The Personal Bibliographic Database (PBD) is a central system for recording the publication activities of the UHK employees and students. It is a PBD web application of the company DERS, s. r. o. For the operation of the application it is

sufficient to have a computer connected to the Internet equipped with an Internet browser. Access to the system is available [here](#).

The PBD presentation can be downloaded [here](#). Once logged in, you will find a link to the full manual and up-to-date information in the system.

Dealing with intellectual property

In order to ensure a uniform procedure in the implementation of the application and protection of intellectual property, the Rector's Decree [Treatment of Intellectual Property at the University of Hradec Králové](#) regulates this area.

Research directions

The University develops scientific and research activities within the research topics of individual faculties and their research teams. In 2019, the University formulated the University-wide research directions that represent multidisciplinary and transdisciplinary opportunities to connect and strengthen the potential of individual faculties.

The University-wide topics include *Healthy Ageing and Quality of Life, Security and Sustainable Development in Digital Society* and *New Challenges in Education*.

DSPACE University Repository

The DSPACE University Repository is a central system for recording the publication activities of the employees and students of the UHK. It is a web-based *open source* application. The DSPACE system is linked to the PBD system and publishes the publication activity that can be provided in the [Open Access](#) mode. Access to the system is available [here](#).

Publication activity

The main mission of the Gaudeamus Publishing House is to provide core publishing services for all departments of the UHK, especially pre-press preparation of works, cover designs, communication with the printing house, ISBN and ISSN agenda, sales and promotion of specialized texts and monographs. Information for authors with the offer of publications can be found on the [Gaudeamus Publishing House](#) website.

Predatory journals and publishers

Predatory journals and publishers abuse the principle of Open Access to collect fees for publication. Publishing with predatory publishers reduces the credibility of both the author and the institution. Predatory publishing does not comply with the standards of scientific publishing. A list of predatory journals and publishers can be found [here](#). Information on how to check the credibility of a publisher can be found at [vimkdepublikuji.cz](#).

Ethics Committee for Research

The Ethics Committee for Research is an integral part of the system for quality assurance and compliance with ethical standards in research at the UHK. The Committee deals with ethical aspects of research conducted at the UHK involving mainly human subjects (including work with biological material of human origin) but also other activities requiring ethical consideration. The Committee works according to the [Rules of Procedure](#).

Mentoring

The mentoring programme supports people at the beginning of their scientific career. The mentoring programme provides practical help and psychological support and contributes to the development of competences, knowledge, motivation, etc. The mentoring programme is intended for PhD students or postdoctoral fellows. Experienced scientists can join the mentoring programme as mentors. You can find out more about mentoring on the [website](#).

Programmes, projects and competitions

An overview of the project programmes and competitions, including, for example, the process map, can be found on the [website](#) in the *Science and Research* section.

HR Award

In November 2021, the UHK received the European certification for quality of HR processes, the *HR Excellence in Research Award*. The UHK is thus committed to implementing an HR strategy to improve the working conditions of researchers, all in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter referred to as the Charter and Code). Through this long-term activity, the UHK aims to improve and make the working environment at the University more attractive for its employees. Since 2021, the UHK has been implementing an action plan based on the principles of the Charter and Code. You can find out more about the activities related to maintaining this award [here](#).

Internationalization

The UHK employees have the opportunity to travel to a foreign university or partner institution on the basis of various mobility programmes. The purpose of these stays is to acquire new knowledge and skills, exchange experience, share good practice and establish new cooperation. The academicians have the opportunity to learn about educational systems in other countries and to try teaching their subjects in a different environment and language. They also have the opportunity to get to know the research environment of partner institutions and to learn about the latest practices and results of scientific research abroad.

Non-academic staff can take advantage of the training opportunities, share experiences and be inspired by good practice from abroad. Faculty International Offices and their websites are the main sources of information. Each faculty has its own partnerships and allocated financial resources. Information on mobility abroad is provided by the Foreign Office of the relevant unit.

Communication

UHK Czech-English and translations

The uniform terminology used at the UHK is defined by the Czech-English dictionary, which is available [here](#).

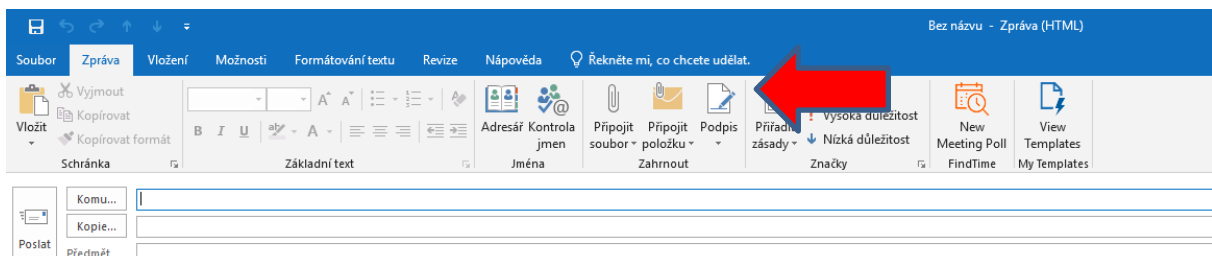
The Rectorate offers an English translation service. Please send translation requests to preklady@uhk.cz. More information can be found [here](#).

Unified visual style of the UHK

Templates, motifs, logos and other supporting materials according to the principles of the unified visual style (UVS) of the UHK are available for download as part of the UVS. Visual presentation is one of the important elements of university communication and, therefore, it is recommended to use the shared materials. You can find the UVS manual on the University [website](#) and the documents include all available materials related to the visual communication of both UHK and individual faculties (templates, logotypes, presentations).

Automatic signature in e-mail communication

In Outlook, you can create one or more customized signatures for e-mail messages. The procedure is as follows: in the first step, open a new email message. In the main menu sheet, click on the Message sheet and select Signature. In the Select a Signature to Customize section, select New and enter a name for the signature in the New Signature dialog box. In the Edit Signature section, create your signature. You can change the font, colours, font sizes and also the alignment of the text.



The design of the e-mail signature according to the UVS policy is given in the manual (see chapter above).



Business cards

The UHK employees can request the creation of UHK business cards (in Czech and English). A prescribed form is used for this purpose. The business cards can be requested from the officer of the communication department of the relevant unit.

E-shop and promotional items of the UHK

The UHK has an e-shop for the purchase of promotional items and the UHK merchandise. You can choose from a stylish collection of clothing and accessories, practical items (bottles, bags, notebooks, etc.) and other University or faculty items.

Please place internal orders for these items through the communication officers of the relevant unit.

We live the UHK

Throughout the year, the UHK employees have the opportunity to participate in a number of cultural, sporting and other leisure activities; they are also involved in organizing many of such activities. Most of these activities are also open to the public.

The biggest events of the whole year include the UHK Gala Night which includes the award ceremony for our best students and scientists followed by a cultural programme, the UHK Student Ball, the University Sports Afternoon, the Night of Scientists, concerts of the Music Department, etc. Read more about the University's sports and cultural events [here](#).

University social networks

You can subscribe to a number of social networks to keep up to date with the latest news from the UHK or its components.

- [Facebook](#)
- [Instagram](#)
- [X](#)
- [LinkedIn](#)
- [YouTube](#)

Practical information

WiFi connection

The WiFi network at the UHK is connected to the international Eduroam project. Connection to the Eduroam network is available in all buildings of the UHK and also at the main railway station in Hradec Králové. When authenticating, please enter a username in the form **uživatelské_jméno@uhk.cz** (attention! this is not an email) and a valid password for the user account. For more information about connecting to the Eduroam network, [click here](#).

Contacts of persons at the UHK

To search for contacts of persons, you can use a simple search on the UHK website or on the Intranet. Alternatively, if you do not know the name of the person you are looking for, you can call the UHK operator phone number + 420 493 331 111 and ask her to connect you to the person holding the position you are looking for.

Main cash desk of the UHK

The main cash desk of the UHK can be found in the Rectorate, 2nd floor, office 206. The opening hours of the cash desk are published on the website of the Finance Office [here](#).

Parking

Employees can use free parking in the parking lot of the Na Soutoku campus (access is possible by attaching an employee card).

Public transport

For transport to the individual buildings it is possible to use the Hradec Králové public transport. Tickets can be purchased individually in paper form (in tobacco shops or from the driver with a surcharge), or you can pay by SMS or by the City Card (time travel or recharge function). Timetables and information on public transport are available on the [transport company's website](#).

Public transport stops at individual buildings:

Faculty of Education

- Building E (Dean's Office and Study Department): nearest stops Tesla and Pyram
- Building A (common education facility): nearest stops Heyrovského, Zimní stadion, Fakultní nemocnice
- Building F (Music Department): nearest stops Adalbertinum and Zimní stadion
- Building H (Department of Physical Education and Sport): nearest stops Hotel Garni, Koupaliště Flošna
- Building P (Department of Arts and Textile Design): nearest stops Adalbertinum and Zimní stadion
- Building S (Department of Technology): nearest stops Heyrovského, Zimní stadion, Fakultní nemocnice

Faculty of Informatics and Management

- Building J: nearest stops Heyrovského, Zimní stadion, Fakultní nemocnice

Philosophical Faculty

- Building B: nearest stops: Adalbertinum, Ulrichovo náměstí

Faculty of Science

- Building S: nearest stops Heyrovského, Zimní stadion, Fakultní nemocnice

Rectorate

- Building R: nearest stops Adalbertinum and Zimní stadion

Nextbike

The UHK employees have the opportunity to use the [Nextbike](#) credit for rides on shared bikes in the amount of CZK 160. Simply download the mobile app and register with your university email and activate your account with an initial deposit of CZK 50. The initial credit will then be added directly to your Nextbike account.

Catering

Then UHK does not have its own canteen. For lunch, the UHK employees go to nearby restaurants, cafés or other catering facilities (e.g., the [Hradecká canteen](#) near the UHK campus). Some buildings have bistros where you can get a snack or refreshment (Building B, Building A and Building J).

Capacity development for strategic research management at the University of Hradec Králové (HR Award):
CZ.02.2.69/0.0/0.0/18_054/0014679



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



MINISTRY OF EDUCATION,
YOUTH AND SPORTS