



# GUIDE FOR NEW PHD STUDENTS



**Welcome to the Technical University of Liberec (TUL).**

**You are holding the Guide for New PhD Students<sup>1</sup>.**

**It will help you with your entry to doctoral studies at TUL.**

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<sup>1</sup> The guide will use the generic masculine, i.e. the use of the masculine gender for women (e.g. "student" also to refer to a female student).

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# BASIC INFORMATION

## Rights and obligations

Every TUL student has rights, but also responsibilities. Basic information about student rights and obligations can be found in the **TUL Study and Examination Regulations** (<https://www.tul.cz/en/university/official-desk/>).

Every TUL student becomes a **member of the academic community of the TUL faculty at which he/she** will study. Deans are almost exclusively responsible for deciding on the rights and obligations of students in study programmes run by the faculty.

The rules of conduct and behaviour of members of the academic community are determined by the **Code of Ethics for TUL employees and students** (<https://www.tul.cz/en/university/university-management/ethics-board/>).

The Technical University of Liberec has its own basic document, **The Statutes of the Technical University of Liberec** (<https://www.tul.cz/en/university/official-desk/>).

Internal standards, directives, guidelines, orders and decisions have been issued for a number of activities and administrative tasks. If you are a PhD student and an employee of TUL, you can find everything on the TUL intranet (<https://intranet.tul.cz/intranet-zamestnanci>) or on your faculty's website.

**The Disciplinary Committee** of the University discusses disciplinary offences of students enrolled at TUL and submits a proposal for a decision to the Rector. The Disciplinary Committee is composed of four members, half of whom are students. The proceedings of the Disciplinary Board are governed by an internal regulation called the **Disciplinary Regulations for Students of TUL**.

## Hierarchy of TUL

**The Rector** is the statutory representative of the University (<https://www.tul.cz/en/university/university-management/rector/>), the Faculty is represented by **the Dean**. The insignia symbolizing the power entrusted to them include the robe, chain and scepter. They are accorded the respect and reverence due to their person and office.

During ceremonial acts (matriculation, graduation, awarding of doctorates, etc.) the Rector is addressed as "Magnificence", the Dean as "Spectabilis".

The economic running of the university is taken care of by the bursar and the secretary at the faculty.

TUL and the faculties have self-governing bodies, given by the Act on Universities, No. 111/1198 Coll., the Academic Senate and the Scientific Council. The **Doctoral Programme Board** is important for doctoral studies and monitors and evaluates the studies of doctoral students.

In your applications, submissions and proposals, follow the hierarchy set out in the **TUL**

**Organizational Structure** (<https://www.tul.cz/en/university/organizational-structure/>) and the university unit to which your department belongs. You can find the University's organisational structure and management on the TUL website (<https://www.tul.cz/en/university/university-management/>).

## Your workplace

On the first day of your studies, you will get to know your workplace (**department**). You will learn how access to the workplace and laboratories is provided, where you will sit, what technical resources and infrastructure you will have, what is important in terms of occupational safety, and you will get to know your colleagues.

**Don't be afraid to ask** anything, e.g. whether staff and PhD students have access to common areas (meeting room, kitchen, storage, etc.) and what the arrangements are for using them. Walk around and see the department, laboratories, teaching spaces. Most of these things should be worked out with the supervisor, department head or departmental administrator. Your **attendance at** the workplace and use of the workplace premises depends on the agreement with your supervisor, the head of the workplace and, where appropriate, the project leader of the project you are involved in.

## Electronically secured space y

Access and **authorisation to enter** the workplace, relevant buildings, rooms and car parks, which are electronically secured, shall be assigned by the workplace secretariat as instructed by the supervisor. Access and permissions are loaded on the student's card used for entry.

## LIANE University Computer Network

After entering the studies, a user account was automatically created for you on the **LIANE** network with the domain **@tul.cz** and you were provided with a central password.

You will use the LIANE central password to access a range of services that will make it easier for you to get involved with TUL and your studies (see below to find out how these services work):

- login to the intranet,
- electronic mail,
- access to the STAG information system,
- ordering system of the canteen,
- access to VEMA's personnel information system,
- access to the Publikace.TUL information system,
- access to e-learning, etc.

In addition to the central password, you can also create your own password for remote access to the network. This is used for example when:

- connecting to a wireless Wi-Fi network (Eduroam),
- connection from the regular Internet (e.g. from home) to the LIANE network via a virtual

private network (VPN) (necessary e.g. for accessing the VEMA system from home). For information on the LIANE network, service settings, password changes, etc., please visit <https://liane.tul.cz/en>.

## TUL Intranet

In addition to the TUL public website (<https://www.tul.cz/en/home-page/>), the **TUL intranet**, which is available at the bottom of the public website (<https://intranet.tul.cz/intranet-zamestnanci>), is also a source of information for TUL and an important information crossroads. On the TUL intranet you can find information on organisational and personnel matters, internal standards, projects and grant calls, as well as documents for promotion and presentation (TUL visual style).

**ATTENTION!** Use the central password for the LIANE network to access the employee intranet. As a PhD student, you do not automatically have access to the employee intranet (you must be employed by TUL, e.g. on a temporary or part-time basis or have a contract of employment).

## Electronic mail, e-mail

The network administrator will assign you a university email address of the form jmeno.prijmeni@tul.cz. You must use this address when communicating inside and outside the University.

To work with electronic mail you can use either a specialized mail program or a regular www client via the www interface of the mail system ([webmail.tul.cz](http://webmail.tul.cz)). How to configure mail, set up automatic replies in absence, redirect mail and instructions for solving common problems can be found on the LIANE website (<https://liane.tul.cz/en>).

**ATTENTION!** There may be a name match in the system. In such a case, a number is added after the surname of the person concerned, depending on how many times the same person with the same name has appeared in the system (e.g. the first John Smith will have the address john.smith@tul.cz, the second John Smith will have john.smith2@tul.cz, etc.). Make sure you are writing to the correct person in the staff list, the TUL phone book (<https://kontakt.tul.cz/>) or in STAG.

## Canteen

Meals are available in the TUL catering facility (**canteen**) under the "voucher" system. Each student has a catering account and receives two vouchers per day. Each voucher entitles you to one subsidised meal. If you run out of vouchers, you must pay the full price of the meal. For detailed information and the canteen office board, please visit <http://koleje.tul.cz>.

You must activate your guest account when you first log in at <https://menza.tul.cz/harcov/2023-07-28/en/>, where you will go through a short registration process. You will log in with the central password to LIANE. You can then order food and track your current voucher balance at <https://menza.tul.cz/harcov/2023-07-28/en/>, through

the vending machines located in the canteens, or in person at the canteen ticket office. You can order food to any canteen outlet.

**ATTENTION!** Make sure you correctly identify the outlet where you want to eat lunch on that day. You can charge your card not only at the cash desk, but also by bank transfer at <https://menza.tul.cz/harcov/2023-07-28/en/>.

## Telephoning

It is likely that you will have access to a **phone** in the workplace. If so, the site secretariat will provide you with further information. Most importantly, you can use this phone to make phone calls throughout the University, including to halls of residence, by dialling the last 4 digits. You can find the phone number in the contacts at <https://kontakt.tul.cz/>. It is up to the department supervisor to decide whether to make the option available to call outside TUL or abroad.

## University Library

The University **Library** is located on the ground floor of Building H (Voroněžská 13) and has a branch in Building E2. In addition to standard services such as borrowing books and journals, it also offers access to academic databases (JSTOR, ProQuest, WoS, etc.), access and training in the CitacePro software, access to standards and theses, access to the professional translator DeepL, organizes a number of interesting lectures and training sessions, and can advise you on many things. To find out more, visit the website <https://knihovna.tul.cz/en/>.

## Publishing and printing

The TUL Publishing House provides **publishing of** electronic and printed documents, ISBN allocation and printing of publications in the Polygraphy of TUL (<https://knihovna.tul.cz/en/printing-services/printing-services>). In case of interest, it will help with the design of the cover of the publication. Just send the publication in electronic form together with a completed and signed Publication Proposal for the appropriate type of publication (script or monograph) to the following e-mail address: [vydavatelstvi@tul.cz](mailto:vydavatelstvi@tul.cz).

## Senate

Representatives to the Faculty and University-wide **Senate** are elected once every 3 years. You too can become an elected candidate who will participate in the running of the university.

## Personnel information system VEMA

The University has a personnel information system, **VEMA** (<https://vema.tul.cz/>) which is accessible from the intranet. Login works through a central password to LIANE. You will only be able to work in this system if you have an employment relationship at TUL (DPP, FTE,

employment contract). As a PhD student, you do not automatically have access to VEME.

## Career at TUL

If you are thinking about a **career** at TUL, either as an academic or a researcher, you need to follow the University's website in the Official Bulletin Board section (<https://www.tul.cz/en/university/official-desk/careers-at-tul/>). You also become a TUL employee if you are involved in internal and external grants and projects.

## Equality of opportunity

The theme of equality and equal opportunities is a core value that we share at TUL. A plan for gender **equality**, a welcoming environment, promotion of career development, fair and equal pay, and protection from negative gender phenomena while studying or in the workplace, including discrimination, harassment, bullying, etc. is on the website <https://www.tul.cz/en/university/equal-opportunities-and-diversity/>.

## Adaptation of foreign students

Doctoral students with foreign nationality can contact the Foreign Department (contact: Viera Huličková, e-mail: [viera.hulickova@tul.cz](mailto:viera.hulickova@tul.cz) or tel: 485 853 497). In Liberec there is the Centre for the Support of Integration of Foreigners (<http://www.integracnicentra.cz/liberecky-kraj/>), which provides foreigners with social and legal counselling, organises Czech language courses, etc.

Courses for foreigners focused on teaching Czech are organised and provided by the Centre for Further Education at TUL (<https://www.cdv.tul.cz/cestina-pro-cizince/>).

# STUDY PROGRESS

Studies at our university are governed by the **timetable for the academic year** (<https://www.tul.cz/en/students/academic-calendar/>).

## Study Department

Your main partner is the **faculty's study department**. The Office of Studies manages all administrative tasks for PhD students (from admission, curricula, assessments, scholarships, exam records, STAG to graduation). You can contact the Study Department for any questions and requests.

You can also arrange a student card 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 (must be "loaded" on the card, e.g. provided by the

department secretariat), the canteen and the university library. The card can also be used to upload access to the Regional Scientific Library in Liberec and to "fly" on public transport in Liberec (<http://www.opuscard.cz/nemam-kartu/mam-kartu-TUL>). Outside the university, you can use the card to get student discounts.

More information can be found on the TUL website in the Students section (<https://www.tul.cz/en/students/identity-cards/>).

## IS STAG from the student's perspective

You must register for all courses for the next academic year in **IS STAG** ([https://stag.tul.cz/portal/studium/index.html?pc\\_lang=en](https://stag.tul.cz/portal/studium/index.html?pc_lang=en)) according to the rules of your faculty (not required in some faculties). You can also check your contact and bank details and see your scholarship payments here. **Access is via your Liane account.** Your supervisor, colleagues and the secretariat will help you navigate the system. An unofficial video tutorial with basic STAG functions can be found here:

<https://www.youtube.com/watch?v=njNhZCXHWGw&list=PLTUd7kbd9IS5Hae1E6FUfHz49PtCZTMfp>.

For direct access from your mobile phone to STAG, you can use the **TULapp** mobile app, which is the official mobile app of TUL in the Android version (downloadable on GooglePlay) including an interactive map of Liberec (<https://www.tul.cz/2020/06/08/mobilni-aplikace-tulapp-pro-komunikaci-s-is-stag/>).

## Study programme

Your studies will be conducted according to the current accreditation of the faculty's doctoral study programme (DSP). We recommend that you read the **programme of study** (<https://www.tul.cz/en/admissions/study-programmes/>). For more information, see the "Study and Examination Regulations of TUL", the guidelines "Organisation of studies in the doctoral study programme accredited at the Technical University of Liberec" and the guidelines of your faculty.

## Study in the study programme

**Your studies** in the doctoral programme will be conducted according to an "Individual Study Plan" (ISP), which you will update with "Annual Study Plans" (ASPs) under the guidance of your supervisor based on the activities of the previous period and the course of study. At the end of each academic year, you and your supervisor will prepare an "Annual Study Review" (RHS).

Study obligations and requirements vary according to the current DSP accreditation and the faculty where the DSP is accredited. Study obligations typically include:

- examinations in professional subjects,
- foreign language exam,
- research on the topic,



- passing the colloquium,
- completing an international internship,
- creative (research and publishing),
- pedagogical activity,
- seminars, etc.

Once you have fulfilled all your obligations, you will report for the State Doctoral Examination (SDZ). After the student has successfully passed the SDZ and submitted his/her dissertation, a defence will follow. A prerequisite for defending the dissertation before the committee is that you meet all the requirements defined in the student's ISP.

We therefore recommend that you meet with your supervisor before starting your studies. Arrange a personal meeting to discuss the details of your studies and prepare yourself for your time at university. During the first month of your studies, you must complete an "Individual Study Plan" with the help of your supervisor, indicating the topic of your research, the subjects you will study and your other study obligations.

## Colloquium

**The colloquium** usually takes the form of a professional debate on the topic of the dissertation, the focus of the dissertation and the further direction of research (not at all faculties).

## State Doctoral Examination

**The State Doctoral Examination** includes the demonstration of professional and theoretical knowledge in the form of answers to questions and the defence of a thesis.

## Foreign internship

As part of your studies, you will be required to go on a study **placement** abroad. You should refer to your faculty's accreditation and doctoral study organisation guidelines for information on the obligation to travel. Further information on trips can be found on the website or in the study department of your faculty and the TUL International Department. Trips can be financed by the faculty or through Erasmus+ (<https://www.tul.cz/studenti/studium-a-staze-v-zahranici/>).

**ATTENTION!** If you are also an employee of TUL, it is necessary to discuss the performance of work during your internship with the Personnel and Payroll Department at least 30 days before your departure for a foreign internship.

## Research and development activities

The standard duties of a DSP student include **creative** (scientific research and development) **activity**, the obligation to produce and publish the results of scientific work at conferences or in journals, to produce the results of applied research, e.g. patents, utility models (intellectual property), to submit and solve research projects and, where appropriate, to

participate in contract research.

Don't forget that you can participate in the Student Scientific and Professional Activities Competition (SVOČ - <http://svoc.tul.cz/>) with your publications and win a cash prize!

You will also need to upload all your scientific publications and intellectual property to the TUL Publications system <https://publikace.tul.cz/?lang=en> (username = jmeno.prijmeni, password = central password).

Intellectual property is subject to the Copyright Act, and you must have an employment relationship with TUL if the intellectual property arises. All information can be found in the TUL Directive on the Protection of Intellectual Property and the Commercialisation of Research and Development Results (<https://www.tul.cz/univerzita/uredni-deska/vybrane-vnitri-normy/>).

If you will be submitting a project, you must enter it into the Grants and Projects (GaP) system with the help of the site administrator <https://gap.tul.cz/GaP/>.

To get financial support for your research, you can submit your project in the TUL Student Grant Competition (SGS), <https://www.tul.cz/en/research/grant-programs/sgc/>. You can also contact your supervisor or the study department for more information about the SGS.

If your research activity will involve human subjects in particular (including work with biological material of human origin), but also other activities requiring ethical consideration, a "Research Ethics Committee" is established at TUL. The Commission works at the initiative of the applicant and details are given at <https://www.tul.cz/univerzita/organy-tul/komise-pro-etiku-ve-vyzkumu/>.

## **Pedagogical activity**

As part of your studies, you can also provide teaching or **pedagogical activities** (supervising term papers, consulting on final theses, etc.) and therefore there are even more challenges awaiting you. Most of the information will again be provided by your supervisor or course supervisor together with your colleagues.

If you will be involved in teaching, you must be an employee of TUL (DPP, DPČ, employment contract)!

As part of your teaching activities, you are obliged to have consultation hours. Your office hours are usually posted on your web profile and at the entrance to your office. At the same time, you will be using the STAG system as an employee, not as a student. Access to the STAG portal ([https://stag.tul.cz/portal/studium/index.html?pc\\_lang=en](https://stag.tul.cz/portal/studium/index.html?pc_lang=en)) will be arranged by the department secretary or another responsible person. The portal contains all the data relating to your teaching (under the My Teaching tab) and also provides applications covering important teaching-related tasks. The tutor or supervisor/teacher of the course you are teaching can help you navigate the system. The information about teaching in IS STAG must correspond to reality, i.e. any changes must be modified and updated in the system.

You can provide your students with study materials and handouts on the TUL e-learning portal (<https://elearning.tul.cz/?lang=en>). You log in to the portal with your username and

central password to the LIANE network.

## Business trip

You can only be sent on a **business trip** if you have an employment contract with TUL, or in the form of a FTE or LTC, which includes the possibility of being sent on a business trip. The travel order must be approved by your supervisor before you start the work trip in IS VEMA, and you are required to account for and close the travel order upon your return.

**ATTENTION!** Doctoral students without an employment relationship are not entitled to travel allowances.

## Work safety

As part of your studies, you must follow safety procedures, **workplace safety** and fire safety rules. If you carry out work in laboratories, you will be trained by the responsible member of staff in laboratory safety.

Should you have an accident while studying, you must report it immediately to the Head of Department and to address bozp@tul.cz.

If you smoke, please respect the no smoking policy in the workplace and all areas of TUL.

## Scholarships

Finances during studies are one of the most important things. As a PhD student, you are entitled to:

- doctoral scholarship (full-time study),
- accommodation grant (if you meet the distance to permanent residence requirement, full-time study),
- a social grant (if you qualify).

In addition, you can still receive exceptional scholarships. Information about scholarships can be found in the Scholarship Regulations of the Technical University of Liberec (<https://www.tul.cz/univerzita/uredni-deska/vnitrni-predpisy/>) or on the website of your faculty (the amount of the scholarship is determined independently by each faculty).

In addition to the above scholarships, you can also receive scholarships from the DKRVO, the so-called institutional support (activity 117) or from the department where you are a PhD student. The head of the department decides on the allocation of the scholarship.

Another option is scholarships from research projects, if grants and projects allow it.

## Seminars

In some faculties, you will also be required to attend seminars organised by the university or faculty, which will serve to further the doctoral students' competences and personal growth. The easiest way is to attend seminars organised by the "University Doctoral School" (<https://www.tul.cz/en/students/doctoral-school/>).

You can also take advantage of the lifelong learning opportunities offered by the TUL

Continuing Education Centre (<https://www.cdv.tul.cz/en/>). These are mainly the offer of the Internal Language School (foreign language courses at a discounted price) and courses in university pedagogy. For up-to-date information, please visit their website.

## Your profile

Information about you (**your profile**) should be available on the website of your faculty (if your faculty maintains profiles of staff and PhD students) or department. The relevant secretariat will advise you on how to set up and manage your profile.

In addition to your profile, please also create an ORCID (Researcher Identifier). You can get advice on how to set up an ORCID either from your department or from the university library (<https://knihovna.tul.cz/>).

The space on the website is used to add information about your professional activities, membership in professional associations, functions, possible publications and research activities, or consulting/classes. Please remember to update the information when any changes occur.

## Get fresh information

Keep an eye on **the news** on the university website, which is continuously updated.

An important source of information about what is happening at the university is the online newsletter T-UNI (<https://tuni.tul.cz/>). Fresh information is also provided by the university's Facebook, Twitter, Instagram, LinkedIn and Youtube. In addition to news from the university environment, the university publishes a representative magazine, T-UNI (<https://tuni.tul.cz/t-uni-univerzitni-casopis-university-magazine>).

# ADDITIONAL INFORMATION

## Advice

You can use the services of the **Academic Advice and Support Centre** at TUL. Counselling offers the opportunity to consult and seek solutions to study problems or obstacles, difficulties in choosing a career orientation, relationship and personal difficulties, social problems, crisis situations, etc. Spiritual, psychological, social, study and career counselling is available here. The Support Centre then looks after students with special needs. So if you are worried about something, don't be afraid to come. For more information visit: <https://www.apc.tul.cz/>.

## Ombudsman

The **Ombudsman** is the guardian of the rights of staff and students, and is available as an independent observer to all staff and students of the University when there are concerns about compliance with rights and procedures, particularly in the following areas: equal access, discrimination, sexual harassment, bullying and burnout. It can also mediate any disputes and communication disagreements. For more information, visit <https://www.tul.cz/en/university/university-management/ombudsman/>.

## Medical care

If you want to change your district **doctor**, or if you are just surprised by an acute health complication, you can go to the university's adult general practitioner, MUDr. Dagmar Švorcová, who has her office in Building F. You can also go to MUDr. Petra Lajžnerová, whose office is located in Block F of the university dormitories. All information about health services can be found at <https://asc.tul.cz/>.

## Accommodation

You can **stay at the** Harcov dormitory (<https://koleje.tul.cz/>), or if you are employed at the university and there is a vacancy, there is a hostel in Hanychov, Brožíkova Street, Hálkova Street, Building P (<https://www.tul.cz/en/university/employees/>).

## TUL and children

**ŠkaTULka Kindergarten** offers full-day care for children of employees (parents and grandparents) or students from 1 September 2014. The operator is Mgr. Ivana Honsnejmanová, <https://msskatulka.cz/>, tel: 602 855 474, ivana.honsnejmanova@tul.cz). The rules for enrolling children in the university kindergarten are listed on the kindergarten's website. Basic information can also be found on the TUL website in the section Cooperation - Services.

**The Children's Corner** offers short-term childcare for employees and students, especially toddlers. For enrollment policies and other information, please visit <http://koutek.fp.tul.cz/>.

Within the **Open University**, there is a children's university or camp for talented children called the Children's Summer University, or other professional courses for children, for more information visit <http://stansevedcem.tul.cz/>.

## Sports activities

You can use a wide range of instructor-led **exercise classes**, a gym, sauna, gymnasium and inflatable artificial tennis halls within the Academic Sports Centre (see <https://asc.tul.cz/> for more information).

## Formula Student

**FS TUL Racing** is an international Formula Student competition team from the Technical University of Liberec. Everyone who is a student of TUL has the opportunity to join the team and participate in the creation of our formula. If you want to get involved, check out <https://www.fstulracing.cz/>.

## Gifts with TUL logo

If you are interested in TUL **promotional** gifts and souvenirs, you can buy them on the ground floor of Building F - Script and Copy Shop - Student Services (contact Bc. Kateřina Grulišová, tel: 3190), <https://www.tul.cz/en/university/employees/>.

## Employee benefits

TUL offers a number of above-standard **employee benefits**. So if you become a TUL employee, you can find out all about employee benefits at <https://www.tul.cz/en/university/employees/>.

**And we're at the end. Your study begins.**

**Good luck.**

