

# MINI GUIDE

For PhD Students



HR EXCELLENCE IN RESEARCH

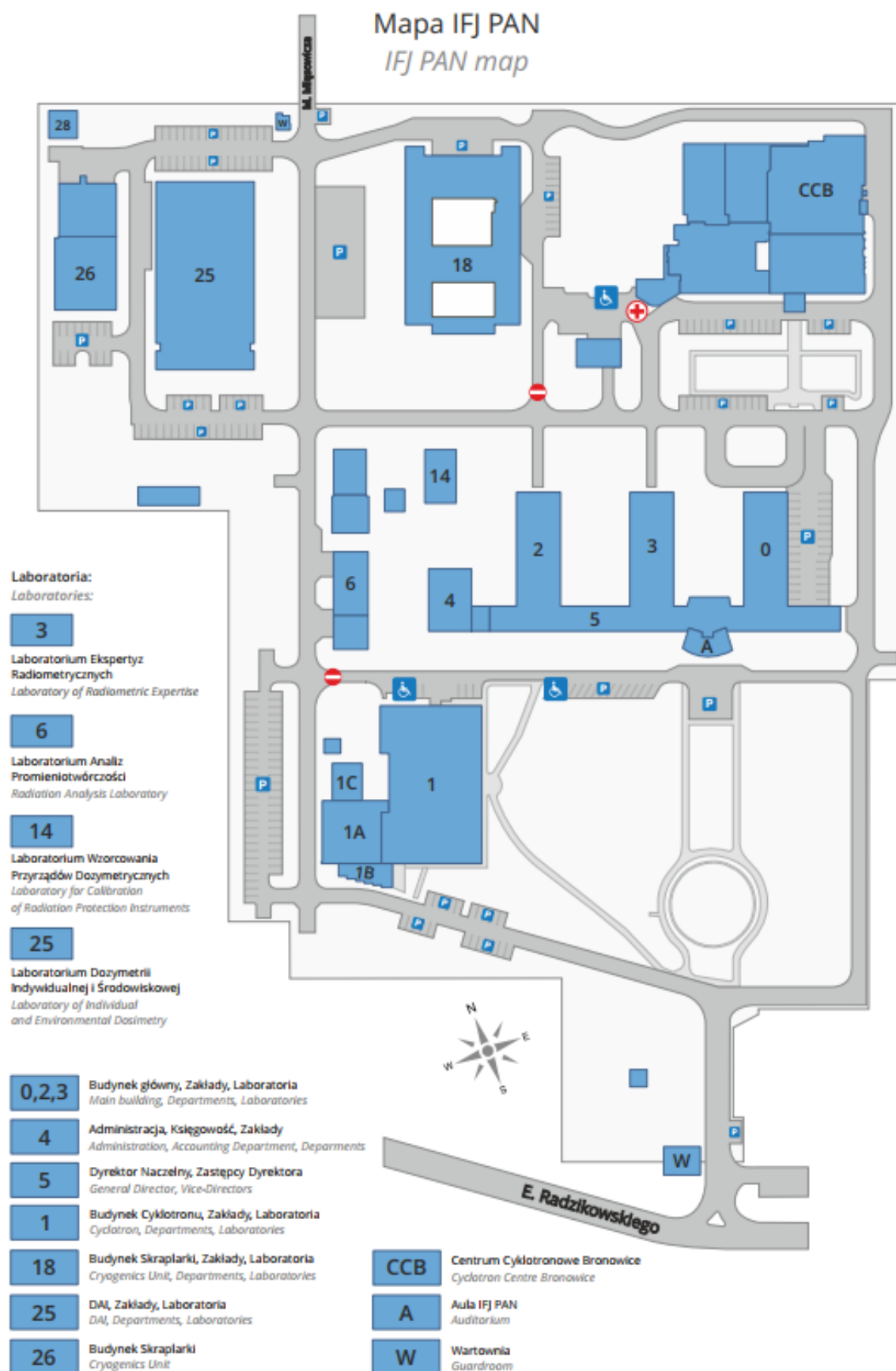
In the *MINI GUIDE* you can find the most important information about working in the Institute of the Nuclear Physics Polish Academy of Sciences: places, contacting persons, short instructions of using the VPN, printer etc.

HSR4R Committee

## List of contents

1. The map of the Institute .....	3
2. School and department office .....	4
KISD – Krakow School of Interdisciplinary PhD Studies.....	4
MSD – International PhD Studies.....	4
3. Structure of the IFJ PAN .....	4
4. Clearance slip.....	5
5. Visas and residence permits .....	5
6. Entrance card .....	5
7. Student council.....	6
8. Seminars.....	6
9. The Library .....	6
10. Consultations.....	7
11. Important contacts .....	7
12. Canteen.....	8
13. The Printer.....	8
14. IFJ PAN web configuration.....	9
15. VPN installation .....	9
16. Eduroam configuration.....	10

## 1. The map of the Institute



## 2. School and department office

KISD – Krakow School of Interdisciplinary PhD Studies

<https://kisd.ifj.edu.pl/news>

Secretary:

(+48) 12 662 8344

[kisd@ifj.edu.pl](mailto:kisd@ifj.edu.pl)

building no. 0, ground floor, room: 5224



MSD – International PhD Studies

Secretary:

Phone: +48 12 662 8316

e-mail: [renata.slabik@ifj.edu.pl](mailto:renata.slabik@ifj.edu.pl), [msd@ifj.edu.pl](mailto:msd@ifj.edu.pl)

building no. 4, 5<sup>th</sup> floor, room: 4509

## 3. Structure of the IFJ PAN



All departments in the IFJ PAN are on the website:

<https://www.ifj.edu.pl/en/institute/departments.php>



Here you can find few the most important departments with short comment:

Department	Comment
Computer and Network Support (DSK)	contact them if you have problems with the computer configuration, installation of VPN, Eduroam configuration etc.
Technical Section (DOT)	notifying about failures
European Cooperation Unit (DWE)	information about the European projects realized by the IFJ PAN
Accounting and Finances (DFK)	here you can get the PIT tax declaration, also you should provide the invoices paid by IFJ PAN
Economic Planning (DEP)	contact them when you have questions about grants' documents, business travels' documents
<b>Administration</b>	
Public Procurement (DZP)	any information about public procurement

Supplies (DZI)	<p>contact them when you want to buy something needed to your research/laboratory e.i. some chemical products, reagents etc. The demand document is necessary. You can find it on the website:</p> <p><a href="https://www.ifj.edu.pl/dla-pracownikow/formularze/dzi.php">https://www.ifj.edu.pl/dla-pracownikow/formularze/dzi.php</a></p> <p>“Wzór zapotrzebowania”</p> 
Research Service and Administration (DON)	<p>Preparation of: documents related to the Institute's scientific activity, the descriptive part of applications for financing SPUB and its reports, Institute's task plans, applications for international bilateral cooperation as part of competitions announced by the Polish Academy of Sciences</p>  <p><a href="https://www.ifj.edu.pl/en/departments/don/">https://www.ifj.edu.pl/en/departments/don/</a></p>

#### 4. Clearance slip

As a new PhD student you are obliged to fulfil the *Clearance slip* which is attached to the *Mini Guide*. In the end of the document you can find the *Clearance Slip* with English translation. You should visit all the places and collect all the signs.

#### 5. Visas and residence permits

In case of visas and residence permits, please contact by e-mail: [welcome@ifj.edu.pl](mailto:welcome@ifj.edu.pl). On the website: <https://www.ifj.edu.pl/en/career/hrs4r/welcome-for-newcomers/> you can find necessary information about what you should do before and right after arrival and also some useful information about IFJ PAN and taxes.



#### 6. Entrance card

An access control system is installed in the IFJ PAN. You need the entrance card to come in/out of the Institute. For the first entrance you should show your ID or passport in the guardhouse of IFJ PAN and tell who you want to visit. After that the security guard gives you a card and a document (small piece of paper) which will be your permit to come into the Institute. Before you came out, make sure you have the document signed by the person you visit.

During the first visit you can ask about preparing your personal entrance card. To do that you should visit the Secretary of the Deputy Director which is located on the 1<sup>st</sup> floor in the building no. 5, room 5305A.

## 7. Student council

Contact e-mail: [samorzad@ifj.edu.pl](mailto:samorzad@ifj.edu.pl)

Website: <https://www.ifj.edu.pl/msd/en/index.php?menu=news>



Phd Student Council is an organization conducted by students of The Institute of Nuclear Physics Polish Academy of Sciences. Every year, its personnel changes and expands with new people that are willing to represent all PhD student within and outside the institute. Each PhD student from KISD and MSD studies can become the member and is welcomed to join.

Its members are involved in many project, including organization of the integration trip, taking part in meetings of The National Representation of PhD Students (*in Polish*: KRD) and other doctoral associations, representation of PhD students in the Scientific Council of the institute and dealing with cases, that concern many kinds of PhD students problems. If you would like to join the PhD student council, to ask questions about studies, accommodation problems or you just feel lost in Cracow or in our institute, don't hesitate to contact via sending an email.

## 8. Seminars

Information about all seminars in the IFJ PAN are on the website:

<https://www.ifj.edu.pl/seminaria/>.

*IFJ PAN seminar* happens on each Thursday at 11.00 a.m.



## 9. The Library

The library is located inside the building no. 4 on the first floor. You can find the repository on the website: <https://www.ifj.edu.pl/library/>

Using Google Chrome you can translate the website into English.

An instruction how to do that:



### **Translate webpages in Chrome**

When you come across a page written in a language you don't understand, you can use Chrome to translate the page.

1. On your computer, open Chrome.
2. Go to a webpage written in another language.

3. At the top, click Translate.
4. Chrome will translate the webpage this one time.

Not working? Try refreshing the webpage. If it's still not working, right-click anywhere on the page. Then, click Translate to [Language].

### Change your default translation settings

By default, Chrome offers to translate pages written in a language you don't understand.



source:

<https://support.google.com/chrome/answer/173424?co=GENIE.Platform%3DDesktop&hl=en>

## 10. Consultations

The consultation during which you will be able to consult matters or simply to talk with Director of the International Doctoral Studies IFJ PAN or her deputy was introduce. Consultations (indicate an appointment by e-mail earlier, please): the first Tuesday of the month from 10 a.m. to 12 p.m. If needed - a frequency will be enhanced. In the current situation of the coronavirus epidemiological risk, the consultation are available via Skype, WhatsApp, and Messenger. All the consultation will be confidential.

## 11. Important contacts

- In case of mobbing: [komisja.antymobbingowa@ifj.edu.pl](mailto:komisja.antymobbingowa@ifj.edu.pl)  
<https://www.ifj.edu.pl/dla-pracownikow/komisje/komisja-antymobbingowa/>
- In case of accidents:



IFJ PAN emergency number

- internal phone: 8444 or 444
- mobile phone: 12 662 844

Emergency number: 112

- Problems with a supervisor
  - PhD School Deputy Director at IFJ PAN  
dr hab. Anna Kaczmarek, [anna.kaczmarek@ifj.edu.pl](mailto:anna.kaczmarek@ifj.edu.pl)
  - or PhD School Scientific Secretary  
dr Mariola Klusek-Gawenda, [mariola.klusek@ifj.edu.pl](mailto:mariola.klusek@ifj.edu.pl)

*(see 10. Consultation for more information)*

## 12. Canteen

The canteen *Kwant Bistro* is located in the building no. 0 on the -1 floor.

Opening hours: Monday – Friday, 7.30 a.m. – 4 p.m. Possibility to buy a breakfast and a lunch.



You may obtain a **Regular Client Card** which entitles you 10% discount.

- The card is personalized
- *Kwant bistro* demands a security deposit of 20 zł
- You can upload funds onto your card equal to multiple of 10 zł
- By the card you can pay for everything in the *Kwant bistro* offer

## 13. The Printer

The grayscale printer is situated in the main hall (the main entrance, the building no. 5, see on the map above) and also on the 4<sup>th</sup> floor in the building no. 4.

**How to use it?** There are two options:

1. You need to install the printer and use it from your computer (<https://dsk.ifj.edu.pl/pages/faq.php>, access from the institute or from home if you have installed VPN (information in section “VPN installation”)), the file will be send into your account and you can log in into the printer and print documents located there.
2. You can record files into your pen-drive and go to the printer. Log in and choose ‘external memory’ in a right corner.



Both options require a **login number** which can be obtained in the secretariat of the Deputy Director for research. The secretary is located on the first floor in a building no. 5, 1<sup>st</sup> floor, room 5305A. The secretary gives you (or send by e-mail) a number which will be your login.

**How to scan a document on the printer?**

1. Go to the printer, log in (using your personal code) and select “SafeQ Scan”.
2. Enter any file name and press the big blue button on the printer. If you see a warning about the wrong page format, then select an appropriate format manually.
3. Use your computer to log in to the server with any sftp client (e.g., WinSCP program) using the following parameters. Remember that if you’re doing it for the first time, you need to scan your document first to activate your server account.



**Protocol:** sftp

**Host name:** skan.ifj.edu.pl or scan.ifj.edu.pl

**Port number:** 22

**Login:** it's the same as for your email account (it's just a first letter of the name and whole surname)

**Password:** it's the same as for your email account

4. Your files should appear up to five minutes after scanning and will stay on the server for one day.

### How to use WinSCP?

1. Download the WinSCP program and install it: <https://winscp.net/eng/download.php>
2. Run the WinSCP and select the "New session"
3. Select the "New Site" and File protocol: SFTP
4. Type in Host name: skan.ifj.edu.pl and Port number: 22
5. Type in your User name: for example, "jsmith" if you're **John Smith** (first letter of your name and whole surname), and your password (the same as for your email account).  
Optionally: You can save your login data to access your files quickly in the future.



### 14. IFJ PAN web configuration

You can find all the instruction on a page <https://net.ifj.edu.pl/pomoc/index.html> .  
Your computer have to be on the grounds of the Institute or connected by VPN (the instruction below). The instruction on the website is in Polish.



### 15. VPN installation

To have an access to IFJ PAN bases (Scopus, Web of Science etc.) from different places (i.e. from home) it is important to have VPN installed. You can find the instruction in English below:

#### Windows

1. Go to the website: <https://vpn.ifj.edu.pl>
  - a) Username: the first letter of your name and your whole surname i.e. **nsurname**,
  - b) Password: like to your e-mail account



2. Choose a proper version of your system and click on it
3. The GlobalProtect installation window is open. Use default settings, few times click on *next* button and in the end *Close* button.
4. After that, fill the ‘windows’ like on the picture below:



5. Log in with your nsurname login and e-mail password.

### Ubuntu

1. Check if you have a repository **UNVERSE** added.  
System settings → Software & updates → Community-maintained free and open-source software (universe)
2. Open terminal and use the command:  

```
sudo apt-get install network-manager-vpnc network-manager-vpnc-gnome
```
3. Configuration process:  
Step 1: Edit connections  
Step 2: Ethernet → Add → Choose a connection type: VPN: Cisco Compatible VPN (vpnc) → Create
4. To start the connection click on VPN connections → VPN IFJ → log in

### 16. Eduroam configuration

In general, to connect to the eduroam network, you need to follow a few necessary steps:

#### Windows

1. Install the IFJ PAN certificate using IE from the website <http://net.ifj.edu.pl/certyfikaty/ca.der> and select “Open” and then “Install the certificate”. The Certificate Import Wizard will be open. You must manually select the certificate store: “Trusted Root Certification Authorities” and install the certificate.



2. Network name (SSID): eduroam
  - a. Supported network standards: 802.11 b/g
  - b. Security engine: WPA2-Enterprise / WPA-Enterprise
  - c. Encryption type: AES / TKIP
  - d. Authentication method: PEAP - MS-CHAPv2
3. In the EAP/MSCHAP V2 settings, be sure to disable automatic authentication based on the data provided when logging into Windows

## Linux

The "wpa\_supplicant" software can be used for authentication. Sample configuration for "wpa\_supplicant":

```
network={
    ssid="eduroam"
    scan_ssid=1
    key_mgmt=WPA-EAP
    eap=PEAP
    identity="jan.kowalski@ifj.edu.pl"
    password="haslo"
    ca_cert="ca.der"
    phase1="peaplabel=0"
    phase2="auth=MSCHAPV2"
}
```

## Karta obiegowa przyjęcia do Krakowskiej Interdyscyplinarnej Szkoły Doktorskiej

### /The Clearance slip of Krakow School of Interdisciplinary PhD Studies/

<b>Imię i nazwisko</b> /Name and surname/	
<b>Nazwa szkoły doktorskiej</b> /The name of the PhD school/	<b>Krakowska Interdyscyplinarna Szkoła Doktorska</b> Krakow School of Interdisciplinary PhD Studies
<b>Jednostka, w której realizowany jest temat badawczy</b> /The unit where the research project is carried out/	<b>Instytut Fizyki Jądrowej im. Henryka Niewodniczańskiego Polskiej Akademii Nauk</b> Henryk Niewodniczański Institute of Nuclear Physics of the Polish Academy of Sciences
<b>Nr albumu*</b> /Student ID number*/	
<b>Promotor*</b> /Supervisor*/	
<b>Komórka organizacyjna</b> /Organisational unit/	
<b>Data przyjęcia</b> /Date of admission/	

\* uzupełnia pracownik Sekcji ds. Obsługi Rady Naukowej i Doktorantów /supplemented by an employee of the Scientific Council and Doctoral Students/

<b>Sekcja ds. Obsługi Rady Naukowej i Doktorantów</b> (I piętro, p. 5225) <i>/Section for Servicing the Scientific Council and Doctoral Students (ground floor, room. 5225)/</i>	<b>Dział Finansowo-Księgowy</b> (rozliczenie wyjazdów/zaliczek, I. Kozynacka budynek nr 4, p.4603) <i>/Accounting and Finances (DFK) (settlement of business trip/advance payment, I. Kozynacka, building no. 4, 5th floor, room 4603)/</i>
<b>Sekretariat Dyrektora ds. Naukowych</b> (karta zbliżeniowa Systemu Kontroli Dostępu, I piętro, p. 5305A) <i>/Secretary's office of Scientific Director (Entrance card, building 5, 1st floor, room 5305A)/</i>	<b>Dział Finansowo-Księgowy</b> (Stypendia, R. Mysłowska, budynek nr 4, p. 4606) <i>/Accounting and Finances (DFK) (Scholarships, R. Mysłowska, building no. 4, 5th floor, room 4606)/</i>
<b>Promotor</b> (Sprzęt, klucze) <i>/Supervisor (Equipment, keys)/</i>	<b>Samodzielne stanowisko ds. BHP</b> /(M. Trzaska, budynek nr 5, parter, p. 5210) <i>/Health &amp; Safety Inspector (BHP) (Mariusz Trzaska, building 5, ground floor, room 5210)/</i>
<b>Dział Sieci Komputerowych</b> (p. 5202A oraz p. Z. Natkaniec, budynek nr 0, p.0203) <i>/Computer and Network Support (DSK) (building 0, room 5202A) and Z. Natkaniec (building 0, room 0203)/</i>	<b>Inspektor Ochrony Radiologicznej</b> (dr inż. A. Szumska, p. 11117) <i>/Radiological Protection Inspector (DOR) (dr inż. Agnieszka Szumska, (CCB building, 1st floor, room 11117, please call before coming: 12 399 6203 or +48 696 787 125))/</i>
<b>Biblioteka</b> (I piętro) <i>/Library (building no. 4, 1st floor)/</i>	<b>Ochrona danych osobowych</b> (Zarz. Nr 38/2016) /Zaliczenie testu/podpis promotora <i>/Personal data protection (ordinance no. 38/2016, test completion, supervisor signature)/</i>

Kraków, .....