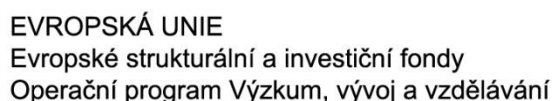


[illegible]

Welcome to the Technical University of Liberec. In your hand you are holding a guidebook for new Ph.D. students. It will help you take up Ph.D. studies as well as with the orientation at TUL.

Contents

THE BEGINNING OF YOUR STUDIES	3
TUL INTERNATIONAL OFFICE.....	3
PERSONAL MEETING WITH THE SUPERVISOR.....	3
READ ABOUT YOUR RIGHTS AND OBLIGATIONS.....	5
STAG FROM THE PERSPECTIVE OF A STUDENT	5
STUDY DEPARTMENT	5
GET FAMILIAR WITH TUL HIERARCHY.....	6
THE SENATE	6
GET TO KNOW YOUR WORKPLACE	7
THE LIANE UNIVERSITY COMPUTER NETWORK	7
EXPLORE THE STUDENTS INFORMATION SYSTEM.....	7
ATTENDANCE	8
SCHOLARSHIPS.....	8
HOW TO GET TO THE ELECTRONICALLY SECURED AREAS	8
HOW TO ORDER LUNCH	8
HOW TO USE UNIVERSITY EMAIL.....	9
HOW TO MAKE PHONE CALLS	9
THE COURSE OF YOUR STUDIES.....	10
RESEARCH ACTIVITIES.....	10
UNIVERSITY LIBRARY	10
INTERNSHIPS ABROAD	10
PERSONNEL INFORMATION SYSTEM VEMA.....	11
EDUCATE YOURSELF.....	11
HAVE UP-TO-DATE INFORMATION DAILY	11
USE OTHER USEFUL SERVICES.....	12
TEACHING	13
EDUCATIONAL ACTIVITY.....	13
GET FAMILIAR WITH THE ORGANIZATION OF TEACHING	13
GET TO KNOW THE INFORMATION SYSTEM OF THE STUDY AGENDA STAG AS A TEACHER	13
PREPARE A PROFILE ON THE WEBSITE.....	14
REPORT ANY DEFECTS IN THE CLASSROOMS	14
PROVIDE YOUR STUDENTS WITH MATERIALS ON THE E-LEARNING PORTAL	14
SUPPLEMENTARY INFORMATION.....	15
CONSULTANCY.....	15
ACCOMMODATION	15
TUL ALSO THINKS OF CHILDREN.....	15
TAKE ADVANTAGE OF SPORTS OPPORTUNITIES	16
GIFTS WITH TUL LOGO	16

The Beginning of your Studies

TUL International Office

Most of you probably already know the TUL International Office. It is responsible for international students' admissions and should be able to help you with most if not all things related to your studies.

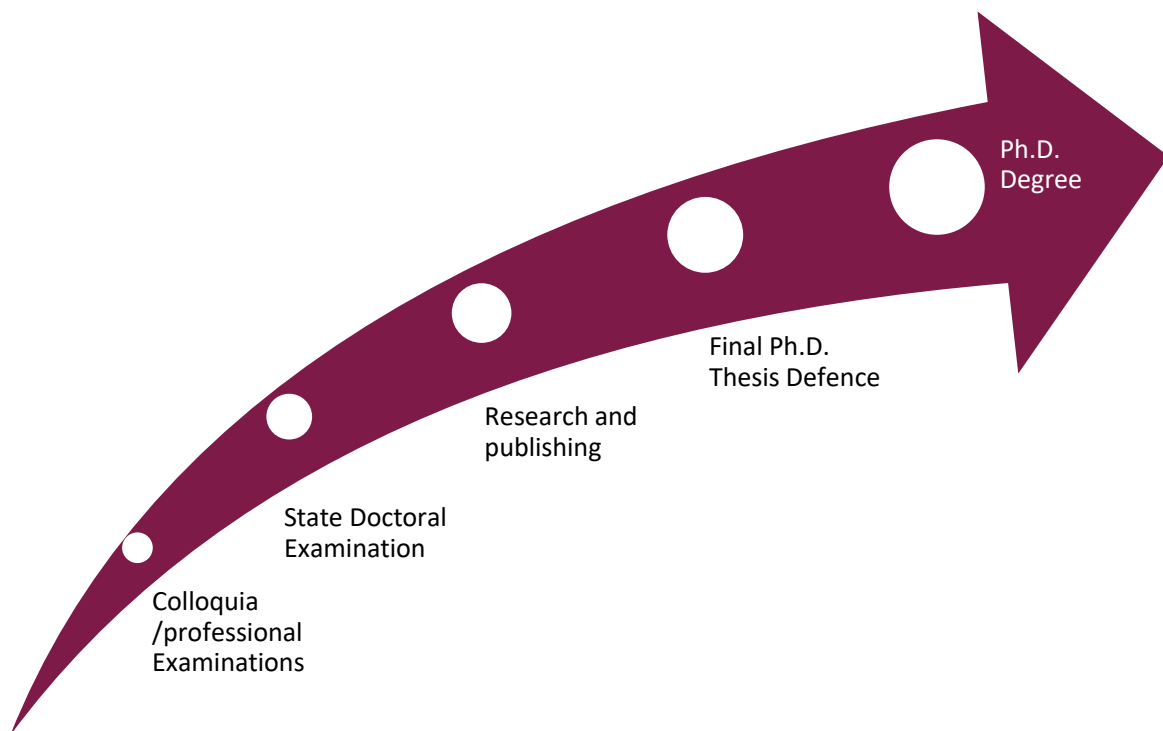
You can find a lot of useful information & advice about getting around the university and Liberec, about food and accommodation etc. on the following website: <https://www.tul.cz/en/>

Some of the information inside this document is similar to the information given on the website. Please read carefully both the website and this document since it can give you a lot of valuable insight into living in Liberec and studying at TUL.

Personal Meeting with the Supervisor

We recommend meeting your supervisor before starting your studies. Arrange a personal meeting to agree on the details of your studies and to prepare yourself for the work at the university. During the first month of studies you must fill in the "Individual Study Plan" (ISP) with the help of the supervisor. In this document, you shall state the topic of your scientific research and the subjects you will be studying. The ISP should outline the organization and time schedule of your studies. More information can be found in your faculty directive (the name of the directive varies by faculty, e.g. Organization of Ph.D. studies, The Concept of DSP, etc. – the directive can usually be found on faculty website).

Important Milestones of your Studies:



Colloquium = professional discussion on the topic of the Ph.D. Thesis (not carried out at some faculties).

State Doctoral Examination = the demonstration of professional and theoretical knowledge in the field of the Ph.D. thesis.

Ph.D. Thesis Defence = thesis defence in front of a committee.

For more information, see the "The Study and Examination Regulations of the TUL", the directive "Organization of Studies in a Ph.D. Degree Program Accredited at the Technical University of Liberec" and the directives of your Faculty.

Read about your Rights and Obligations

Information on the rights and obligations arising from your student status can be found in the **TUL Study and Examination Regulations**.

The Ethics Code for Employees and Students sets out the rules of conduct and acting of members of the academic community.

Both of these documents (their wording in English) can be found at <https://www.tul.cz/en/international-office/important-university-documents-in-english>.

For many activities and administrative tasks, internal standards, directives, methodological guidelines, orders and resolutions have been issued. Everything can be found on the TUL information system (<https://www.tul.cz/en/students-information-system>) or on your faculty website. In case you miss anything, please contact your Study department (also called Study office, Student's affair office) or the International Office.

STAG from the Perspective of a Student

All courses for the following academic year must be enrolled in [IS STAG](#) according to the rules of your faculty (not required at some faculties). There you will also find a lot of different information, including your study plan. You can also check your contact and bank details and see the scholarships paid to you. The access data is your personal number (9 characters, out of which the first one is a letter, e.g. E15000000) and the password is X + your (pseudo) birth code (e.g. X7715128588). The supervisor, your colleagues and the secretariat will help you with the orientation in the system.

Study Department

The Study Department manages all the agenda for Ph.D. students (from admission, scholarships, examinations and STAG onto graduation ceremonies). You can contact the Study Department with any questions and requests. (At some faculties, another department may play the role of the Study Department for PhD students; e.g. the Research and Development Department).

You can also get a student card (or ISIC) at the Study Department for a small fee,

which will serve as a multifunctional card within the university. With this card you can, for example, gain access to buildings and classrooms (these must be “uploaded” to the card, usually taken care of by the department secretariat), the canteen and the university library. The card can also be used for access to the Regional Research Library in Liberec and can be used for uploading the season ticket for public transport in Liberec (<http://www.opuscard.cz/nemam-kartu/mam-kartu-TUL>). Outside the university, you can receive student discounts with the card.

More information can be found at the link: <https://www.tul.cz/en/erasmus/incoming-international-students/identification-card-isic>

Get Familiar with TUL Hierarchy

The statutory representative of the university is the Rector, the Faculty is represented by the Dean. The insignia symbolizing power entrusted to them include a gown, a chain and a sceptre. They shall be shown respect to, both to the person and office. During ceremonial acts (matriculation, graduation, and awarding honorary doctorates) the Rector is addressed as “Your Magnificence”, the Deans as “Spectabilis”. The Bursar is in charge of the economics of the whole university, Secretaries are in charge of the economics of the faculties. In your applications, submissions and proposals, please follow the hierarchy given by the organizational code of the university unit to which your workplace belongs. You can get acquainted with the organizational structure of the university and the university leadership in the university Statutes: <https://www.tul.cz/files/pages/other/2019/webov%C3%A1%20str%C3%A1nka/EN-statutes-tul-2018August%2013.pdf>

For Ph.D. studies, the Branch Board is in particular important as it monitors and evaluates the study progress of Ph.D. students.

The Senate

The Academic Senate of the Technical University of Liberec is one of the governing bodies of the university. Both staff and students of the university are represented there. The representatives are elected through an election held every 3 years. Each faculty also has its own Academic Senate. Faculty Academic Senate is along with the dean,

Scientific Council and Disciplinary Committee one of the governing bodies of the faculties. The main aim of the Senates is to improve academic environment quality and maintain good working and study conditions for students and academics at the faculty.

Get to Know your Workplace

On the first day, you will get to know your workplace, learn how access to the workplace is ensured and what technical resources there will be at your disposal. Do not be afraid to ask if there is a common area available for employees and Ph.D. students (such as a meeting room, a kitchen, a storage for teaching aids) and how these are used. You should discuss most of these things with your supervisor, head of workplace, or the administrative employee of the workplace.

The LIANE University Computer Network

Upon enrolling for studies, you were automatically created a user account in the LIANE network and were provided with a central password.

You can use the LIANE central password to access a wide range of services: access to e-learning, e-mail, ordering system in the canteen, access to the VEMA employee information system, login to the intranet, etc. See below for how these services work.

In addition to the central password, you can also create a password for remote access to the network. It is used, for example, when connecting to a Wi-Fi wireless network (Eduroam), or from an ordinary Internet connection (e.g. from home) to LIANE via a virtual private VPN (for example, to access VEMA from home).

Information about LIANE network, service settings, password changes etc. can be found at <http://liane.tul.cz/>.

Explore the Students Information System

[Students Information System](#) contains links to TUL services (canteen, library), systems (STAG, university email) and information (Legislation - International office).

Attendance

Your attendance at the workplace depends on an agreement with the supervisor, the head of workplace and/or the project manager of the project you are participating in.

Scholarships

As a Ph.D. student, you are entitled to:

- Ph.D. scholarship,
- accommodation scholarship (if you fulfil the condition of distance of permanent residence),
- social scholarship (if you qualify).

You can also receive various extraordinary scholarships. Information about all scholarships can be found in the document [Scholarship Regulations](#)

If the link does not work you should be able to find the document here: <https://www.tul.cz/en/international-office/important-university-documents-in-english>

You should find detailed information about the Ph.D. scholarship on the website of your faculty. The amount of this scholarship is set independently by each faculty.

How to Get to the Electronically Secured Areas

Access and authorisation to get access to the workplaces, buildings, rooms and parking spaces that are electronically secured are assigned by the secretariat of the workplace as instructed by the superior. Access and permissions are uploaded on the student card (ISIC) which you then use for entry.

How to Order Lunch

Dining is possible at the TUL canteen facility (Menza) within a credit system. Each student has a canteen account and receives two credits per day. Each credit entitles you to one subsidized meal. If you run out of credits, you have to pay the full price of the meal.

You must activate your dining account the first time you log in to <https://menza.tul.cz/en/> where you will go through a short registration. Log in using the central password for LIANE. Ordering food and monitoring the current state of the credits is then possible on the website <https://menza.tul.cz/en/>, by means of special machines located in the canteens, or in person at the canteen. You can order meals at any of the TUL canteens. Be careful to correctly identify the name of the canteen in which you want to dine on that given day.

TIP: You can charge your card not only at the cash desk, but also by bank transfer at <https://menza.tul.cz/en/>.

How to Use University Email

The Network Administrator will assign you a university email address in the form of name.surname@tul.cz. You must use this address when communicating inside as well as outside the university.

To work with e-mail, you can use either a specialized mail program or a standard WWW client through the web interface of the mail system (<https://sogomail.tul.cz/>). Instructions how to configure mail, set an automatic answer in absence, redirect mail and how to deal with common problems can be found [the LIANE website](#).

Attention! In the system, there may more people with the same name. In such a case, a number is added after the surname of the person, depending on how many people with the same name have appeared in the system (e.g. the first John Freshman will have the address john.freshman@tul.cz, the second John Freshman will be john.freshman1@tul.cz etc.). Make sure you are writing to the right person in the employee list, [TUL phonebook](#) or STAG.

How to Make Phone Calls

It is possible that you will have access to a phone at your workplace. If so, the secretariat will provide you with further information. Most importantly, you can make phone calls throughout the university by entering the last 4 digits. You can find the telephone connection in contacts at <https://telefon.tul.cz/>. The superior of the workplace decides whether it is allowed to make calls outside the TUL or abroad.

The Course of your Studies

Research Activities

Another part of your studies will be the obligation to create and publish scientific papers. You can find the conditions again in the **directive on organization of Ph.D. studies** of your faculty.

You will also need to upload all your scientific publications to the publication.tul.cz system (username = name.surname, password = central password)

To obtain financial support for your research, you can submit a project in the [student grant competition](#) TUL (SGC).

University Library

The University Library is located on the ground floor of Building H (Faculty of Economics, Voroněžská 13) and there is a smaller branch of it in building E2. In addition to standard services such as book and magazine borrowing, it also offers access to [academic databases](#) (JSTOR, ProQuest, WoS, etc.), access and training to CitacePro software, access to standards and theses, and holds many exciting lectures and trainings.

For more information, visit its website <https://knihovna.tul.cz/en/>.

Internships abroad

As part of your studies, you will need to carry out a study stay abroad. Information on the obligation to do so should be found in the directive on the organization of Ph.D. studies of your faculty. More information about the study stays abroad can be found on the website or at the study department of your faculty and the TUL International Office.

The study stays can be financed from the faculty or through [Erasmus+](#).

Personnel Information System VEMA

There is the VEMA personnel information system at the university (<https://vema.tul.cz/>), which is also accessible from the [Employee Intranet](#). Login works via the central password for LIANE. You will only need to work in this system if you participate in projects (e.g. when starting travel orders) or when dealing with SGC projects. As a Ph.D. student, you do not automatically have access to VEMA (you must be in an employment relationship with TUL, e.g. on the basis of the so called DPP). The system is unfortunately only in Czech language, so please ask a friend or a colleague for help in case you need assistance with this system.

Educate Yourself

Take advantage of the Lifelong Learning courses on offer provided by the [Centre of Continuing Education](#). These include mainly the offer of the Internal Language School (foreign language courses at a special price) and university pedagogy courses. Check their [website](#) for updates.

Have Up-to-date Information Daily

Reports on the [university websites](#) are continually updated, an important source of the news at university is the [online newsletter of the Technical University - T-UNI](#). Up-to-date information is also provided by the university Facebook page, whether it is the official facebook page of TUL <https://www.facebook.com/TUL.cz/>, the official TUL Facebook page in English <https://www.facebook.com/TechnicalUniversityLiberec/> or pages of university workplaces and Facebook groups. Also follow the university [YouTube channel](#). In addition to up-to-date reports from the university, the university issues a representative printed magazine T-UNI 360 (unfortunately, only in Czech). You can download it in electronic form [here](#).

Use Other Useful Services

At TUL you can use a wide range of other services such as: G-Suite, OwnCloud for storing and synchronizing your data, FileSender for one-off transfer of larger amounts of data, MATLAB, ANSYS etc. For more information, please contact <http://liane.tul.cz/>.

G-suite [<http://liane.tul.cz/cz/GSuite>] - This is the entire office suite from Google. Google Disk, Google Doc and Sheet, similar to Word and Excel, will certainly come in handy. The advantage is the possibility of online sharing among colleagues and the ability to collaborate on one document in real time at the same time. The mobile version of Google Drive includes a scanning feature, in real life you can quickly take notes to PDF and save to Google Drive and share in seconds.

Filesender can be found at [<https://www.cesnet.cz/sluzby/filesender/>] and it is the alternative service to [www.uschovna.cz]. The university is involved in a number of services provided by **Cesnet**. Filesender is a service that allows you to send an oversized file up to 500GB to a colleague, keeping track of how many times the file has been downloaded, and how long it is available.

ownCloud - you can find it at [<https://www.cesnet.cz/sluzby/owncloud/>]. It is another service by Cesnet, a cloud storage of 100 GB. (An alternative to OneDrive, DropBox, etc.). The advantage of this cloud is the speed of data transfer because the connection is realized through the Cesnet optical network.

Microsoft Office365: similar to the G-suite, some of the online office tools from Microsoft can be used. To enter this space you can use [<https://login.microsoftonline.com>] and enter your school email address (name.surname@tul.cz) - then you will be switched to Shibboleth, where you fill in your username (name.surname) and password to Liane. You can then use the individual tools, use the sharing option, parallel work, disk space, MS Teams, etc. If you have already registered in Office365 as a private person, individual accounts can be switched. (*Note: this service does not allow (yet) to download Word, Excel, etc. to your computer, except for commonly available programs such as OneDrive, OneNote, Skype, etc.*)

This text in Czech was taken from: <http://www.fm.tul.cz/studenti/jsem-prvak>

Teaching

Educational Activity

As part of your studies, you will also give lessons, so there are other challenges ahead. Most of the information will be provided by the supervisor or guarantor of the course and by your colleagues.

Get Familiar with the Organization of Teaching

The timetable for teaching at TUL is published on the [official notice board of the TUL](#) or on the faculty websites.

The rules of study in accredited degree programs are regulated by the TUL Study and Examination Regulations, which are available to the public on the TUL official board in the TUL [Internal Regulations](#) section, and the English wording at <https://www.tul.cz/en/international-office/important-university-documents-in-english>.

The content and detailed rules of teaching must be communicated to you by the supervisor or the course guarantor.

Get to know the Information System of the Study Agenda STAG as a Teacher

Access to the STAG portal (<https://stag.tul.cz>) will be provided by the secretariat of your workplace, or by another authorised person. To sign into this portal, you do not use the central password for LIANE. You have to enter your login name in the form "name_surname", the password is set in the form "X + birth code" (you will be generated a pseudo-birth code), without slashes, dashes, spaces or other separating marks (eg. X8203121216). It is recommended that you change your password after the first login. In the portal, you will find all the information about your teaching (in the "My teaching" section) and it also provides applications covering important teaching related activities. The supervisor or guarantor/teacher of the subject you are going to teach can assist you with the orientation in the system.

Prepare a Profile on the Website

Information about you should be available to students on your profile page on your faculty's website (if your faculty runs an employees and Ph.D. students profile page). The relevant secretariat shall advise you how to set up and subsequently manage the profile. The space on the web is used to add information about your professional activities, membership in professional associations, positions, possible publishing and research activities or consulting/official hours. Do not forget to update the data when changes occur.

As part of your pedagogical activities, you are required to have consultation hours. The time of your consultation hours should be posted on the web profile and on the entrance door to your office.

Report any Defects in the Classrooms

If there is a technical defect in the classroom of TUL, report this fact using the form that is available after logging in with the central password to LIANE at <https://ucebny.tul.cz/>). Unfortunately, the system runs only in Czech, so please ask a colleague to help you.

Provide your Students with Materials on the E-learning Portal

The TUL e-learning portal (<https://elearning.tul.cz/>) is designed to support studies. You can log into the portal with your user name and central password into the LIANE network. Within each course you can provide the students of full-time and combined form of studies with supporting educational materials and conduct discussion forums. The course guarantor / lecturer of the course you are going to teach should give you the necessary information regarding e-learning.

Supplementary Information

Consultancy

You can use the services of the **Academic Counselling Centre and the Support Centre** within the TUL. The counselling centre offers the opportunity to consult and seek solutions to study problems or obstacles, difficulties in choosing professional orientation, relationship and personal difficulties, social problems, crisis situations, etc. TUL provides spiritual, psychological, social, study and career counselling. The Support Centre then takes care of students with specific needs. So if something is bothering you, don't be afraid to come. In case you have any questions, please contact info.apc@tul.cz.

Doctor

If you want to change your general practitioner, or if you are faced with an acute health problem, you can go to the University General Practitioner for adults, MUDr. Dagmar Švorcová, whose surgery can be found in building F. You can also go to MUDr. Petra Lajžnerová, whose surgery is located in block F of the university dormitories.

Accommodation

You can stay at the Harcov dormitory (koleje.tul.cz), or if you are employed at the university on the basis of an agreement and there is free capacity, a lodging house in Hanychov is available. Application can be found here: <https://koleje.tul.cz/index.php?p=2014-01-18-14-26-04-ke-stazeni.html>

TUL also Thinks of Children

Since September 1, 2014, the kindergarten has been offering all-day care for children of TUL employees (parents and grandparents) or students. The responsible person is Mgr. Ivana Honsnejmanova, <http://www.msskatulka.cz/o-skolce>, tel: 602 855 474, ivana.honsnejmanova@tul.cz). The rules for enrolling children in the kindergarten are published on the Kindergarten's website.

Children's Daycare offers short-term babysitting for the children of employees and students, especially toddlers. Rules for accepting children and other information in Czech are available at <http://koutek.fp.tul.cz/>. Contact: ilona.sovova@tul.cz; jana.krizkova@tul.cz

Within the "**Open University**" the so-called "Children's University" or a camp for talented children "Children's Summer University", or other professional courses for children are organized, more information in Czech at <http://stansevedcem.tul.cz/>.

Take Advantage of Sports Opportunities

You can use paid exercise classes with instructors, a fitness/centre, a sauna, a gym and an inflatable tennis hall with artificial surface within the Academic Sports Centre (for more information in Czech see <http://ktv.fp.tul.cz/akademicke-sportovni-centrum>).

Gifts with TUL Logo

If you are interested in TUL gift items and souvenirs, you can buy them on the ground floor of building F - Study materials Shop and Copy Shop - Student Service (contact Bc. Kateřina Grulišová, tel: 3190).

And we are at the end.

Your studies begin...

The handbook was developed as part of the TUL Human Resources Development project to increase relevance, quality and access to education in Industry 4.0.

The handbook was created by: Ondřej Moš et al.

Please contact ondrej.mos@tul.cz for any comments or updates.