



WELCOME!

Welcome to the Faculty of Philosophy and Letters. The PhD Candidates' Network (ReD), in collaboration with the administration, has put together this document: organized in several sheets, it provides all the practical information for a smooth start in your doctorate.

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I | FIRST THINGS FIRST

For more information on the PhD Candidates Network, take a look at [this site](#). For a general overview of the PhD, please visit the dedicated [Faculty webpage](#). You will need your “u” identifier to connect (see below).

GENERAL MODALITIES

- Ask for your new “**u**”¹ **identifier** and email address on the [University website](#). You will receive an internal letter containing your new information. In the following pages, we will specify when it will be necessary to use the “**s**” (student) identifier and the “**u**” (staff member) identifier on MyULiège: these two statuses give access to different online resources.
- Complete your **profile** via MyULiège “**u**”: Personnel > Edition de mon profil.
- If an office has been assigned to you, request the **keys** to your office from your department's secretariat or department chair.
- Report your registration in your **research unit**, which must be the same as that of your promoter, to the director of your research unit.
- To have your name associated with your office **telephone** number, make a request to SEGI using the form you will find [here](#) (Telephonie (via SAM) > formulaire de demandes). At ULiège all numbers have the same format: 04/366.xx.xx ; for internal calls (from landline to landline at ULiège), all you have to do is enter the last 4 digits of the number.
 - 💡 To make a call outside the university, add a 0 before dialing the full number.
- Get your ULiège **badge** (staff member card) by sending a request by email to helpacc@uliege.be or via the procedure explained [here](#) (follow this way to find it: MyULiège “**u**” > Personnel > ARH intranet > aide et avantages au personnel > Badge). This badge is an electronic card that notably allows access to restricted access doors (secure laboratories, showers, meeting room, parking).

¹ Your “**s**” identifier refers to PhD status (= s for student) and your “**u**” identifier to your ULiège staff member status (u for university, gives access to all the advantages offered by university as the Dox server, the VPN access, personnel forms and resources).



These accesses are not automatic: to unblock them, ask Isabelle Crutzen or Annick Pirlet (see Directory on page 7).

- Following your registration, you normally received a **student card**. It must be activated online [here](#) (follow this way to find it via MyULiège "**s**" > Mes infos > Ma carte). In the event of a problem, contact the [registration service](#). Discover the advantages offered by the student card [here](#).
- If you can have meal voucher (only for TAs), go get your **Edenred card** at Catherine De Schryver's office.
- The person you need to contact to book a room in the building (for a meeting, a class...) is Céline Delcominette (see Directory on page 7). Her office is located at the Dean's office, on the ground floor of building A1. To book a room in another building, you must contact the responsible person, all the information to find who to contact may be found [here](#).

A FEW TOOLS

- MAILBOXES

All doctoral candidates registered at ULiège have access to an "**s**" **identifier** and an "**u**" **identifier**, as well as to **two mailboxes** corresponding to these two identifiers. The advantage of the "u" mailbox is that the student status is no longer mentioned in the address, it is a business mail address.

How to **create and manage your "u" mailbox**?

1. Connect to MyULiège with the username "u" and the password received.
2. Create your @uliege.be email address. You now have access to more services and you are recognized as a member of ULiège staff: you are part of the institutional directory, you can request a badge, etc.
3. To change your password: on MyULiège staff portal, go to the "My services" tab, then to "Change my intranet password".
4. To reconnect to MyULiège student: disconnect from MyULiège staff portal ("Exit MyULiège" > "change identification" tab) and reconnect to MyULiège student with your "s" username and your usual password.



5. To facilitate the management of these two mailboxes, you can redirect the mails received in one mailbox to the other: open the mailbox that you don't want to use regularly, go to Preferences > mail > in the "section receipt of emails", enter your new @uliege.be address in the box "Arrival of an email: forward a copy to". You can check the box "delete the local copy of the mail". Thus, emails sent to the address you are not using will be redirected to the other mailbox (@uliege.be or student) and will not be stored unnecessarily. **!/ ** SAVE the modifications by clicking on the button at the top left!
6. So that all your archived emails are also transferred: go to Preferences > Import / Export > Export. All received and sent emails, contacts, calendars are downloaded to your computer (note where the file is saved). It may take time, patience. Then reconnect to your "definitive" mailbox, go to Preferences > Import / Export > "Browse" to find the file you just downloaded and click on "Import". **!/ ** Don't leave the page as long as the "Import" button is grayed out! A message will appear when the import is successful. Record with the button at the top left.
7. Here we are! All your emails are now centralized in a single box. Remember to sort and empty the trash regularly for the environment! No matter which final address you choose, all of your addresses (@uliege; @student or @doct) still work, so no problem if you signed up on a site or mailing list with these addresses.
8. The mailbox also has a "calendar" tool that can be shared with your promoter and other members of ULiège (a more secure tool than Google Calendar).

- THE STAFF DIRECTORY

The **staff directory** ("répertoire du personnel") allows you to find the phone number, email address or workplace of an ULiège staff member. To find it, go to MyULiège "**u**" > Personnel > Répertoire.

- DoX

DoX is an online file storage and sharing space. It is ULiège's secure cloud. It can be very useful for backing up your work and files, or even sharing large files with your supervisor, thesis committee or any other colleague at the university. You will find the complete Segi presentation [here](#) and the link to the log in [there](#).



- BELNET FILESENDER

Belnet Filesender is a tool that allows you to send large files (too large for emails). Compared to other transfer applications, the advantage is that the files are quickly erased, so it is more secure. Access via MyULiège “**u**” > Mes services > Espace Disque Centralisé (EDC) > Echange de fichiers Merci, or via this [link](#).

- VPN

The **VPN** provides access to the secure university connection wherever you are. On the different sites of ULiège, the secure internet network allows access to certain resources (bibliographic resources, software licenses, etc.). By installing the VPN on your PC, it is possible to access these resources from your home (or the local cafe where you like to settle down to work ...). This is a small piece of software that you install that can then be turned on and off. All practical information [here](#).

- ULiège LIBRARY

To support you in your **bibliographic research**, ULiège has an entire network of libraries and a series of services. If you are not familiar with these services, you will find a lot of information [here](#) (tutorials, training) and [there](#).

- STAFF TRAINING

Thanks to the status of staff members, doctoral candidates have access to **professional training** offered by ULiège in addition to the doctoral training specific to each faculty. They deal with various themes such as well-being at work, communication, accounting, knowledge of the institution, professional efficiency, etc. For more information, all of these training courses are available [here](#). Registrations are made on ULIS web: MyULiège “**u**” > Personnel > ULIS web > inscription aux formations.

For the assistants, IFRES training is also compulsory (10 half-days to be validated in two years for a full-time assistant). The terms are detailed [here](#).



- LIFESIZE

For meetings and **videoconferencing** calls, ULiège provides access to the full version of Lifesize software. More information on this software and other video conferencing tools used for the courses [here](#) and answers to common practice questions [here](#).

PHD SPECIFIC MODALITIES

- The **procedure for registering** for a doctorate in the Faculty of Philosophy and Letters is detailed [on this page](#). You will need your “u” identifier to access it.
- To register, you will first need to download a form and complete it. This form is specific to your **doctoral college**.
- Doctoral colleges organize **doctoral training** and validate training activities. In fact, each doctoral student, in addition to the research, must validate a total of 60 ECTS over all of the thesis years.
- Once the form is completed, you will need to download and complete a **registration authorization**.
- The entire file, registration form and authorization, must be sent to the president of your doctoral college and to the Dean of the faculty. The list of college presidents can be found [here](#).
- After receiving approval from your college president, go to the Enrollment Department with your letter of authorization.

ORGANIZE YOUR PHD

- IMPORTANT DATES

- ✓ **Annual report towards the committee** (to upload on MyULiège > Gestion > Mon doctorat): *Before 15th of May*
- ✓ Ensure the organization of a **thesis committee meeting**: *Before 15th of May*
- ✓ [FRIA/FRESH] **Annual report of activities**: *Before end of August (or at the scholarship renewal)*



✓ [FNRS] **Annual report of activities:** *At the end of each academic year (excepted the first year)*

- KEEP ON LEARNING: DOCTORAL TRAINING

- In addition to your doctorate/PHD (which represents your research), you need to follow a doctoral training. This means you have to fulfill a total of 60 ECTS over all of your thesis years, split in three categories. Find suggestions and detailed information [here](#). Each doctoral school has its own doctoral training framework. [On this page](#) you will find a description of the different training frameworks that exist in the Faculty of Philosophy and Letters (identification required using the identifier "u").
- Your administrative file is on MyULiege: connect with your "s" > Gestion > Mon doctorat. You will have to add each activity of your doctoral training (see below) in the "activities" tab and your annual report in the "reports" tab.
- Check if your file is complete (Gestion > Mon doctorat > Dossier) and send the missing information to Natalie Verschueren if it is not.

NEED HELP

Do not hesitate to ask if you need help. Please find below a repertory of useful contacts:

Dean of the faculty	Click here
Administrative manager for PhD candidates	Natalie Verschueren
The president of the jury of the doctoral college	Click here
The representative of PhD candidate at the doctoral the college	Click here
ReD relay in the college	Aurélien Bourgaux (Histoire, histoire de l'Art et archéologie)



	Alexandre Noweta (Langues, lettres et traductologie) Caroline Wintgens (Information et communication)
IT issues (hardware, softwares, internet etc)	Emmanuel Dupuy
Accounting - Executive Secretariat (questions of expenses and reimbursement)	Sophie Brahy
Building manager (room reservation, daily management)	Céline Delcominette
General RH referent (salary, vacation pay, legal status) <ul style="list-style-type: none"> • For assistants • For FNRS² scholarship holders 	Marc Daelman (ULiège) Xavier Hellebaut (FNRS)
Specific HR referent (management of your operating credit (OTP): available balance, expense report)	Monique Chalsèche (ULiège)

² All the useful contacts for the FNRS can be found on the [FNRS page](#) > Finances and Personnel > Contacts.



2 | MONEY ISSUES

What is your social status as a PhD? What can you be refunded for? Everything is revealed below.



OTP

An **OTP (Technical Project Organization Chart)** is like a bank **account**, *managed* by the University. If you are a doctoral student holding a doctoral grant, a **Research OTP** is opened in the name of your promoter and it is funded by your grant (FNRS / FRIA / FRESH, etc.). It can be used for any expense relating to your research, with the agreement of your promoter. /! \ You can only buy a computer during your first year of scholarship.

If you are an assistant, no research OTP is open in your name because you report directly to the University of Liège. This does not mean, however, that you cannot receive financial assistance for certain expenses. In fact, the Department and the Research Unit to which you belong may bear certain costs. For more information about these subsidies, ask your department chair or your UR director.

If you want more information on OTPs in general, click on [this link](#) (Faculté de Philosophie et Lettres > Intranet facultaire « u » > Ressources > Procédures financières > Gérer votre OTP).



EXPENSES IN GENERAL

All the information necessary for the various expenses that could be incurred during your doctorate can be found at the [following link](#) (Faculté de Philosophie et Lettres > Intranet facultaire «u» > Ressources > Procédures financières > Réaliser une dépense). Before any process, ask for the agreement of your promoter. When you need to incur costs, two scenarios are possible:

- For certain expenses, it is compulsory to go through **public contracts** (see [CESAME intranet](#)) set annually by the university. You will then have to go through your executive secretary to make the



purchase. /!\ It is the case for **laptops**! For scholarship holders, it is also important to note that the purchase of a laptop can only be done during the 1st year of the scholarship. To buy plane tickets to a non-European country, you must also go through the executive secretariat.

- If, on the other hand, you incur expenses outside the public market as part of your research and that you advance the costs, you will have to return a "**note de frais**" or "**note de débours**" to the person responsible for the account concerned to be reimbursed (executive secretary of your department or HR manager of your OTP). Fill in this Excel file referred to as either *Note de frais* (FNRS/FRIA/FRESH) or *Note de débours* (TA), to be refunded of your work-related expenses. This form is available via MyULiège "**u**" > Finances > Procédures et Formulaires > Engagement de frais > Formulaires > Note de frais papier > Click on the link Formulaire pour windows ou pour mac/linux to download. To easily find this form again, keep a blank copy in an easy-to-access folder on your PC! The file looks like this:

LIÈGE université

NOTE DE DEBOURS Liège, le 9/16/19

(Pour les membres du personnel Ulg)

FNRS/FRIA fellowship should use « Note de frais »

V/Réf. (sera rappelée au paiement)

The communication you wish

Version Mac (1P)
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Service : The service of the OTP responsible

OTP : OTP Identification

Titulaire: The responsible of the OTP
(most of the time your supervisor)

Personne de contact à l'Ulg : You

Nom : Your last name

Prénom : Your first name

Adresse complète : Your adress

Compte IBAN : Your bank account IBAN

Identifiant Ulg : Either the s or u

Avance reçue ?

An online procedure is now also available! You will find the form here (MyULiège "u" > Finances > Intranet ARF > Engagement de frais > Notes de débours électroniques). More practical information (help, training) on [this page](#).

Note: If you are an assistant, you may also need to **invoice** suppliers directly to the institution on behalf of your superior. Generally, you will need to ask your executive secretary to generate a "SAP voucher" which will allow the supplier to be paid by the institution afterwards (a restaurant, for example).



For any questions regarding financial matters, you can contact the executive secretary of the faculty, Yohan Cuisinet.

SOCIAL STATUS

Whatever your funding is, you are considered as a worker. Your employer is either the institution that granted your funding (the FNRS for Asp, FRIA, FRESH) or the university (for TAs). This has the following consequences:

- 1) You are considered as financially independent. Your parents are not eligible for family benefits anymore.
- 2) You must be registered in a health mutual (see sheet 5 - “welcome to the ardent city”).
- 3) Good news! You are already saving money for your old days (ONSS contributions). You also have the right to a holiday pay, paid days off, insurance in the event of a problem... For assistants, the information is available in MyUliège (“u” version) > personnel > intranet ARH. For FNRS scholars, information and forms are available [here](#).

💡 Assistants pay taxes so you can get **tax returns** (ask your secretary) and also get a **holiday allowance**. Fill in the form at the end of the academic year.

MOBILITY AT ULIÈGE

Good news: ULiège encourages you to use your car less by contributing to your commuting expenses! You can find a summary of all the options [here](#).

- TRAIN & BUS

- [TA and doctoral grant (! not FRIA/FNRS/FRESH)] University provides full refund for train and bus pass or subscription. All the necessary information and forms are available [here](#).



- [FNRS/FRIA/FRESH] You can get 75% refunded if the distance between your home and the University is more than 5 km. See the conditions [here](#) and send the request to Sylviane Ippersiel (Management of scientific staff remuneration, [FNRS]).

- BIKE

ULiège by bike? Everything you need to know [here](#). You can get 0,24€/km refund if you bike to uni!

- [TAs] All necessary information and forms are available [here](#).
- [FNRS/FRIA/FRESH] Fill [this form](#) and send it to Sylviane Ippersiel (Management of scientific staff remuneration, [FNRS]).

🗨️ Afraid to bike to the Sart-Tilman? You can try an electric bike during one month, contact Maryse Jadoul (ARI – Urban planning and mobility [ULiège]).

🚲 You don't have a bike? The bus company (TEC) rents foldable bikes with [CycloTEC](#).

- CAR-SHARING

The university has its own car-sharing platform called [UGo](#).



3 | ENJOY LIEGE AND ULIEGE

Want to know what's up in the university and in the city? Find here a non-exhaustive list of nice activities organized all year long!



- IN LIÈGE

- Retrouvailles : festival of leisure activities and associative activities (1st weekend of September at Boverie Park)
- Fêtes de Wallonie : free concerts everywhere in Wallonia, and in Liège too (mid-September)
- Les journées du patrimoine : cultural events and unique visits everywhere in Wallonia for a weekend (mid-september)
- Nuit des coteaux : festival of lights on Pierreuse street (end of September)
- October fair

- IN ULIÈGE

- Rentrée académique : The authorities and teachers put on their best dresses, appoint the new *honoris causa* doctors and launch the new school year.
- « Let's start a PhD! » seminar
- Unifestival: Concerts, bars et other activities organized on campus
- Welcome drink for new doctoral candidates organized by the ReD relays
- Brunch organised by the ReD



WINTER

- IN LIÈGE
 - Christmas market (Place St Lambert, Place du Marché and Place Cathédrale)
- IN ULIÈGE
 - PhD Day organized by the ReD (January)
- IN THE FACULTY OR DEPARTMENT
 - Christmas dinners of the Departments

SPRING

- IN LIÈGE
 - Street art festival Métamorphoses (May)
 - Summer Beer Lovers' Festival (May)
- IN ULIÈGE
 - Ma thèse en 180 secondes (March/April)
- IN THE FACULTY OR DEPARTMENT
 - Masters evening (Jobfair of the students of the faculty... come and convince them to do a doctorate!)



SUMMER

- IN LIÈGE

- Summer festivals: Les Ardentes, Dour, Werchter, Food Festival place St Lambert, ...
- Bueren en fleurs (beginning of June)
- The feast of July 14
- The Gaulish Village (between June and July)

- IN ULIÈGE

- Jogging sur le campus et science park (ELA jogging) (June)
- Doct'trail & barbecue organized by the ReD (June)

ALL-THE-YEAR-LONG

- IN LIÈGE

- Museum la Boverie
- Exhibition space at Guillemins station

- IN ULIÈGE

- Afterworks et other events organized by the ReD

- IN THE FACULTY OR DEPARTMENT

- "Intersections" group

Do not hesitate to ask your research unit to be informed of their own seminar.



4 | TRAVEL FOR WORK & POSTERS

Being a PhD allows you to travel the world for conferences and courses. Organize your trip with our advice.

FUNDING & SUPPORT POSSIBILITIES

Get a summary of all the possibilities related to your International mobility page [here](#). General contact for related questions is Pascale Foguene (ARD – Executive secretary [ULiège]).

- INTERNAL SUPPORT (ULiège)

- University can help you cover your fees:
 - For conferences/seminars: you can get 400€ (congress in Europe) or 600€ (outside Europe). Apply via myULiège on MoDUS (see a guide [here](#)).
 - For a part of your doctoral training abroad: information [here](#).
- If needed, your lab and your department might help you to contribute to your trip expenses.

- EXTERNAL SUPPORT

- Euraxess is an European initiative providing support to researchers: information [here](#).
- Various organizations open calls for travel grants each year: consult the ARES, FWB and WBI websites regularly and check your emails so as not to miss these calls.
- FNRS (even if you are FRIA/FRESH) can refund your travel expenses. Apply in Semaphore (> submit an application > Mobility and Congress funding).

POSTER PRINTING

Find the procedure [here](#) & [here](#). !\ Plan in advance: maximum printing delay is 24 hours.



BEFORE YOUR STAY

- **Book** your transport ticket and accomodation: favor the train instead of plane & book your ticket by yourself (in Europe) or ask your travel responsible (outside Europe). For trips outside Europe, the reservation must be made via order form (to know who to contact, check who is responsible of accounting and executive secretariat on page 8).
- **/!\ Notify** your travel. This ensures that you are still covered by your work **insurance**.
 - [TA/FNRS/FRIA/FRESH (everyone)] Notify in myULiège > Personnel > Modus > Nouvelle mission.
 - [FNRS/FRIA/FRESH] Notify in your e-space > Travel abroad > Notify a new travel abroad.

DURING YOUR STAY

- Keep all your receipts (transport tickets included), and save your bank transfers.

AFTER YOUR STAY

- Manage your **reimbursements** via Note de frais or Note de débours (see **Sheet 2**). If you have received money from the University or external supports, ask your secretary which specific OTP to provide.
- Add your abstract/conference paper to **MyOrbi**: MyULiège > Mes services > MyORBi



5 | INTERNATIONAL CANDIDATES: WELCOME TO THE ARDENT CITY

Just arrived in Liège? Find here some basic information related to everyday-life in order to survive your first months! You can also have a look at the [official website of Liège](#).

HEALTH

The Belgian health system works with **mutualités**. Here are a few examples for a general health insurance: Mutualité Chrétienne, Mutualité Libre, Solidaris, Mutualité Neutre, Omnimut, Partenamut.

💡 With ULiège, you can ask for an hospital insurance from Ethias (in complement of the general health insurance) and obtain a preferential price by contacting the staff social service (service.social.personnel@uliege.be). The form to fill is available [here](#) (also valid for FNRS/FRIA/FRESH).

FINANCE

To open a **new account**, banks ask you to provide a Belgian ID. For non-Belgian, you need to provide a 'proof of citizenship' from the city council. This proof is called "Annex 33" and the procedure is available [here](#). Here a few ideas of Belgian banks: ING, BNP Paribas Fortis, Belfius.

ACCOMMODATION

- Detailed information about **accommodations and hotels** in Liège is available [here](#).
- Note that:
 - You need home insurance (e.g. contact Ethias).



- Organizing accommodation is mainly by phone. Therefore, if you don't speak french, you might have to rely on someone else who does speak french.
- The contracts are (mostly) for three years. However, this doesn't mean that you really have to live there for three years; you're still able to occupy the accommodation for less than three years, carefully check your lease about this point.

LOCAL AND SUSTAINABLE BUSINESSES

New to the city and still don't know where to shop? Here are some examples of stores where you can find **sustainable and / or local products**:

- [La Batte](#) (Sunday market) along the Meuse
- [L'Entrepot](#) (Bulk food store in Liège)
- [Les Petits Producteurs](#) (in the following neighborhoods: Vennes, Center, Citadelle)
- [Al'Binète](#) (Liège)
- [Au vert'G](#) (Bonnelles)
- [Point ferme](#) (3 distribution points in Sart Tilman, 1 in the center of Liège)

LIFE ON THE CAMPUS

- **Food**

- ULiège cafeterias are listed [here](#).

Sart-Tilman campus:

- [Poivre & Sel](#) (sandwiches et salads)
- [Baguette Magique](#) (fries or sandwiches)
- [Sœurs-saveurs](#) (Bonnelles, 10 minutes from Sart-Tilman by bike)

City center campus:

- [Darius café](#) (sandwiches, soups)
- [Get your mug](#) (bagels)



- [Griik](#) (mezze, salads and pitas)
- [Barmanne](#) (soup et take away meals)
- There are several **bookstores** near university (PAX library, Libris, Agora...).
- The university **sport center** is the [RCAE](#). More information about sports, culture and hobbies are available [here](#).
- **Transport**
 - Bike: To buy/rent (Decathlon, bicycle shop on campus (in front of B7a building), [Provelo](#)). See also [infos & routes](#).
 - Bus: TEC lines 48 (from Opéra) and 58 (from Gare des Guillemins)
 - On foot: it takes a long time to come to Sart Tilman by foot. But once on campus, footpaths effectively connect the buildings.
 - Car sharing and carpooling apps (in case of Bus strike for example): Cambio, [UGo](#) (car sharing platform of ULiège), [Blablacar](#) (longer trips), [Victor](#)

More information about mobility in Liège available [here](#).

TRAVELING IN LIÈGE & IN BELGIUM

- **Bus:** ticket (2€), 8 trips card (8,80€) or subscription by month (37€/month) or year (320€). Find all the information on the TEC [website](#).
- **Train:** 1 trip (<26yo: "Go pass 1 (-26)" | 6,60€, >26yo: Standard ticket) or several trips (<26yo: "Go pass 10" | 53€ /10 tickets, >26yo: "Rail Pass" | 83€ /10 tickets).
- Commuting to/from the **airport:**
 - Charleroi: Flibco, Charlie Shuttle
 - Zaventem: Train + "Diablo" fee (tax to enter airport ~6€)
 - Other nearby airports: Eindhoven, Cologne, Amsterdam