



Handbook for New Students

pef.mendelu.cz/en

● MENDELU
● Faculty
● of Business
● and Economics



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First Days in Brno

Accommodation Contract

Get your accommodation contract at the residence hall's accommodation office. Each hall has its own office, so make sure to visit it as soon as possible on your first day.

Foreign Police

Register yourself at the foreign police.

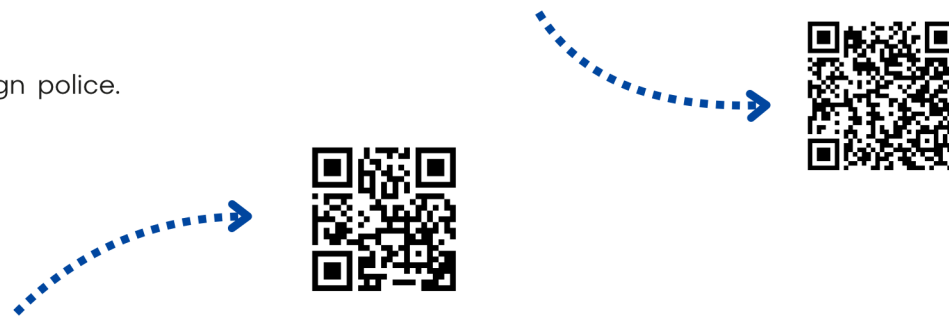
Address: **Tuřanka 1554/115b**.

Opening hours:

Mon, Wed: 8:00 - 17:00

Tue, Thu: 8:00 - 14:00

Registration at frs.gov.cz/en



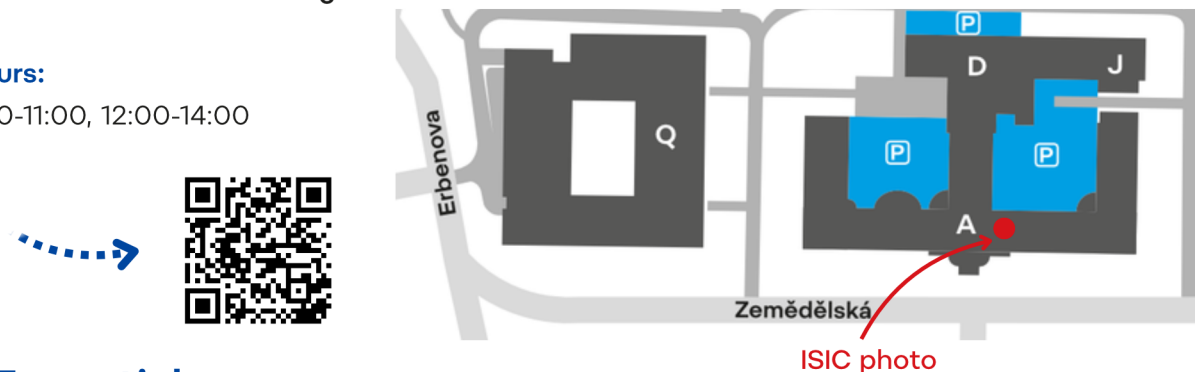
It is essential to note that for renewing your visa, there is another institution: the Department for Asylum and Migration Policy of the Ministry of the Interior (OAMP MV CR).

Enrollment

Enrol in the studies at the study department, get your timetable, and study confirmation. Then go to the university photo studio to take a photo for your ISIC card. The studio is in **building A**. It is **temporarily on the 3rd floor to the right of the main staircase**.

Opening hours:

Mon-Fri: 9:00-11:00, 12:00-14:00



Brno's Essentials

- Transportation card
- Phone number
- Bank account
- Waste tax

Transportation Card

Brno has an excellent public transportation system. It is worth getting a transportation card compared to using individual tickets. Get your Brno transport card on brnoid.cz/en/eoc.

It is important **always** to **have a ticket**. It doesn't matter which one you buy, but make sure to **pay attention to its expiry**.

1. Create your account

Sign up with an email you have access to. (This account can also be used later to pay your waste tax.) Wait for an email that your data has been verified before you continue.



3. Get your student discount

If you are under 26, you can get a student discount in **My Account → Verification and discount claims**. Use the student ID number provided by the study department (it is listed on the paper with your username and password or in UIS Study details).

It is **not** an ISIC number!



2. Add your carrier

Add it in **Public transport → My carriers**. Your carrier is a Visa/Mastercard card or a special debit card from DPMB (you can go purchase it). The ticket doesn't touch your money/bank account; it is only used as a connection between you and your info in the database.



4. Buy your long-term ticket

Buy the ticket in **Public transport → Tickets only for Brno**. You can choose a yearly, quarterly, or monthly ticket. **Zones 100 + 101** cover most of the city so they are sufficient.

- monthly (student<26y) costs 275czk (11 EUR)
- monthly (student>26y) costs 550czk (22 EUR)



Phone Number, Bank Account and Waste Tax

Getting a Czech Phone Number

You can get a Czech phone number **in any tobacco shop or in specialized shops**. They might ask for your study confirmation. There are three leading phone operators: T-Mobile, Vodafone, and O2. All three are in the city centre (T-Mobile at Náměstí Svobody, Vodafone and O2 at Masarykova street).

In specialized shop, **passport and one other ID** (national ID or insurance card) **is needed**.



Getting a Czech Bank Account

Get a Czech bank account at a **bank of your choosing**. You might consider one of the banks with English app/website: KB Komerční banka (portbrno@kb.cz), Raiffeisenbank, ČSOB, Česká Spořitelna, or Fio bank. All of them have a branch in a city centre. It is wise to make an appointment to guarantee an English speaking banker.

On the first appointment, bring your ID, passport, study confirmation, ISIC, and accommodation contract.



Register and Pay Waste Tax

Please remember, if your permanent residence is outside Brno or you are not a citizen of the Czech Republic and **stay here for more than 3 months**, you must register to pay the local municipal waste fee. You can do so at **brnoid.cz/en/waste**.

- Log in to your Brno iD account
- Register yourself in Waste tax → Pay for waste → Reporting waste forms → **Form for reporting of stay of foreigner(s) in Brno**
- Pay for waste tax in Waste tax → Pay for waste



Useful Apps

Here are few apps that can be useful during your studies in Brno.

My MENDELU

Your digital guide to MENDELU. Includes maps of classrooms, your schedule, study department booking system and more.

Lokni

App that allows you to use the Lokni machines with filtered and sparkling water in building Q.

Microsoft Outlook

Access your university email from anywhere to be always up to date.

Microsoft Teams

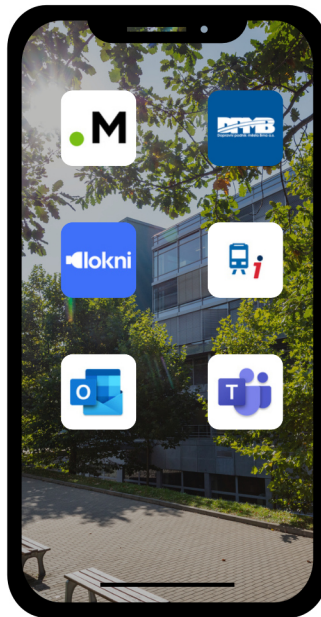
Have access to your chats and some class materials even away from your computer.

DPMBinfo

All-in-one app of Brno's transportation system. You can see where vehicles are, departures, connections and have QR code version of your transportation card.

IDOS

Great resource when travelling around the Czech Republic. Shows you connections within a city as well as train and bus connections in between them.



Welcome to PEF MENDELU

With your enrolment, **you have become a new member of the academic community of the Faculty of Business and Economics of Mendel University in Brno**. As a student, this role entails certain rights and obligations arising from the study program, *the Study and Examination Regulations of MENDELU*, as well as *the Higher Education Act of the Czech Republic*. You will also be guided by other internal regulations of the faculty and the university, which we recommend you be familiar with. All regulations are available in electronic format on the university or faculty websites or official notice boards.

Important Information Resources

- Public Notice Boards
- Academic Regulations
- Study and Examination Regulations
- Decrees of the Dean
- Ethical Code
- Disciplinary Rules

Official
noticeboard



Code of Conduct

Academic Ethics

Academic ethics are based on **honesty, trust, fairness, respect, responsibility, and courage**. These values are explained in **the University's Code of Conduct**. As a student, you're expected to follow these principles during your studies and even after. By doing so, you help create a friendly and respectful environment, thereby protecting the good name of the faculty and the university.

Disciplinary Actions

If you break the rules (for example, by cheating or submitting plagiarized work) even after being warned, there will be consequences. You'll have to go through a disciplinary process, where a committee will ask you to explain what happened. Depending on the severity of the offense, they can recommend various types of punishment. The Dean of the Faculty makes the final decision.

More about the progress of a disciplinary proceeding and other relevant documents can be found here:



Student Rights and Liabilities

The Study and Examination Regulations of MENDELU define the following liabilities to the student, including but not limited to:

- The right to elect and be elected to the Academic Senate of the Faculty or the University.
- The right to obtain a grant from the university budget if you meet conditions for its provision defined by the Grant Rules of the University.
- The liability to comply with internal bylaws of the university and your faculty.
- The liability to pay study-related fees and provide data governing their amount.

Study-related Liabilities:

- To be enrolled in the second term, you need to obtain at least 15 credits in the first term.
- To enroll for the next term within the defined enrolment deadlines (defined in the academic year timeline).
- To be enrolled in the next terms you need to obtain at least 40 credits in sum for the last two terms of study.
- To have at least one subject per study term.

General Liabilities:

- To continuously monitor study records in UIS and resolve any potential discrepancies without delay.
- The maximum length of study is defined as double the standard length of study. Any period when studies are interrupted counts towards the maximum study period. Attention! According to the previous version of the Study and Examination Regulations, the opposite was the case!
- Check electronic email delivered to your allocated university e-mail address at least once in 7 calendar days.
- Inform the faculty study department about all changes in your personal data.
- To turn up on request of the study department within 7 calendar days from receipt of the request.
- To refrain from fraudulent or other unfair conduct towards the university, its part, a student and/or a member of The university staff (a disciplinary action will result from any violation).

For more information about your rights and liabilities see for example § 62 and § 63 of the Higher Education Act.



University Information

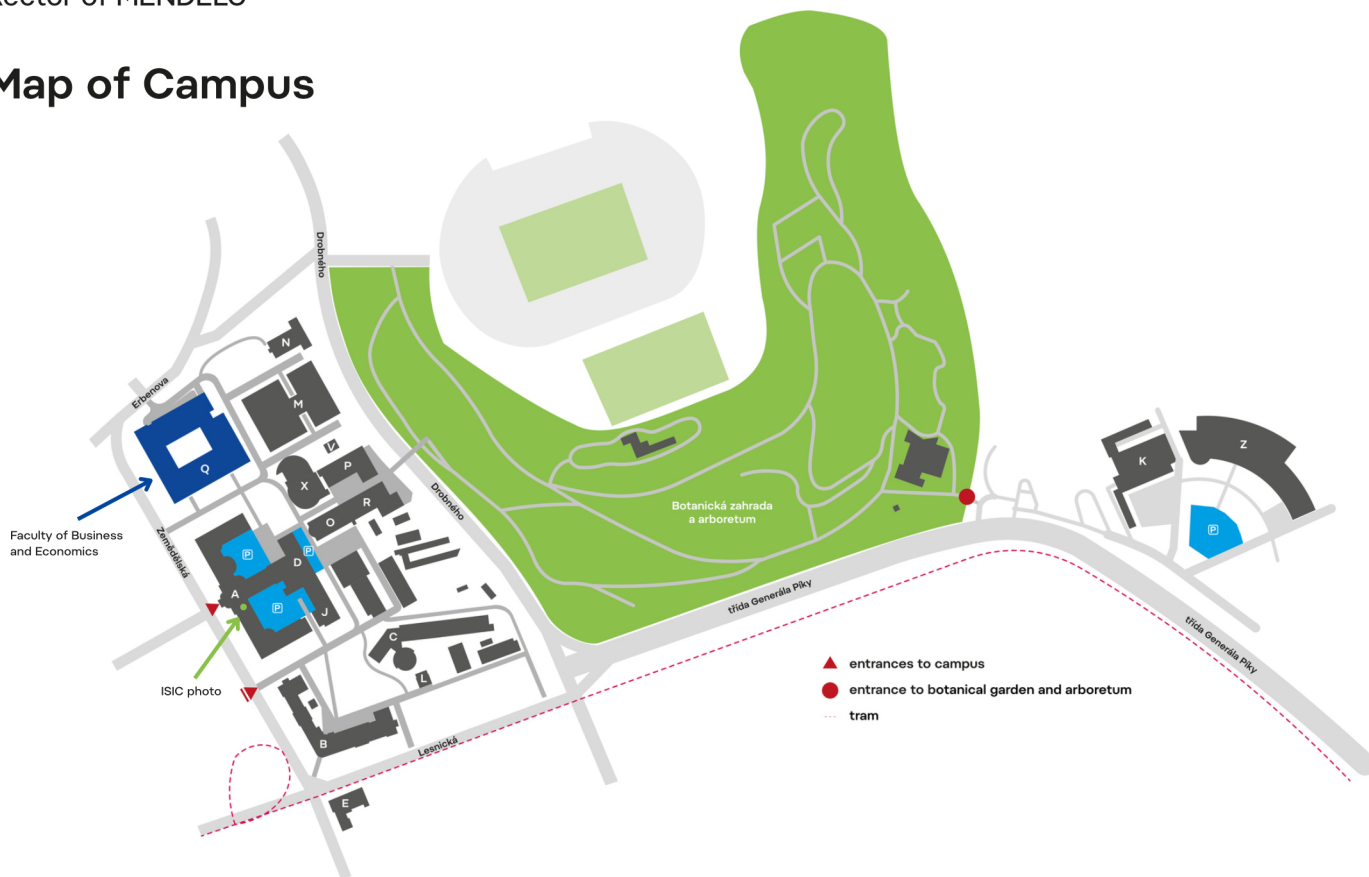


Mendel University in Brno (MENDELU) is a public institution with a long tradition of excellence in teaching and research, having driven new ways of thinking since 1919 and proudly bearing the name of Gregor Johann Mendel, the founder of modern genetics.

doc. Ing. Martin Klimánek, Ph.D.

Rector of MENDELU

Map of Campus



Dean's Office

The office is located at ground floor, building Q



doc. Ing. Svatopluk Kapounek, PhD.

dean of the Faculty of Business and Economics

Office Hours

- Mon: 10:00–11:30 (reservation only via My MENDELU app)
- Wed: 10:00–11:30; 13:00–14:00
- Fri: 8:30–11:30 (reservation only via My MENDELU app)

Dean's Office Staff

Mgr. Eva Kytlicová, admissions, eva.kytlicova@mendelu.cz

Ing. Petra Katolická, head of study department, study issues, payments, petra.katolicka@mendelu.cz

Bc. Anna Zavadilová, exchange programs and incoming students, anna.zavadilova@mendelu.cz

Ing. Kateřina Prášková, head of IRO and PR, katerina.praskova@mendelu.cz

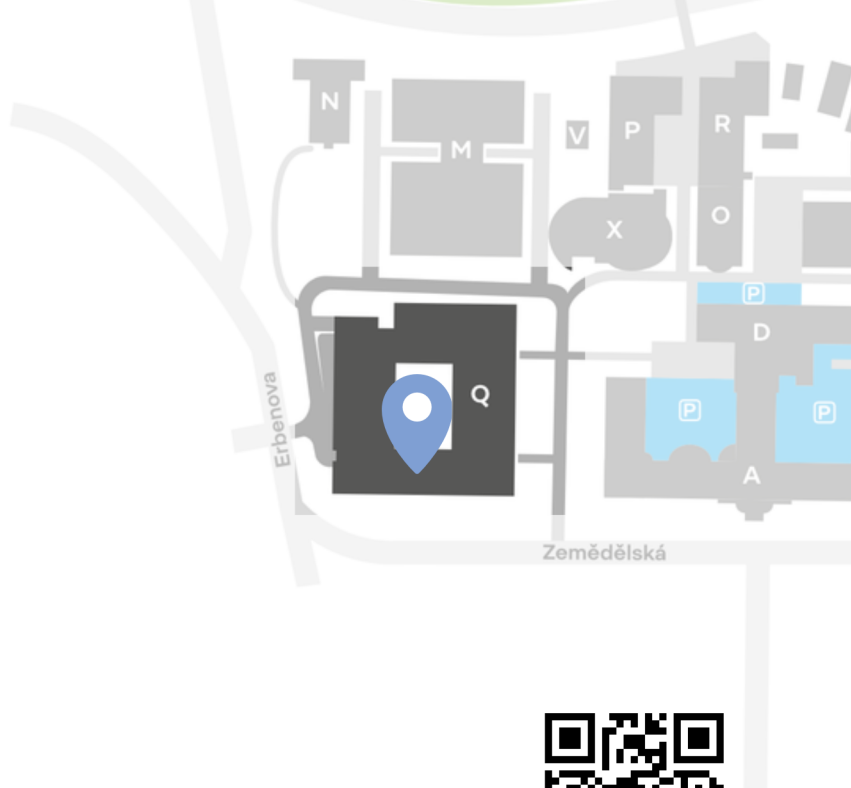
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Ing. Petr Jedlička, Ph.D., Vice-dean for Education, petr.jedlicka@mendelu.cz



learn more about
My MENDELU app



Study Information

Study Plans

To finish your studies successfully, you will need to fulfill the obligations specified in your study plan.

- For a **Bachelor's degree**: You must earn **at least 180 credits**, write and defend your **Bachelor's project**, and pass the final **state exam**. When you graduate, you'll receive the title "Bc.", which will appear in front of your name.
- For a **Master's degree**: You need to earn **at least 120 credits**, write and defend your **Master's thesis**, and pass the final **state exam**. After graduation, you'll receive the title "Ing." (Master), which is used before your name in the Czech Republic.

Credit System

To be able to continue in the next semester, you need:

- **15 credits in the 1st semester**
- **40 credits across two consecutive semesters**

This rule does not apply when you reach:

- 151 credits in Bc. Studies
- 91 credits in MSc. Studies

You must always be enrolled in a course **to be a student**. You can repeat every course only once.

Scholarships

You can find more information on the official notice board

- **Merit** – according to the average of marks, after 1 year
- **Extraordinary** – each semester, the 20 best students of the program
- **For research activities** – those included in research at the departments



Language Studies at PEF MENDELU

Foreign language classes at our faculty are provided by a private company called HOPE. They offer **special language courses just for PEF MENDELU students** — including options for learning a second foreign language (besides English) and improving your language skills even further. For more information, you can contact qqmejzli@node.mendelu.cz.

Learning Czech

You can enroll in a voluntary subject, *Czech for foreigners*, which provides a basic introduction to our language, including how to introduce yourself, count, discuss hobbies and directions, and cover some fundamental grammar rules. **Czech it out!**



International Mobility

Do you want to study or work abroad? It's a great way to **improve your language skills, gain new experiences**, and **meet people** from around the world. **Courses you take abroad can be recognized as part of your study plan**. You can also do your internship during the summer (or any other time) and use it to complete a course related to practical training.

Mobility types

- European exchange programmes for study or internship: Erasmus+, CEEPUS
 - scholarship 540–810 EUR/month
- Double degree
- Bilateral agreements – USA, China, Korea, Mexico, etc.
 - scholarship up to 85 000 CZK per degree

[Check all your options here](#)

Students are still required to pay tuition fees at MENDELU.

Deadlines

- January: Erasmus+ study stay, Bilateral agreements
- March, October: Erasmus + internship
- June, October: CEEPUS



University Information System

We use the University information system (UIS) at is.mendelu.cz/en as the primary study platform. You will find all your study agenda there (registration for exams, email, course materials, etc.).



Basic Steps




Log in

- Click on "Log in to the Personal administration of UIS"
- Use your login and password (everybody receives them from the study department or international office)

Change password

- In Information system set-up → Password change
- After your first login with the password that was given to you, you should change it

Log out

- Click on the log out icon next to your name at the top of the page Logged in:   

Access mail box

- In Personal management → Mail box
- If you want to forward mail to your personal mail box: in Mail box → Settings → Forward mail
- Your email address is: login@node.mendelu.cz

Access document server

- Click on document icon next to "# documents" at the top of the page in middle

Check your personal data

- In Protection of personal data → Personal data check
- If your data is correct, confirm it by clicking the button at the bottom of the page

Finding contact information for persons at MENDELU

- In Public information portal → Persons at MENDELU → enter name or at least three characters of it
- When looking for a teacher, use Persons at MENDELU or click on their name anywhere in UIS

Personalise UIS

- In Adjustment of the information system → User setting or Portlets in UIS

Student's Portal

In My College → Student's portal is where most of your online study-related administration will take place. It is essential to become familiar with where you can find what you need.

My College

- Basic menu

E-study record

- Courses that you're currently enrolled in and their results (access to previous semesters is possible through drop-down menu at the beginning of the page)

Study details

- Basic information about your study including your student identification number

My lectures sheet

- Information about your assessments from the teacher (not obligatory for teachers)
- Easy access to the subject's folder on the document server

Registration / Enrollment

- In set periods of time, you can register, enrol in subjects, or make post-enrollment changes
- Make sure to keep an eye on the end dates so you don't miss it

Register for examinations

- You can register for exams as well as unregister from them
- Be aware that registrations open at different times based how a teacher sets it

Support of the selected study section

- See your personal timetable, odd/even week distribution, contact centre, ...

Study financing and scholarships section

- Ordering the ISIC renewal sticker in Orders
- Study financing is where you pay for orders and see details for payments

University Services

Student Dormitory and Canteen (SKM)

- Students' canteens are located on the university campus and at each dormitory. You can also find there pizzeria, cafés and wine shop.
- Meals at restaurants cost about 8-12 EUR, meals at the students' canteen about 4-6 EUR.
- You can find detailed information about payments, how to add money to your catering account, and other services on the website skm.mendelu.cz/en/.

Please note! If you are lodged in our dorms and fail to make your dorm fee payment on time, the fee will be drawn from your catering account.



Library

Library and Information Services of the Department of Scientific and Pedagogic Information and Services

The site of uvis.mendelu.cz/en/ provides information about office hours of libraries and study halls, about the services they offer, and other areas open for student use.

To borrow books, you need to register first. You can register at the library or at the information center in Building A.

What can you find on the website

- Library book catalogue
- Electronic information sources
- Library Rules
- Booking team or individual study and meeting rooms
- Scripts and textbooks shop



IT Services and Platforms

IT Services at MENDELU

The basic services available at MENDELU include the use of the wireless network Eduroam (Wi-Fi connection), which also covers our student dormitories. What you will definitely find useful is services of **Office 365** and many more.

More about these services and installation procedures at tech.mendelu.cz/en

Helpdesk operating hours

room Q1.18, helpdesk@mendelu.cz

Mon, Tue, Thu: 10:00 - 14:00

Wed, Fri: *out of office*



University Email

The email can be accessed in two ways. First is through UIS (details mentioned in the chapter University Information System on page 10). The second option is through Office 365 (Outlook specifically).

How to access Office 365

- In UIS, click on **@Office365** at the top of the page in the middle
- Log in to your email using `username@mendelu.cz` and your password

Microsoft Teams

- Platform for communication among students, teachers and employees
- Group chats for some of the classes
- Download an app to your device or have it on your laptop open i browser
 - Google Play, Apple Pay or on the website (microsoft.com/en/microsoft-teams/)
- Log in with your university e-mail `username@mendelu.cz` and your password



Safety and Health

Safe MENDELU

Have you witnessed or been a victim of bullying or sexual harassment? Our goal is to ensure your safety at MENDELU. We never tolerate bullying or harassment of any kind and are committed to a healthy and fair environment.

More at orz.mendelu.cz/en/safe-mendelu



Counselling Centre

PPC offers many courses and seminars to help you grow and learn. The Center also provides free individual psychological counselling, advice on learning, careers, and more for students and staff. It also assists students with special learning needs.

More at: icv.mendelu.cz/en/counselling-centre



@poradenstvi.mendelu  @p.centrum_mendelu

Medical Information and Emergency Contacts

English-speaking dentist:

MDDr. Jan Kopřiva
Kociánka 2
+420 702 348 064
kdent@email.cz
kdent.cz

English-speaking Hospital:

SurGal Clinic
Drobného 38-40
+420 532 149 333
recepce@surgalclinic.cz
surgalclinic.cz

Largest Hospital in Brno:

Bohunice Hospital
Jihlavská 20
+420 532 231 111
fnbrno@fnbrno.cz
fnbrno.cz

Emergency service 24/7

(hospital, doctors, dentist)

Úrazová nemocnice Brno
Ponávka 6
+420 545 538 111
unbr.cz

Emergency Pharmacy 24/7

Dr. Max
Bašty 2
+420 542 213 531
drmax.cz

112 (European emergency number)

Day or night, in case of serious emergencies (that may be life-threatening).
An ambulance will be sent with medical support. You will be examined on the spot, treated or, if necessary, taken to the hospital

Emergency Situations

As rare as these situations might be, it is crucial to learn what to do if they arise.

Fire, Explosion, Accident

Fire alarm announcement is done with the help of the fire annunciators, through the electronic fire signalling system, or by calling "FIRE!"

- **Protect your life and health first, and then your property.**
- If it's safe, try to put out the fire using the nearest fire extinguisher.
- Leave the building using the marked escape routes and emergency exits. Only use evacuation elevators that are clearly marked and labeled.
- Inform the fire station about what is burning and its location.

Always follow instructions from the rescue team, pay attention to official announcements, and check updates online.

Fire alarm station phone number: +420 545 135 000

Terrorist Attack, Shooting

Act calmly, prudently, and without panic, try not to draw attention to yourself. Try to leave the danger zone or hide behind a firm partition. Switch off your mobile phone sounds and try to call for help.

Never try to disarm the attacker, unless necessary.

Emergency numbers

- 112 general emergency line
- 155 ambulance / rescue service
- 150 fire brigade
- 158 police
- 156 city police

Cultural Integration

Some ideas on how to integrate with other students

PEF Connect

It is a student-led initiative that brings together students, faculty, alumni, and partners of the Faculty of Business and Economics. It provides a space for networking, collaboration, and growth through news, events, internships, and shared experiences. Its mission is to strengthen the community and create opportunities that enrich university life and support future careers.

ESN MENDELU Brno

Feel free to join the Erasmus Student Network at MENDELU, a non-profit association run by volunteers. The mission of ESN is to represent international students. This provides opportunities for cultural understanding and self-development under the principle of 'Students Helping Students'. You can become one of the volunteers and help with event organisation for exchange students and other activities that are needed for the functioning of the student association. Contact them on IG or FB.



— Student Conduct and Etiquette

Inappropriate Student Behaviours

- Examination misconduct (using mobile phones during exams and any other forbidden materials)
- Plagiarism (using the work of other authors without citations and references)
- Thesis contracting (paying individuals or companies to have a thesis done for you)
- Harassment of classmates or even teachers
- Submitting documents from fake companies to fund internships
- Submission of any fake documents or information as reports after internship

Bad Manners

- Eating in the classroom while lectures are running is impolite
- Talking and whispering during a lecture is inappropriate and distracting
- Coughing or yawning without covering your mouth
- Spitting in public
- Littering
- Chewing gum when talking to authorities or elderly persons
- Not offering a seat to an older person on public transit
- Invading other people's personal space

Being on Time

It is generally considered inappropriate to be late for class, unless you have a really serious reason. If you are late, please try to come in quietly, sit down without disturbing others, and consider apologizing to the teacher after the class. Some teachers might not let you join the class if you're late. And **if you're late for a test or exam, you might not be allowed to take it at all.**

Dress Code

Appropriate clothing: your clothes should be clean, tidy, and not offensive or distracting in any way. More formal dress is expected, especially for exams or when giving a class presentation.

Cultural Information



Public Holidays

- 28th September: St. Wenceslas Day *
- 28th October: Independent Czechoslovak State Day *
- 17th November: Struggle for Freedom and Democracy
- 24th, 25th, 26th December: Christmas *
- 1st January: New Year's Day *
- Easter Monday (irregular date, usually in April) *
- 1st May: Labour Day
- 8th May: Liberation Day (end of WW2) *
- 5th July: Saints Cyril and Methodius Day
- 6th July: Jan Hus Day

On holidays marked * supermarkets and other shops should be closed

Video about interesting places in Brno



Basic Phrases in Czech

English	Czech	Pronunciation
Hello	Ahoj	a-hoy
Good morning	Dobré ráno	dob-reh ra-noh
Good day	Dobrý den	dob-ree den
How are you?	Jak se máš?	yak se mash
Thank you	Děkuji	dyek-oo-yee
I don't understand	Nerozumím	neh-roh-zoo-meem
Please	Prosím	pro-seem
I'm sorry	Omlouvám se	om-loh-vaam seh

Contact Address

Mendel University in Brno
Faculty of Business and Economics
Zemědělská 1665/1
Brno, 613 00,
Czech Republic

Follow us:



@pefmendelu



@fbe.mendelu



@pefmendelu



Faculty of Business and Economics,
Mendel University in Brno