

Measure of the Dean of the Faculty of Science of Masaryk University No. 2/2016

OPERATING REGULATIONS OF THE MU FACULTY OF SCIENCE,

KOTLÁŘSKÁ 2 AREA

(as amended with effect from 24 February 2026)

The Dean of the Faculty of Science of Masaryk University hereby issues this Measure pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended:

I.

Introduction

1. The Faculty of Science of Masaryk University (hereinafter referred to as the "Faculty"), as the institution managing the area on Kotlářská Street, issues this regulation (hereinafter also referred to as the "Regulations") with the aim of ensuring optimal conditions for scientific, pedagogical, and creative activities.
2. These Regulations establish the rules of operation in the Kotlářská 2 area (hereinafter also referred to as the "area"). Workplaces located at the University Campus Bohunice (UKB) are governed by the UKB's own operating regulations. The regulation defines standards of conduct and technical-administrative processes within the entire perimeter of the area, including all buildings, utilities, and outdoor spaces. Part of the Kotlářská area is the Botanical Garden, which has its own operating regulations (https://www.sci.muni.cz/bot_zahr/pro-navstevniky/navstevni-rad). The Botanical Garden may also be open to the public on days of rest, and exceptions to operation are handled in cooperation with the Bursar, the Technical and Operational Office, and the gatehouse.
3. All area users and persons staying therein are obliged to comply with the provisions of these Regulations, in particular:
 - a. Faculty employees,
 - b. students in all types of degree programmes,
 - c. area visitors and Faculty guests,
 - d. users of the Central Library,
 - e. employees of external companies performing service, construction, or supply activities in the area,
 - f. lessees of non-residential premises and persons invited by them.

4. All aforementioned persons are obliged to familiarize themselves with these Regulations. Heads of workplaces (users with decision-making authority) are obliged to ensure transparent information for all affected persons, including employees of external entities working in the Kotlářská area as well as lessees, regarding the content of these Operating Regulations and the obligations arising from them for them, and to ensure the contractual obligation of external entities and lessees to comply with the rules of this regulation.

II.

Management and Responsibility

1. The Technical and Operational Office of the Faculty of Science of MU is entrusted with the performance of administration and supervision of compliance with these Regulations. The coordination centre for safety and security is Building No. 10 (gatehouse), which simultaneously serves as a fire reporting station and a contact point for reporting extraordinary events.
2. User with decision-making authority (according to the table below): Their superior manager (Director, Bursar) has the right to decide on the use of premises in the building by other persons and to lease them according to MU regulations. They are responsible for OHS (Occupational Health and Safety) and FS (Fire Safety) in the common areas of the building. They designate the person responsible for building management (hereinafter also referred to as the "building manager") and their deputy. If another person participates in ensuring building management, they are obliged to inform the Technical and Operational Office of this fact (identification of the worker and type of activity). If a building has multiple users with decision-making authority, they shall agree on the division of responsibility and communicate the content of this agreement to the Technical and Operational Office. Users with decision-making authority have the obligation to ensure access for workers of the Technical and Operational Office and OHS to all buildings for the purpose of inspections, repairs, and the resolution of emergency situations.

<i>Building</i>	<i>User with decision making authority</i>	<i>Other users</i>
01	Faculty Dean's Office	
02	Department of Anthropology	Dept. of Geological Sciences, Dept. of Plasma Physics and Technology, Dept. of Theoretical Physics and Astrophysics
03	Department of Geological Sciences	
04	Department of Geography	Botanical Garden, Accommodation and Catering Services (SKM)
05	Department of Geography	Department of Geological Sciences
06	Dept. of Plasma Physics and Tech.	Dept. of Theoretical Physics and Astrophysics, Dept. of Condensed Matter Physics

07	Dept. of Plasma Physics and Tech.	
08	Dept. of Mathematics and Statistics	Dept. of Theoretical Physics and Astrophysics, Dean's Office
09	Dept. of Condensed Matter Physics	
10	Dean's Office	Gatehouse, Technical and Operational Office, OHS
11	Department of Geological Sciences	
12	Dean's Office	Central Library, Language Centre (CJV)
13	Botanical Garden, greenhouses	
14	Botanical Garden, technical areas	
15	Technical and Operational Office	Transformer station

III.

Entry and Stay Regime

Access and Operating Hours

1. **Main Entrance:** Gatehouse from Kotlářská Street (Building 10).
2. **Side Entrances:** Gates from Kounicova and Veverí streets. They are activated by Faculty employee cards and ISIC cards (Faculty students) on working days from 6:00 to 20:30. These entrances are closed outside working days.
3. The entire area is designed to be barrier-free.
4. Animals are prohibited in all indoor and outdoor areas of the area. The only exceptions are assistance and guide dogs accompanying persons with disabilities and the security dog.
5. Possession of a weapon (as defined by Act No. 119/2002 Coll.) is prohibited in the area. This prohibition does not apply to members of security forces (Police of the Czech Republic, Municipal Police, etc.) performing their official duties.
6. Persons under the obvious influence of alcohol or other addictive substances, those causing public nuisance, or entering in insufficient, heavily soiled, or foul-smelling clothing that could soil Faculty equipment are prohibited from staying in the area.

Operating Regime and Registration

7. Standard Operating Hours: Working days 5:00 – 21:00.
8. Stay outside operating hours (extraordinary stay): *
 - a. Every employee, student, or visitor must prove their identity (e.g., using ISIC, ID card) and register at the gatehouse upon entry. The stay of an academic employee outside the operating hours of the area is always permitted. The stay of a non-academic employee

outside operating hours in the area is possible only based on the consent of their direct superior. The stay of a student or other visitor outside operating hours in the area is possible only in the presence and under the supervision of a Faculty employee. A template for the application for permission to stay at the Faculty during non-operating hours is provided in Appendix No. 1 of these Regulations. A list of Faculty employees and students with permission for extraordinary stay at the Faculty is recorded by the Technical and Operational Office at the gatehouse. Individual workplaces also have the obligation to maintain records of valid extraordinary stay permits issued by them.

- b. If the presence of an employee, student, or visitor has exceeded the operating hours of the area, the student or employee is obliged to report their presence and potentially the presence of their visitor at prtomnost.sci.muni.cz. If this reporting is not technically possible, the person is obliged to report the aforementioned facts personally at the gatehouse or on extension 1410 (name, building, room, telephone). The departure is reported in the same manner.
 - c. The Dean of the Faculty, Vice-Deans of the Faculty, Bursar of the Faculty, Directors of Faculty Institutes, Head of the Technical and Operational Office (hereinafter also referred to as "TOO"), Head of the Botanical Garden workplace, OHS and FS manager and officer, the heat exchange station operator, and the low-voltage technician have entry to the area permitted at any time.
 - d. Night Rest: From 22:00 to 5:00, security patrols with a dog are active. Any movement or departure must be reported to the security service.
9. The stay of academic staff, other employees, and students at workplaces, in laboratories, and other high-risk spaces outside operating hours is further regulated by the operating regulations of the respective workplace, the respective laboratory, and the corresponding safety regulations.
 10. Entrances to buildings are equipped with card readers. The authorization to activate access via readers for specific users is established by the building manager. Activation and deactivation of access is performed by the building manager or a person authorized by them.

External Companies and Suppliers

11. Workers of service companies must report the beginning (building, room, purpose) and completion of work at the gatehouse. An entry is made into the Service Book. This obligation is waived only if a contact person designated by contract is present in the area, who assumes supervision over the stay of the service company workers.
12. The person responsible for the stay of a given service or other supply entity operating short-term or long-term in the area must ensure that the workers of this entity are familiarized with the principles of OHS and FS, and simultaneously hand over information to the Technical and Operational Office about the specific activity being performed by the entity and the place of movement. For this purpose, it is recommended that the responsible person requests cooperation with the OHS department at bozp@sci.muni.cz.

Holding of Events

13. Written permission from the Faculty Bursar is essential for:
 - a. Events for the public (persons other than Faculty employees).
 - b. Faculty events at an extraordinary time: on working days after 20:00, on weekends and days of rest.

The responsible person who initiates the holding of the approved event is obliged to designate a responsible person in the application, ensure the course of the event in accordance with MU regulations and these Regulations, and inform the OHS and FS department about the date and nature of the event.

14. Extraordinary mass events for Faculty employees held on working days until 20:00 do not require the direct consent of the Bursar, but the person responsible for holding the event is obliged to report the event to the gatehouse service (for the purpose of coordinating the movement of persons and directing visitors) and to the OHS manager and FS officer, at least 5 working days before the event takes place.
15. Any commercial activity (sale of goods, promotional presentations, offering of services) on Faculty premises is strictly prohibited without the prior written consent of the Faculty Bursar.

Central Key System

16. Management of the system and issuance of keys: The central key system allows an authorized holder to unlock designated doors within a given building. The inclusion of keys into the system of a specific building is performed and approved by the Technical and Operational Office (TOO), which simultaneously maintains records of keys issued to individual persons. The building manager submits requests for changes in the system or the production of new keys to the Technical and Operational Office. Costs associated with these requests are borne by the respective user (workplace).
17. An employee or other person to whom a key has been entrusted is obliged to properly care for this key, protect it against loss, damage, or misuse, and must not lend it to third parties. It is prohibited to produce copies of keys without the consent of the Technical and Operational Office.
18. Procedure in case of key loss: The key holder is obliged to immediately report its loss to the building manager, who informs the Technical and Operational Office of the event. The Technical and Operational Office, in agreement with the building manager, will ensure technical measures to prevent misuse of the lost key. All documented costs associated with safety measures and the replacement of cylinders will be claimed for reimbursement from the person who lost the key.
19. Spare keys to the entrances of Faculty buildings and to all workplaces are stored at the gatehouse. This includes a sealed envelope with information on the locations where sets of spare keys for individual workplaces are located. A complete set of spare keys for all rooms of a given workplace is stored in a space designated by the head of the workplace. The head of the workplace is responsible for the safe storage of this set, its completeness, and the proper marking of each key. Spare keys may be used exclusively in urgent (emergency) cases. The head of the workplace must be informed of the use of keys without delay. An entry of the event is made in the book of events at the gatehouse, which is signed by all persons performing the intervention. System administration and key issuance: The central key system allows

the authorized holder to unlock designated doors within a given building. The inclusion of keys in the system of a specific building is carried out and approved by the Building Management (BM), which also keeps records of keys issued to individual persons. The building administrator forwards to the Building Management requests for changes to the system or the production of new keys. The costs associated with these requests are paid by the relevant user (workplace).

IV. Entry, Parking, and Inspection of Vehicles

Free Entry with a Private Vehicle (Permanent Permits)

1. Free entry is held by virtue of their function by: the Dean and Vice-Deans of the Faculty, Directors of Institutes based in the area, the Chairperson of the Faculty Academic Senate, MU Vice-Rectors (Faculty employees), the Faculty Bursar, and the heat exchange station operator, as well as members of the Faculty Academic Senate for the duration of Faculty Academic Senate meetings.

Permits for Parking:

2. Issued by the Technical and Operational Office (TOO) based on a list sent by the Directors of Institutes. Each institute has a maximum of 3 permits available. If the Director of an Institute does not use the entitlement to free entry (confirmed in writing), the capacity of the institute increases to 4 permits.

Specific Permits

3. The Technical and Operational Office further issues permits for:
 - a. Managerial employees of the Dean's Office and for ensuring necessary technical operation.
 - b. Persons with disabilities (ZTP): Employees and students based on a written application and documentation of a ZTP card (exceptionally a medical report) who have classes in the area. The application for an entry permit according to the previous sentence must be sent to the e-mail spravabudov@sci.muni.cz and in copy to vratnice@sci.muni.cz.

Short-term Entry and Parking

4. Companies and supply, including the delivery of necessary items by employees: Entry for the purpose of delivery or collection of material is possible for a maximum of 2 hours. Vehicles on the regular list at the gatehouse enter without the need for further approval. The Head of the Technical and Operational Office decides on the inclusion of companies on this list. Other vehicles may enter only after confirmation of the reason for entry by a responsible Faculty employee. The expediency of this authorization will be verified by the Technical and Operational Office.
5. Consent from the Head of the TOO, who will designate specific parking spaces, is required for entry for the purpose of performing construction work.

6. Guests, employees, and students may enter the area based on the consent of the Head of the TOO only in previously justified cases and if the area's capacity is free.
7. An application for a short-term entry permit must be sent to the e-mail spravabudov@sci.muni.cz and in copy to vratnice@sci.muni.cz no later than 15:00 on the previous working day. For urgent cases (after 15:00 and on days of rest), it is possible to send the application via SMS to the telephone number +420 734 283 081 (gatehouse service mobile).

Reserved Parking at the Entrance

8. Employees without a permanent permit and students may use 5 parking spaces at the entrance to the area, until their capacity is exhausted.

Common Provisions for Parking and Operation

9. Traffic regulations and a maximum speed of 15 km/h apply in the area. Vehicles must not block communications for the Integrated Rescue System and a minimum passage width of at least 3 m must be ensured.
10. It is strictly prohibited to park in places where the vehicle could form an obstacle for the entry and intervention of Integrated Rescue System vehicles (Fire Rescue Service, Medical Rescue Service, and Police of the Czech Republic) in the event of an extraordinary event.
11. Bicycles: Parking is permitted exclusively in the bicycle room. The entry of bicycles into the Botanical Garden is strictly prohibited. The bicycle room is located between building 4 and building 11. It is accessible using ISIC and employee cards.
12. Unless stated otherwise in the entry permit, they are valid until their validity is revoked by the Faculty Bursar.
13. The Technical and Operational Office maintains records of issued permits for both short-term vehicle entry and permanent vehicle entry permits.
14. The Faculty Bursar may establish more detailed rules for parking in the area (e.g., establish the content of the application for an entry and parking permit, reserve and mark parking spaces in the area).
15. Both the gatehouse and security service are authorized to condition the entry of a vehicle into the area on a requirement to perform a random inspection of the vehicle's cargo upon entry and exit. The driver is obliged to enable the security service to perform this inspection. Upon reasonable suspicion of unauthorized manipulation of Faculty property, an identification record may be written, or the Police of the Czech Republic may be called.

V. Safety and Protection of Property

1. All persons staying in the area are obliged to behave so as to prevent damage, loss, destruction, or misuse of property and so that the health and lives of persons are not endangered. Preventing damage to Faculty property is part of labour-law obligations. An employee who leaves the workplace last or after 20:00 is responsible for:
 - the proper locking of all entrances to the entrusted workplace,
 - the closing of windows within the entrusted workplace,
 - the turning off of lighting and all appliances (except for equipment with continuous operation) of the entrusted workplace.
2. The greenery in the area is part of the Botanical Garden collections and serves as an arboretum for educational and recreational purposes. Trees and shrubs are marked with name tags. The greenery is cared for by the Faculty Botanical Garden, which is also in charge of the maintenance of roadways and gutters along Kounicova and Kotlářská streets. Sidewalks and staircases to buildings and gates are the responsibility of the cleaners in individual buildings and the Technical and Operational Office. Furthermore, a Geopark is located in the area, which is managed by the Department of Geological Sciences.
3. Operation of the gatehouse and security service is ensured during the following times:
 - Working days: Gatehouse service from 5:30 to 21:30.
 - Days of rest and holidays: Gatehouse service from 7:00 to 19:00.
 - Outside the stated times: Security is ensured by a supplier security service.

At 20:00, the service locks the entrance gate and begins an inspection of the locking of buildings. Part of the security is patrol activity with a dog. From 22:00, it is essential to report every movement in the external spaces of the area (including departures) to the security service by telephone.
4. The entire area is strictly non-smoking (including outdoor spaces). A ban on using open fire applies outside of spaces reserved and designated for this. The use of fire for research/work purposes must be covered in the operating regulations of the specific workplace.
5. In the entire area, there is a ban on posting posters outside the designated notice boards

Security Systems

6. Buildings are protected by fire and security alarms. In the case of a false alarm being declared through carelessness, compensation for costs may be required. Selected rooms in individual buildings are equipped with detectors (sensors) of the electronic security system (ESS), which, according to the arming regime prepared by the Technical and Operational Office based on the documents from Directors of Institutes and heads of Faculty workplaces, is controlled centrally by the gatehouse service. All Faculty employees are obliged to cooperate with the Technical and Operational Office for the purpose of ensuring the functionality of the security systems.
7. Buildings are equipped with fire detectors. These are red boxes located in buildings at the exits. In the case of a fire being detected that cannot be liquidated by one's own means, the person who

detects the fire shall break the protective glass and press the button. This will report the fire to the EPS (electronic fire signaling) panel located at the gatehouse and simultaneously a fire alarm will be declared by the activation of wall sirens located in the corridors. Further action follows the fire alarm directives and evacuation plans.

OHS and FS

8. Care for occupational health and safety is an integral and equal part of the work duties of managerial employees at all levels of management within the scope of the work positions they hold.
9. Everyone is obliged to care, according to their possibilities, for their own safety, for their health, and for the safety and health of physical persons directly affected by their actions, or omissions at work. Knowledge of the basic obligations arising from legal and other regulations and internal directives and instructions to ensure occupational health and safety is an integral and permanent part of the qualification requirements of an employee.
10. Ensuring occupational health and safety and fire protection is established in detail by Faculty Directive No. 4/2020. For the case of managing extraordinary events such as accidents, fires, and the evacuation of employees, measures specified in other internal documents (Fire Alarm Directives, Evacuation Plans, Fire Regulations, Operating Regulations, etc.) which are prepared for specific workplaces are adopted.
11. The overview of safety regulations is updated on the OHS website (<https://www.sci.muni.cz/onas/organizacni-struktura/bozp/bezpecnostni-predpisy>).

Waste Management

12. Waste management is organized by the Technical and Operational Office. The Waste Catalogue, Continuous Waste Records book, Monthly Report on Production and Management of Waste, and Annual Report on Waste Management are published on the Faculty's website. Waste management is located in building No. 18, between the gatehouse and building 5.
13. Persons entering the area are obliged to place waste (paper, plastic) into sorted containers (e.g., at the gatehouse) distributed throughout the area. Glass, toners, and bio-waste into containers located at Waste Management; small batteries can be handed over to the stand in the gatehouse area. It is strictly prohibited to bring household waste into the area.
14. It is strictly prohibited to deposit any hazardous waste, especially sharp objects (needles, syringes), contaminated medical material, personal protective equipment, chemical substances, or other waste requiring a specific disposal regime into containers for regular municipal waste. Hazardous waste according to the waste catalogue must be disposed of in accordance with legislation – in case of the need to dispose of hazardous waste, it is necessary to contact the Technical and Operational Office.
15. Bulky packaging must be dismantled to reduce volume before being thrown away. Discarded furniture may be placed in front of the building only for collection on the day of disposal; outside the day of disposal, the worker is obliged to place it themselves, or after prior agreement with the Technical and Operational Office, in the designated place. An employee is obliged to take glass waste to the respective containers themselves.

Work with Hazardous Substances and Technologies

16. All work with hazardous chemical substances, flammables, gases, pressure vessels, or sources of ionizing radiation may be performed only in spaces designated and technically equipped for this. The head of the respective workplace (departments, laboratories) is responsible for compliance with safety during these activities.

Management of Grill Points

17. The rules for grilling in the Kotlářská area are regulated by the grilling regulations located at https://is.muni.cz/auth/do/sci/normy/OS/grilovaci_misto_grill_point/

VI.

Management of Lecture Halls, Seminar Rooms, and Computer Labs

1. Management of lecture halls, seminar rooms, and computer labs consists in:
 - Checking order and cleaning,
 - Reporting defects and requirements for repairs and adjustments to the Technical and Operational Office,
 - Ensuring a supply of writing materials for the types of boards used,
 - Ensuring the operation of audiovisual, projection, and computing technology,
 - Ensuring modernization from the development funds of the institutes or applying requirements for modernizations from Faculty development funds.
2. Management of lecture halls, seminar rooms, and computer labs is ensured by the individual institutes of the Faculty.
3. Management of the Assembly Hall (Aula) and the computer lab IC 2 is ensured by the Information and Communication Technologies Department of the Dean's Office.
4. Order and cleaning in the Assembly Hall and computer labs IC 1 and IC 2 is checked by the Central Library.
5. Management of leased classrooms is handled by the respective instruction of the Bursar.
6. Short-term use of Faculty premises by other entities is governed by MU internal norms and the respective instruction of the Faculty Bursar.

VII.

Operation of the Telephone Exchange

1. The Faculty telephone exchange is operated and voice services for the entire MU are ensured by the Institute of Computer Science (ICS). Telephone numbers of individual locations within MU have

the format 54949xxxx via a fixed operator, where 54949 is the unified prefix and xxxx is the extension of the respective telephone line.

VIII.

Records Management and Archiving Activities

1. The handling of all documents received and sent is regulated in accordance with Act No. 499/2004 Coll., on Archiving and Records Management and on the Amendment of Certain Acts, as amended, its implementing regulations, and the respective MU directive (MU Records Management Rules).
2. The correspondence address of the area is Kotlářská 267/2, 611 37 Brno.
3. All received documents are recorded by the Filing Office in the IS MU.
4. The sending of all employer documents in the Kotlářská area passes exclusively through the IS MU dispatching office. Documents must have a reference number assigned to them in the MU records management system and the prescribed header (Masaryk University, Faculty of Science).
5. Settled analogue files are stored in the handy registries of individual workplaces, or in the Faculty registry office for the duration of their retention period. Files are marked with a filing sign, the agenda they concern, the time range of the stored documents, and the shredding regime.
6. After the retention period has expired, a shredding procedure is performed. The shredding procedure is performed by the worker of the registry office in cooperation with the MU Archives.
7. Electronic files are, after settlement and closing, transferred to the electronic registry office within the IS MU records management system, where they are further processed by the worker of the registry office.

IX.

Defects and Administrative Procedures

1. Defects: All malfunctions (water, electricity, equipment) are reported to the gatehouse (extension 1410) or through an authorized employee in the application <https://muni.cz/go/zavady.kotlarska>.
2. Keys and chips: The issuance of keys and chip authorizations is subject to the records of the Technical and Operational Office.
3. All other procedures (investments, special installations, work in laboratories) are governed by the internal regulations of Masaryk University and the Faculty of Science. In case of need, it is necessary to contact the Technical and Operational Office.
4. Employees are obliged to consult in advance with the OHS and FS manager and officer all intended interventions into the spatial arrangement or technical equipment of the workplace that could have an impact on safety and fire protection. This obligation concerns especially:

- a. Construction and spatial adjustments: Installation of fixed and mobile partitions, bars, screens, or other elements that could affect escape routes, access to fire protection equipment (fire extinguishers, hydrants), or the function of detectors (EPS, ESS).
- b. Installation of technologies: Placement of new machines, laboratory instruments, or equipment with high demands on electrical installation, ventilation, or the statics of the building.
- c. Changes in the distribution of furniture: More extensive movements of equipment that may limit the passability of corridors and escape routes.

The intention must be reported to the OHS and FS officer sufficiently in advance before the actual implementation. The OHS and FS officer will assess the compliance of the intention with safety standards and, if necessary, establish conditions for its implementation or request the standpoint of the Technical and Operational Office. Without a positive statement from the OHS and FS officer, the intervention into the workplace arrangement must not be performed.

X. Code List of Workplaces

1. The division of the Faculty into workplaces, approved by the Faculty Academic Senate, is expressed in a code list which is updated as necessary and is located on the Faculty's website.
2. The workplace number according to the code list is the basic identification for maintaining accounting and property records. Workers are obliged to state it on all commercial contracts and orders and to request the supplier to state it on the invoice.
3. The currently valid code list is provided at the <https://muni.cz/go/pracoviste> web link <https://muni.cz/go/pracoviste>.

XI. Final Provisions

1. The masculine used in this norm is generic.

2. I entrust the Faculty Bursar with the interpretation of individual provisions, the control of compliance with this measure, and the approval of exceptions to this measure.
3. This measure replaces the text of Dean's Measure No. 2/2016 dated 9 November 2016.
4. This measure was approved by the Academic Senate of the Faculty of Science of Masaryk University on 23 February 2026; the measure enters into effect on 24 February 2026.

In Brno on

prof. Mgr. Vít Kudrle, Ph.D.
chair of AS

prof. RNDr. Luděk Bláha, Ph.D.
dean

Application for permission to stay at the Faculty outside operating hours

Applicant:

- **Name and surname:** _____
- **UČO / Employee ID:** _____
- **Workplace / Institute:** _____
- **Position:** Student / Employee

Specification of stay:

- **Period (from-to):** _____
- **Location (pavilion and room number):** _____
- **Reason for stay:** _____ (e.g. long-term experiment, measurement, preparation of diploma thesis)

Pedagogical supervision / Responsible person: (Compulsory for students and where required by the laboratory operating regulations)

- **Name and surname:** _____
- **Relationship to the applicant:** _____

DECLARATION OF THE APPLICANT: I have familiarized myself with the Operating Regulations of the Faculty of Science of MU – Kotlářská 2 area and I undertake to comply with them. I am aware of the obligation to report arrival and departure at the gatehouse. In the case of work in a laboratory, I undertake to comply with the specific safety regulations of the given workplace.

In Brno on: _____ Signature of the applicant: _____

STATEMENT OF THE RESPONSIBLE PERSON – FACULTY EMPLOYEE:

- **Name and surname:** _____
- **Relationship to the applicant:** _____ (e.g. teacher, superior, etc.)