



welcome TO OUR FACULTY

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WELCOME

... to our faculty!

We are pleased that you are joining us. To help you get settled in, we have created this magazine. Here you'll find all the facts you need: from practical information to the history of the faculty and from information about the city of Leiden to our new building project.

We wish you every success!



Initial review

In the first three months you will have an initial review with your manager. In this interview you will make agreements that form the basis for your annual [Performance and Development Interviews](#) (P&D interviews).

Online profile

All university employees have their [own profile page](#) on the website. Your profile page displays where you work and how you can be contacted. It's also a useful way to find other colleagues.

ICT services

Use your ULCN account to log into your workplace or read your emails. You will automatically receive the login details for this account. Read more about this and other important [ICT services](#).

Map

View a map of our faculty on [page 12](#).



Your workplace

Want to adjust your desk to the correct height or need additional hardware or software? Go to the [staff website](#) for tips to set up or adjust your new physical or digital workplace.

YOUR FIRST DAY AT WORK

LU-Card

All employees at the University can apply for a [LU-Card](#) this is a personal card for staff of Leiden University. It gives you access to particular buildings and car parks and to the University Library, and you can use it to print and make copies. Don't forget to charge your card at a loading point once a month.



Online working environment

To set up your digital workspace, use the following [tools](#): Webmail, Office 365 and OneDrive.



Introduction day

Sign up for the [introduction day](#) at Leiden University using your ULCN account. If you're starting with your PhD, attend the special [introduction day for PhD candidates](#).

Opening hours

There are several buildings with varying opening hours. View the opening hours on the [location page](#).

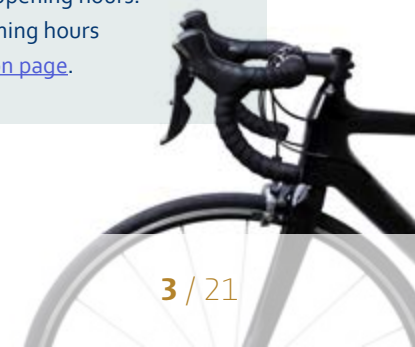
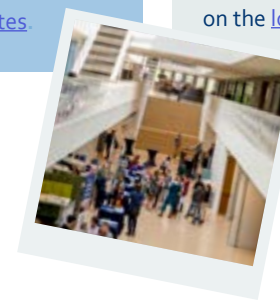
Car parks and bicycle parking

If you are coming by car or bicycle, have a look at the [options for parking](#).



Coffee card

Ask your manager for the coffee card for your department. Use it to get free coffee, tea, and hot chocolate.



WELCOME TO

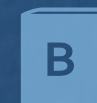
Leiden University

About the university

Founded in 1575, Leiden University is one of Europe's leading international research universities. The university has seven faculties in arts, humanities, sciences, life sciences, and medicine and is based in Leiden and The Hague. The university is committed to developing, disseminating, and applying academic knowledge and is a trusted figure in societal and political debates in the national and international arena. Leiden University attaches great value to freedom of spirit, thought, and speech. This is expressed in our motto: Praesidium Libertatis – Bastion of Freedom. Read more [about us](#).



78
Master
programmes



45
Bachelor
programmes



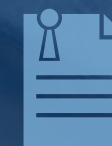
587
professors



30
institutes



32,806
students



447
doctorates



7,100
staff members



6,400
scientific
publications

Management and organization

Leiden University has seven faculties, each managed by a faculty board under the chairmanship of a dean. The university as a whole is managed by the Executive Board. The board consists of the rector magnificus, the president and the vice-president. Hester Bijl has been the rector magnificus at our university since 2021.

The Executive Board is monitored by the Board of Governors and supported in its work by the Administration and Central Services department and various expertise centres. The Administration and Central Services department is responsible for policy and decision-making. The expertise centres include the ICT Shared Service Centre (ISSC), the University Services Department (UFB), and University Libraries Leiden (UBL). The University Council is the central co-participation body of the university. In addition to these organizational units, there are other faculty and interfaculty units that focus on research or education for specific groups.

More [information](#) about the management and organization of our university.

MANAGEMENT AND ORGANIZATION



DISCOVER LEIDEN

Leiden is a vibrant student city with a rich history. With its centuries-old canals, intimate courtyards, and fabulous landmarks, such as the Pieterskerk, the Academy Building, and the Fortress, Leiden is a feast for the eyes.

Showcasing artworks by Leiden's masters, such as Rembrandt van Rijn and Jan Steen to a journey through the human body and Trix the T-rex: [Leiden's museums](#) offer you a varied menu.

In addition to museums, Leiden also has cinemas, an art cinema, a theatre, and many pubs, restaurants, and bistros.

Also not to be missed is Leidens Ontzet (3 October), a fantastic two-day folk festival. And last but not least: Leiden is situated in the heart of the Randstad region. You can get to the beach within half an hour or Amsterdam, Rotterdam, or Utrecht within 45 minutes.

ABOUT THE FACULTY

Faculty of Science

we are science
our community



staff members

83

nationalities

58% Dutch
42% international



students

84

nationalities

85% Dutch
15% international

About us

Established on a small scale in the centre of Leiden in 1815, our faculty has developed to become a cornerstone of the Leiden Bio Science park. At our university, staff and students work together in a dynamic, international environment where personal and academic development are top priorities. Our people are driven by curiosity to expand fundamental knowledge and to look beyond borders. Their aim is to benefit science and to make a contribution to solve societal issues of tomorrow.

HISTORY

NOBELPRIJSWINNAARS



Jacobus Henricus (Henry) van 't Hoff, student at Leiden University, Chemistry

1901



Hendrik Antoon Lorentz, student, PhD and professor at Leiden University, Physics

1902



Pieter Zeeman, student and PhD at Leiden University, Physics



Johannes Diderik van der Waals, student and PhD at Leiden University, Physics

1910



Heike Kamerlingh Onnes, professor at Leiden University, Physics

1913



Nicolaas (Nico) Bloembergen, PhD and Lorentz Professor at Leiden University, Physics

1981

SPINOZAPRIJSWINNAARS



Hendrik Lenstra, Professor emeritus of fundamental and applied mathematics

1998



Carlo Beenakker, Professor of Theory of condensed matter

1999



Ewine van Dishoeck, Professor of Molecular astrophysics

2000



Jan Zaanen, Professor of Theoretical physics

2006



Marijn Franx, Professor of Extragalactic astronomy

2010



Xander Tielens, Professor Emeritus Physics and chemistry of the interstellar medium

2012



Dirk Bouwmeester, Professor of Quantum optics and quantum information

2014



Aad van der Vaart, Professor of Stochastics

2015



Michel Orrit, Professor of Spectroscopy of molecules in condensed matter

2017

KAVLI PRIJSWINNAARS



Ewine van Dishoeck, Professor of Molecular astrophysics

2018



Marc Koper, Professor of Catalysis and surface chemistry

2021

Research

The aim of our research is to gain a fundamental understanding of the world and the people around us. We distinguish between two research domains: Fundamentals of Science and Life Sciences.

Fundamentals of Science

From the nucleus of an atom to the enigmas of the human brain. Our natural scientists, social scientists, and medical and biomedical specialists study the minutest particles, the greatest infinities, and the oldest galaxies. But they are also engaged in exploring the origins of our behaviour, the most complex datasets, and the smartest algorithms. Their research is driven by the desire to unravel the deepest secrets of humans and the universe, to make the unknown known and – wherever possible – to apply this knowledge.

Life Sciences

The fundamental basis of all life is made up of complex processes involving cells, molecules, and DNA. Knowledge of the human genome, powerful microscopes, and gene expression techniques increasingly give researchers the opportunity to understand and control the most fundamental biological processes. Our researchers use this knowledge to search for and find stepping stones to new medicines and therapies.

The researchers within each domain work on an array of subjects, such as artificial intelligence, the quantum computer, sustainable energy, efficient medicine development, data science, and keeping the planet liveable.





Education

The education in the faculty is closely linked to the research and takes place at the institutes. The faculty offers [eight Bachelor programmes](#) and [fourteen Master programmes](#) within the disciplines Mathematics, Computer Science, Astronomy, Physics, Chemistry, Bio-Pharmaceutical Sciences, Biology, and Environmental Sciences. In both the Bachelor phase and the Master phase, we provide a number of study programmes together with other faculties and universities, such as the LUMC, the faculty FGGA, and Delft University of Technology.

In addition to our Bachelor and Master programmes, we also offer PhD programmes via the Graduate School. A considerable number of Master's students, PhD candidates, postdocs, and researchers from abroad create an international academic environment.

Our education takes place within a modern and inspiring research environment. Students work together with researchers and Master's students are members of the research institutes. This creates an ideal environment for learning by performing research together with junior and senior researchers. There is a considerable amount of one-to-one contact with researchers during the research periods. In addition, students receive support through a mentor-and-tutor system.

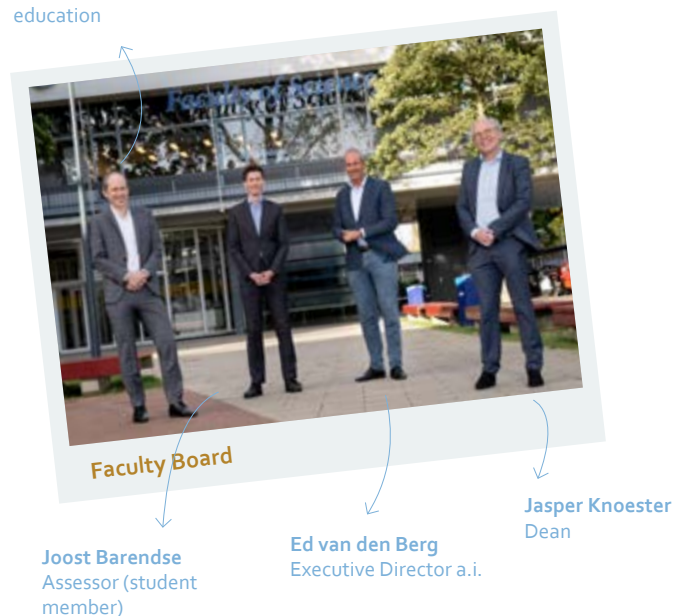
Every year, we organize the Science Career Event, which is attended by around forty organizations for the purpose of providing students with information about career opportunities after graduation.



Organization

The faculty has grown substantially in recent years and now has more than 2,300 staff members and over 5,000 students. The faculty is headed by the Faculty Board, under the chairmanship of the dean. The faculty is subdivided into a number of institutes that are led by the Institute Board. The supporting staff are responsible for supporting the education, research, and management.

Bart de Smit
Vice Dean and Director of education



Housing, Department for Safety and Environment, Communication & Marketing, Facility, Faculty Office, Science Education and Student Office, Finance & Projects, Academic Affairs, Research Support Departments, HRM

Institutes

Key-facilities

- [Lorentz Center](#)
- [Hortus botanicus](#)
- [Cell Observatory](#)
- [Netherlands Centre of Electron Microscopy \(NeCEN\)](#)
- [Metabolomics Facility](#)
- [NMR Facility](#)
- [Cryogenics Department](#)
- [Fine Mechanical Department](#)
- [Electronics Department](#)

MAP

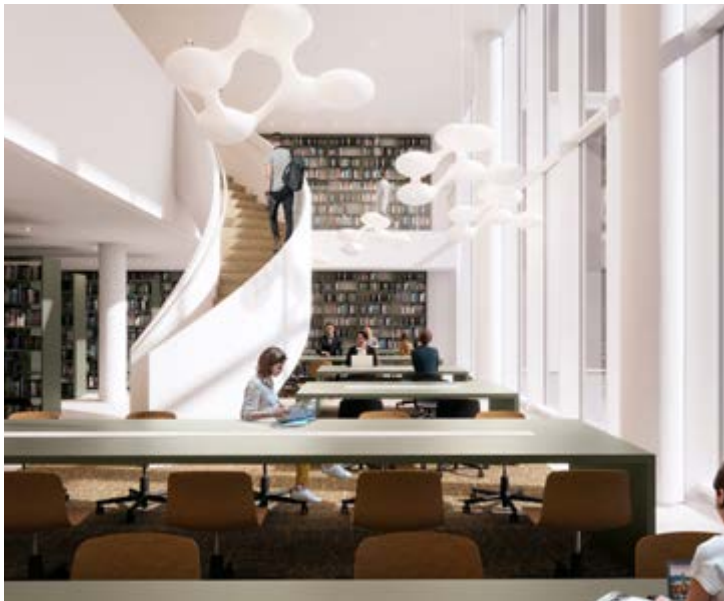
Faculty of Science





'I HOPE AND EXPECT THAT THE NEW BUILDING WILL PLAY A PART IN BRINGING TOGETHER THE DISCIPLINES WITHIN OUR FACULTY. IT WILL ALSO BE A SUSTAINABLE AND FLEXIBLE BUILDING SO THAT, WHEN DEMANDS CHANGE IN FUTURE, IT WILL CONTINUE TO BE A PLACE WHERE EDUCATION AND RESEARCH LEAD TO NEW KNOWLEDGE AND INSIGHTS.'

Tessel Linders, Head of Housing



New Gorlaeus Building

You may have already paid a visit to the new Gorlaeus Building. The new building encourages meetings between researchers and students in a high-tech environment with state-of-the-art research and teaching facilities. The new Gorlaeus Building will be commissioned in three phases. The first phase of the new building was put into use in 2016. Phase 2A will be completed from 2021 until 2023. Phase 2B will be completed from 2024 until 2026. The entire Gorlaeus Building will be finished in 2026. Read more about the project [here](#).

A FEW WORDS BY

Suzan Verberne

Assistant professor, expertise in Text Data within Data Science, LIACS



I was given the opportunity to start working as an assistant professor at LIACS for the interfaculty Data Science research programme. It's the perfect place for me, partly because I could start supervising PhD candidates straightaway and because I have a great deal of autonomy. Part of my research is concerned with the development and evaluation of specialized search engines. Another part is concerned with the development of methods to extract information from texts. *I get so much energy from my chats with my PhD candidates and students and from working together with them on articles.* If I've also made good progress with my own written work such as applications and reviews, which I mostly do on the train, then I've had a successful working day. LIACS is a great institute to work at. I've got some lovely colleagues that I can talk to about everyday concerns.

Pooneh Nazari and Dora Klindzic

PhD students in Astrochemistry, Leiden Observatory

Pooneh is studying low-mass protostars. One of the main reasons for her to come to Leiden was to work with Prof. Ewine van Dishoeck, her supervisor.

Pooneh: *'Other reasons why I chose Leiden was the fact that the Astrophysics department is one of the best in Europe and that the PhD candidates enjoy a high standard of living.*

My colleagues are really friendly, and it was very easy to meet new people and make new friends when I first arrived here. And just as important: my colleagues always provide support when I need it!

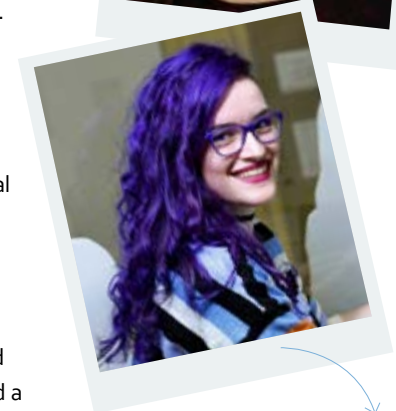
Dora is a visiting member of staff and is doing part of her PhD research in Leiden. She is a member of the astronomical instrumentation group and is working on a polarimetric instrument that she wants to send to the moon!

Dora explains: *'We have built a prototype "life scanner", which is rather like a Star Trek scanner!* This scanner could one day be sent to the International Space Station. I've had a good day when concentration and socializing are in balance. There is a warm and friendly atmosphere in our department. I enjoy a lot of freedom; to attend conferences abroad, for instance, and in other work-related matters. Just try and think of a job that could top this!

'I'VE HAD A GOOD DAY WHEN CONCENTRATION AND SOCIALIZING ARE IN BALANCE.'



Pooneh



Dora

A FEW WORDS ^{BY}

Nataniel Martin

Professor of Biological Chemistry, IBL

'THERE ARE MANY
OPPORTUNITIES FOR
RESEARCHERS IN OUR
FIELD HERE.'



A FEW WORDS ^{BY}

Laura Heitman

Associate professor, LACDR

'IT IS NICE TO BE PART
OF THE FORMATIVE
PROCESS OF A YOUNGER
GENERATION.'



EVERYTHING YOU NEED TO KNOW ABOUT...

Staff matters

SAP Self Service

[SAP Self Service](#) enables you to arrange certain staff matters yourself, such as taking up holiday leave and submitting claims for expenses. Log in with your ULCN account via your remote workplace.

Terms of Employment Individual Choices Model

The [Terms of Employment Individual Choices Model](#) enables you to determine some of your secondary terms of employment.

Training courses and career policy

At the university, you can take advantage of career counselling and numerous [courses](#) to use and develop your talents. Career counselling is available for [supporting staff](#) and [academic staff](#).

Working hours

The standard number of working hours with a full-time employment contract is 38 hours per week. If you work 5.5 hours or longer per day, you are obliged to take a 30 minute lunch break.



Holiday leave

If you work full-time, you are entitled to 232 hours of holiday leave per year. You can deviate from this with [flexible working hours](#) and build up or use up additional hours of holiday leave. In addition, there are [public holidays on which you will be given the day off and mandatory periods of closure](#).

Integrity and codes of conduct

Anyone dealing with Leiden University must have the confidence that we act with integrity, whether in relation to research, the way we treat students, or ancillary activities. We have therefore drawn up [codes of conduct](#).

Working from home

If your work allows it, you can work partly from [home](#) and partly at the University. How this combination of working from home and at the University will turn out for you depends on your own working activities and situation and those of your team.

Illness

If you need to report sick or report that you are better, ask your manager what the procedure is for your institute or department.



Assistance and contact details

The Personnel Shared Service Centre (PSSC) is responsible for the HR administration of the university. The Service Point is part of the PSSC. You can contact them with any questions you may have concerning matters such as staff schemes, terms of employment, employer declarations, and personnel changes.

T +31 (0)71 527 5555

E pssc-servicepunt@assc.leidenuniv.nl

Opening hours

Monday to Friday 9:00 AM - 4:30 PM



Finance and purchasing

Reimbursements

You may be able to receive a full or partial reimbursement for [business travel](#), [commuting costs](#) or [relocation](#). There are also smaller [incidental allowances](#) that you may be entitled to.

Claiming expenses

Claims can be submitted in SAP Self Service under the heading 'Travel and Expenses'. Please note: make sure you have proof of payment. If you are not employed by the university, use the [digital claim form](#).

Want to make a purchase or place an order?

Do you wish to purchase or order something on behalf of the University? You need to take into account a number of [procurement procedures](#).

Assistance and contact details

The Financial Shared Service Centre (FSSC) is responsible for financial and administrative services. If you have any questions about this, please contact the FSSC Service Point.

T +31 (0)71 527 5555

E fssc-servicepunt@assc.leidenuniv.nl

Opening hours

Monday to Friday 9:00 AM - 4:30 PM

In addition to the FSSC, there are other organizational units that can help you with financing-related issues. View the complete list and contact details [here](#).

Want to pay or send an invoice?

You'll find more information [here](#).

ICT and facilities

Telephone

The landline telephone can be used to make calls internally and within the Netherlands. If you need to make calls abroad, please [request](#) this option. If your telephone is not yet logged in, please contact the [telephone coordinator](#) or the [Service Desk](#).

Copying, scanning, and printing

You can use multifunctional devices to copy, scan, and print; large copying machines that have been installed in all university locations.

Privacy and digital security

What can you do? View the [tips on safe digital working](#). You can address any questions to the [privacy officer of the faculty](#).



Cont'd >

Cont'd from ICT and facilities

Requesting facilities

Do you need anything, like keys or signs? Or do you have any questions about cleaning or your LU-Card? If so, you can use the [Planon Self Service](#). This is also where you can report malfunctions in buildings or installations.

ICT assistance and contact details

The ISSC Helpdesk (ICT Shared Service Centre) provides ICT support to all users with a university workplace. There are also a number of decentralized ISSC helpdesks that you can contact for answers to your ICT questions.

ISSC Central Helpdesk

T +31 (0)1 527 8888
E helpdesk@issc.leidenuniv.nl

Or submit your questions or requests yourself via the [helpdesk portal](#).

Opening hours

Monday to Friday 8:30 AM – 5:30 PM

Decentralized Gorlaeus ISSC Helpdesk

The service corner is centrally located in the connecting corridor on the first floor between the Huygens and the LMUY building.

Facilities assistance and contact details

The Service Desk is the central point for all your questions, requirements, or complaints about facilities and services. You can contact the Service Desk via:

T +31 (0)71 527 6400
E servicedesk@science.leidenuniv.nl

Or visit the counter at the service corner. The service corner is centrally located in the connecting corridor on the first floor between the Huygens building and the LMUY building.

Opening hours

Monday to Friday 8:30 AM – 12:30 PM and
1:00 PM – 4:30 PM

ICT services for STRW and LION staff members

Staff members of STRW and LION use a different ICT service provider.

T +31 (0)71 527 8444
E helpdesk@strw.leidenuniv.nl

Opening hours

Monday to Friday 8:00 AM – 6:00 PM
Huygens location 406/408

Communication

How to stay informed

We will keep you updated via announcements on the [staff site](#), the faculty newsletter, screens on the coffee machines, posters, and direct mailings. Also follow the faculty on social media.



News editorial team

If you have news to share, such as research news, or have won an award, the faculty news editorial team can help you share your news via a message on the website, the faculty newsletter, social media, or a press release. Send an email to news@science.leidenuniv.nl.

House style

We aim to convey a clear and recognizable identity in all our communications. Our house style can help us do so. Read more about it in the [house style handbook](#).



Cont'd >

Cont'd from Communication

Use of social media

The university is keen to make use of the opportunities that social media offers. As an employee, you are probably also active on one or more social media channels. Read tips about using social media on the staff website: [social media](#).



Working in a laboratory

Will you be working in a laboratory? Make sure you are prepared! Please read the [preparatory and background information](#) about working in and around the laboratory. Also read the [information on the risks](#) of working with chemicals, gases, and cryogenic substances, biological materials, and radiation, lasers, and magnets. And as a final point, please go through the [information](#) about prevention of complaints of arms, neck and shoulders.



Safety training

Make sure you take part in the (mandatory) safety training about working in a laboratory. The training course takes place once a month, and you will be sent an invitation by email.

Are you not going to work in a laboratory? Even then it is important that you work in a safe environment and are aware of any risks. Therefore, please read the [general safety instructions](#), [faculty safety regulations](#) and participate in a (mandatory) fire extinguishing instruction. You will receive information about this by e-mail.

In case of emergency

In case of emergency, call the emergency number: 4444. This is shown on the orange sticker on the telephone. If you are outside, call 112.

Reporting incidents

What should you do if something goes wrong or has gone wrong? For example in case of (near) accidents, burglary, cyber (crime) or undesirable behaviour. Report these incidents via the [reporting form](#). More information you'll find at the [staff website](#).

International employees

Useful links and tips

Are you an international employee or guest researcher? [Our Service Centre International Staff](#) offers advice and support about:

- [Immigration and requirements](#)
- [Housing facilities for international staff](#)
- [Social life and settling in](#)
- [Your \(life\) partner's career - The Dual Career Programme](#)
- [Taxes and social security](#)
- [Health insurance](#)
- [Getting around in The Netherlands](#)

Please feel free to pay them a visit on weekdays from 8.30 – 12.30 (no appointment needed). Or contact them by phone or email:

T +31 (0)71 527 7300
E scis@leidenuniv.nl

Insider tip: want to know more about Dutch academia? Download [the beginner's guide to Dutch academia](#).

Have a good time in Leiden

Lunch lectures

During the weekly [This Week's Discoveries](#), colleagues from the faculty talk about their ongoing research.



Working at the Bio Science Park

Leiden Bio Science Park (LBSP) is the perfect place for interesting discussions, events, networking, and collaborations. Working at the LBSP offers you:

- [Professional training programmes](#)
- Fascinating museums: [Naturalis Biodiversity Center](#) and [CORPUS](#)
- Grand Café [De Stal](#), where the world's first genetically-modified bull once lived
- Restaurant [Labo71](#), where experiments are conducted to create delicious vegetable dishes

Young Leiden University

Young staff members can join [Young Leiden University](#) (JUL) free of charge.

Hortus botanicus

As a new employee you can request a free Friendship card, which gives you free access to the [Hortus botanicus](#) until the end of the year (31 December). Request your Friendship card [here](#). You will receive the digital Friendship card in your mailbox within 2 months after your request.



Staff association

Leiden University has an active [staff association](#) that provides a wide range of events each year ranging from theatre visits and courses to trips abroad.

Young Academy Leiden

The [Young Academy Leiden](#) (YAL) helps young and new academics to build strong networks within the university. It carries out various projects and organizes a range of activities.



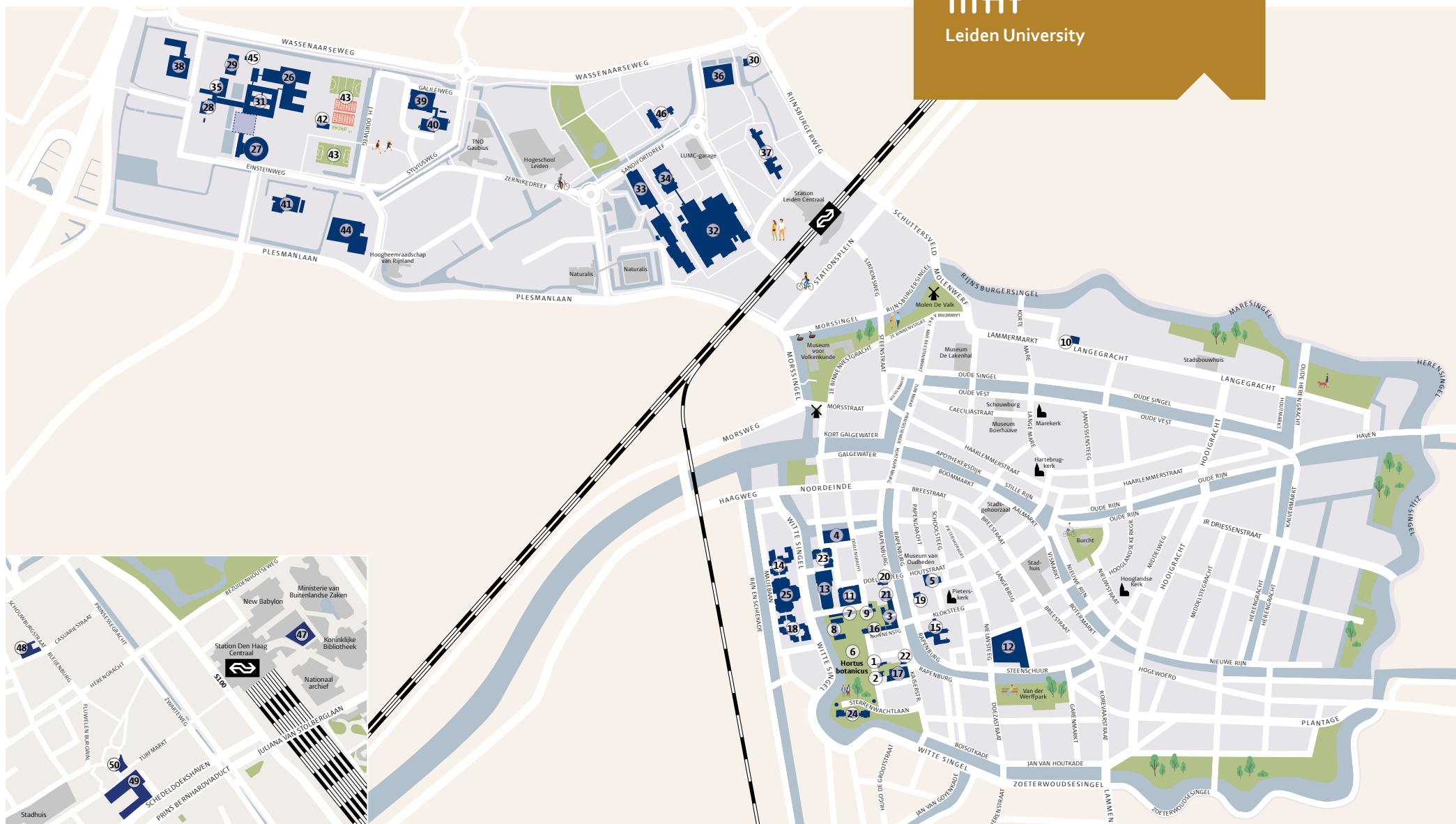
University Sports Centre

As an employee, you will receive a significant discount on a membership for the [University Sports Centre](#) (USC). Deduct the costs of the sports membership from your gross income using the [Terms of Employment Individual Choices Model](#).



Old Observatory

If you are visiting the Hortus botanicus at the weekend, combine it with a visit to the [Old Observatory](#).



Leiden University locations

- 1 City Centre campus
- 2 Bio Science Park campus
- 3 The Hague campus



WE WISH YOU ALL THE BEST IN YOUR JOB!

If you have any questions or comments after
reading this magazine, please send an email to
communicatie@science.leidenuniv.nl

Concept and design: Ratio Design, Haarlem

