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This document contains links and should therefore be read digitally.
Find the latest version of this document on the website.
EMERGENCY

Theft - be aware!
Never leave valuable matters unattended. When leaving your office, always lock the door.

Alarm number
During office hours: 6999
Outside office hours: 4444
The Dutch national alarm number is: 112

Emergency, fire or accident
In case of an emergency, fire or accident, please warn the appropriate internal department. They will have to take the appropriate measures in the building.
University information
Please read the information for new employees carefully.

Illness
In case of illness, contact your supervisor and the LIACS secretary before 9.30 AM. Call 071-5274799 or send an email to: secr@liacs.leidenuniv.nl. This information will be forwarded to HRM. When you have recovered and resume your work, it is important to inform your supervisor and the LIACS secretary about this.

Contact persons Human Resource Management (HR)

- HR assistant:  Rowena van der Reijden
- HR advisor:  Cielia Kusse-Mossel
- Within LIACS:  Marloes van der Nat

ARBO & Safety

- Health, safety and environment coordinator within the Science Faculty:  Peter Roemelé
- Within LIACS, contact:  Abdel el Boujadayni

SAP Self Service
Via Sap Self-service (see Direct links on the right of the employees’ website) you can submit expense claims and requests for advanced payments, register your holidays and choose your terms of employment in the options model. You have to login with your ULCN account.

Performance and Development Interviews (in Dutch: R&O gesprekken)
All colleagues with an employment have a Performance and Development interview with their supervisor twice a year.

Converis
All scientific publications of all staff members should be registered in Converis. You can login with your ULCN account. All registered publications appear on your profile page of the Leiden University website. More information:  Marloes van der Nat.

Financial services
Read all about financial procedures on the Finance and procurement page of the employees’ website. For project administration, please contact Nuray Koc.
Leiden University and LIACS website
The formal external website of Leiden University is www.universiteitleiden.nl. In the top right of the screen, you will find the English version and the employees and students websites. A short link to the English version of the LIACS website is www.cs.leiden.edu.

- If you start a new project, please write a project description for the website. Our communications officer Barbara Visscher-van Grinsven will review it and put it on the external website.
  
  - Name of your project
  - Duration (starting year – end year)
  - Partners, with links to their websites
  - If possible/relevant, name of funding organization
  - Images, or your suggestions from stock websites if you don’t have any yourself
  - Information about your project. For example answer (some of the) following questions:
    - What is your project about?
    - What is the novelty?
    - Why is it important for your research area?
    - Does it fit into a larger research theme?
    - Is there any relevance to society?
    - Can you name any possible applications?

Personal web profile
Every employee has his or her own personal profile on the University website.
To fill this profile, please do the following:

- E-mail secretary Mariska Huijnen or walk by her office (room 156a) to have a portrait image taken.
- Write a small text about your work and e-mail it to secretary Mariska Huijnen. You can also add a link to another website that you host.
- Upload your scientific publications to Converis.

News about your research
If you ever have news about your work, please contact communications officer Barbara Visscher-van Grinsven. She will be happy to get attention for it. Examples:

- Award winning publication
- Organization of an event

Graduate School
All PhD students should be registered at the Graduate School. For more information, contact Marloes van der Nat.
LIACS Institute Council

The LIACS Institute Council (Instituutsraad) is a committee of the Leiden Institute of Advanced Computer Science, an institute of the Faculty of Natural Sciences of the University of Leiden, the Netherlands.

Although advisory in nature, members of the Institute Council reflect the overall composition of LIACS and are appointed by the staff and students to serve as technical and policy advisors to the Institute Management Team. The Institute Council maintains an open working relationship with the staff and monitors the institute activities and research program, to bring strategic advice to the co-directors on the institute and its activities.
Opening hours
The Snellius building is opened for all between 08:30 and 19:00 hrs. Please make sure to leave the building in time. Entering and exiting the building outside office hours is only possible for LU-card holders with access rights. To obtain access rights, contact Marloes van der Nat.

LU-card
The LU-card is an electronic identification card with your portrait image. You need it for several facilities within the University, like parking cars, access to the main entrance before and after opening hours, bicycle shed and libraries. Please have one made as soon as possible.

Parking place Snellius Building
The Snellius/Huygens parking place is only available for LU-card-holders with parking access. Visitors can park for free. Register your guest via the Servicedesk. Mention date (and time of arrival), name of the guest and name of the host. If you have a guest on short notice, phone the reception of the Gorlaeus building: 5700.

Canteen
The Snellius Canteen is open from Mondays until Fridays from 9:30 – 15:00 hrs. Lunch is available from 12:00 - 13:30 hrs.

Keys
Keys to offices: Abdel el Boujadayni

Physical library
LIACS does not have a physical library. A small collection of Computer Science books can be found on the top floor of the Snellius, within the Mathematical library. Older years of paper journals are available in room B4 on the ground floor.

To whom do I report defects?
Building-related/Office Cleaning: Mr. Dick Kroon/Mr. Paul Valk
Photocopier: Abdel el Boujadayni
Phone or Computer: Abdel el Boujadayni
Coffee machine: LIACS Secretariat – room 156a
Coffee cards: LIACS Secretariat – room 156a
OFFICE FACILITIES

Coffee/tea/water
On your first working day, you will receive a free coffee card. As an employee, you can use several coffee/tea/chocolate machines in the Snellius building with this card.

- In the canteen
- In the Common Room on the top floor, where is also a machine with filtered water present
- In the hallway that leads to the Foobar on the ground floor

Mail and copy room: room 156
- LIACS employees can use the photocopier and (black and white) scanner in room 156. In the same room there is a computer with a color scanner.
- Incoming mail arrives daily here. All employees have their own mailbox.
- Outgoing mail can be left in the Mail Room (room 156) in the appropriate mailbox Outgoing mail or on the trolley next to the reception at the ground floor. Make sure to use a LIACS envelope with a printed barcode on the back. If you use other wrapping for your mail, the secretariat provides stickers with the barcode for your sending. For DHL sendings, please contact the secretariat and make sure you have a street address, with telephone number instead of a P.O. Box address of the recipient.

Services of the LIACS secretariat
- **Book lecture/meeting rooms** – First, check the availability of the rooms. If you need to book a lecture/meeting room, contact the LIACS Secretariat. Every lecture room is provided with a beamer (including room 176). Please note that room 103 has no beamer available.
- Office equipment
- Furniture
- ICT/Soft-Hardware (Abdel el Boujadayni)
- Borrow a laptop, video-/photo camera: Abdel el Boujadayni
- Business cards

Catering orders
You can order catering if you have a budget approval from the managing director Eline Huisjes. First, define your wishes. Please see secretary Mariska Huijnen if you need more information.
Internal mailing lists

We have several internal mailing lists that can be used within LIACS. Please contact Marloes van der Nat for the addresses of these mailing lists. Examples: LIACS Staff, Lecturers, WP (scientific personnel), Grants.

Digital library

- General scientific journals are electronically available within the leidenuniv domain, or remotely using your ULCN account.
- Springer Lecture Notes series
- ACM publications
ICT & COMPUTING

For all computer-related or telephone-related issues (unless you have a self-maintained computer), contact the ISSC: helpdesk@issc.leidenuniv.nl or call the internal number 8888.

**Computer facilities**
All information on ICT facilities, WiFi, printing, e-mail, workstations, etc. is available on the LIACS ICT page.

**LIACS ICT Coordinator:** Eline Huisjes (Managing Director)

**ISSC service manager** for LIACS: Hans van Eck

**Accounting & Access**
All current students and staff have a ULCN account which provides access to most university services. You obtain this account upon registration as a student or upon employment as staff. The username is built up like s\[studentnumber\] for students and [lastname][initials][prefixes] for staff. The password is sent in a paper letter to your home address.

**Lost your ULCN password?**
If needed, this password can be reset via the ISSC through the ULCN website or via the helpdesk phone number. All LIACS students and staff should have access to all LIACS specific services such as the web server, remote server, shared folders, etc. If this is not the case, for example for exchange students or guests, you will have to specifically ask the ISSC helpdesk to add the missing ULCN usernames to the LIACS group, which is maintained within the systems of the ISSC.

**Research and Education Laboratory**
In addition to and separate from the ICT services provided by ISSC, LIACS has its own Research and Education Laboratory (REL), which provides additional services for LIACS staff and students. This lab includes, amongst other things, HPC clusters (DAS, LGM), the Data Science Lab and experimental servers maintained by researchers. More information can be found at the REL website (only internally accessible).

**Legacy @liacs.nl accounts:**
All LIACS students registered before 2014 and LIACS staff employed before 2014 have an @liacs.nl account which provides access to various legacy services such as the SSH-server ssh.liacs.nl. The username has 8 characters and is usually in the form [firstinitial][prefix(abbreviation)][lastname]. If needed, (the resetted password for) this account can be obtained via Vianney Govers. In time, @liacs.nl accounts will be phased out, and all authentication (including LIACS-only services in the REL), will go through ULCN.
Storage
All home directory storage and backup on UNIX (Linux) and Windows is provided by the ISSC. Under Windows, there is a limit of 30GB per user. Under UNIX, there is a fair use policy in place. UNIX and Windows storage are separate, but Windows storage is accessible from UNIX via \\
vuwunix01\unixhome1$\ulcnusername

The other way around, UNIX home directories can be accessed in Windows via \\
vuwunix01\unixhome1$\ulcnusername

All workstations provided by the ISSC to LIACS staff and students should have a local disk for storage available locally (so, per-machine) through: /scratch/

Note that this local storage is not shared (despite the fact that the LIACS shared folder has the same name, see below). Also, there have been reports of local storage being wiped after 60 days of it not being accessed.

Sharing
Under Windows, shared folders can be obtained for a group of users via the ISSC Helpdesk.
Under UNIX, the shared folder for LIACS can be found at /vol/share/groups/liacs/scratch/.
It should be possible to share large files between LIACS staff and students through this folder without any limitations.

Work stations
All workstations are managed by the ISSC, and all student workstations and scientific staff workstations should have an Intel Core i7 CPU with 16GB RAM and at least 1TB storage.

- **Student work stations** with dualboot Ubuntu 12.04 LTS (Linux/UNIX) and Windows 7 for all LIACS students are available in Snellius rooms 302/304, 306/308 and 303 and our computer rooms at location Stichthage in The Hague.
- **Media Technology students** have workstations available in rooms 406/408.
- **Staff workstations** are available in three forms:
  - Managed, with dualboot Ubuntu 12.04 LTS (Linux/UNIX) and Windows 7.
  - Semi-managed: the same as above, but with administrator/root rights, at the cost of sacrificing helpdesk workstation support other than a re-install.
  - Self-managed: you can choose to have your fully self-managed machine, either within the ISSC domain or directly within the LIACS REL network. No helpdesk workstation support is provided.

Contact the ICT-coordinator and Managing Director Eline Huisjes to get your choice executed.
WiFi
You can choose at least three access points for wireless internet.

• **Eduroam** (works at other universities as well, but requires some setting up)
• Access point named **Leiden University** (authenticate in browser via ULCN or a guest code)
• The LIACS wireless access point **wlan 3**, which also provides access to the LIACS Research and Education Lab (REL). This access point is only available in the Snellius building. Password can be obtained by asking a fellow student or staff member.
EDUCATION

Director of Studies, Programme Directors, Programme Coordinators and Study Advisors

Note: for all education-related matters, please contact the programme coordinator.

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International students:
Contact person international students (including Erasmus students): Marcello Bonsangue

Committees and Chairs

- **Scientific Council:** Aske Plaat (chair)
- **Institute Council:** Katy Wolstencroft (chair)
- **Examination Board:** Fons Verbeek (chair)
- **Committee Computer Affairs:** Holger Hoos (chair)
- **Education Committee BSc:** Jetty Kleijn (chair)
- **Education Committee MSc:** Michael Lew (chair)
- **Curriculum Committee:** Jetty Kleijn (chair)
- **Board of Admission Master programmes:** Todor Stefanov (chair)
- **Board of Admission Bachelor programmes:** Jeannette de Graaf (chair)

e-Prospectus
In the *e-prospectus* you can find the curricula and course descriptions of all BSc and MSc programmes: It is annually updated by the programme coordinators.
SOCIAL

Coffee, Cake and Cookies meetings
Every first working day of the month all LIACS staff and guests are invited for coffee at 11:00 hrs in the Snellius canteen. It is an informal meeting during which scientific director Aske Plaat gives an update of what’s going on within LIACS.

FooBar
The FooBar is open every Thursday, with a drink for all LIACS employees on the first Thursday of the month at 17.00 hrs. Drinks at your own expense.

Social committee
The social committee organizes several social events and activities throughout the year for the LIACS employees and guests.

LIACS research seminar
Every first Thursday of the month at 13:00 hrs, LIACS organizes a lunch seminar with speakers from our own organization. Organizers during the curriculum 2016-2017: Michael Lew, Erwin Bakker and Marcello Bonsangue.