

Institute of Biology Leiden



Guidebook

Leiden University

Institute of Biology, Guidebook

This guidebook is a starting point for any non-scientific questions that you might have as an employee or guest at the Institute of Biology Leiden. This book will answer your question, or will indicate where you will be able to find the information needed.

September 2018

Word of Welcome

By Scientific Director, Professor Gilles van Wezel

Dear reader,

Whether you are a new arrival to the Institute of Biology Leiden (IBL) or someone who has worked here for many years, it is sometimes hard to find your way among all the rules, forms and websites for ordinary daily questions, which are not about science or teaching. Of course, the answers are all there, if you only know where to look, or whom to ask. To help you find answers to practical questions and hopefully to make your life at our institute even more fun, the IBL office has compiled this booklet with, we hope, all the information you might want to know, or need. If we have forgotten something, do not hesitate to ask the IBL office staff who are pleased to help you all and can use your input to improve this Institute of Biology Guidebook.

Best Wishes,

Gilles van Wezel



An important note on Integrity

In line with the increasing concern that is being paid in many areas of society to standards of conduct and integrity issues, attention for these matters has also been growing within universities. This concern has manifested itself in a number of notices, codes of conduct and regulations, which provide a good overview of the standards of conduct which you as a (future) academic are expected and required to observe. They also provide guidelines on the regulations, which provide guidelines on the regulations and procedures which may be applied if these standards of conduct are infringed.

Code of conduct

Standards of behaviour between lectures and students.

The code of conduct is one element of the policy applied by the university in context of providing a safe and non-discriminatory work and study environment.

[Download](#) the code of conduct.



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Introduction

The Guidebook of the Institute of Biology Leiden is intended as a short introduction to the rules and procedures at the Sylvius laboratory and the Gorlaeus laboratories, which you might, at some point come across or need to know about. It is a directory on where you will be able to find the answers to the questions or whom you need to ask. On the website or in the building.

Institute of Biology Leiden and its structure

The Institute of Biology Leiden (IBL) is an international institute for research and education in biology, and is part of the Faculty of Science at Leiden University. IBL its aim is to perform top quality research and to maintain outstanding BSc and MSC teaching programmes in close relationship to current research.

The Institute is organised in three clusters:

- Animal Sciences & Health
- Plant Sciences & Natural Products
- Microbial Biotechnology & Health

The clusters set out their; strategic agenda, in line with IBL its strategic goals, organise the teaching in their area, distribute the funding allocated to the cluster, manage joint facilities and make arrangement about the activities of the support staff allocated to the cluster.

Committees

As a professional and semi-governmental institution, the IBL consists of a number of organisational subdivisions and has several committees such as; the PR Committee, the Education Committee Biology and the Scientific Meetings Committee. More information about the subdivisions and IBL Committees and their members can be found on the website at [Organisation](#).

The IBL Management Team

The IBL Management team consists of; the Scientific Director, the Deputy Director, the Director of Education Bachelor, the Director of Education Master and the Institute Manager. For information about the management team members and the contact details visit the website via: Organisation > [Management Team](#).

IBL Office

The IBL office staff will answer all your questions regarding general information and administrative issues, or they will redirect you to other IBL subdivisions and people. Please visit the website via: Organisation > [IBL Office](#)

Email: sylvius@biology.leidenuniv.nl

The Education Office

For questions about educational matter contact the Educational office, 1.5.17, located on the 1st floor. For more information please visit the website via: organisation > [Education Office](#).

Email: assistentopleiding@biology.leidenuniv.nl

The Institute Council

They meet bimonthly to discuss institute matters that may be of importance to all scientific and supporting staff as well as to all IBL students. The meetings are held on the last Monday of every other month, and are open to everyone. For contact details and more information see the website via: Organisation > [Institute Council](#).



Sylvius Laboratory

Sylviusweg 72
2333 BE Leiden
The Netherlands

Telephone: 071 527 5000

Email: sylvius@biology.leidenuniv.nl

Opening Hours

Overview

Employees: Monday to Sunday 07:00 - 23:00

Guests Employees: Monday to Friday 08:00 - 19:00

Students: Monday to Friday 08:00 - 19:00

Employees

The Sylvius building is open to employees from 07:00 - 23:00 seven days a week. During the opening hours of the reception desk (Monday to Friday 08:00 - 18:00) you can enter the building through the main entrance and use your LU-Card to activate the turnstile. Please note that the Sylvius Building is accessible for people in wheelchairs only during the opening hours of the reception desk.

Before and after the opening hours of the reception (Monday to Friday 07:00 - 08:00 and 19:00 - 23:00 weekends and holidays) you can enter or leave the building using your LU-Card to open the revolving door next to the main entrance. If you are working in the building outside reception desk opening hours, you are requested to register your name, location, mobile number, and back up mobile number in the logbook on the table next to the entrance.

Between 23:00 and 07:00 the building is closed for everyone. If your experiments require you to be in the building during the time it is closed, you need to fill in a request form, available at the IBL front office (room 5.5.12b).

Students

The Sylvius building is open for students during the opening hours of the reception desk (Monday to Friday 08:00 - 19:00) You can enter the building through the main entrance and use your LU-Card to activate the turnstiles.

Master students who are doing an internship within one of the IBL clusters can also request access from 07:00 - 23:00 for seven days a week. If their supervisor considers it necessary for their internship, they have to apply for this access with a form at the IBL Front Office (5.5.12b). The form needs to be signed by the supervisor and the IBL Front Office to arrange the temporary access on the LU-Card through the service desk, which is located at the Gorlaeus.

Visitors/guest/service firms

Visitors, guest and maintenance or service firms are welcome in the Sylvius building during the opening hours of the reception desk (Mon to Fri 08:00 - 19:00). It is necessary to inform the receptionist in advance by email; or telephone if you are expecting a visitor. Guest have to register at the reception desk and the receptionist will call you to inform you that the guest has arrived.

Telephone: 071 527 5000

Email: receptiesylvius@ufb.leidenuniv.nl

First Aid

If you are in need of medical or other first aid help, whether it is an emergency or not, please do not hesitate to call for assistance. If you want to play an active role in case of emergency, then join in the BHV or First Aid team. For information please visit employee website > buildings and facilities > a safe work environment > [Emergency response officer](#).
Telephone: 071 527 5005

Parking

Leiden University has implemented a car parking policy for its car parks (including the car park in front of the Sylvius building), which includes regulated and paid parking. The LU-Card assigned with appropriate access rights, allows access to the car park on campus.

To get the latest information about the current parking costs please visit the parking website. Here you will be able to find the LU-Card; Right of Access to parking form with which you will be able to register for access rights.

Subcontractors may park at the rear entrance through the sliding gate (expedition Sylvius) which will be opened by the receptionist.

Employees without access rights for daily parking, who occasionally need to come by car for working purposes, may also use the rear entrance through the sliding gate for just one day. After entering the building they need to register at the reception desk and must leave the parking area before 17:45. Please notify the reception desk in advance if your guests want to park in the parking area. This way the barrier can be

opened upon their arrival.

Telephone: 071 527 5000

Email: receptiesylvius@ufb.leidenuniv.nl

Kitchen corners

Floor 3 until floor 7 have a small kitchen corner.

Supply of Kitchen paper ('tork' rolls)

The rolls of kitchen towel paper ('tork' paper) are available on the third floor next to the service elevator.

Coffee

If the coffee machine is empty. Please contact the service desk.

Faxing

The fax machine can be found in the front of the IBL front Office, room 5.5.13b.

Service bicycles

There are five service bicycles available for rent (free of charge) during the opening hours of the reception desk. To borrow a bicycle and receive the key, sign the form at the reception desk. The bicycles must always be returned before 19:00hr the same day.

Cafeteria

The opening hours are Monday to Friday from 12:00 - 13:30. The cafeteria is located in the right wing of the Sylvius building, on the ground floor (coming through the main entrance on your right). If you need to order lunch/coffee/tee for a work meeting, please visit the official UFB catering [website](#).

Showers

There is one shower located in the Sylvius building, located in room 3.4.24. The shower is freely accessible and can be locked from the inside.

Nursing Room

Nursing mothers can use room 1.5.18a. The refrigerator can be used in consultation with Cilke Hermans (room: 5.5.11b). The room can be locked from the inside.

Lockers

On each floor of the Sylvius building there are ten lockers located near the T-Rooms. The keys are available through the research analyst of the group that occupies that particular floor.

Printing

Floor 3 until floor 7 have a printer. You can print with your LU-Card. If the printer is down please call the service desk.

Organising festivities / drinks

When organising festivities, it is necessary to receive written permission from the Institute Director (WD) or Institute Manager in case the event starts or continues after 18:00hr.

The IBL Sylviusform “Festiviteiten” can be found at IBL Share > Forms. For approval and signature of the Institute Manager forward the completed and signed form to the IBL Front Office (Room 5.5.14b) at least three weeks in advance.

The IBL Front Office is willing to help you organise the festivity. However this needs to be known, at least four working days in advance. Please note that during the event extra manpower is necessary to set up the event.



Gorlaeus

Entrance via the Huygens building (for the new build)

Huygens Laboratorium

Niels Bohrweg 2

2333 CA Leiden

Telephone: 071 527 5700

Einsteinweg 55

2333 CC Leiden

Telephone: 071 527 4400

Delivery:

Wassenaarseweg 76

2333 AL Leiden

Opening Hours

Overview opening hours

Huygens entrance

Monday to Friday 08:00 - 20:00

Gorlaeus entrance

Monday to Friday 08:00 - 18:00

Opening hours

During the opening hours of the reception desk (Monday to Friday 08:00 - 20:00) you can enter the building through the reception of the Huygens building. The Gorlaeus building you can enter from 8:00 - 18:00.

Outside the opening hours of the reception (Monday to Friday 08:00 - 20:00), weekends and holidays you can enter or leave the building using your LU-Card (only if you have extra access on your LU-Card) to open the revolving door next to the main entrance. If you are working in the building outside reception desk opening hours, you are requested to register your name, location, mobile number, and back up mobile number in the logbook on the table next to the entrance.

Telephone: 071 527 5000

Email: receptiegorlaeus@ufb.leidenuniv.nl

Parking

Leiden University has implemented a car parking policy for its car parks, which includes regulated and paid parking. The LU-Card assigned with appropriate access rights, allows access to the car park on campus. If you work at the Sylvius or Gorlaeus building, you have access to the Sylvius parking, the Einsteinweg parking, the Gorlaeus parking and the Niels Bohrweg parking. To get the latest information about the cur-

rent parking costs please visit the [parking website](#). Here you will be able to find the LU-Card; Right of Access to parking form with which you will be able to register for access rights. Subcontractors may park at the expedition Gorlaeus, Wasse-naarseweg 76.

Please notify the reception desk in advance if your guests want to park in the parking area. This way the barrier can be opened upon their arrival.

Telephone: 071 527 4444 for Gorlaeus

Telephone: 071 527 5700 for the Huygens parking at the Niels Bohrweg (for the new build)

Email: receptiehuygens@ufb.leidenuniv.nl

Students are not given access to the parking area.

First Aid

If you are in need of medical or other first aid help, whether it is an emergency or not, please do not hesitate to call for assistance. If you want to play an active role in case of emergency, then join in the BHV or First Aid team. For information please visit employee website > buildings and facilities > a safe work environment > Emergency response officer.

Telephone: 071 527 4444

Kitchen Corners

There are several kitchen corners throughout the building and on every floor. If the coffee machine is empty. Please contact the service desk.

Showers

There are showers in the new build, you can find them on the ground floor in the Atrium.

Nursing Room

Nursing mothers who need a private room, can use room LMUY1.12. The room can be locked from the inside.

Service Bicycles

There are eight service bicycles available for rent (free of charge) during the opening hours of the reception desk at the Gorlaeus. To borrow a bicycle and receive the key, sign the form at the reception desk. The bicycles must always be returned before 18:00 the same day.

Lockers

In the center of the Atrium of the new build there are several lockers located on the first floor.

Printing

All the floor have printers. They are located near the kitchen corners.

Organising festivities / drinks

In the Gorlaeus building you can organise festivities in the Science lab or the atrium in the new build until 20:00. If you need to have access longer you have to contact [Kees Schoonwater](#).



Who can assist you?

Blackboard

Blackboard is a Digital Learning Environment used by lecturers and students to support their teaching. Through Blackboard a lecturer can provide and keep up to date information about the class, such as the timetable, assignments and literature or provide internet links and lecture sheets. For more information on Blackboard see: the blackboard [website](#).

Room Reservations

Practicum rooms T3.01 up to T.7.01, lecture rooms 1.05.03, 1.5.05, 1.5.09 and computer (class)room T.1.5.07 can be reserved by signing in the diaries available at the reception desk.

Classrooms 1.4.31, 1.4.35 and 1.5.31 must be reserved through the ZRS system. To make a reservation, send an email to the service desk stating when you need the room and for what purpose. Email: servicedesk@science.leidenuniv.nl

Classroom facilities

Lecturers who urgently need to use a laptop, beamer or other classroom facilities, for example whiteboard markers, can ask the receptionist to temporarily lend them the items for the period of the lecture.

Room Reservations

The Faculty of Science has its own specialised Health and Safety department. They offer a variety of services for the Faculty of Science. The contact person (Biological Safety Officer) is André Kamp.

Phone: 071 527 4662

Mobile phone: 06 463 656 82

Gorlaeus Laboratories - room HB106

Sylvius Laboratory - room 1.5.02

The Health and Safety Department provides the following services. For more information visit [Science > Information for employees > Health and Safety Department](#).

Arranging and monitoring all kinds of permits that allow a scientist to carry out their work. E.g. environmental permit, permit to import pathogens or animal by products, etc.

Assistance when applying for a GMO Permit:

- Modification to office workplaces for all staff members
- Providing information regarding safety; information on biological and chemical waste
- Organising fire training for 1st year students and new employees
- Educating 1st year students and new employees about general safety rules and lab-specific safety
- Managing the registration system for dangerous chemicals (i.e. GROS).

Emergency response team

In case of emergency, call the alarm number displayed on the orange sticker on the telephones. The emergency response team (in Dutch: Bedrijfshulpverlening, abb. BHV) are trained to act in case of incidents such as fire or personal injury.

If you want to play an active role in case of emergency, then join in the BHV or First Aid team. For information please visit the [BHV website](#).

Technical and Household queries or malfunctions

The day-to-day management of all Faculty of Science buildings is in the hands of the Buildings and Engineering Service. All technical and household queries, failures or malfunctions, for example, regarding elevators, sanitary facilities or heating, or to request assistance for hanging a painting, should be reported using the correct form from the Planon self-service website to register the problem and/or to request assistance.

All necessary forms can be found on the Planon self-service website. To log in, use your ULCN account (no capitals in username).

If the malfunction concerns large equipment that has been purchased by the IBL for common usage (for example, a refrigerator), or complaints about the quality of cleaning services should be reported to Cilke Hermans, room 5.5.11b. Telephone: 071 527 5306

Telephone service malfunction

In case you have a problem with the telephone service, contact [Piet van Rijn](#), telephone: 071 527 5707.

Emergency technical malfunctions

For very urgent (emergency) technical malfunctions, call 4600, this number can be reached 24 hours a day, 7 days a week.

Civil Service

Email: [servicedesk@science.leidenuniv.nl](mailto: servicedesk@science.leidenuniv.nl)

Telephone: 071 517 6400

If there is an urgent malfunction which cannot be considered an emergency (not life threatening), contact the Civil Service.

The Civil Service is responsible for the following things

- Managing visitors
- (Chemical) Waste removal
- Internal moving of (scientific) equipment or removal of used equipment and cargo transport
- The services of storage & despatch (expedition) area
- Changing offices or modifications to rooms/offices.

Changing offices or modifications to rooms/offices

When changing rooms/offices and/or if you need help with moving furniture, contact the Civil Service.

Nameplates

Every room in the Sylvius building must have a nameplate stating the 'purpose' of the room (lab, office, meeting room etc.).

To order a new nameplate and register the changes in the information, contact Cilke Hermans, room 5.5.11b.
Telephone: 071 527 5306.

Mail Services

Mail is delivered and picked up from the Sylvius building Monday to Friday twice a day: at 09:00 and 13:00. If you need the mail to be sent the same day, be sure to bring it to the reception desk before 12:30.

All letters and documents received are placed in the research group mailboxes, to be picked up by the recipient. When you pick up a package at the reception desk, it is necessary to sign a form to confirm that the goods have been received.

IBL its preferred supplier for sending packages and for special or urgent shipment services is FEDEX. For FEDEX customer account numbers or any other assistance, contact the IBL Front Office.

Telephone: 071 527 6495

Email: sylvius@biology.leidenuniv.nl

Certified mail/registered letters

To send certified mail or registered letter, ask the receptionist for further assistance. Telephone: 071 527 5000.

Gas cylinders deliveries

Gas cylinders are delivered to a special outdoor area, accessible from the inside of the Sylvius building via the 'Deliveries' entrance on the ground floor. The key is available at the reception desk.



Human Resources

The Human Resources (HR) department publishes a newsletter for university staff that gives important information about changes in rules and regulations. All staff members also receive an email with information when there is news from HR.

Who to contact?

For all up to date, regulations, terms of employment, salary scales go to the employee website > [Human Resources](#).

For general human resources matters, for example, regarding working/residence permit and questions about different rules and regulations, contact [Annemarie Heeneman](#).

Room BS.006 Gorlaeus Laboratory

Telephone: 071 527 5709

IBL Human Resources adviser

For all employer-employee related questions, for example, about contract, vacancies, pensions or conflict procedures, contact: Guido van Hooff, room BS 018; Gorlaeus Laboratory, Telephone: 071 527 4547

Confidential adviser (Vertrouwenspersoon)

For questions and/or problems concerning the employee-employer relationship, for example, in the event of unreasonable changes to your working activities or communication difficulties, contact (only by phone) the Leiden University confidential adviser, Bert van Driel.

For more information see the Staff website > Organisational structure > Faculties and institutes > Science > Supporting staff > [Health & Safety Department](#).

Telephone: 071 527 8015

Confidential adviser (sexual) intimidation (Vertrouwenspersoon ongewenst gedrag)

If you experience unwanted and strongly undesirable behaviour such as (sexual) intimidation or discrimination, you can discuss the matter with a confidential adviser who will

help you look and search for possible solutions. Or make an appointment by email.

For more information see the HR confidential adviser (sexual intimidation) Piet de Boer (external).

Telephone: 071 527 80 15

Email: pdeboer@winstonpartners.nl

More information: Staff website > Human Resources > Help, support and complaints >

Complaints and confidential counsellors > [Unacceptable behaviour](#).

General hiring conditions

Special application forms are needed for all IBL positions (permanent, temporary, guest, student assistants) and/or to notify the Human Resources (HR) department about a vacancy.

Completing the procedure takes time. All finished forms with signatures need to be handed in three months before the proposed starting date at the HR office.

Handing the form in too late can cause a delay in the administrative processing of the changes and may possibly lead to a later payment of revenues or salary.

Arrange or change appointment

For any alterations/mutations in the appointment, for example change of hours or extension of the contract, contact the IBL Front Office at room 5.5.13b for assistance.

Email: sylvius@biology.leidenuniv.nl

For new appointments also include a copy of passport and short cv of the employee. For PhD appointments a copy of the Education and Supervision plan must be submitted. To get assistance contact the IBL Front Office room 5.5.13b

Resignation or new employer

All staff members who are intending to resign and/or start to work for a different employer need to inform the IBL Front Office.

Vacancies

Vacancies must be submitted in consultation with the Institute Director (WD) and Institute Manager (IM) using the 'vacaturemelding' form.

Temporary employees or student assistants

Temporary employees and student assistants can be hired through the University's in-house employment agency JobMotion. To appoint a temporary employee or a student assistant contact the IBL Front office.

The front office will tell you which information is required to hire someone. She will notify Jobmotion and, in consultation with the Director of Education, get the approval of the Institute Manager.

Registering intern students

Access to Sylvius and ICT-facilities for all students

To gain access to the Sylvius building students need to be registered at the IBL Front Office room 5.5.13b.

If intern students need access to additional ICT-facilities, such as extra software or more possibilities with their workspace and access to shared drives, they first need to be registered at the HR department by filling out the 'guestemployeeform'.

Leiden University students

Students of Leiden University who already have a LU-Card need to register at the IBL Front Office in room 5.5.13b. You need to have your LU-Card activated to gain access to locations such as the Sylvius building and/or special restricted areas.

Erasmus exchange students

Erasmus exchange students are usually registered by the Educational Office.

Students from other educational institutions

Students from other universities or a Higher Vocational Education institution (in Dutch: HBO) need to be registered through the student administration. To download the form see the student administration website.

The only way to register students from an Intermediate Vocational Education institution (in Dutch: MBO) is through the IBL Front office and the HR department, by filling out the 'gastmedewerker' form. Once they are registered, students receive a LU-Card and a uMail account.



New Employees

For a complete overview of all the relevant information and documents for (new) staff see the Employee website > Human Resources > [New staff](#).

ULCN Account

ULCN facilitates access to different ICT applications with a personal account for students, staff and externals. In order to receive a ULCN account, registration by an administrative department is necessary.

All staff members who work at IBL for longer than a month need to be registered by the HR department. Once you are registered, your ULCN account will be created. A letter with the account name and password will automatically be sent to the registered home address.

It is also possible, after registration has been processed by the HR department, to collect the account name and password at the local ISSC Service Point, room L.103 Gorlaeus Laboratory.

Interns and guests who are staying less than one month must be registered in the Guest Management System (GMS) at the IBL Front office in order to receive a ULCN account.

To register, visit the IBL office, room 5.5.12b.

The letter with your account name and password will be sent or given to you after registration, within two working days.

For all information about the ULCN account and FAQs see the website via: Employee website > ICT > [ULCN-account](#).

Most employees receive a ULCN staff account, which provides access to the complete package of ICT services. However, for some applications it might be necessary for more than

one person to have access to the same applications and data at different times. For this purpose a functional account can be created. There is also the option of a guest account, which makes it possible to make temporary use of the physical ICT infrastructure. For more detailed information about different types of account visit the [ULCN website](#).

Biology email account

Every new employee receives a biology account. Please take into account that students do not receive a biology email account, unless they are registered as a guest employee. If you have any problems regarding your biology account please contact the ICT Helpdesk (ISSC).

Telephone: 071 527 8888

LU-Card

Service desk of the Gorlaeus Laboratory

Einsteinweg 55, Next to the reception.

Monday to Friday: 9:30 - 12:00 and 13:00 - 16:00

Telephone: 071 527 6400

Email: servicedesk@science.leidenuniv.nl

To obtain a LU-Card you have to log in with an ULCN account and upload a photo on uPrefs website. If you are unable to upload a photo, you can go to one of the LU-Card help desks to have a photo taken and, if necessary, have a LU-Card made on the spot.

For further detailed information about LU-Card and how to receive it visit the LU-Card website via: Staff website > Buildings & Facilities > Facilities > [LU-Card](#).

No Dutch home address

If you do not have a Dutch home address, you can have a LU-Card made at one of the LU-Card helpdesks provided that you have been registered by the HR department or at the IBL office (with a guest account).

LU-Card and access to restricted areas / rooms

Access to the Sylvius building and the restricted areas as well as to the parking lot and bicycle shed is regulated with a LU-Card. When you start to work at IBL as a new employee, first register at the IBL Front office, room 5.5.12b and have your LU-Card activated to gain access to the Sylvius building and related facilities. In order to gain access to the restricted areas and rooms of the Sylvius building, visit the IBL Front Office 5.5.12b.

Introduction programme

It is important for you, and for the organisation, that you get to know your new working environment well. An introductory meeting is organised to give new staff the opportunity to gain an impression of the university as a whole. To sign up please visit Staff website> Human Resources > New staff > Practical issues > [Introduction day](#).

Every new employee also receives an invitation for the faculty introduction programme, which is organised by the faculty, which is mandatory for people who want to use the labs.

Personal University page

Continuous and positive exposure, as well as providing information on research activities, is important for all scientists. All staff members, including OWP and OBP, Promovendi and Post Doc's therefore need to have an updated personal page.

Please note that a personal page consists of several pages: an overview, personal details and cv, contact, publications, teachings and ancillary activities. On the right side of your page, your research projects and cluster should be shown. Minor changes in this layout are permitted if really necessary. If not all pages are relevant for you, you can omit these. Keep it short, easy to update and make it look good.

To create a personal page or to update your own, please follow the procedure below:

- Create the page in word, including images so that the layout of the page can be followed as closely as you want.
- Send the word file to [Nathalie van Dooren](#). Add the

pictures also in the e-mail as seperate attachment. The pictures in the word file are just there to make sure, we understand where to place them on your profilie.

Contact IBL Communication Office

Nathalie van Dooren

Room: 5.5.11b

Telephone: 071 527 3509



PhD Students

Leiden University PhD programmes are concentrated within local Graduate Schools. The Graduate School Office manages the administrative process of the PhD programmes. All PhD students must register at the Graduate School. For information about admission procedures or, for example, finances and funding opportunities, see the [Graduate School website](#).

Education and Supervision Plan

After starting a PhD programme, students draw up a Training and Supervision plan as soon as possible together with their supervisor. It is the intention that both parties make efforts to comply with the agreements established in the Training and Supervision plan. The plan must contain e.g. the knowledge and skills to be acquired, the precise evaluation of the progress of the research and the education to be provided. More information / forms > [Graduate School website](#).

Within three months after entering employment, PhD students will have an review with their supervisor. During this review agreements on performance targets and skills which need to be developed will be made. These agreements form the basis for the first [Performance and Development interview](#).

Mandatory PhD training programme

A maximum of 10% of the PhD appointment is dedicated to personal development. PhD candidates are trained at three levels: professional courses, skills training and personal effectiveness. Parts of this training programme are mandatory for all PhD candidates. Candidates are responsible for enrolment in this programme.

In the event of a no show at the courses (after enrolment), the candidate must pay the costs of the missed courses.

For more information visit [PhD training programme website](#).

Sometimes PhD candidates have already participated in courses similar to a course of the compulsory training pro-

gramme. Exemptions for courses of the PhD training programme can be made by sending a request using the [Exemption Form](#).

Procedures for PhD students and supervisors

The PhD regulations, which can be found on the university web pages, form the basis for the procedures relating to PhDs. See PhD regulations; part 1 and part 2 (in Dutch); and PhD regulations (in English).

Please, also check the Faculty webpage on PhD regulations. When in doubt, follow the guidelines and procedures as they are indicated on the [Graduate school website](#).

IBL contribution to PhD Thesis

The IBL awards a grant of €250 to each IBL PhD student (except for those who are working externally), upon completion of the dissertation within four years (thesis accepted by PhD committee).

To receive this contribution, fill in the form, available at the IBL office and attach a copy of the invoice from the printer, signed by the supervisor/section leader.



Finance

At the Financial Shared Services Centre (FSSC) all university's payments (for example accounts payable, accounts receivable and salary payments) are registered/ accounted for.

Opening hours: Monday to Friday 9:00-16:00

Telephone: 071 527 5555

Email: fssc@bb.leidenuniv.nl

If you are not able to find the answer or resolve the query directly with FSSC, get in touch with the IBL contact person for FSSC: [Erik de Wagt](#).

Telephone: 071 527 4979

For more general information see the [FSSC website](#).

Financial Shared Services Center (FSSC)

The Service Point of FSSC will answer your questions about financial-administrative services. The main cash office is also part of the FSSC Service Point. The FSSC office is located at Rapenburg 70, on the 2nd floor in the C-wing (C2).

Procurement

Leiden University has a general procurement policy, which is subject to European tendering for goods and services. Large purchases exceeding the amount of €30,000 (ex. VAT), such as batches of furniture, photocopiers, desktop computers, must always be reported to the procurement department and at least three offers must be requested from different suppliers. If the total purchasing amount exceeds €207,000 (ex. VAT), the full European tendering procedure applies.

To download the flyer with a short description of the policy see the [procurement website](#).

For more information contact [Cilke Hermans](#)

Telephone: 071 527 5306

SAP financial system

Leiden University uses SAP for all controlling, accounting and financial affairs. Like a bank account number, all divisions, projects, etc. have a SAP number. SAP numbers consist of 10 digits- 2012 XX XXXX

- 2012 signifies the general IBL domain
- XX refers to
 - IBL , including office and SCS (00)

- Animal cluster (10)
- Plant cluster (20)
- Biotechnology Cluster (30)
- Education (40)
- Core facilities (50): Metabolomics, visualisation, and DNA BIO-IT

- XXXX are the final four digits which refer to the source of the budget: direct or external funding, the funding agency etc. and the serial number of the project itself.

SAP responsibilities

Leiden University operates a four-eyes policy on all financial flows. The project leader is usually listed as the budget manager ('Budgethouder'). The budget manager is responsible for the finances on his or her SAP number. To ensure a well-balanced financial flow, all SAP numbers are financially monitored by the IBL office, where the activity manager ('Activiteitenhouders') screens and checks all transfers.

Expense Claims

Claims for staff employed at Leiden University

If you have incurred costs for work, you may be entitled to reimbursement. Expense claims need to be submitted through Travel and Expenses in SAP Self Service. The activity holder and budget holder must approve the claim. The FSSC usually processes the expense claim within three to six working days. Advances are paid within three working days after approval by the budget holder and the activity holder.

In case the submitter of the declaration is also the budget manager of the SAP number, the expense claim in the

self-service system must also always be sent to the supervisor of the submitter/budget holder. This in order to comply with the four- eye policy on all financial flows.

Staff members who are not employed at Leiden University, can still submit a claim for certain expenses by filling in an electronic claim form.

Invoices

Sales invoices

For all project-related invoices and other sales invoice questions, for example the transfer of your previously granted project to the IBL, contact [Erik de Wagt](#). Telephone: 071 527 4979.

Purchase invoices

All purchases of (scientific) equipment should be made through SAP SRM. When purchasing goods or services directly (not through the SRM system) it is incumbent on you to inform the supplier or supplying company to state the project SAP number and your name (as contact person) on the invoice. The invoice itself must be sent to FSSC directly, not to your work address nor to the IBL office. Only then a timely payment can be guaranteed.

The correct invoice address of Leiden University is:

Universiteit Leiden

t.a.v. Financiël Shared Service Center

Postbus 9500

2300 RA Leiden

Financial support section / cluster budgets

Budget managers will receive a report every three months with their current status and a basic standard report every month via an email from the ISSC. For any issues or information concerning standard section/cluster budget issues, contact [Erik de Wagt](#).

Projects

For any issues or information concerning projects (in Dutch also called '2e en 3e geldstroom'), contact [Erik de Wagt](#).

When preparing a new project proposal, you will need a strong scientific idea as well as a sound budget supporting that idea. Make sure you download all available and up-to-date calls and guidelines to prepare your proposal. Contact Erik de Wagt during the proposal preparation phase for drafting both an external (for submission to the funding agency) and an internal budget and to make sure you have a budget that matches the quality of the scientific content of your project proposal.

The internal budget contains an overview of the expected costs, including reservations for unemployment benefit ('wachtgeld'), ICT costs and, if applicable, housing costs ('CvB huisvestingsafdracht'). All of these costs need to be taken into account to predict a positive end result for your project. In the case of a positive end result for the project, the project leader and the Institute Manager will discuss a fair strategy for further application of the remaining funds.

All budgets have to be checked and approved by the IBL Institute Manager (IM) before submission. For financial advice

on your budget, (SAP) numbers and IBL approval contact Erik de Wagt three weeks before the submission deadline. The IM checks and approves the budgets on the basis of his advice and budgets.

Once your project proposal receives funding contact Erik de Wagt with: a copy of the grant letter, the budget granted and the grant conditions. A separate budget (SAP) account will be opened, after which your project can start.

Ongoing projects are (scientifically) managed by the project leader and financially monitored by Erik de Wagt at the IBL Office. Project leaders receive a financial update every 3 months and twice a year there is a project screening with the W&N Project Bureau that handles all financial administration matters with the funding agency. Project leaders receive a financial update every 3 months and twice a year there is a project screening with the W&N Project Bureau that handles all financial administration matters with the funding agency.



ICT

ICT Helpdesk
Gorlaeus Laboratory, room L.103
Einsteinweg 55, 2333 CC Leiden
Telephone: 071 527 8888

ICT coordinator Institute of Biology Leiden
[Cilke Hermans](#)
Telephone: 071 527 5306

ICT Helpdesk

The ICT Helpdesk provides service and assistance to all users of a university workstation. You can contact the Helpdesk with all questions regarding the university ICT services, the ICT workstation and programmes, and also if you have a request to make a change or if you would like to report a malfunction/ error.

The ICT department of IBL is located in the Gorlaeus Laboratory, room L.103, Einsteinweg 55, 2333 CC Leiden.

Telephone: 071 527 8888

Email: helpdesk@issc.leidenuniv.nl

More information about the services of the ISSC can be found on the [ISSC website](#). For more information about the products and services see The ISSC Products and Services Catalogue (only in Dutch).

There is also an ICT coordinator within the IBL office: [Cilke Hermans](#), telephone: 071 527 5306.

ICT Shared Service Center (ISSC) Forms

Most ICT requests can be made via online forms on the ISSC-website. These forms are available in Dutch and in English. For further questions or in case you are experiencing difficulties finding the right form, contact the ICT coordinator [Cilke Hermans](#).

Who to contact

If you have any questions regarding: PC, Telephone, fixed workplace and additional software/hardware, contact the IBL

ICT coordinator [Cilke Hermans](#), telephone 071 527 5306 or the helpdesk ISSC, telephone 071 527 8888

New orders

For all employees a PC, telephone, fixed workstation and additional soft- or hardware can be ordered through the “bestelplein”.

The standard workplace is a managed workplace equipped with Windows 7 and a basic set of software including the following components:

- Dell optiplex 3020 (incl. mouse and keyboard)
- Monitor (22” widescreen TFT)

Due to European procurement rules, staff is not allowed to purchase laptops / PCs / hardware / software for work- related purposes from any other party than the ISSC.

The ISSC does not support private purchases and expenses / claims for such purchases are not accepted by the IBL.

Rules and costs

The costs for support, connection, access and a workplace are paid from different budgets, depending on the kind of contract or commission.

The costs for support, internet connection and access to networkshares (€1.117,-per year) are paid from:

- The project SAPnumber (for employees working on a “2e or 3e geldstroom” project), or
- The IBL (for scientific and non-scientific staff, technicians and other employees not working on a project).

The costs for a standard workplace (€400,-) are paid from

- The project SAPnumber (for employees working on a “2e

- or 3e geldstroom” project)
- The section SAPnumber (for scientific staff and guests)
- The IBL (for IBL office and LCS)

To order additional soft or hardware see the ISSC forms and questions website (in Dutch).

Wireless networks, remote access, VUW and webmail

Wireless networks

The University has two wifi networks: Leiden University and Eduroam. The Leiden University network is also referred to as Leiden University Wireless Access (LUWA). Your ULCN account gives you access to both networks.

Leiden University Wireless Access (LUWA)

The Leiden University Wireless Access network (LUWA) gives you the easiest access to wireless internet. You can log in from any computer using your [ULCN-account](#). Data that you send via the LUWA network are not encrypted. You need to log in to this network afresh every five days.

Eduroam

If you want to use a secure wireless internet connection, Eduroam is your best option. All data transmitted via the Eduroam network is first encrypted. Eduroam also gives you automatic wifi access at other universities and universities of applied sciences in the Netherlands, Europe and further afield.

You can temporarily arrange access to the eduroam Wi-Fi

network for your guests or visitors via eVA (Eduroam Visitor Access). All you need is your ULCN account

- Go to eva.eduroam.nl
- Login with your ULCN-account
- Click on ‘create visitor’
- Fill in the details and click ‘send’

Visti the [University website](#) to find out how to connect your phone or tablet to eduroam.

Staff website > ICT > Mobile working WiFi.

Remote access VUW

Remote Workplace gives you access to your University workplace from any location. To be able to access the Remote Workplace you need an ULCN account. You can use the Remote Workplace with Windows, OS X and/or Linux.

For more information and to install the required software see the [ISSC manuals website](#).

To log in the remote workplace click [here](#).

Webmail

It is possible to access your Outlook email account through internet. Log in here, using your ULCN account name and password.

Mobile Phones

If an employee needs a mobile phone for work related purposes, this will be decided and paid for at cluster level.

Laboratory Service Centre

LSC-staff members who receive text messages on their private

mobile phone when malfunctions occur (SAIA GBS system), are allowed to choose between two options:

- Mobile phone and contract via the university. This mobile phone is not meant for private use and will be kept next to the private mobile phone
- Another option is to apply for an arrangement where is a compensation of €100,- net per year for the use of your private mobile phone in the situation mentioned above

Requests

To request this compensation or to order a mobile phone due to the situation above contact [Cilke Hermans](#), telephone: 071 527 5306

Copy, printers and LU-Card printers

Standard paper (A4) for the copiers and public (network) printers is available on the ground floor in room 0.4.11.

To order special paper, including photo paper, or large format (A3), use the Staples catalogue to select the item you need and send an email to the IBL office stating the exact product number, amount and the project SAP number.

Copiers

You can copy and print within the whole University using 'multifunctionals'. You need to have a LU-Card for this. The Multifunctional Printers (MFP) have the following features:

- Copying and printing on A4 and A3 size in black / white and colour
- Scanning (both black / white and color) to a personal mailbox

- Scan to USB and print from USB.

Manuals of the MFP can be found [online](#).

Staff website > Buildings & Facilities > Facilities Copying and printing.



Supplies and equipment

Business Cards

It can be necessary for (net)working purposes to have an official business card. For more information and to order the card visit the Leiden University [website](#).

University Logos

When publishing books and articles, whether online or in print, please use the official Leiden University logo. Here you can find the University logo, the faculty logo, as well as the logo of our institute, Biology.

Always use the official logos, which you can download from the online house style manual.

Core Facilities

The IBL is located in the Sylvius building and shares part of Sylvius' facilities with several BioScience companies. The IBL research clusters are concentrated in the two major wings in the higher part, while at the 7th floor and in the lower part you will meet people with overlapping expertise and more commercial interests.

One of IBL's units is the Microscopy Unit. It houses, maintains and coordinates most of IBL's microscopy equipment. The equipment is divided between two locations: on the 6th floor of the Sylvius building and at the Cell Observatory in the Gorlaeus Laboratory, GW2. The contact person for the Microscopy Unit or Cell Observatory is [Joost Willemse](#) or [Gerda Lamers](#), telephone: 071 527 4986.

The Natural Products Lab (NPL) is a shared facility for re-

search and development of natural products, located within the IBL. The NPL is a unique facility in the Netherlands, focusing on natural products research, traditional medicine, ethnobotany and phytochemistry on both an analytical and preparative scale. The NPL is located on the 3rd floor of the Sylvius building and the contact person is [Young Hae Choi](#), telephone: 071 527 4510.

The Netherlands Centre for Electron Nanoscopy (NeCEN) is the open access research facility for cryo electron microscopy in The Netherlands and offers research institutes and companies access to advanced cryo electron microscopy and expertise. The cryo electron microscopes at NeCEN are specifically designed to explore complex biological structures.

The Faculty of Science opens up its research facilities by introducing the Open Access Research Infrastructure(OARI) portal. The portal contains an online database with the available research instruments and related expertise. These are accessible to researchers of universities, other knowledge institutions and industry.

The Radio Activity Facility Unit, located in a C-lab within the Institute of Biology on the 4th floor in the Sylvius building, is equipped for working with short-living isotopes (such as P-32, P-33 and S-35) and for working with H-3 or C-14, mainly focused on the counting of radio activity. The unit is open for all students, PhD students and researchers of the IBL as well as for collaborations with people from outside the Leiden University. For an introduction to the equipment and assistance with experiments contact [Mark Arentshorst](#), telephone: 071 527 4745.

Use of the radio activity facility is only allowed for people that have followed and can present the certificate from the Radiation protection course level 5b, and after training with Mark Arentshorst.

The Bioreactor facilities are well suited for the controlled cultivation of micro-organisms including filamentous fungi, yeasts and bacteria. The facilities are also located on the 4th floor of the Sylvius building. The contact person is [Mark Arentshorst](#), telephone: 071 527 4745.

DNAmarkerpoint consists of two facilities, the modern-DNA lab in the Sylvius building and the ancient-DNA lab in the Van Steenis building. It has been designed to serve the molecular needs of its three parent institutes: Institute Biology Leiden, National Centre of Biodiversity and the Faculty of Archeology.

The laboratory in the Sylvius building is equipped for DNA and RNA extractions, PCR amplification, cloning, sequence and fragment analysis and 'downstream' amplification and analysis of the DNA extracted in the ancient-DNA facility.

The DNAmarketpoint is located on the 3rd floor of the Sylvius Laboratory and the contact person is [Klaas Vrieling](#), General Manager, 071 527 5136.

The Bioinformatics and Genomics core is a research unit of the Institute of Biology. They are closely associated with Generade, the Centre of Expertise in Genomics in Leiden. As such, the Bioinformatics and Genomics group of the IBL also functions as a research group at the Hogeschool Leiden (University of Applied Sciences Leiden).

The Bioinformatics and Genomics core is located on the 4th floor of the Sylvius building. The contact person is [Christian Henkel](#), telephone: 071 527 4759.

Office supplies and furniture

Office supplies

Office supplies are purchased from Staples. Each section and the reception desk has a recent copy of a Staples catalogue.

To order office supplies, for example, pens, notebooks, desktop organisers or an extension cord etc., send an email to the IBL office, stating the following:

- What product do you need
- Exact product-number from the Staples catalogue
- How many of each product is needed
- SAP number which can be used for booking

The office supplies are ordered once a week on Wednesdays, provided that the total order (collected from all IBL) exceeds €50, otherwise the supplies are ordered a week later. You will receive notice when the supplies are delivered and can be picked up at the reception desk of the Sylvius building.

Purchase/order of office furniture

To order non-scientific equipment, for example, a new desk, cupboard or a chair, contact [Cilke Hermans](#), telephone: 071 527 5306

Purchase of (scientific) equipment

Ordering through the 'Het Bestelplein'

Laboratory materials, for example chemicals, lab disposables and small lab apparatus, and also official university envelopes

and stationary, can be ordered through the SAP SRM self-service portal. Every cluster has at least one person who is able to make this order.

Important! All gas cylinders must be ordered from the company LindeGas.

Purchase of large scientific equipment

Purchasing large scientific equipment for projects must always be done in consultation with [Cilke Hermans](#), telephone: 071 527 5306.

Equipment for common usage

To order equipment for common usage, also contact [Cilke Hermans](#). It might be possible to order it through the IBL office.

Orders via 'Het Besteplein SRM' self-service portal

To order through the supplier platform, you need to request SAP authorisation, see the [SAP authorisation website](#) (in Dutch).

After receiving the authorisation, for detailed instructions on how to place your orders see the SRM basic Manual (in English) and SRM basis Documentatie (in Dutch).

For employees of the Faculty of Science, additional adjustments may be required. For detailed manual see the document: Aanmelden SRM voor W&N medewerkers (only in Dutch).

To see additional manuals visit also the SAP manuals website.

Purchase of large scientific equipment: European tender regulations

The purchase of large or expensive scientific equipment above € 50,000 ex VAT is strictly bound by (European) tender regulations. If you want to buy scientific (or other kind of) equipment which exceeds that amount, you need to do that in agreement with the regulations.

The procurement department has made a schedule with all possibilities and necessary steps to take in the process of purchasing scientific equipment. For more information and to download the schedule (in Dutch) see the [procurement website](#) about purchase of scientific equipment.

Important: The schedule cannot be used as a definitive decision-making document for purchasing, it is still necessary to review and make an assessment per purchase per project. Before the purchase and for more information contact the IBL Institute Manager and the procurement department, telephone: 071 527 3304.

Working with Liquid Nitrogen

The Sylvius Laboratory has two tanks of liquid nitrogen, stored on the ground floor, room 0.4.24 (entrance behind the reception desk). The room is locked. To get access (on your LU-Card) fill in the required form at the IBL office, room 5.5.13.

If you expect the tanks to empty quickly or if you find they are already empty, you should notify [Ward de Winter](#), telephone: 071 527 4833.

Working with ionising radiation and GMO

Before starting to work with ionising radiation (either isotopes or apparatus) or with GMO, you are legally required to fill in the appropriate registration form. Registry form for working with ionising radiation. (In Dutch only)

Specific questions about working with ionising radiation can be directed to Mark Arentshorst, room 4.4.12 in the Sylvius laboratory, 071 527 4745. Registry form for GMO work. (In Dutch only.)

For more information, check the [website of the Health and Safety Department](#) or contact the Biological Safety Officer for the Sylvius Laboratory André Kamp, telephone: 071 527 4662 cell phone: 06 463 656 82.

Biological, chemical and other (laboratory) waste Barrels for liquid chemical waste

- Empty barrels are placed on the ground floor in the area across the reception desk in the wooden stand. Please pay attention to the right colours for different liquid waste.
- Full barrels must be placed in the cabinets in room

0.T.06. The barrels are regularly taken to the Gorlaeus building and sorted by colour for transportation to waste management contractors.

- The Civil Service sees to the availability of barrels and whether there's enough space in the cabinets. In case that you don't have enough barrels or space in the cabinets, contact the Civil Service, telephone: 071 527 6400.

Solid chemical waste

Place the remains of solid laboratory chemical waste in the original undamaged packaging, in the blue barrel with a black screw-on cap, located in room 0.T.06.

- Damaged and/or dirty packaging must be placed in a white bucket (see next section).

White buckets

- Please put a note on the white bucket clearly indicating the contents, Sylvius group and contact person. It is not sufficient to simply write down 'Waste'.
- The white buckets are to be used for chemically contaminated/polluted packing and laboratory material, such as broken packaging, tissues, gloves and filter-material. Heavily polluted pipette tips can also be thrown away in the white buckets.
- The buckets must be placed in a special outdoor area, accessible from inside the Sylvius building via the 'Deliveries' entrance on the ground floor. The key is available at the reception desk. Every other week (the odd week-numbers) the barrels are collected directly from Sylvius to be brought to the waste management contractor.

Needles and knives (etc.)

- The needles and knives (etc.) must be placed in a needle cup, closed carefully and then placed in the cupboard in room 0.T.06. Thereafter the Civil Service will put the cups in SZA containers and take them to Gorlaeus laboratory.

SZA containers ('Speciaal Ziekenhuis Aval' or Special Hospital Waste, blue containers with a yellow lid)

- Biological and GMO-waste can be placed in the blue SZA containers 30- and 50L containers. They are provided by the IBL and are available on the ground floor next to the expedition area.
- Please note that there is only one way to close the lid properly. Barrels that are not properly closed will be refused transport by the carrier because the carrier will receive a fine for unsafe transporting, which will have to be paid by the IBL.
- Every barrel can contain a maximum of 1L of free liquid. If the amount of liquid exceeds 1L, the container must be frozen before transportation, otherwise it will incur a fine. The rule also applies to waste with strong odour (corpses). For these purposes there will be a freezer box placed in the despatch (expedition) area. Until that time, please put the containers in a departmental freezer.
- The containers must be placed in a special outdoor area, accessible from inside the Sylvius building via the 'Deliveries' entrance on the ground floor. The key is available at the reception desk.
- Every other Wednesday (odd week numbers) the Civil Service counts the number of blue containers and reports this to the carrier. The carrier arrives Thursday that same week to pick up the exact number of containers reported.

If there are more containers than reported, the extra are taken away two weeks later. If you have a large number of containers in the cooling or freezer box of the department, please contact the Civil Service and make them ready for transport on Thursday at their request.

- For more information see the waste collection guide and Website AMD.

Household and other kinds of waste

Opposite the service elevators on each floor there are two waste containers: the blue one for paper and cardboard, the black one for all other residual waste.

Confidential papers that need to be shredded can be thrown away in a special sealed container on the 5th floor, in the right-hand corner in front of the entrance doors to the IBL office hallway. Toners and cartridges are collected in a box at the reception desk to be recycled.

Used batteries are collected in a box in the chemical waste room 0.T.06 to be recycled.

Glass and pipette tips

All glass, also broken glass and pipette tips, can be placed in the black containers for residual waste, opposite the service elevator on each floor. Glass waste must be packed carefully: in a closed bag (pipette tips) or wrapped in paper towel (broken glass). There are also paper containers for glass waste. These containers are stored in the area across the reception desk in the wooden stand and can be used in the labs. Filled paper containers can be disposed of the black garbage container.

Do not throw away glass in the waste bins in the labs or offices, the cleaners might hurt themselves.





University Adressguide

Emergency numbers and university addresses

Emergency numbers

To report an emergency in the Sylvius Laboratory

In case of fire, first aid or other calamity:

Telephone: 5005 during office hours

Telephone: 4444 outside office hours (regional office for emergency reports)

In case of serious/urgent technical malfunction

Telephone: 4600 - 24 hours a day, 7 days a week

General and for emergency only Telephone: 112

Ambulance Telephone: 071 523 3233

Fire brigade Telephone: 071 521 2121

Police Telephone: 0900 8844

University addresses

Sylvius Laboratory

Sylviusweg 72, 2333 BE Leiden

IBL office: 5th floor, room 5.5.12

Telephone: 071 527 5065/4849

Reception desk: Monday to Friday 8:00 - 18:00

Telephone: 071 527 5000

Please note that wheelchair access to Sylvius Laboratory for individuals is limited to the opening hours of the reception desk.

Gorlaeus Laboratory (HR & ICT department of IBL)

Einsteinweg 55, 2333 CC Leiden

ICT department room L.103, telephone: 071 527 8888

HR department room B.101, telephone: 071 527 5174

Central service point ICT Helpdesk

Niels Böhrweg 1, 2333 CA Leiden

Telephone: 071 527 8888

Email: helpdesk@issc.leidenuniv.nl

Graduate school Office

Telephone: 071 527 1758

Email: GSOoffice@science.leidenuniv.nl

Faculty of Sciences Libraries

Gorlaeus Laboratory, Bio-Science Park

Einsteinweg 55, 2333 CC Leiden

Telephone: 071 527 4366

Email: Generalinfolibrary@science.leidenuniv.nl

Email: [Borrowing bibliotheek@science.leidenuniv.nl](mailto:Borrowingbibliotheek@science.leidenuniv.nl)

University Sports Centre

Einsteinweg 6, 2333 CC Leiden

Telephone: 071 527 4610

Email: sportcentrum@usc.leidenuniv.nl

Day care centre De Kattetekop

Wassenaarseweg 8, 2333 AK Leiden

Telephone: 071 517 6363

Email: administratie@dekattetekop.nl

For international employees and PhD students

Housing Office

Stationsweg 41, 2312 AT Leiden

Telephone: 071 516 0995

Email: housing@leidenuniv.nl

Leiden Visitor Centre (also Expat Centre)

Stationsweg 41, 2312 AT Leiden

Telephone: 071 516 6000

Email: info@vcleiden.nl

Safety and emergency: regulations and procedures

Safety Regulations

Everybody who works at or is present in the buildings of the Faculty of Science must comply with the rules of the Safety regulations document.

General Procedure in case of Emergencies

- Call, 5005 (reception desk). Receptionist will call for assistance
- In case of no reply or outside office hours call, 4444
- Say who and where you are:
 - Building: Sylvius Lab
 - Address: Sylviusweg 72
 - Room no.: ...
 - Extension: ...
- Explain what is wrong and what kind of assistance you need:
 - Fire Brigade (fire, flooding, etc.)
 - Ambulance (accident): describe the state of the victim and whether or not there has already been any first aid or an ambulance

- First Aid (if the victim is wounded etc.)
- Other assistance (i.e. in the event of assault)

Fire: Specifications on what to do when a fire occurs

- Stay calm
- Sound the manual fire alarm which is next to the hose reel in the corridor
- Use the fire extinguisher if necessary and possible
- Close the doors and windows
- Follow the instructions via the loudspeaker system and/or from the university emergency response team
- Leave the building via the emergency exits
- DO NOT use the elevators

Accidents at work: what to do if an accident occurs

After having called the emergency number (5005; in case of no reply or out of office hours: 4444), report the incident to the prevention officer (Environmental Health and Safety coordinator) of your faculty via the report form (in Dutch). If necessary, the prevention officer will contact you for further investigation. Together you will fill in a report on how the incident occurred and how it can be prevented in the future. Please also remember to register the incident via the secretariat of VGM (safety, health and environment) on: 071 527 8015.

Reporting unsafe situations, near-accidents and needle stick injuries

If you notice an unsafe situation in your working environment or if there had been a near-accident, please also report the incident to your prevention officer (Environmental Health and Safety coordinator) of your faculty via the report form.

