



F Institute of Philosophy
Filosofický ústav AV ČR

Foreign Researchers' Guide



Dear Colleague,

Welcome to the Institute of Philosophy of the Czech Academy of Sciences (Institute of Philosophy). We are pleased to have you here as our new colleague. To facilitate your orientation in the necessary formalities and administrative steps associated with starting a job at Institute of Philosophy, we would like to help you with this brief guide. In addition to some basic practical tips and contact information, it also contains a number of useful Internet links and further information to help you get settled in Prague and the Czech Republic.

We wish you a lot of success in your work.

<https://www.flu.cas.cz/en/>

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I. WELCOME TO THE CZECH REPUBLIC

Basic information about the Czech Republic

<https://www.visitczechrepublic.com/en-US/Travel-Info>
<http://www.myczechrepublic.com/basics/facts.html>

Czech currency, banking

<https://czechtheworld.com/czech-republic-currency-prague-money/>
<https://www.cnb.cz/en/banknotes-and-coins/>

Healthcare in the Czech Republic

<https://kancelarzp.cz/usefull-links-info/health-insurance-system-in-cz/>
<https://ec.europa.eu/social/main.jsp?catId=1106&intPageld=4473&langId=en>

Phone and internet

Typically, phone and internet are more expensive in the Czech Republic than in some other European countries, e.g., France. For a long-term contract, foreigners are often asked for a deposit (the usual amount as of September 2022 is about 2,000 CZK, i.e., app. 80 EUR).

Main mobile service providers:

<https://www.o2.cz/osobni/en/>

<https://www.vodafone.cz/en/>

<https://www.t-mobile.cz/>

Postal services

<https://www.ceskaposta.cz/en/index>

Transportation in the Czech Republic

- ✓ Time tables: <https://idos.idnes.cz/en/vlakyautobusymhdvse/spojeni/>
- ✓ By car: <https://www.uber.com/cz/en/>; <https://bolt.eu/en-gb/>;
<https://www.liftago.com/>
- ✓ By bus: <https://global.flixbus.com/>; <https://regiojet.com/>
- ✓ By train: <https://www.raileurope.com/>
- ✓ In Prague: <https://pidlitacka.cz/en/>; <http://www.dpp.cz/en/>

Taxes, employment, salary

Taxes: <https://www.mfcr.cz/en/themes/taxes>

Employment: <https://www.uradprace.cz/web/en/foreign-employment;>
<https://www.mpsv.cz/web/en/employment>

Salary: <https://www.platy.cz/en/salaries-in-country;>
<http://www.salaryexplorer.com/salary-survey.php?loc=57&loctype=1>

News from the Ministry of Foreign Affairs of the Czech Republic

<https://www.mzv.cz/jnp/en/index.html>

Foreign Embassies to the Czech Republic

https://www.mzv.cz/jnp/en/diplomatic_missions/foreign_missions_to_the_czech_republic/index.html

Public Holidays

<https://publicholidays.cz/>
<https://www.visitczechrepublic.com/en-US/8d315cdd-9abe-4d6c-8e63-567fa1b77b98/article/n-public-holidays>

Emergency phone numbers

112	EUROPEAN EMERGENCY NUMBER
155	EMERGENCY MEDICAL SERVICE
158	POLICE
156	MUNICIPAL POLICE
150	FIRE AND RESCUE SERVICE

Useful phrases

Yes.

No.

Hello.

Goodbye.

Thank you.

Please.

Excuse me.

I don't speak Czech.

I don't understand.

I don't know.

Ano.

Ne.

Dobrý den.

Na shledanou.

Děkuji.

Prosím.

Promiňte.

Nemluvím česky.

Nerozumím.

Nevím.

II. THE RELOCATION PROCESS

To receive information or assistance with the necessary administrative procedures, you may consider getting in touch with the following offices/institutions:

- **HR Department of Institute of Philosophy** – Bc. Anna Kratochvílová, phone +420 221 183 213.
- **EURAXESS CZECH REPUBLIC** provides help to foreign researchers in the Czech Republic: <https://www.euraxess.cz/czech-republic/euraxess-czech-republic>. The network has two service centres in Prague and Brno and several contact points across the country. Their services are free of charge. You can find more info also here: [EURAXESS Czech Republic - Hlavní stránka | Facebook](#).
- **INBAZE** is a Prague-based NGO which helps foreigners with many administrative procedures: <http://inbaze.cz/>. Because it does not focus only on researchers, Inbaze will be of great help to you and your partner if you intend to stay in the Czech Republic after your contract is finished (e.g., to help you with the formalities to receive unemployment benefits). Inbaze also organises social events you might want to attend and Czech language classes. The service is free of charge.

Resources on the website of the Ministry of Interior of the Czech Republic:

- Information for foreigners about various immigration procedures: <http://www.mvcr.cz/mvcren/article/immigration.aspx>
- Information about applying for temporary/permanent residence of EU citizens and their family members: <https://www.mvcr.cz/mvcren/article/eu-citizens-and-their-family-members.aspx>
- Information about applying for a long-term residence permit for the purpose of scientific research: <https://www.mvcr.cz/mvcren/article/third-country-nationals-long-term-residence.aspx>
- Handbook for foreigners with permanent residence in the Czech Republic: <https://www.mvcr.cz/mvcren/article/information-publications-for-foreigners.aspx>

Reporting of the place of residence

If the expected duration of stay in the Czech Republic is longer than 30 days, every foreign citizen is obliged to report the place of residence to the Foreign Police Department

within 30 days from arrival to the Czech Republic for **EU citizens**

within 3 working days from the date of entry into the Czech Republic for **third country citizens**.

Documents needed:

- ✓ Passport or other ID
- ✓ Employment Contract (*not a work permit!*)
- ✓ Proof of health insurance in the Czech Republic
- ✓ Proof of accommodation (a lease agreement or a sworn statement signed by your landlord)
- ✓ Official Registration Form: <http://www.policie.cz/soubor/2-prihl-listek-final-jeden-pdf.aspx>

This obligation also applies to family members accompanying an EU citizen. The obligation to report one's place of residence to the Foreign Police does not apply to non-Czech citizens who filled in a registration form and gave it to an accommodation provider (e.g., in a hotel).



III. WELCOME TO PRAGUE

Sightseeing



Places to visit in Prague:

<http://www.prague.eu/en/objects/places/321?frm.categoryListing=321>

Activities to do in Prague:

https://www.tripadvisor.com/Attractions-g274707-Activities-Prague_Bohemia.html

<https://www.pragueexperience.com/sightseeing/sights-tourist-attractions.asp>

Video tips for tourists:

https://www.youtube.com/playlist?list=PLM9_KZNJw8qEosDPvdt3g9zqCbYf585QT

Culture, events, dinning, sports etc. in Prague

Events in Prague: <https://www.praguehere.com/events-in-prague>

Culture in Prague: <https://metropolevsech.eu/en/praha/472-2/>

Leisure and sport in Prague: <https://prague-stay.com/lifestyle/category/54-leisure-and-sport-in-prague-and-the-czech-republic/>

Prague food guide: <https://www.mondomulia.com/2021/07/07/what-to-eat-in-prague-czech/>

Prague public transport

<https://pidlitacka.cz/en>

<http://www.dpp.cz/en/>

Prague public transportation network is very efficient, dense, and practical, and since Prague covers a large area, one can get on public transport close to the beginning of various hiking trails.

Since you are here for a long-term stay, you may want to consider buying a **yearly ticket**, which, as of September 2022, cost around 3,700 CZK (a little under 100 EUR). You can do so at any DPP Information Centres – e.g., in the passage of the Škodův palác at Infocentrum Magistrát (Jungmannova 35) or, perhaps most easily, **online** at <https://www.dpp.cz/en/fares>.

If you want something more flexible that would allow you to travel both in Prague and around the entire Central Bohemian Region, you can also get a 'Lítačka' transport card at the Škodův palác (Jungmannova 35/29, Prague 1): <https://www.pidlitacka.cz/home>. It is also possible to download a mobile application <https://app.pidlitacka.cz/en/> and buy single-use tickets directly from your phone.

Either way, if you have a Prague public transport card and you intend to go to the city outskirts by train, make sure to pay *only* for the part of your journey that is outside the city (since the in-town part is already covered by your transport card).



Accommodation

For the first few weeks of your stay, the Institute of Philosophy can arrange for you temporary accommodation at the following facilities (depending on availability):

- **Institute of Philosophy service apartment** – reservation calendar and other information are available on the intranet website of the Institute of Philosophy after logging in:
<https://www.flu.cas.cz/cz/kalendar-atelieru>;
<https://www.flu.cas.cz/cz/rezervace-atelieru>
- **Accommodation facilities of the Czech Academy of Sciences** (depending on availability). Some of these facilities can also be used for a long-term stay. For more information on boarding houses Marna and Mazanka, see
<http://www.ssc.cas.cz/en/services/conference-and-hotel-facilities/accommodation-services/>

Should you need any assistance with arranging accommodation, get in touch with assistant of the relevant department. Their contact info is listed at the end of Part III (3. Practical information) of this Guide.

The Czech Academy of Sciences also has several **apartments** for short- and long-term rental. Lists of currently available rentals are distributed to Institute of Philosophy employees in regular intervals via email. An application for apartment rental must be submitted in a prescribed form and approved by the Housing Committee of the Czech Academy of Sciences. We recommend that you consult such application in advance with your superior/head of your department.

Further information:

<http://interni.avcr.cz/byty/>
http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/byty/files/internal-regulations_8_2019.pdf (this link is accessible only from the institutional computer network)

When considering **commercial lease** of an apartment, you can use the following links to real estate agencies and search engines:

<https://www.sreality.cz/en>
<https://www.expats.cz/praguerealestate/for-rent/flats/>
<https://www.bezrealitky.com/>
<https://www.bezrealitky.cz/vypis/nabidka-pronajem/byt/praha>
<https://www.byty.cz/nasi-partneri.aspx>
<https://cs-cz.facebook.com/groups/PrahaBydleni/>
<https://cs-cz.facebook.com/groups/126198231421193/>
<https://cs-cz.facebook.com/groups/526000657505210/>

Bank account

This is a non-exhaustive list of banks you can find in Prague: Airbank, Ceska Sporitelna, Equa Bank, Fio bank, KB, Raiffeisen Bank, Sberbank, and Unicredit. If your department at the Institute of Philosophy has an assistant, you can also ask for her/his support in this matter. In banks, one can usually find some English-speaking staff to help you. Bank websites as a rule have an English version and it is usually possible to have a secondary account in a foreign currency (e.g., in EUR).

Documents needed to open a bank account:

- ✓ at least two different identification documents: ID/passport/driving licence, etc.
- ✓ email address
- ✓ a lease agreement confirming your address of residence in the Czech Republic
- ✓ a Czech phone number
- ✓ your employment contract
- ✓ some money to put in the bank account.

Healthcare

In every healthcare facility, there is English-speaking medical staff on site. If the first person you see does not speak English, just ask and an English-speaking member of staff will be called. Some healthcare centres provide information about their services on their websites in English (e.g., the Motol University Hospital): <http://www.fnmotol.cz/en/samoplatci/health-care-services-for-foreigners/>

For medical **emergencies** in the Czech Republic, call **155**. They will send an ambulance within minutes. The first operator on the line may not speak English but every team on duty has a person who will be able to communicate with you in English.

Typically, general practitioners and most specialists ask patients to pay an annual registration fee. The price is negligible (app. 500 CZK, i.e., app. 20 EUR). Physicians tend to speak good English. The nurses and receptionists sometimes do not, so to make the first appointment, it may be a good idea to ask a Czech speaking colleague for help.

If you require some medical assistance before you receive your Czech insurance card (from VZP) and you are an EU citizen still insured in your home country, your EU insurance card will work smoothly here (they will copy some information from your card and sort out the payment with your insurer). If you are from overseas, you will need to use your temporary/travel insurance and payment depends on its conditions. In general, though, prices are, for instance in comparison with the US, very modest.

Here is a link to **bilingual communication patient cards** for easier communication between Czech healthcare professionals and foreign patients:

<http://www.mzcr.cz/dokumenty/komunikacni-karty-pro-pacienty-cizince-a-zdravotniky/>

IV. CZECH ACADEMY OF SCIENCE

The Czech Academy of Sciences (CAS) consists of 54 public non-university research institutions (the Institute of Philosophy is one of them). Its primary purpose is to conduct research. Its educational activities focus on supervision of doctoral students. The Academy of Sciences employs over 8,000 persons, over half of whom are researchers with university degrees.

<http://www.avcr.cz/en>

INSTITUTE OF PHILOSOPHY

Basic information about the Institute of Philosophy can be found at the Institute's website: <https://www.flu.cas.cz/en/about-us/about-us-2>

Organisation chart of the Institute is described at: <https://www.flu.cas.cz/en/about-us/organisational-structure>

An overview of the scientific units at the Institute is found at: <https://www.flu.cas.cz/en/about-us/scientific-units>

A list of employees and their contact details are here: <https://www.flu.cas.cz/en/about-us/people>

A map of the Institute is found here: <http://www.flu.cas.cz/cz/o-nas/kontakty-flu>

V. FORMALITIES CONNECTED WITH STARTING EMPLOYMENT AT THE INSTITUTE OF PHILOSOPHY

WHAT NEEDS TO BE DONE ON THE DAY OF STARTING WORK AT THE INSTITUTE OF PHILOSOPHY?

- ✓ At the latest on the day of start of contract, the employee comes to the HR management office, where agenda connected with starting the employment will be sorted out.
- ✓ The adaptation process starts with an informative personal meeting with a HR consultant. The contents of this meeting are based, among other things, on the 'Foreign Researchers' Guide'.

DOCUMENTS

WHICH DOCUMENTS SHOULD THE EMPLOYEE SUBMIT?

- ✓ **Passport** – to verify your identity
- ✓ **Personal questionnaire** – the new employee receives the form in an electronic form via email from their superior or HR consultant prior to starting employment. The employee then sends a completed questionnaire to HR consultant. When starting employment, the employee just signs the form at the HR department.
- ✓ **Curriculum vitae**

- ✓ **Photograph** – a photograph sized 3x4.5cm will be used by the HR department to produce an employee card. The photograph can be sent via email.
- ✓ **Bank account number** – before starting employment, the employee sends to the HR Department the number of his/her bank account in the Czech Republic.
- ✓ The original copy of **document attesting to the highest completed education level**. The HR Department will make a copy of this document for the employee's personal file.
- ✓ A certificate attesting to undergoing an **entrance medical examination**. The law requires that all employees undergo a medical check-up before signing an employment contract. The medical examination is provided by **VACCINIUM PREVENT s.r.o.** (www.vaspraktik.cz) based on a prior booking. Incoming employees receive the formal request for a medical examination and further information at the HR Department.

WHAT DOCUMENTS DOES AN EMPLOYEE SIGN AND RECEIVE UPON STARTING EMPLOYMENT AT THE INSTITUTE?

- ✓ **Employment contract** – employment at the Institute of Philosophy is based on an employment contract that must be signed by both parties at the latest on the day of entering employment at the Institute. The contract is prepared by the HR Department of the Institute based on information provided by the future employee in the personal questionnaire. On behalf of the Institute, the contract is signed by the Institute's director.
- ✓ **Salary statement**
- ✓ **Job description**
- ✓ **Employee card** enables the employee to enter the building of the Institute of Philosophy and use its library.
- ✓ **Guidelines on safety and health protection at work and fire safety.**

All personal data in the documents need to be checked. Eventual later changes to the data should be reported to the HR Department without delay. Personal data are protected against misuse and administered in accordance with valid Czech legislation.

WHAT IS TO BE DONE AFTER STARTING EMPLOYMENT AT THE INSTITUTE OF PHILOSOPHY?

- ✓ As soon as possible after starting work at the Institute, the employee should, during its working hours (Mon + Thurs 9am–noon), contact the payroll office to arrange for tax deductions and payments.
- ✓ On the day of entering employment at the Institute, the HR Department registers the employee with the relevant health insurer and makes sure the employee is registered with the Czech Social Security Administration.
- ✓ The HR Department enables the new employee access to the **VERSO** system and sends the new employee immediately upon starting employment a manual explaining how to log into the system. The VERSO enables access to payroll statements, information regarding the use and remaining days of vacation, eventually also data on the use of funds from grants administered by the employee. This system also manages attendance at work, registration of work-related travel, submission of applications for approval of orders, etc.
- ✓ It is advised that soon after starting employment the employee contacts the IT administration (see point 6. IT SETTINGS).

VI. PRACTICAL INFORMATION

- **Working hours** (for fulltime employment) amount to 40 hrs a week, whereby the daily lunchbreak (0.5 hour) is not included in the hours worked.
- Net **salary** for work in the past month is transferred to each employee at the latest as of the 10th day of the following month to the bank account which employee registered with the HR Department of the Institute. Further information regarding salary calculation can be found on the intranet website of the Institute of Philosophy in document Internal Salary Regulations at <https://www.flu.cas.cz/cz/documents-in-english>.
- The Institute of Philosophy of the Czech Academy of Sciences resides at **Jilská 1, Prague 1**. It shares the compound with the Institute of Art History of the Czech Academy of Sciences (<https://www.udu.cas.cz/en>) and with the Institute of Sociology of the Czech Academy of Sciences (<https://www.soc.cas.cz/en>). Department for Classical Studies at the Institute of Philosophy (<https://www.ics.cas.cz/en>), which resides at Na Florenci 3, Prague 1, is also part of the Institute of Philosophy.



- **Reception** in Jilská 1, Prague 1, functions nonstop but when entering after 6pm one must register one's presence at the reception. Outside workdays, the building may be entered only with a prior written permission issued by director of the Institute. At the reception, employees pick up keys from their offices and this is also where visitors register their presence in the building.
- Conferences, workshops, lectures, etc. take place in the **meeting room of the Institute** which is found on the first floor (room 124).



- On the ground floor is located the **Academic Conference Centre**: <http://www.akc-avcr.cz/>.
- A calendar of planned events organised by the Institute of Philosophy is available at the Institute's homepage at <https://www.flu.cas.cz/en/>. An overview of planned events for the upcoming month is also included in the **Bulletin of the Institute of Philosophy of the CAS** (Zpravodaj Filosofického ústavu AV ČR) which is likewise sent by email. Traditional regular events include so-called '**Philosophical Cafes**', which are meetings of (not only) Institute staff that feature lectures on interesting topics and various finger food. These meetings take place once a month (except for the summer holidays) in the JazzRepublic club.
- Institute website, its **Facebook** account <https://www.facebook.com/Filosoficky.ustav.AVCR/>, and **Twitter** account [@FLU_AV_CR](#) are administered by Mgr. Jana Říhová.



VII. EMPLOYEE BENEFITS

A) MEAL VOUCHERS

The Institute does not have a canteen for its employees. Employee meals are supported via so-called **meal vouchers** (<https://www.upcz.cz/en/what-we-offer/>). These vouchers have a value of 100 CZK per workday (for at least 3 hours worked). Employees contribute to each voucher 20 CZK and the total amount is deducted automatically from their salary (based on a prior written consent of the employee). Vouchers are used via a **meal voucher card** (<https://www.upcz.cz/en/products/estravenka/>).

B) MULTISPORT CARD

This is one of the possible ways of using the contribution from the social fund by the employer. This membership card offers the advantage of possible use in any **sports facility** that is a contractual partner of MultiSport Benefit, s.r.o., on a daily basis (max. once a day).

If you are entitled to the full amount of the contribution (ie you have a full-time employment relationship and its duration is for the entire calendar year), the Multisport card is fully paid from the social fund (in 2022 in the amount of CZK 6,000).

If you are entitled to a proportionate share of the social fund contribution (in the case of part-time work or a shorter duration of employment during a calendar year), you are entitled to a certain amount to finance your Multisport card and the monthly flat rate in this for a while it is equal to 650 CZK (the contribution from the employer in the social fund will be lower than the amount of 6,000 CZK for you in 2022).

You can find more information on the website www.multisport.cz.

C) ADVANTAGEOUS MOBILE PHONE RATES

The Institute of Philosophy offers its employees the opportunity to join the T-Mobile Programme and use **advantageous phone rates** as part of Participants' Agreement with T-Mobile concluded based on the employee's birth number. To use this programme, employee goes to a T-Mobile shop and identifies him/herself using the number of the employee T-Mobile Programme. Then the employee presents a passport and some other means of identification which features their address in the Czech Republic. The rest is set up with T-Mobile employees. It is possible to add to this contract also other family members. For further information, contact the HR Department.

D) ACCOMMODATION

The Czech Academy of Sciences has **apartments** for short-term and long-term lease (starter and standard). A list of available ones is sent to Institute employees regularly by email. Application for such apartment has a standardised form and is assessed by

the Housing Committee of the CAS. It is recommended that employees first consult such application with the relevant head of department.

Further information:

<http://interni.avcr.cz/byty/>

http://interni.avcr.cz/miranda2/export/sitesavcr/data.avcr.cz/interni/Dokumenty/Interni_normy/pdf/S11-04.pdf (these pages are accessible from the Institute website)

E) CHILDREN'S GROUPS

One way in which the Institute is trying to help researchers keep in touch with their professional development are children's groups which function at various institutes of the Czech Academy of Sciences. This project is developed in collaboration with the Centre of Administration and Operations of the CAS. Employees can place in those groups children over 12 months of age up to the age when children reach the age of mandatory attendance of preschool or school education. The groups are intended for all employees of the Czech Academy of Sciences, i.e., for both researchers and staff of the service departments.

The Czech Academy of Sciences currently operates three children's groups in Prague:

- **Prague 1**, Viola building, Národní 1011/7 – **VIOLA** and **LVÍČEK**
- **Prague 4**, U2 building in the Krč compound of the CAS, Vídeňská 1056 – **MOLEKULA**
- **Prague 8**, Institute of Computer Sciences of the CAS, Pod Vodárenskou věží 271/2 – **OHM** and **PLUTO**

Further information can be found in document “*Dětské skupiny_AVCR_cj*” and at <http://www.ssc.cas.cz/en/services/childrens-group/>.

F) LANGUAGE COURSES

Employees of the Institute can attend language courses organised by the **Department of Language Studies** of the Czech Language Institute of the CAS. Further information about current courses and administration of course registration is found at <http://langdpt.avcr.cz/o-nas/index.html> or you can write to kurzy@langdpt.cas.cz, phone: 221 403 932.



VIII. LIBRARIES, ASEP

Employees of the Institute as well as the general public have at their disposal a Library of the Institute of Philosophy and Library of the Centre for Classical Studies.

LIBRARY OF THE INSTITUTE OF PHILOSOPHY

Address: Jilská 1, Prague 1; <http://knihovna.flu.cas.cz/en/>

This library includes over 55,000 volumes of well curated selection of Czech and international literature on philosophy and related humanities. The core of this fonds consists of critical editions of selected works (<http://knihovna.flu.cas.cz/en/collected-works/2010/8/6/collected-works/>) and current philosophical literature in most areas of philosophy.

Valuable are the personal libraries and donations from the legacy of Czech and international thinkers (<http://knihovna.flu.cas.cz/en/donations/2009/3/29/donated-publications/>).

Library users have at their disposal a well-equipped modern **reading room** (three PCs, self-service copier, book scanner) with freely accessible selection of reference and current literature (over 2,000 titles). Alongside a quiet study space, the library also offers an informal place for relaxation in the so-called **Library Club** (which can also be used for seeing visitors, etc.).

Upon request, library staff will provide also books kept in other libraries in the Czech Republic and abroad (this is a paid service).



Information about **electronic sources of information** mediated by the library is listed at library's website:

<http://knihovna.flu.cas.cz/en/electronic-resources/2009/3/31/electronic-resources/>

There are three other **specialised collections** kept at the Institute of Philosophy:

- Library of Comenius Studies:

<http://komeniologie.flu.cas.cz/en/library/library-of-comenius-studies>

- Library of the Centre for Medieval Studies:

<http://cms.flu.cas.cz/en/public/library.html>

- Library of the Centre for Theoretical Studies:

<http://www.cts.cuni.cz/index.php?m=12&lang=en>

LIBRARY OF THE CENTRE FOR CLASSICAL STUDIES OF THE INSTITUTE OF PHILOSOPHY OF THE CAS

Address: Na Florenci 3, Prague 1; <https://www.ics.cas.cz/en/library>

This library offers app. 60,000 volumes relevant to Classical, Biblical, and neo-Latin studies as well as philology, medieval studies, theology, history of arts, cultural history, etc.

All institutes of the Czech Academy of Sciences are required to enter outputs from basic research into a shared databased called ASEP (Automatised system of evidence of publication activities of the Czech Academy of Sciences).

ASEP: <https://asep.lib.cas.cz/arl-cav/en/search/>

Further information: <https://asep-portal.lib.cas.cz/basic-information/>

OTHER LIBRARIES:

National Library of the Czech Republic: <https://www.en.nkp.cz/>

Library of the Czech Academy of Sciences: <https://www.lib.cas.cz/en/>

An overview of **all electronic information sources** available in the Library of the CAS: <https://www.lib.cas.cz/en/eir/>

A united catalogue of libraries in the Czech Republic: <http://www.caslin.cz/>

An overview of **libraries** in the Czech Republic is found here: <http://www.knihovny.net/>

IX. PUBLICATION

The Institute of Philosophy is actively publishing in its **FILOSOFIA** publishing house, which provides an open publication platform for original academic works from philosophy and related humanities and brings Czech translations of important works from these areas. Books published by this publishing house are available via e-shop <https://filosofia.flu.cas.cz/en>.



Since 2017, the Institute of Philosophy has also been publishing jointly with the OIKOYMENH association books in specialised **OIKOYMENH** series which focus on publication of the most essential works of European and global philosophical tradition. For further information, see <https://www.oikoymenh.cz/>

Information about journals published by the Institute is found at <https://www.flu.cas.cz/en/scientific-activities/publishing-activities/scientific-journals>

Publications (scientific monographs and other work by Czech scientists, classics of science, translations of foreign authors, popular scientific literature, non-fiction, encyclopaedias, dictionaries, language textbooks, guides, university textbooks, etc.) are distributed by the Czech Academia of Sciences in bookshops of the **Academia Publishing House**: <http://www.academiaknihy.cz/>

Open Access

In the context of research and publication, management of the Institute of Philosophy gives its full support to **open access** to science. Its advantages include accessibility of scientific results in terms of more effective and faster dissemination and consequently also pressure on reproducibility of research and transparency. The person responsible for this area is the open access specialist to whom you can address questions pertaining to the following:

- consultations about predatory journals
- consultations about choosing Open Access journals and publishing houses
- consultations regarding Open Data (functioning in a Data Management Plan etc.)
- financial support for publishing in Open Access regime
- licence policy in connection with Open Access
- other questions pertaining to Open Science

X. INTERNAL COOPERATION

The Institute of Philosophy offers support in terms of providing contacts to editors and translators of scientific texts. In case you wish the Institute to pay for proofreading of a text in English or translation of some internal document of the Institute of Philosophy into English, eventually if you need assistance with international cooperation, mobility, or English at the Institute of Philosophy, contact the specialised coordinator of international collaboration.

XI. SUPPORT OF RESEARCH

The Institute of Philosophy offers support of research as part of internal programmes of the Czech Academy of Sciences (Programme of support of promising human resources – postdocs, fellowships, Praemium Academiae, etc.). Agenda linked to this area is the responsibility of the science secretary (see contact below).

XII. THE GRANT OFFICE

Support of research financed from grant programmes, sources outside the Czech Academy of Sciences, eventually other foundations, is administered by the Grant Office. Researchers can contact the persons responsible for particular programmes both when preparing a project application and during project implementation, especially when dealing with any changes and with reporting (for details, see below).

The schedule of relevant grant deadlines including requisite information and contacts can be found at <https://granty.flu.cas.cz/en/>. General questions should be addressed to granty@flu.cas.cz.



XIII. FORMALITIES LINKED TO TERMINATING EMPLOYMENT AT THE INSTITUTE OF PHILOSOPHY

WHAT MUST BE DONE UPON TERMINATING ONE'S EMPLOYMENT AT THE INSTITUTE OF PHILOSOPHY?

- ✓ Use up the rest of vacation.
- ✓ Hand in the employee card (to the HR Department).
- ✓ Fill in an exit form (form will be provided by the HR Department).
- ✓ Contact the payroll accountant to arrange tax matters.
- ✓ Arrange forwarding from your work e-mail address.

XIV. IMPORTANT CONTACTS

FOR FURTHER INFORMATION DO NOT HESITATE TO CONTACT:

Ing. Petra Zákostelecká

- zakostelecka@flu.cas.cz

Bc. Anna Kratochvílová

- kratochvilova@flu.cas.cz

If you do not find some information you need on the web or internal website of the Institute, we recommend that you first contact your superior, eventually the secretary of your unit. Staff from other service departments are also ready to help you. Various information and calls are also sent to Institute employees via email by the management of the Institute of Philosophy, director's secretariat, or heads of units.

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