



TECHNICAL UNIVERSITY OF LIBEREC
www.tul.cz

HANDBOOK FOR NEW EMPLOYEES



Technical University of Liberec (TUL)



EVROPSKÁ UNIE
Evropské strukturální a investiční fondy
Operační program Výzkum, vývoj a vzdělávání



Rozvoj lidských zdrojů TUL pro zvyšování relevance, kvality a přístupu ke
vzdělání v podmínkách Průmyslu 4.0
CZ.02.2.69/0.0/0.0/16_015/0002329

Welcome to the Technical University of Liberec. In your hands you are holding the handbook for new employees. It will help you before commencing the employment as well as with the orientation during the first days at your new workplace.



Contents

What Needs to be Done before Taking up Employment?	3
Personal Meeting with your Superior	4
Passing the Medical Check-up	4
Personal Visit to the Personnel Department	6
Employee Card	7
Accommodation Options for Employees	8
First Steps in your New Job	10
Get Familiar with the TUL Hierarchy	11
Take Part in the Initial Orientation Meeting	11
Meet your Colleagues	12
Get to Know your Workplace	12
Observe your Rights and Obligations	12
Observe Occupational Safety Rules	13
What is the Purpose of the LIANE University Computer Network?	13
Explore the TUL Intranet	14
Use the VEMA Personal Information System Actively	14
Keep the Working Hours	15
You are Entitled to Receive a Reward for your Work	15
You Can Also Enjoy other Employee Benefits	15
How to Get to the Electronically Secured Areas	16
How to Use Email	16
How to Make Phone Calls	16
How to Order Lunch	16
Go to the Payroll Accounting Office in Person	17
Take Part in an Ongoing Orientation Meeting	17
When you Need a Vacation	17
Have Up-to-date Information Daily	17
Educate Yourself	18
TUL also Thinks of Children	18
Take Advantage of Sports Facilities and Healthcare	19
Gifts with the TUL Logo	19
Take Part in the Final Orientation Meeting	19
What is Good to Know, if you are Going to Teach	20
Focus on the Organization of Instruction	21
Get Familiar with the Study Information System STAG	21
Prepare a Profile on the Website	21
Report any Defects in the Classrooms	21
Provide Students with Materials on an E-learning Portal	22
Take Advantage of Other Useful Services to Support your Teaching	22



What Needs to be Done before Taking up Employment?

-
- Personal Meeting with your Superior, or the Faculty's Secretary**
 - Passing the Medical Check-up**
 - Personal Visit to the Personnel Department**
 - Employee Card**
 - Accommodation Options**



Personal Meeting with your Superior

Contact your immediate superior and arrange a personal appointment. At the meeting, you will agree on a specific workload (and fill out the Workload form), details on commencing work, organization of the 1st day at work and details of the distribution of the working hours.

The date of the meeting should allow for a sufficient time-reserve before commencing employment, because at least 10 days before you start the employment relationship you have to deliver an application for admission to employment to the Personnel Department, as you can read further on. The secretary of the relevant faculty can assist you with these steps.

You will receive forms that you must fill in and bring with you to the Personnel Department from your superior, the secretary of the faculty or another responsible person.

List of forms:

- Application for a medical check-up and health fitness assessment.
- Medical report on medical fitness to perform work.
- Personal questionnaire for admission to employment.
- Application for the issue of an employee identification card.
- Application for admission to employment.
- Agreement on wage deductions.
- Declaration of taking into account the obligation to sign the pension insurance record sheet.
- Initial Health and Safety Protection Training and Fire Prevention Training.

Passing the Medical Check-up

For the medical check-up, you need to have a completed "Medical Report on Health Fitness" form that you received at the meeting with your superior. A valid initial medical check-up will prove that you are fit for work. Only after that is it possible to conclude the employment relationship.



If the job position is not listed below, it belongs to **Category I (no specific working conditions)**, and the initial check-up can be carried out by your GP.

Types of work with a health hazard:

- Night work.
- Activities epidemiologically relevant.
- Boiler operation, operation of heat exchangers.
- Operation of gas equipment.
- Work with electrical equipment according to Decree No.50/1978 Coll. (Sections 5 - 11).
- Operation and control of motor and electric trucks and operation of forklifts.
- Driving a motor vehicle within the basic employment relationship (referent driver).
- Work at heights (above 1.5 m).
- Crane operators, crane loaders.
- Operation and repair of pressure vessels.
- Servicing and repair of high voltage electrical equipment.

Category II, III:

- Academic, scientific, pedagogical, administrative, technical, service worker working with chemical substances H317, H334 (or R42 + R43).
- Academic, scientific, pedagogical, administrative, technical, service worker working with laser of IIIb. and IV. category.
- Academic, scientific, pedagogical, technical worker working with groups 2 and 3 biological agents.
- Maintenance, caretaker, bricklayer, gas boiler operator, heat exchanger operator, operating locksmith, electrician, plumber, stoker and heating attendant, driver.
- Cleaning staff, chambermaid.



- Catering staff (chef, helper, expedient - meal distribution staff, warehouse keeper).
- Guards working in continuous or three-shift work regime.

Initial check-up for category I with risk of health, II., III. shall be carried out by the physician of the TUL medical service based on prior appointment.

At the initial medical check-up (for categories I with a health hazard, II and III), **it is necessary to bring with you a transcript of the medical documentation** from your GP and a health insurance card.

Contact information of the physicians of the TUL medical service:

MUDr. Dagmar Švorcová

MUDr. Petra Lajžnerová

Husova 75 (Building F)

17. listopadu 590/14

Liberec

Liberec

tel: +420 485 353 294, +420 485 353

tel: 607 888 930

262,

485 353 163

The initial medical check-up of the job seeker is paid by the person under examination. The employer shall pay the applicant for an initial medical examination if they conclude a labour-law or a similar relationship.

Personal Visit to the Personnel Department

At least **10 days** prior to commencing the employment relationship, please go to the Personnel Department personally. Its seat is on the 4th floor of building IC, Studentská 1402/2, 461 17 Liberec. Contact information of the Personnel department:

Mgr. Jitka Havlíková,

tel .: +420 485 353 488,

e-mail: jitka.havlikova@tul.cz .



Bring these documents (filled in and signed) with you:

- Filled in Personal questionnaire.
- Application for admission to employment.
- Declaration of taking into account the obligation to sign the pension insurance record sheet.
- Agreement on wage deductions.
- Documents on the highest education attained (academic, pedagogical, scientific staff shall provide all evidence of education).
- Evidence of completion of the entrance medical check-up.
- Bank Account Number (if you apply for cashless wage payment).
- Employment confirmation from previous job, or a confirmation of registration at the Labour Office or a confirmation from the OSSZ for the self-employed.
- Identity card (for verification by the Personnel Department's employee).
- Proof of residence permit, passport, visa (foreigners only).
- Application for the issue of an employee identification card.
- Job description.
- Initial Health and Safety Protection Training and Fire Prevention Training.

Employee Card

To use the services offered by the university, you need an employee identification card. The employee card is issued at your request by the Personnel Department (form in the attachment). The first employee card is issued free of charge. You can choose a TUL card with a chip or an ITIC card (for academic staff only) issued by TUL. Card photos are taken directly when making a card.

With the card you will be able to use the services of the university library and pick up the ordered lunches. The card is required for admission to some university buildings, rooms and the entrance to the parking lot. You can use it in the canteen (building F and H) and in the café (building IC and H).

You can also use the card after its activation to travel by public transport within the



Liberec region (see activation conditions at www.opuscard.cz) and as a membership card in the Regional Research Library in Liberec (for more information on www.kvkli.cz).

The ITIC card is an internationally recognized proof of the teacher's position and allows for various discounts (information on <http://www.isic.cz/>). In order to take advantage of the benefits of the ITIC card it is necessary to order a renewing sticker for CZK 180 each year. The stickers are dealt with by the Personnel Department.

In the case of loss or damage to the card, please contact without delay the secretariat of your workplace or the Personnel department to block the card.

Accommodation Options for Employees

Accommodation can be provided for a fixed period of 1 year, with the option of renewal, at most for the duration of the employment relationship. Accommodation is allocated according to the waiting list and capacity. For signing in into the waiting list and for further information please contact the Personnel Department:

Petra Bergmanová, e-mail: petra.bergmanova@tul.cz , tel: 48 535 3823,

or Mgr. Jitka Havlíková, e-mail: jitka.havlikova@tul.cz , tel: 48 535 3488.

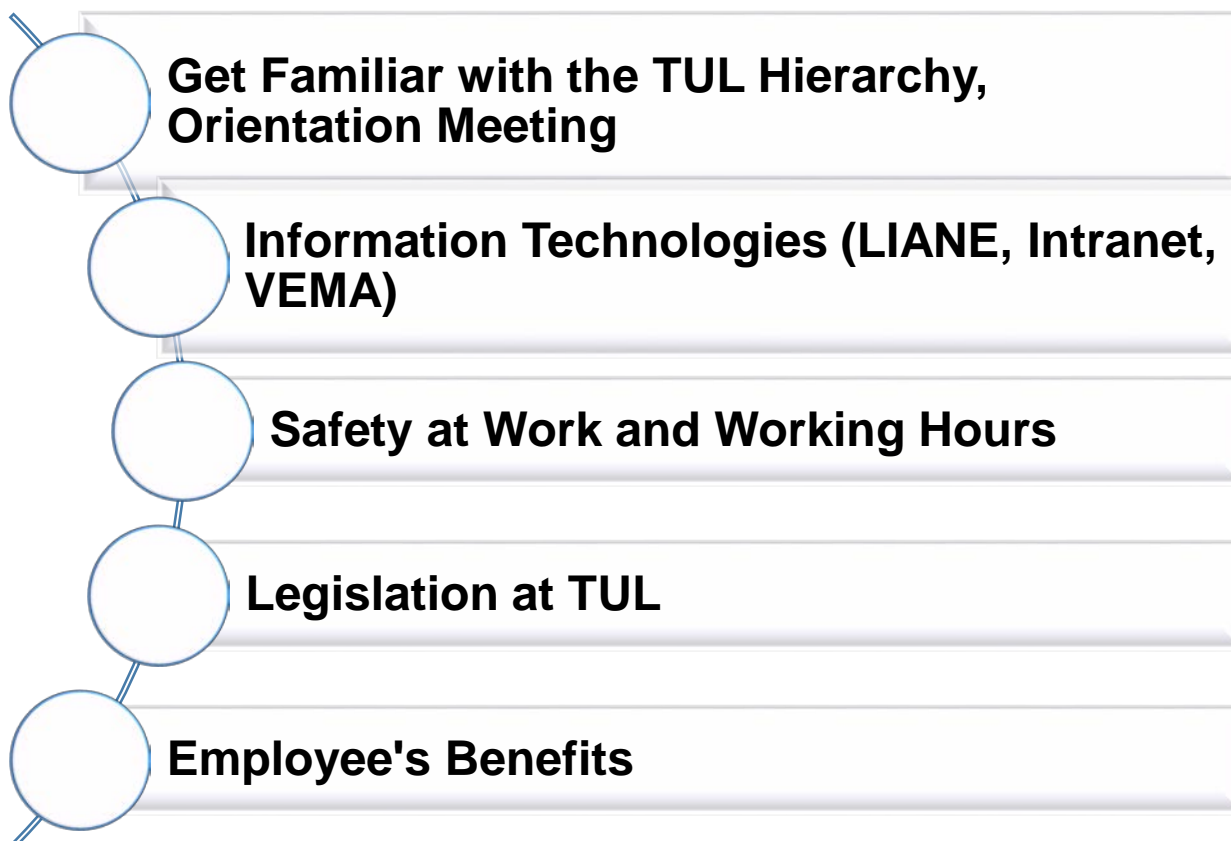
1. Lodging House in Dolní Hanychov - rooms 15 m² for 2.250,- CZK/month, rooms 20 m² for 2.850,- CZK/month, possibility of accommodation for a person close to the tenant for 700,- CZK/month. In this lodging house, short-term accommodation in so-called Pender's rooms is also possible, price 80,- CZK/night. Rooms are laid out as units, i.e. 2 furnished rooms share bathroom facilities, a kitchenette is available on the same floor. The exchange of bed linen is included in the price. The Lodging House has a laundry and a drying room facility.
2. The hostel in building P (Komenského Street.) - 3 accommodation units are preferably provided to employees of the Faculty of Sciences, Humanities and Education - accommodation unit A 43 m² for 3.000,- CZK/month, accommodation unit B 29 m² for 2.000,- CZK/month, accommodation unit C 39 m² for 2.700,- CZK/month, possibility of accommodation for a person close to the tenant for 1.000,- CZK/month. Each accommodation unit is equipped with furniture, a washing machine and has its own bathroom and a kitchenette.



3. House of Scientists in Hálkova Street – an unfurnished room of the area of 14 m², shared sanitary facility with other 5 rooms, shared kitchen with other 5 rooms, price according to energy consumption approx. 1.800,- CZK/month.
4. Caretakers' and other flats for employees in Liberec.
5. Accommodation at TUL Halls of Residence - contact person Iva Šídová, e-mail: iva.sidova@tul.cz, tel: 48 535 5203.



First Steps in your New Job





On the first day at your workplace you signed the employment contract and wage statement that had been given to you by your superior or a Personnel Department's employee. You can consult them in the future in all matters related to employment and payroll agenda, they will be happy to help you and advise you even in case of unexpected social distress.

If there is any change in your personal data during your employment, please report it to the Personnel Department without delay. The change report form is [available on the intranet for TUL employees](#) upon login (see more information about the LIANE account).

Get Familiar with the TUL Hierarchy

The statutory representative of the university is the Rector, the Faculty is represented by the Dean. They are shown respect for their persons and office. The insignia symbolizing the power entrusted to them include the gown, the chain and the scepter. During ceremonial acts (during graduation ceremonies, awarding honorary doctorates, matriculation) the rector is addressed "Your Magnificence," the Dean "Spectabilis". The bursar is in charge of the economics of the university, the Secretary of the economics of the faculty. 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 at the TUL website.

Take Part in the Initial Orientation Meeting

In the first week of your work, a personal meeting with your superior and a mentor shall take place. During the meeting, you should clarify your expectations and intentions for the future. Your superior will get you acquainted with your duties and the tasks related to your job. You will learn how long the trial period will be, how long the adaptation period will be (the recommendation is 3 months, but it will depend on the particular job position). And, of course, this is an opportunity to discuss any possible ambiguities.

The first steps in your new job can be facilitated by a mentor, an experienced person who is capable and willing to advise you and to inform you of how to work at a new workplace. If s/he is not present at the meeting, ask your superior to assign a mentor



to you. The mentor will be an advisor for you during the first three months, you will be able to address your questions to him/her, and s/he will complement the information and knowledge needed to carry out your work. The mentor will help you integrate into your team, get to know important contacts, help you with orientation in the corporate culture, organizational standards, and orientation in the university facilities themselves.

At the end of the meeting, you should agree on the dates of the other orientation meetings - ideally in the middle of the adaptation period and at the end of it.

Meet your Colleagues

You will cooperate with a number of people during your work. Ask the head of your workplace, or the mentor, to enable you to be introduced to everyone you shall work with and socially associate with. Not everyone will remember you after this first meeting, be ready to introduce yourself again during the first working contact.

Get to Know your Workplace

On the first day, you will learn about your workplace, learn how to access the workplace and what technical resources you will have at your disposal. Do not be afraid to ask whether employees have a common area (such as a meeting room, a kitchen, a storeroom for teaching aids) and how these are used.

Observe your Rights and Obligations

Information on the rights and obligations arising from the employment relationship, annual leave entitlement, working hours, remuneration, etc., are available in the document *Information on the Rights and Obligations Arising from the Employment Relationship*. This document was handed to you along with the employment contract and wage statement. For more information, see the [TUL Collective Agreement](#).

The [Code of Conduct](#) sets out the rules of conduct and behaviour of members of the academic community and it applies to academics and expert employees.

For many activities and administrative tasks, internal standards, directives, methodological guidelines, orders and resolutions have been issued. You will find everything in the section [Internal standards and forms](#) on the TUL intranet.



At the TUL, there are active Trade Unions whose mission is to promote and protect wage, working and living conditions and the employees' rights.

Referent drivers must have a medical examination and driver's training, otherwise they cannot go on a business trip as drivers. Regular trainings for the referent drivers are available at: <https://skoleni.tul.cz/> , individual training can be arranged with Ing. Martina Froschová (tel .: 3070, martina.froschova@tul.cz).

Observe Occupational Safety Rules

On the first working day, you will be instructed by your superior at your workplace on occupational safety and fire protection rules and the consequences and risks associated with the performance of your job. By signing it on the Initial Health and Safety Protection Training and Fire Prevention Training for Employees Form, you confirm that you have been trained and will follow the rules. It's not a mere formal matter. You can only work effectively if you avoid unnecessary injuries, damage to health and property, and if you see to it that you observe the rules of fire prevention and its consequences.

Immediately after starting the employment relationship, register via the TUL staff training pages (<https://skoleni.tul.cz/>) for the general training of BOZP and PO, which is organized by the BOZP and PO department. Login works through a central password to LIANE. In this training you will be acquainted with the general information about the TUL management system in the area of BOZP and PO.

If you smoke, respect the smoking ban at the workplace and in all TUL premises.

If an accident happens at work, you must report it immediately to your superior and to the e-mail address bozp@tul.cz .

On the intranet TUL, in the Internal Standards of BOZP and PO section, you will find all necessary regulations and forms, incl. information on provision of personal protective equipment for TUL employees.

What is the Purpose of the LIANE University Computer Network?

Once you have started the employment relationship, a user account in the LIANE



network has been created for you automatically. Its name and central password will be sent to your workplace by the Information Systems Division - Network Centre.

You can use the LIANE central password to access a wide range of services: sign-in to the employee intranet, e-mail, dining hall ordering system, access to the VEMA information system for employees, access to e-learning etc. For how these services work, see the text below.

In addition to the central password, you can also create a password for your remote access to the network. It is used, for example, when connecting to a Wi-Fi wireless network (Eduroam or TULwifi Wi-Fi network), or when connecting from a regular internet (for example from home) to a LIANE network through a virtual private VPN.

The connection to the Eduroam network can also be used at other universities in the Czech Republic and abroad.

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

Explore the TUL Intranet

The source of information about the TUL and an important information intersection is, besides the TUL public website, an intranet for employees T-INTRA (<http://tintra.tul.cz/>), which is also available from the public TUL website. Some of the active links in this Internet guide will be accessible to you **only after logging in to the intranet. Use the LIANE central password for access.**

At T-INTRA TUL you will learn about organizational and personnel matters, internal regulations and standards, or news about projects. The employee is obliged to subscribe regularly to the intranet and get acquainted with the given documents (see [TUL Work Regulations](#)).

Use the VEMA Personal Information System Actively

Your employee's personal card is available in the VEMA personal information system (<https://vema.tul.cz/>), which is also accessible from the intranet. To log in, use the central password to LIANE. In addition to personal details, system of planning



absences and evidence of hours worked, there is also your payslip available for you.

If you are about to go on a business trip, you shall prepare a travel order in the system to be approved by your superior. Without an approved travel order, it is not possible to commence a business trip. After your business trip is over, you shall proceed with billing the business trip in the VEMA system as well.

Keep the Working Hours

The length of the working hours is set in accordance with the TUL Work Regulations. The working week is 40 hours, the time of work is scheduled within a five-day working week from Monday to Friday. Daily working hours with half an hour break for food and relaxation start at 7.00 and end at 3:30 pm. The distribution of the working hours at TUL workplaces is given in appendix no.2 of the Work Regulations. If the nature of your work (for example, in the case of academic, scholarly and pedagogical staff) or personal reasons require a different working time adjustment, ask your employer in writing for a change through your superior.

You are Entitled to Receive a Reward for your Work

The remuneration rules, i.e. the assignment to wage grades and degrees, rules for awarding and determining the amount of all kinds of bonuses, can be found in the TUL Internal Wage Regulations, the Internal Standards and Forms section on the TUL Intranet. The wage is paid by transfer to your account or in cash at the cash office in the IC building at predetermined pay out dates.

You Can Also Enjoy other Employee Benefits

Employee benefits, such as the employer's contribution to supplementary pension insurance, pension and private life insurance, legal counselling, Academic Advisory Body services, ActivePass, mobile phone tariffs, and information about them are summarized [on the TUL intranet in the Employees section](#). Some of them will be discussed below.



How to Get to the Electronically Secured Areas

Access and authorisation to access to workplaces, buildings, rooms and parking spaces that are electronically secured are assigned by the secretariat of the workplace as instructed by the superior. Accesses and authorisations are uploaded on the employee card that is used for entry.

How to Use Email

The Network Administrator will assign you a university email address in the form of name.surname@tul.cz. If you have your private address, use it for your private mail, deal with official correspondence using the university address.

For e-mail, you can use either a dedicated mail program or a regular WWW client via the WWW interface of the mail system (webmail.tul.cz). Instructions how to configure mail, set an automatic answer in absence, and how to deal with common problems can be found [at LIANE website](#).

How to Make Phone Calls

The Secretariat is responsible for assigning a telephone number. After assigning an Extension (4 digits), you can make a phone call from the university, and you can find the phone connection in [Contacts](https://telefon.tul.cz/) (<https://telefon.tul.cz/>). Access to the possibility to make calls within the Czech Republic or abroad shall be decided by the superior. In justified cases, ask for an extension of your current phone authorisations. You will be charged for phone calls not connected with work at the end of the month.

How to Order Lunch

Dining is possible at the TUL catering facility within a credit system. Every employee in the employment relationship is provided with a dining account. Under the credit system, the number of subsidized meals per calendar month is determined in relation to the amount of the work load. So if your employment relationship's work load is more than 50%, the number of subsidized lunches is equal to the number of working days per month. Other meals after having used all the credits can be purchased at a full price.



Additional information on employee dining (for example when needing dietary meals for health reasons) is provided in the [Agreement on the Provision of Care to TUL Employees \(Employee Benefits\)](#).

You must personally activate your diner's account at the dining hall's cash desk (Husova, Voroněžská, Harcov). Bring your employee card with you. Ordering meals and monitoring the current status of credits can be done by logging in through the central password to LIANE, <https://menza.tul.cz/>, via cash dispensers placed in dining halls or in person at the cash desks of the dining halls. 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.

Go to the Payroll Accounting Office in Person

At the latest during the 1st month of your employment, go to the payroll accounting office (building IC, Studentské Square) to complete tax formalities and health insurance.

Take Part in an Ongoing Orientation Meeting

About half way through the adaptation period, another meeting with your superior and mentor should take place. At the meeting, the superior should evaluate your work and social behaviour, but of course, the assessment of the adaptation from your point of view is also expected.

When you Need a Vacation

Academic staff are entitled to 8 weeks, i.e. 40 days of annual leave. The leave for non-academic staff is 5.6 weeks, i.e. 28 days. To approve your vacation, ask your superior no later than 3 working days before you intend to start the vacation. You are not allowed to take a vacation without having it approved. The vacation request form is provided by the secretariat of the workplace.

Have Up-to-date Information Daily

News on university websites are continually updated, an important source of 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, 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. It is available in electronic form to be downloaded.

Educate Yourself

Take advantage of the Lifelong Learning courses on offer provided by the [Centre for Further Education](#). This is mainly the offer of the Internal Language School and the Higher Education Pedagogy Course, the up-to-date information can be found at <https://www.cdv.tul.cz/>

Training for TUL employees is listed in a system that is available after logging in with the central LIANE password at <https://skoleni.tul.cz/> . Here you can find public dates of training sessions, such as driver training, first aid course, and more. If you would like to receive information about newly listed training courses, you can subscribe to this service in the system.

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 Honsnejmanová, <http://www.msskatulka.cz/o-skolce> , tel: 602 855 474, ivana.honsnejmanova@tul.cz). The rules for enrolling children in the kindergarten are set out in the Directive called "Směrnice pro stanovení kritérií pro přijímání dětí k předškolnímu vzdělávání". The application form is published at <http://www.tul.cz/intranet-zamestnanci/zamestnanci/materska-skolka-tul>.

Children's Day Care offers short-term babysitting for the children of employees and students, especially toddlers. Rules for accepting children and other information are available at <http://koutek.fp.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 at <http://stansevedcem.tul.cz/>.



Youth Sport Week is a summer sport camp for children that the children of TUL employees can attend at a discounted price. More information at <http://www.tphliberec.cz>.

Take Advantage of Sports Facilities and Healthcare

As part of the employee benefits, TUL employees can go swimming in the large swimming pool in Liberec in certain times for free. You must show an employee card at the entrance. You can find the time schedule on the [intranet in the Employees section](#).

You can also use, free of charge, training courses with instructors, a fitness centre, a sauna, a gym and inflatable tennis courts with artificial surfaces within the Academic Sports Centre (more information is available at <http://ktv.fp.tul.cz/akademicke-sportovni-centrum>).

Once a year, you are entitled to have special health and sports medical check-up to find out your current condition, plan training activities, prepare a weight reduction plan, and so on. The check-ups take place at the Sports Medicine Centre (for more information see <http://sportovnimedicina.tul.cz/>)

Gifts with the TUL Logo

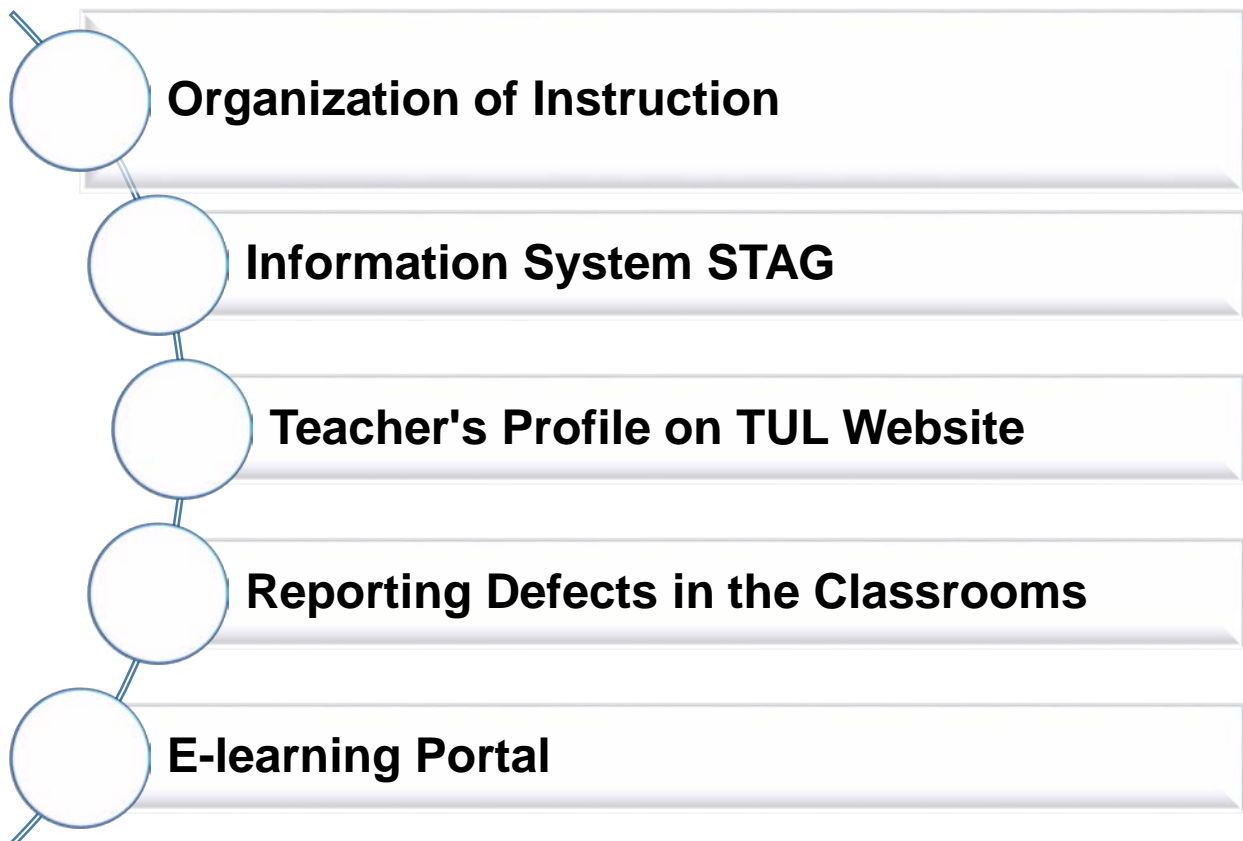
If you are interested in TUL gift items and souvenirs, you can buy them on the ground floor of the F building - Study materials Shop and Copy Shop - Student Service (contact Bc. Kateřina Grulišová, tel: 3190).

Take Part in the Final Orientation Meeting

The adaptation time is coming to an end (around the end of the 3rd month) and it is time to hold a final meeting with the superior and the mentor. You will review your adaptation and discuss the next steps.



What is Good to Know, if you are Going to Teach





If you provide instruction, there are more challenges waiting for you.

Focus on the Organization of Instruction

The Calendar of the Academic Year for TUL is published on the official TUL notice board (<http://www.tul.cz/uredni-deska/uredni-deska-tul/harmonogram-vyuky>).

The rules of studies in accredited study programmes are regulated by the [TUL Study and Examination Regulations](#), which are publicly available on the TUL official board in the TUL Internal Regulations section (<http://www.tul.cz/document/4983>).

Get Familiar with the Study Information System STAG

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 up for 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 number", without slashes, dashes, spaces or other separating marks (eg.X8203121216). It is recommended that you change your password after your first login. In the portal, you will find all the information about your teaching (in the My lessons section) and it also provides applications covering important teaching related activities. The mentor can assist you with getting to know the system.

Prepare a Profile on the Website

Your data should be available to students on your profile on the TUL website. You will be advised on how to set up a profile and manage it at the relevant secretariat. 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/office hours. Do not forget to update the data when changes occur.

Report any Defects in the Classrooms

If there is a technical defect when teaching in TUL classrooms, please report this using



a form available at <https://ucebny.tul.cz/> after logging in with a central password to LIANE. Here, sending information to the classroom where your lesson is scheduled can also be set up.

Provide Students with Materials on an E-learning Portal

The TUL e-learning portal (<https://elearning.tul.cz/>) is designed to support learning. 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.

Take Advantage of Other Useful Services to Support your Teaching

At TUL you can use a wide range of other services such as: G-Suite (Google services), OwnCloud for storing and synchronizing your data, FileSender a one-time transfer of larger data volume, MATLAB, ANSYS and so on. For more information, please go to <http://liane.tul.cz/>.

You can also use the services of the University Library, which you can learn more about on its website <https://knihovna.tul.cz/>.



And we are at the end.

Your professional career at TUL begins...

The handbook was processed by: Magdalena Zbranková

Kateřina Maršíková

Jitka Havlíková