

The background of the entire page is a photograph of students in a lecture hall, viewed from the side. The image is heavily overlaid with a solid orange color, creating a monochromatic effect. The students are looking towards the right side of the frame.

FM TUL

# STUDENT GUIDE

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[WWW.FM.TUL.CZ](http://WWW.FM.TUL.CZ)

Coordinator of International Cooperation:  
Ing. Simona Kuncová

Faculty of Mechatronics, Informatics  
and Interdisciplinary Studies  
Studentská 2, 461 17 Liberec 1  
[study.FM@tul.cz](mailto:study.FM@tul.cz) | [www.facebook.com/FMTUL](https://www.facebook.com/FMTUL)



ABOUT  
THE FACULTY

The Faculty of Mechatronics, Informatics and Interdisciplinary Studies was established in 1995 as a faculty focused mainly on fields combining technical disciplines (electronics, control, measuring) with informatics and natural sciences (mathematical modelling). Its original name was the Faculty of Mechatronics and Interdisciplinary Engineering Studies. Since 1.10.2008 the Faculty has changed the official name.

At present we provide education at all university levels – from Bachelor's to Doctorate – and the faculty has accreditation rights to perform habilitation procedures and procedures for the appointment of professors in the fields of Technical Cybernetics and Applied Sciences in Engineering. In addition to teaching, the faculty is heavily involved in science and research. The cornerstone of its internal structure are its institutes, which provide the scientific, research and educational activities. Currently, the faculty has approximately 150 employees and around 500–600 students study its fields.

The goal of the faculty is to offer advanced interdisciplinary studies to young people interested in technology, which lie on the boundary of classical disciplines, and whose structure responds to developments in modern engineering, informatics and natural science technologies. The concept of mechatronics was established in 1969 in Japan, originally as a combination of the words mechanics and electronics in the field of digital control of electric drives of robots and machine tools. Currently controlled mechatronic systems are assigned with a certain intelligence (artificial, material) and maturity of structure.

Fully equipped modern laboratories and informatics resources are provided for course work and the faculty continues to invest in their development. From the first day of their studies, students have access to high-speed wired and wireless Internet and can make use



of the extensive services of the university library. This dynamically developing faculty offers a modern concept of education, which is often provided in collaboration with foreign universities. Ambitious students have the opportunity to obtain a dual degree diploma.

University graduates easily find work in industry, software and AI-oriented companies, and have the potential to compete internationally.

BEFORE  
YOU ARRIVE

IF ONE IS TO BECOME HUMAN,  
ONE MUST BE EDUCATED.

— Jan Ámos Komenský – writer

Now that you've been accepted as a Technical University in Liberec (TUL) student, you'll need to know a few things about studying in Czech republic and at TUL – before you leave home...

## VISA INFORMATION

All students who need a visa for their study stay at TUL must receive an acceptance letter from the faculty. If the student has duly documented all the documents necessary for his / her admission, a decision on admission to the study is issued to him / her. It includes a field of study, start date, possible financing and more. If this is not the case, the student will receive a so-called pre-acceptance letter, where these facts will be stated and the date of enrollment in the study will be included.

All information is communicated to the applicant through the study department or the faculty coordinator for foreign students.

We recommend that you review the information about tourist and student visas on the ministry website.



Non-EU citizens who are applying for a visa for a stay of over 90 days should provide proof of medical travel insurance in the scope of comprehensive healthcare.

TUL foreign incoming students are entitled to discounted VZP insurance premiums. To conclude a discounted comprehensive medical insurance please visit one of the following links.

Foreigners Comprehensive

Medical Insurance **EXCLUSIVE – 10 % discount**

Foreigners Comprehensive

Medical Insurance **PLUS**



# ABOUT

The University Health Care Centre is located at the campus Husova, near the Dining Hall in the building marked F. International students and staff are advised to ask a Czech speaking person for assistance when going to visit the physician for the first time (if you don't know anyone, write an e-mail to [international@tul.cz](mailto:international@tul.cz) and you will be helped). Don't forget to take your insurance card with you!

## CAMPUS DOCTORS

GENERAL PRACTITIONER

**MUDr. Dagmar Švorcová**

phone: +420 485 353 163

DENTIST

**MUDr. Alexander Pimakhin**

phone: +420 485 353 261

## HALLS OF RESIDENCE DOCTORS

GENERAL PRACTITIONER

**MUDr. Petra Lajžnerová**

block F

phone: 607888930

[www.praktikliberec.cz](http://www.praktikliberec.cz)

### Opening times:

Mo, We, Th, Fr – without appointments in the morning  
(7.30–10.30 a.m.)

Tu – without appointments 12.00–15.00 a.m.

## LIBEREC HOSPITAL

In a major emergency,  
visit the Liberec Hospital.

Address: Husova 357/10, Liberec

phone: +420 485 311 111



### Emergency Telephone Numbers:

Call **155** or **112** (communication in English or German).

## ACCOMMODATION

International students are guaranteed accommodation in the university's Halls of Residence and don't need to apply for any type of accommodation on their own. It is booked upon acceptance of the student at Harcov Residence Halls. The cost for students is **120 CZK/per day** [www.tul.cz/en/students/life-at-tul/accommodation/](http://www.tul.cz/en/students/life-at-tul/accommodation/) for a single bed in a double room. A small kitchen and a bathroom are shared for each unit of two or three double rooms. There is no need to send a special application form or to register. **A deposit of 5,000 CZK is required at arrival in cash and in Czech crowns.** The student should announce the date and time of arrival by e-mail and pay accommodation from the beginning of the semester even if he/she arrives later.

## THE ADDRESS OF HARCOV RESIDENCE HALLS:

**Koleje Harcov**  
**(pronounced [koleje hartsof])**

17. listopadu 584

460 15 Liberec 15

Czech Republic

(e-mail: [us.koleje@tul.cz](mailto:us.koleje@tul.cz))

**Opening Hours of the Accommodation Services:**

Mo: Th 9 – 12 and 13 – 15

Fr: 9 – 12 and 13 – 14

**Accommodation Officers at blocks A-F are available:**

Mo – Fr: 7 – 11:30 and 12 – 14



You'll find more information on our website  
[www.tul.cz/en/students/life-at-tul/accommodation/](http://www.tul.cz/en/students/life-at-tul/accommodation/).



Halls of Residence

Svobody

17. listopadu

Husova

1,2 km  
18 min on foot

University Campus

Husova

WHEN YOU LAND  
IN CZECH  
REPUBLIC

You will probably land at Václav Havel Airport in Prague. Prague is the capital of the Czech Republic and the Vltava River flows through it. The so-called „Prague Hundred Towers“ offers a number of historical monuments, such as the medieval astronomical clock, Charles Bridge, Old Town Square and many others. 1.309 million people live in Prague.

The city of Liberec, where you will travel, is located in the north of the country and is surrounded by the Jizera Mountains. It has about 103,000 inhabitants and is thus the fifth largest city in the Czech Republic. Valuable architectural monuments include the Liberec City Hall, the Imperial Spa and the Wallenstein Houses. Although it is a developed and dynamic city with a developed industry and a population of one hundred thousand, Liberec lies on the edge of extensive forests and is literally a few steps from the center to nature. Perhaps that is why Liberec people have a bit of „Nordic“ hobbies: they love mountains and mountain sports, for which the conditions around the city are ideal, especially in winter. Every year, tens of thousands of domestic and foreign visitors join the inhabitants of the city, many of whom have loved the city so much that they come to Liberec regularly. However, the city surprises them not only with pictures of mountain winter beauty, Liberec is increasingly sought after by lovers of summer sports, especially cycling, for which there are ideal conditions around the city.

## CZECH CURRENCY IS THE CZECH CROWN (CZK OR KČ = KORUNA ČESKÁ)

The exchange office is available immediately upon your arrival at the airport. Located in Terminal 1 for arrivals. You can follow the current exchange rate of the Czech National Bank at [www.cnb.cz](http://www.cnb.cz). You will also find many exchange offices in Liberec upon your arrival. However, beware, some may have higher fees.

## SIM CARD OPTIONS AT THE AIRPORT

It is also possible to set up a mobile sim card from the mobile operator Vodafone at the airport. There is also a slot machine for sim cards. All this in the arrival hall of Terminal 2. In the offer you will find ideal variants of prepaid SIM cards, which are suitable for short-term and long-term visits to the Czech Republic.



[www.vodafone.cz](http://www.vodafone.cz)

## HOW TO GET TO TUL FROM VÁCLAV HAVEL AIRPORT

There is a bus number 100 from the airport to Zličín, from where you can continue by metro line B to the Černý Most station. In Černý Most head down, next to the platform number 6 to take a yellow bus RegioJet or it is also possible to use the services of Flixbus (green buses).

You can usually buy bus tickets conveniently from the driver, at a newsagent's or at a city transport company. Bus tickets from Prague – Černý Most to Liberec can also be purchased online on this website:



[www.studentagency.eu/en/](http://www.studentagency.eu/en/)



[www.flixbus.cz](http://www.flixbus.cz)

YOUR  
FIRST DAY  
ON TUL

Inform your study officer or faculty coordinator about your arrival in the Czech Republic. Make an appointment with him at the study department, where you will be provided with the appropriate documents, a study card, a confirmation of arrival or your studies...

Your study number will also be generated for you. This will be part of logging in to the STAG student information system. In it you will have all the information about your study.

A study account with e-mail and access to the eduroam network will also be set up for you. Do not hesitate to contact the study department in case of difficulties. It is available to you here and will do its utmost for your course of study.

In case you have any problems, difficulties with living in the Czech Republic, do not hesitate to contact the faculty coordinator. It is here for you to make your stay here as close as possible and to help you integrate into your study life at TUL.

- Study referent  
Markéta Jánská (**marketa.janska@tul.cz**)
- Coordinator of International Cooperation;  
Doctoral's studies  
Ing. Simona Kuncová (**simona.kuncova@tul.cz**)
- Vice-dean for Research and International Relations  
doc. Ing. Petr Šidlof, Ph.D. (**petr.sidlof@tul.cz**)



# ERASMUS STUDENT NETWORK – ESN

## About

ESN Liberec is a nonprofit student organization at the Technical University of Liberec. ESN Liberec is part of Europe's largest student organization, the Erasmus Student Network.

ESN aims to enrich the local culture with the help of foreign students and, at the same time, make the stay of foreign students in the country more pleasant. It seeks to provide opportunities for cultural understanding and personal development on the principle of SHS – Students Helping Students.

The organisation in Liberec was founded in 2008. In 2011, it became an official member of the Erasmus Student Network. The active team includes 20 students, and the buddy program consists of 50 Czech buddies.

A key project of ESN Liberec is the buddy program. In this project, Czech students choose a foreign student and become their „buddy“. In the first days after the arrival of foreign students, they act as support and lend a helping hand. They help the foreign student settle in the dormitory accommodation and also arrange other necessary documents.



[www.tul.cz/en/erasmus-2/esn-liberec/](http://www.tul.cz/en/erasmus-2/esn-liberec/)

# INTERNET ACCESS AT THE UNIVERSITY & MAIL DELIVERY

In the admission decision, if you are entering a standard study, you have a link at the bottom. This link will take you to the LIANE university network.

If you are traveling as part of an exchange stay for a study stay or internship, access will be generated from the ERASMUS office or from the faculty coordinator.

To be able to get access to Wi-Fi and EDUROAM in the dormitories, follow these steps:

1

Go to: [liane.tul.cz](https://liane.tul.cz)

2

Switch to English in the top right hand side corner.

3

Select Wi-Fi from the menu and click on it.

4

Then select the how to connect to the Eduroam Wi-Fi Authentication from the now appearing roll-on menu.

5

Then select eduroam Configuration Assistant Tool.

6

Select from the choice of languages offered in the top line (Jazyk).

7

Then follow the described steps to install it in your computer.

## MEMBERS & CONTACT INFORMATION



[www.tul.cz/en/erasmus-2/esn-liberec/](http://www.tul.cz/en/erasmus-2/esn-liberec/)

## IN CASE OF TROUBLES...

### **Office Hours of Liane in the university building A**

(Hájkova street, office number 315):

Mo: 10–11 a.m. and 14–15 p.m.

Tu: 9–11 a.m.

We: 10–11 a.m. and 14–15 p.m.

Th: 9–11 a.m.

Fr: 10–11 a. m.

### **Office Hours of Liane at the dormitories, block B – basement**

(Halls of Residence at Harcov, 17. listopadu street, 584):

Mo: 17–19 p.m.

Tu: 8–10 a.m.

We: 8–10 a.m.

Th: 17–19 p.m.

YOUR STAY  
IN CZECH  
REPUBLIC  
AND YOUR  
OPPORTUNITIES  
HERE

# SPORTS FACILITIES

The Technical University of Liberec is proud of its excellent sports facilities. The offer is wide from bodybuilding to tennis, swimming, sauna and so on. You can go and try out for yourselves.

More information in English and the price list are available at the webpage of the Academic Sports Centre.

You will find the Academic Sports Centre next to the Halls of Residence in Harcov, close to the bus stop, in the building marked as M.



PRICE LIST:

[www.tul.cz/en/students/  
life-at-tul/sports-and-leisure/](http://www.tul.cz/en/students/life-at-tul/sports-and-leisure/)

## Address:

Akademické sportovní centrum TU v Liberci  
(Academic Sports Centre  
of the Technical University in Liberec)

Katedra tělesné výchovy TU v Liberci  
(Department of Physical Education)  
Na Bohdalci 715  
Liberec 460 15



## LIBEREC, THE CITY OF SPORTS

There are also numerous other sport facilities in Liberec, from the swimming pool and skate park to the Sport Park, etc. Study the overview of sport centres available in the town.

The city is home to the football club FC Slovan Liberec and the hockey club HC Bílí tygři.

Liberec and its surroundings offer great indoor and outdoor opportunities for all types of sport fans and sportsmen.



SPORT PARK:

[www.sportparkliberec.cz](http://www.sportparkliberec.cz)



SPORT CENTERS:

[www.visitliberec.eu/en/sport-a-turistika/  
sportovni-centra/](http://www.visitliberec.eu/en/sport-a-turistika/sportovni-centra/)

## MEALS AND SHOPPING

Food for Thought or Thoughts on Food? Food for thought is provided in lectures, food for stomach elsewhere around the campus.

The campus provides a number of opportunities for finding the meal that suits you. Vegetarian and gluten-free options are available on a daily basis in the dining halls. If you are looking for a larger supermarket, however, it is best to go downtown (bus or tram stop Fügnerova).

## HOW TO ORDER YOUR MEAL IN THE CANTEEN?

Students must deposit money in their dining hall account using their ISIC or university ID card before ordering their first meal. This can be done in Harcov or in the Husova campus. The price of each meal is about EUR 1-3 and meals can be ordered up to one week in advance.

It is better to order your meal online, especially if you have special dietary requirements. Follow our short tutorial to learn how to place an order online:



[www.tul.cz/en/students/life-at-tul/  
meals-and-shopping/](http://www.tul.cz/en/students/life-at-tul/meals-and-shopping/)

## STATIONERY & CO.

In the shop next to the University canteen in building F, one can buy stationery, selected textbooks and TUL gifts, use copying facilities and get access to computers while waiting for the canteen to open or for the next class to begin.

# HOLIDAYS IN THE CZECH REPUBLIC

- January 1 New Year – Day of the Restoration of the Independent Czech State
- variably Good Friday
- variably Easter Monday
- May 1 Labor Day
- May 8 Victory Day
- July 5 Cyril and Methodius Day
- July 6 Master Jan Hus Burnt Day
- September 28 Czech Statehood Day
- October 28 The day of the founding of Czechoslovakia
- November 17 Freedom and Democracy Day
- December 24. Christmas day
- December 25, Christmas Day
- December 26, Christmas Day



# CZECH WORDS YOU SHOULD KNOW

Beer	Pivo
Bus stop	Autobusová zastávka
Good	Dobře
Good afternoon	Dobré odpoledne
Good appetite	Dobrou chuť
Good evening	Dobrý večer
Good Luck	Hodně štěstí
Good morning	Dobré ráno
Goodbye	Na shledanou
Great	Skvěle
Hello	Ahoj
Help!	Pomoc!
How are you?	Jak se máš?
How much does it cost?	Kolik to stojí?
I need a doctor.	Potřebuji lékaře.
Lecture	Přednáška
No	Ne
Please	Prosím
Right / Correct	Správně
Seminar / Exercise	Cvičení
Thank you	Děkuji
Thank you so much	Děkuji velice
Train station	Vlakové nádraží
What 's happening?	Co se děje?
Where is?	Kde je?
Yes	Ano

## USEFUL LINKS



FM TUL

[www.fm.tul.cz/en/](http://www.fm.tul.cz/en/)



TUL

[www.tul.cz](http://www.tul.cz)



TUL

[www.tul.cz/en/erasmus-2/incoming-students/ects-coordinators/](http://www.tul.cz/en/erasmus-2/incoming-students/ects-coordinators/)



TUL

[koleje.tul.cz](http://koleje.tul.cz)



[www.mzcr.cz](http://www.mzcr.cz)



[www.mvcr.cz/mvcen](http://www.mvcr.cz/mvcen)



MINISTERSTVO VNITRA  
ČESKÉ REPUBLIKY

[www.mvcr.cz/docDetail.aspx?docid=22340289  
&doctype=ART](http://www.mvcr.cz/docDetail.aspx?docid=22340289&doctype=ART)

MOI Offices of Department for Asylum and  
Migration Policy – Liberec Region



**Dopravní podnik měst  
Liberce a Jablonce n.N., a.s.**

[www.dpmlj.cz](http://www.dpmlj.cz)

Transport company of the city of Liberec



**Liberec**

[www.liberec.cz/cz/obcan/lang/en/](http://www.liberec.cz/cz/obcan/lang/en/)

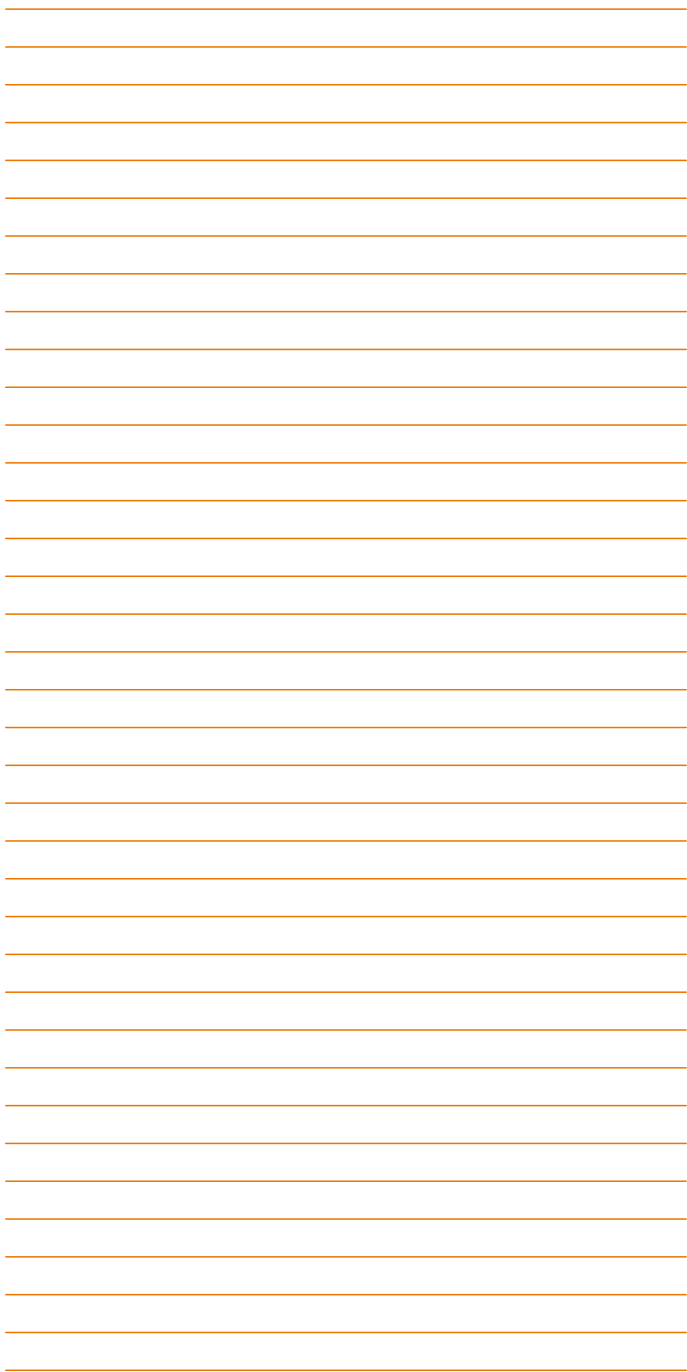


**VŠEOBECNÁ  
ZDRAVOTNÍ POJIŠŤOVNA  
ČESKÉ REPUBLIKY**

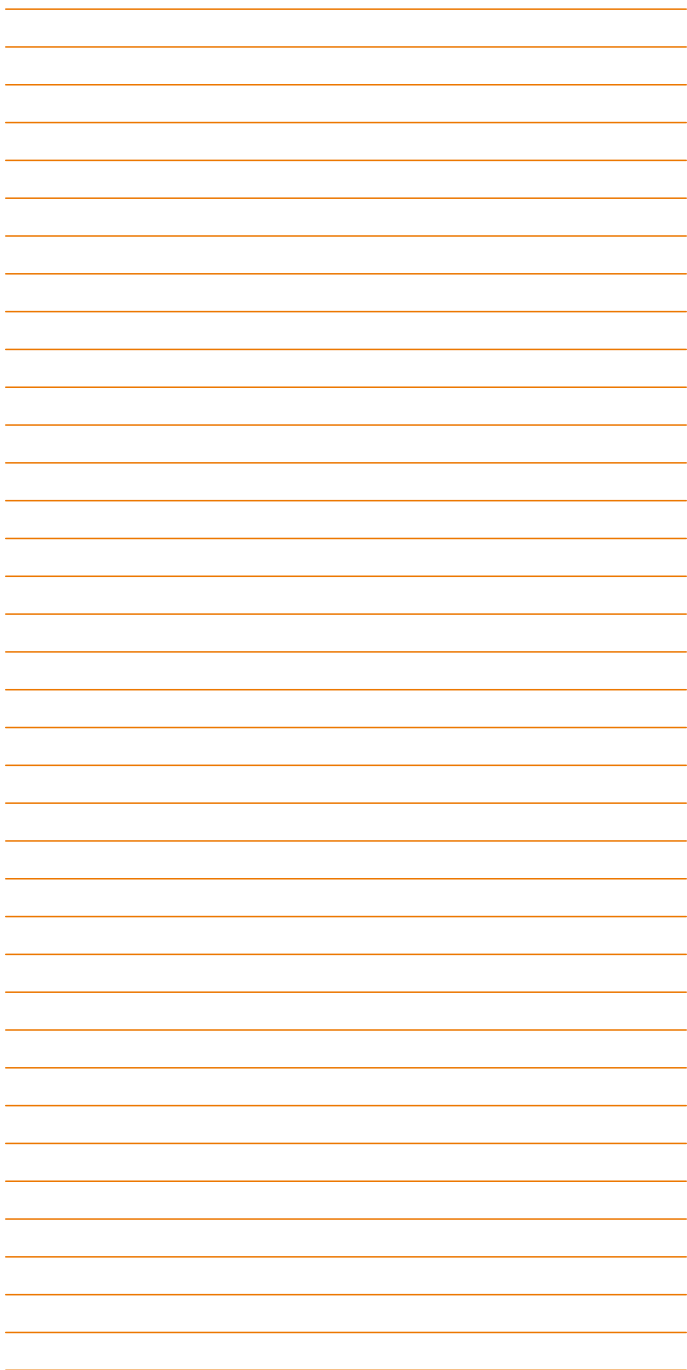
[cizinci.pvzp.cz/Controllers/FormSteps/\\_](http://cizinci.pvzp.cz/Controllers/FormSteps/_)

[WebHiffPvzpEn\\_Step1.php?pid=10470895?](http://WebHiffPvzpEn_Step1.php?pid=10470895?)

## This image shows a full page of blank handwriting practice paper. It features a series of evenly spaced, horizontal orange lines running across the entire width of the page. The background is a solid light gray color. There are no margins, text, or other markings present.



## This image shows a full page of blank handwriting practice paper. It features a series of evenly spaced, horizontal orange lines on a white background. The lines are uniform in color and thickness, providing a guide for letter height and placement. There are no margins, text, or other markings on the page.





WWW.FM.TUL.CZ