ONBOARDING BROCHURE VUB – GENERAL VUB

1 WELCOME! (START OF PART 1 OF THE BROCHURE)

Dear colleague, welcome to the Vrije Universiteit Brussel! The aim of this onboarding brochure is to provide you with useful information about VUB and your status.
The brochure should be read as follows.

- **Part 1** contains general information. It tells you about VUB's values, standards and structure, gives you links to the systems and covers general practical guidelines.
- **Part 2** looks at your status in more detail. In this part, you only need to read the information that's relevant for your status. You can skip the rest. Don't know what your status is? Scroll to page 13, which explains how you can find out.

To access all the links and VUB applications in this brochure, your NetID and email address must be activated. You received an email asking you to activate your NetID and email address using a one-time password that you can then change (instructions in the email). If you didn't receive this email or are having problems creating a login, please let us know via **helpdesk@vub.be** and we'll be happy to help.

We wish you good luck and look forward to working together!

Disclaimer: *We are gradually providing more pages and links in English. However, not all information is currently available in English as standard.*

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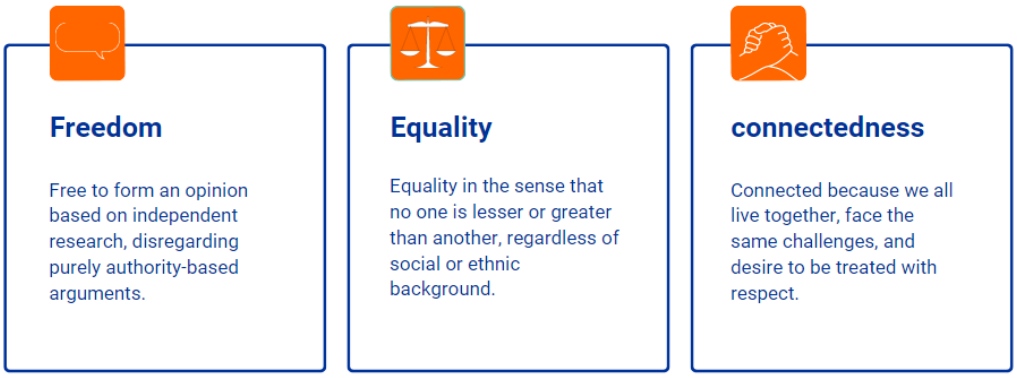
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2 #WEAREVUB

What does VUB stand for?

VUB considers its staff to be free, equal and connected, which means it is a humanistic university. These are the three most important values of the university and they contribute to an environment where individuals can develop freely, where equal opportunities are offered and community spirit is encouraged.



Add to this our principle of free research – in which self-reflection, a critical attitude and an open, creative mind on scientific and social issues are key – and you have a university that is fundamentally ground-breaking and pioneering in education and research. In short: essentially VUB.

How do you recognise VUB staff?

VUB staff are:

- **Committed**: it's up to each of us to make the world a better place.
- **Respectful and empathic:** there are as many opinions as there are people, and all are worth listening to.
- **Critical**: we maintain a critical eye at all times.

What is VUB's vision?

Into the world of the future

No one can say exactly what the world will look like tomorrow. But what is certain is that it will be more **digital, diverse and – hopefully – sustainable**. In that context, how do you ensure you're not overtaken by events? As far as VUB is concerned, we do that by resolutely choosing a **radically humanist, urban, diverse and collegian course.**

How can we increase general **well-being**? How can we contribute to a **better society** in an increasingly urban and diverse context? How can we involve **more people** in decisions? With these questions to guide us, we set the course for our future. The bottom line is that we want to be a warm, open, learning, connected organisation. That's a vision we also have for society as a whole.

At the Vrije Universiteit Brussel, we believe that learning and working together are only possible through dialogue. **Feedback** helps us refine our ideas, improve together, and adjust course in a timely way.
We do not see feedback merely as a formal moment, but as a shared responsibility in our daily work. Colleagues engage with one another respectfully, based on concrete observations and with a focus on growth. In this way, we work together to build an open, safe, and future-oriented university.

Towards an open and multicultural super-university

The VUB is a proud founding member of **EUTOPIA**, an alliance of 10 like-minded European universities. Together, the aim is to create an open and multicultural European university by 2025, bringing together communities from across Europe to tackle the challenges of our time.

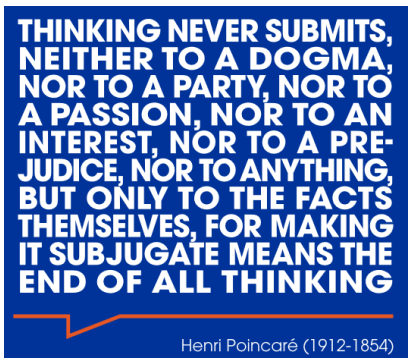




Do you want more general information about VUB?

Be sure to check out the **VUB Facts & Figures** for more information about:

- VUB in figures
- The history of VUB
- The campuses

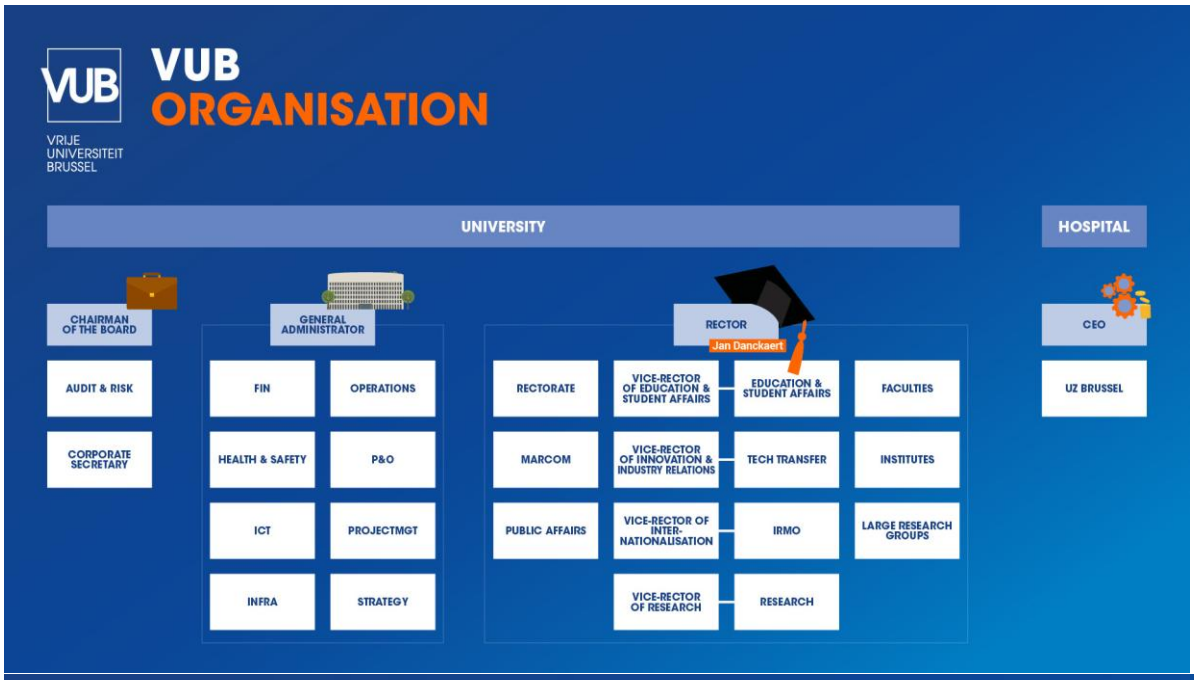


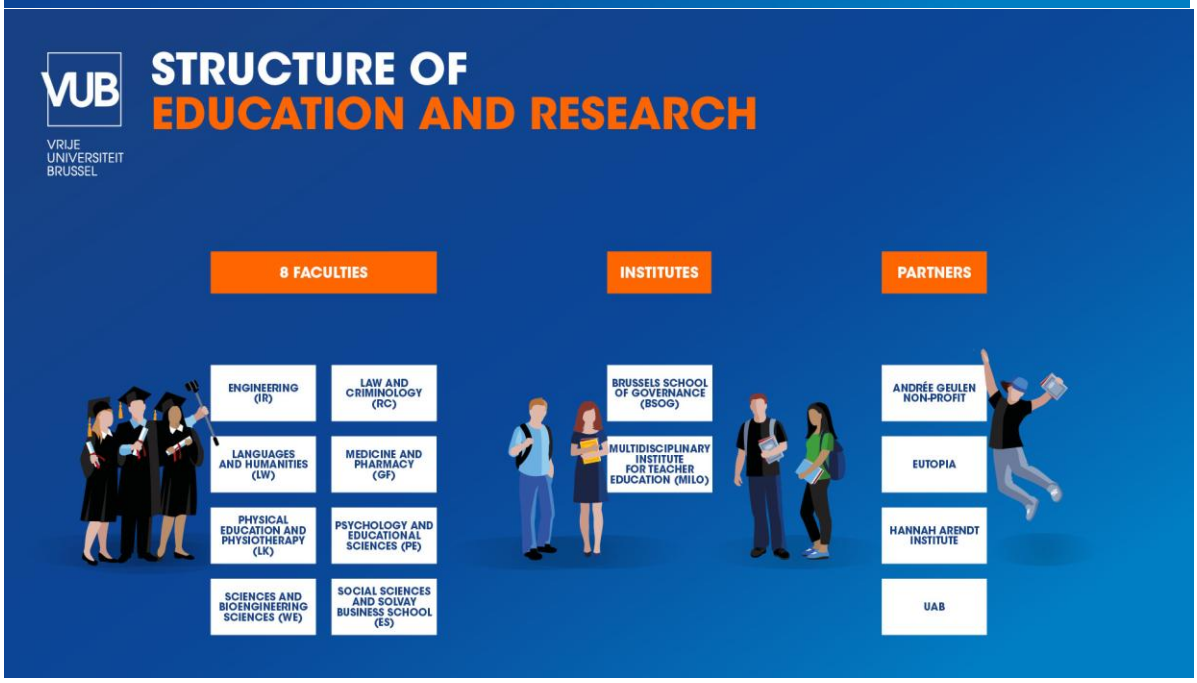
3 Find out more about the structure of VUB

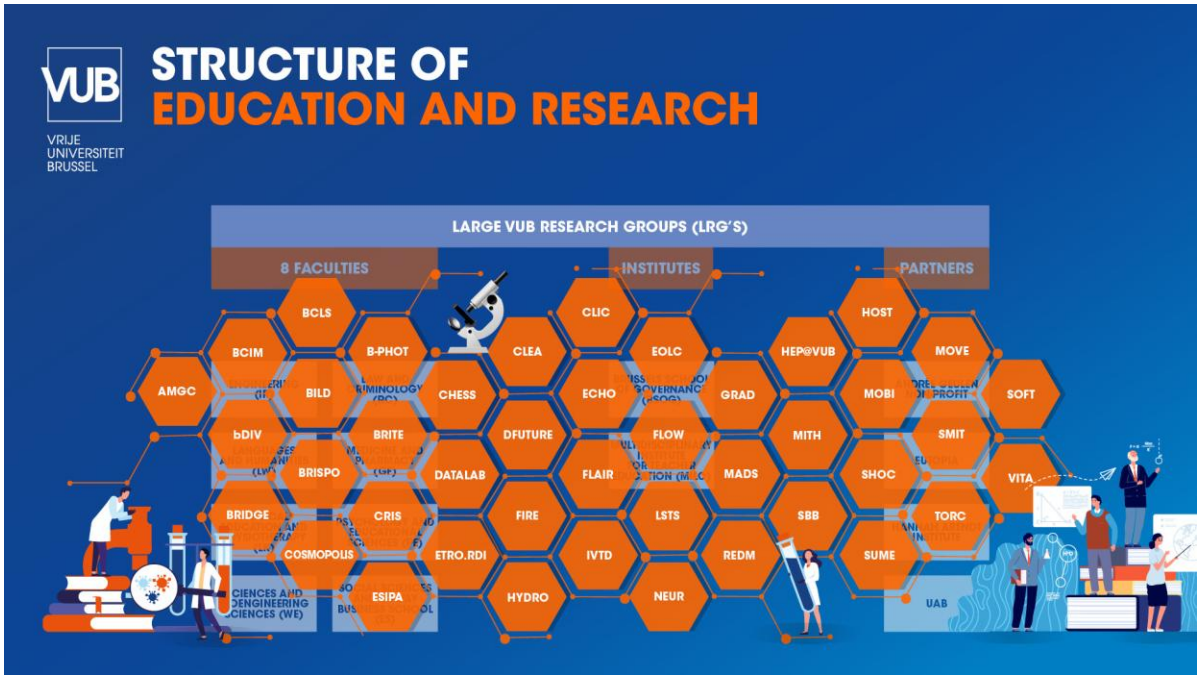
Below you will find a visual overview of the VUB's organisational structure.

For more information about the different central services, please visit WeAreVUBStaff. Under the "Departments" tab, you will find a link to the corresponding SharePoint page for each service. There, you can consult more detailed information and find out how to contact the service.

Bear in mind this visual representation is not VUB's official organisation chart. It is solely intended to help you navigate within VUB.



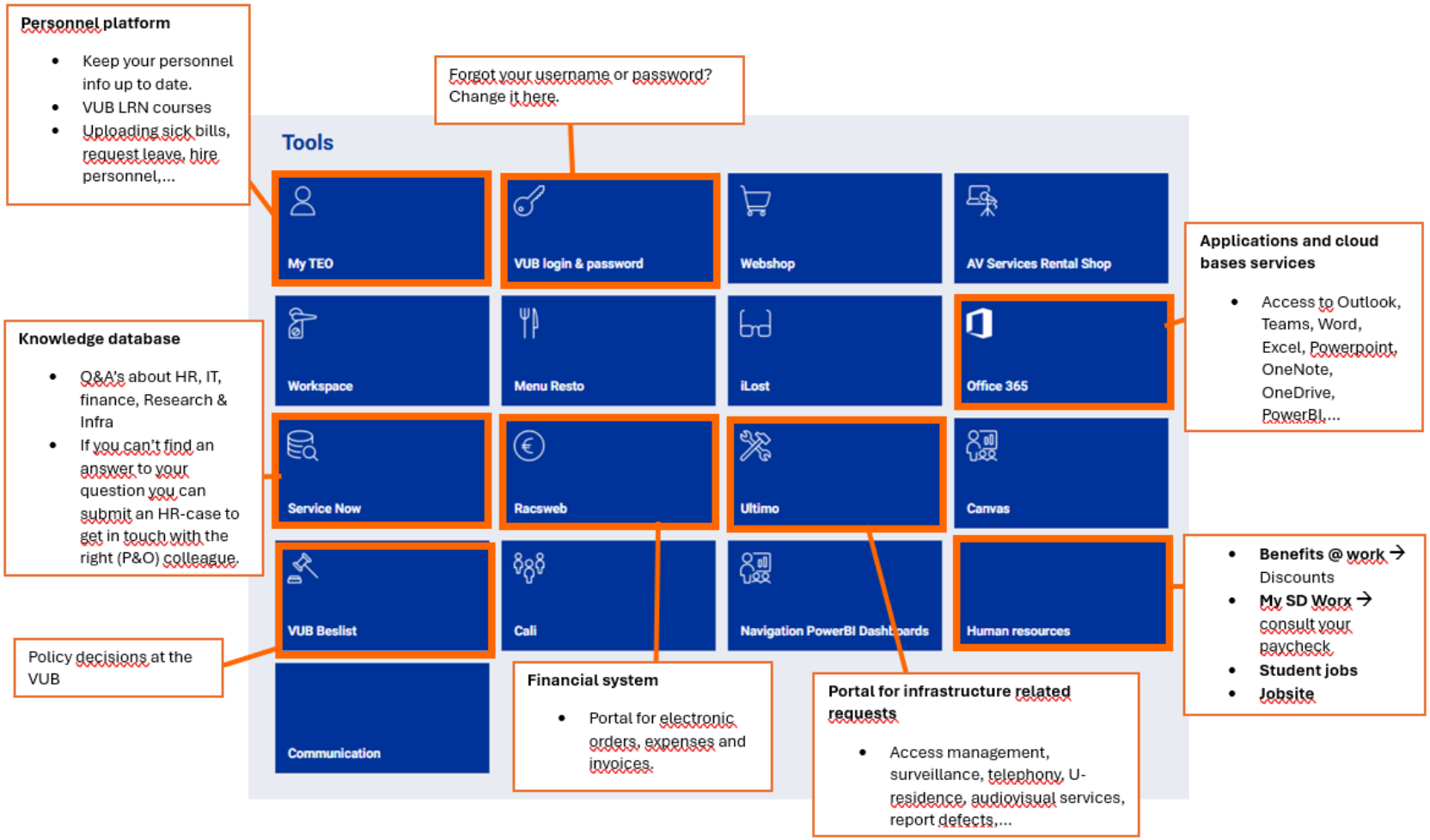




[Click here](#) for more information about the VUB's daily management

4. Digital tools and communication at VUB

External VUB communication happens via the VUB website. Internal communication to staff is done via WeAreVUB Staff. Don't forget to switch on notifications for the pages that interest you so you're always in the loop of relevant information. At WeAreVUB Staff you'll also find a link to all the general online tools. Below is an overview.



Systems linked to

Education

CALI

Student Information System (Campus Lifecycle)

- For students and educational administration.

CANVAS

Digital learning platform

- Publishing announcements and study material for students.

MATHIS

Master Thesis Information System

- Digital platform for master thesis supervision.

Research

PURE

Research Information System PURE

The research portal provides information on ongoing and completed research projects and publications, as well as biographical information about researchers, and grants access to an archive of open access publication.

Click the links below to go to the desired system:

- CALI: https://cali.vub.be/psc/CALIPROD/EMPLOYEE/SA/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&
- CANVAS:
- MATHIS:
- PURE: https://cris.vub.be/admin/workspace/personal/overview/?uid=2

How do you use these systems? Take a course!

Via the LRN tile in **TEO** (our HR system for staff information, leave, LRN, etc.), you can learn more about the systems by following a course. Check all the information about the courses of LRN on their **Sharepoint**.



4 Your well-being and safety is important

At VUB, we believe that staff thrive best in an environment where they feel well. That is why we actively promote physical, mental and social wellbeing.

Do you need support or advice, or would you like to work on a healthier lifestyle? Various services and initiatives are available to support you:

- Appointments with medical professionals on campus, such as a dentist or general practitioner.
- Training opportunities, such as lectures on wellbeing topics or workshops for teams.
- Support related to prevention, biosafety, environment and sustainable development.
- Information and guidance during illness and return to work.
- Ergonomic advice.
- Psychosocial support.
- **Employee Assistance Programma** (EAP)
- …

You can find an overview of all wellbeing services and contact points on **SharePoint**. Do not hesitate to seek support. You are not alone.

The trade unions

The trade unions at VUB represent staff in labour and salary negotiations. They defend the interests of all staff

- **Click here** for the SharePoint on the trade unions and find out **here** who has been elected.

On **this sharepoint** you will also find information about the various social consultation bodies, including the reports of the committee for prevention and protection at work (CPBW).

Prevention & Environment Service

This service is responsible for prevention, safety, well-being, environment and sustainable development, mobility, biosafety and radiation protection.

Find out more **here** about their services.

5. Explore your campus

Campus map

Did you know VUB has eight campuses? The Main Campus in Etterbeek and the Health Campus in Jette are the biggest in terms of number of staff. In addition to these two, there are campuses in Gooik and Anderlecht. **Here** you can explore all the campuses. Apart from campus maps, you'll also find information about the facilities and their accessibility by public transport and bicycle.

Curious about what the campus really looks like? Discover the VUB through **the 360° virtual tour** and get a realistic view of your new work environment from a distance!

Be sure to check out **this page** to discover what our campus has to offer (cultural, food, culture, sports...)

Internet

The VUBnext WiFi network covers the whole campus. Log in with your NetID and password. For more information about internet at VUB **click here**.

Reserving meeting rooms

In order to book (class) rooms, auditoriums, meeting rooms, conference rooms, BBQ/campfire area at the VUB Main Campus Etterbeek and U-Square you need to make a reservation with the department of room management. **This knowledge article** explains how to do this. Take a look **here** for bookings on the VUB Health Campus.

Ask within your faculty/department how to book meeting rooms.

Read the weekly newsletter

On Tuesdays – except during the summer months – we list the most important messages for staff in a newsletter. Be sure to let us know via interne.communicatie@vub.be if you do not receive it in your VUB email.
Want to share news yourself? Don't hesitate to contact MarCom.

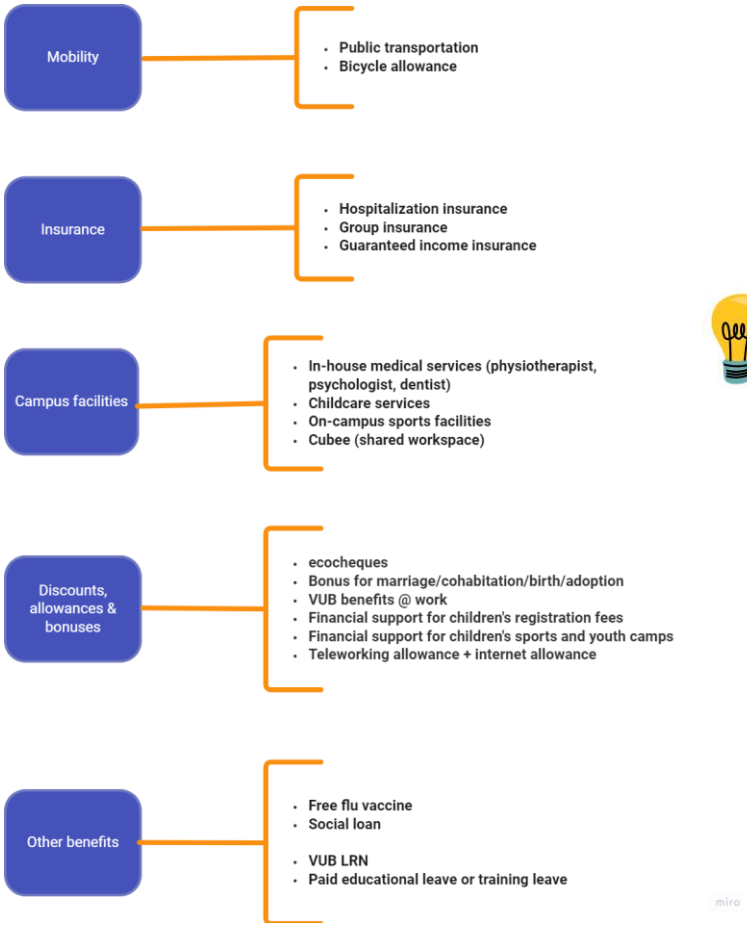
Corporate identity: Use VUB colors

Do you need a template for your email signature, want to create a PowerPoint presentation in VUB corporate style, use a Teams background, or consult the VUB corporate identity guide? Download everything via our **corporate identity platform**.
Need help? One contact: huisstijlproducten@vub.be

Benefits

VUB staff enjoy many benefits. Apart from fringe benefits, there are also benefits linked to health and a good work-life balance. In addition, VUB offers opportunities for growth and knowledge development within your career.

The table below shows all the benefits at VUB. Do you want **more information**? Take a look at [this SharePoint] page.



Not every status has the same benefits. In part 2 of the brochure (from p. 14) you can see what benefits apply to your status.

More information on the mobility benefit (public transport and bicycle)

The university covers the full cost of public transport for staff commutes. In doing so, we subscribe to the federal, Flemish and Brussels-Capital governments' wider mobility plans.

Option 1: Do you work on campus more than three days a week? Request a season ticket in TEO. See the step-by-step guide here.

Option 2: Do you travel to campus by train two to three days a week? Get a Flex season ticket. Click here for more detailed information.

Option 3: Do you occasionally travel to the campus by public transport? Request a reimbursement. The conditions and manual can be found in this knowledge article.

Apart from the public transport reimbursement[1] you can also request a **bicycle allowance** if you cycle to work (cannot be combined). The bicycle allowance is a kilometre allowance and is the highest amount exempted from tax. In offering this, VUB wants to support sustainable mobility and improve the health of its staff. The request is processed and paid annually. Click here to find out how to submit a request.

We also provide facilities for our employees to secure their bicycles in enclosed bike parks, refresh themselves after a cycling trip, and repair bicycles. We appreciate your preference for environmentally friendly transportation and strive to facilitate this in the workplace as efficiently as possible. You can request access to the bike facilities via https://www.vub.be/nl/form/aanvraagformulier-toegang-fietse.

Benefit: Employee Assistance Programme (EAP)

As an VUB-paid employee or as VUB bursary holder, you can make use of the Employee Assistance Programme (EAP). The EAP offers free, confidential and independent support for both personal and work-related challenges. You can contact Pulso 24/7 for professional guidance, advice and support.

Further information about the EAP is available at the EAP Sharepoint page

Bicycle leasing for VUB staff

As a VUB staff member, you can lease a bicycle through our partner o2o Bicycle Leasing. This allows you to use a bicycle of your choice under favourable tax conditions, with insurance against damage and theft included. The lease is paid through your end-of-year bonus, and you have the option to purchase the bicycle at the end of the contract.

You can choose the type and brand of bicycle yourself and arrange everything easily through the online tool. More information, practical details and enrolment periods can be found on SharePoint.

Will you travel to VUB by car?

Register your licence plate here. Log on with your VUB account (email address and password).

Referral

Furthermore, we encourage employees to contribute to attracting new talent. Through our referral program, you can introduce suitable candidates from your network. In this way, you actively contribute to the further development of the VUB, and you also receive an additional benefit in return.

[1] As VUB works with a **third-party payment system**, staff members **CANNOT** buy a season ticket (NMBS-MIVB-De Lijn) themselves under any circumstances, nor can a season ticket be reimbursed.

6. WHAT ARE THE DIFFERENT STATUSES AT VUB? (PART 2 ONBOARDING BROCHURE)

This section of the onboarding brochure contains more information about your specific status, including the related benefits and positions.



Don't know what your status is? Follow these steps:

1. *Go to TEO*
2. *Click 'my profile'*
3. *You can find your status next to your photograph under 'job code'*

For more information about your status, go to the relevant pages in this brochure. **If you have multiple statutes**, the pages linked to those statutes apply to you for that part of your appointment.

What are the different statuses at VUB?

VUB staff consist of:

- administrative and technical staff (ATP);
- professorial staff (ZAP) and their replacements;
- visiting professors;
- research and teaching assistants (AAP) and their replacements;
- research and teaching staff (WPP).

There are also fellows, unremunerated staff and external staff.

Status	
ATP	Administrative and technical staff
ZAP	Professorial staff = appointment as professor
Visiting professors	Remunerated/unremunerated/clinical/inter-university/visiting
AAP	Research and teaching assistants (teaching and research assistants, doctoral research assistants, teaching assistants)
Replacements	Replacements of professorial staff Replacements of research and teaching assistants
WPP	Research and teaching staff (teaching assistant, scientific assistant, postdoctoral research assistant, research leader)
Fellows	Doctoral or postdoctoral students with a research fellowship
Unremunerated staff	Voluntarily carry out basic activities for the university
External staff	Work at the VUB but have a contract with an external employer

A. Administrative and Technical staff (ATP)

This section of the brochure provides useful information specifically for administrative and/or technical staff. The important pages and information can all be found on the P&O SharePoint for administrative and technical staff.

Regulations and annexes

Click here to consult the **employment regulations** for ATP – Management & Professionals and scientific and teaching staff (WPP). The procedures regarding recruitment, promotion and termination are explained there.

What are an administrative and technical staff member's rights and obligations?

Click here for a concise version of your rights and obligations as administrative and technical staff

Explanation of your status

ATP

Tasks

- Support the academic community
- Facilitate day-to-day activities at the university
- Support research
- Provide services to the community (e.g. library services, IT support, healthcare and consultancy services)

Compensation and benefits applicable to you



Useful pages with information

Managers

Are you a manager within your administrative and technical staff status? If so, see the P&O SharePoint for managers for useful tools, news and courses.

Onboarding Assistants

At the VUB, onboarding assistants play an important role: they guide new colleagues during their first weeks and ensure a smooth onboarding process. As a new employee, you will not take on this role right away, but later in your career it may become a possibility.

Would you like to know more about what an onboarding assistant does, or do you have additional questions about the onboarding process? On the M&O SharePoint page of the onboarding assistants, you will find all the information and contact details.

B. Professorial staff (ZAP), visiting professors and replacements

This section of the brochure contains useful information specifically for lecturers. The important pages and information are all available on the P&O SharePoint for ZAP/visiting professors/replacements. More information will be provided on these SharePoint pages later.

Regulations and annexes

On this page you can read the applicable **regulations** for your status. The procedures regarding recruitment, promotion and termination are explained there. The annexes (**behavior indicators** and **education professionalisation**) can also be consulted there.

What are a professorial staff member's rights and obligations?

Click here for a concise summary of your rights and obligations as professorial staff.

Explanation of your status

ZAP	Visiting professors	Replacements
Professorial staff comprise - Lecturers - Senior lecturers - Readers - Full professors (Codex HO - Art V3.) **Tasks** - Carry out scientific research and academic teaching in assigned disciplines - May comprise scientific services, coaching of students and promovendi - Organisational, coordinating or administrative tasks	External people who are appointed when professorial staff members do not have **expertise in a specific scientific domain**. Appointed on the recommendation of the department, by the faculty board. **Sub-categories** - Remunerated visiting professors - Unremunerated visiting professors - Clinical visiting professors - Visiting professors in interuniversity courses - Visiting professors	Appointed when a professorial staff member is absent long-term to guarantee the **continuity of education-related support**. Appointed on the recommendation of the department, by the faculty board. **Sub-categories** - Postdoctoral researchers charged with a teaching assignment - Temporary replacements to replace a professorial staff member - Temporary replacements to replace a research and teaching assistant

Compensation and benefits applicable to you



Requesting academic leave

Academic leave is a period during which you are permitted to pause the regular work duties to pursue for example research, conferences abroad,… linked to your expertise. Professorial staff members are entitled to academic leave. Follow the step-by-step guide to request it here.

Useful pages and contacts

Useful contacts

- ***Research Grant Officer (RGO – Research):*** Go to SharePoint to find out more about the service.
- ***Business Developer (TechTransfer)***

Onboarding page Professorial staff

Be sure to visit the onboarding page for professorial staff to find out what support the central services offer regarding research and teaching. The page offers a clear overview.

Management

Are you a manager within your professorial staff status? If so, check the **P&O SharePoint page for managers** for useful tools, news and courses.

Starting teaching

Discover the guide here **for new ZAP members**, filled with essential information to help you start teaching smoothly.

Onboarding Assistants

At the VUB, onboarding assistants play an important role: they guide new colleagues during their first weeks and ensure a smooth onboarding process. As a new employee, you will not take on this role right away, but later in your career it may become a possibility.

Would you like to know more about what an onboarding assistant does, or do you have additional questions about the onboarding process? On the M&O **SharePoint page of the onboarding assistants,** you will find all the information and contact details.

C. Research and teaching assistants (AAP) and replacements

This section of the brochure provides useful information specifically for research and teaching assistants. The important pages and information are all available on the P&O SharePoint for research and teaching assistants.

Regulations and annexes

Click here to read the applicable regulations for your status. It explains the procedures regarding recruitment, promotion and termination.

What are a research and teaching assistant's rights and obligations ?

Click here for a concise version of a research and teaching assistant's rights and obligations.

Explanation of your status

AAP	Replacements
Research and teaching assistants comprise - Teaching and research assistants - Doctoral research assistants - Teaching assistants **Tasks** - Assist the professorial staff by providing teaching-related support, student coaching and scientific research	Appointed when a research and teaching assistant is absent long-term to guarantee the continuity of teaching-related **support.** Appointed on the recommendation of the department, by the faculty board. **Sub-categories** Temporary replacements to replace a research and teaching assistant

Compensation and benefits applicable to you



D. Research and teaching staff (WPP)

This section of the brochure provides useful information specifically for research and teaching staff. The important pages and information are all available on the P&O SharePoint for research and teaching staff. Pages will be highlighted with additional explanations in this section.

Regulations and annexes

Click here to read the applicable regulations for your status. It explains the procedures regarding employment, recruitment, promotion and termination.

What are a research and teaching staff member's rights and obligations?

Click here for a concise version of a research and teaching staff member's rights and obligations.

Explanation of your status

WPP

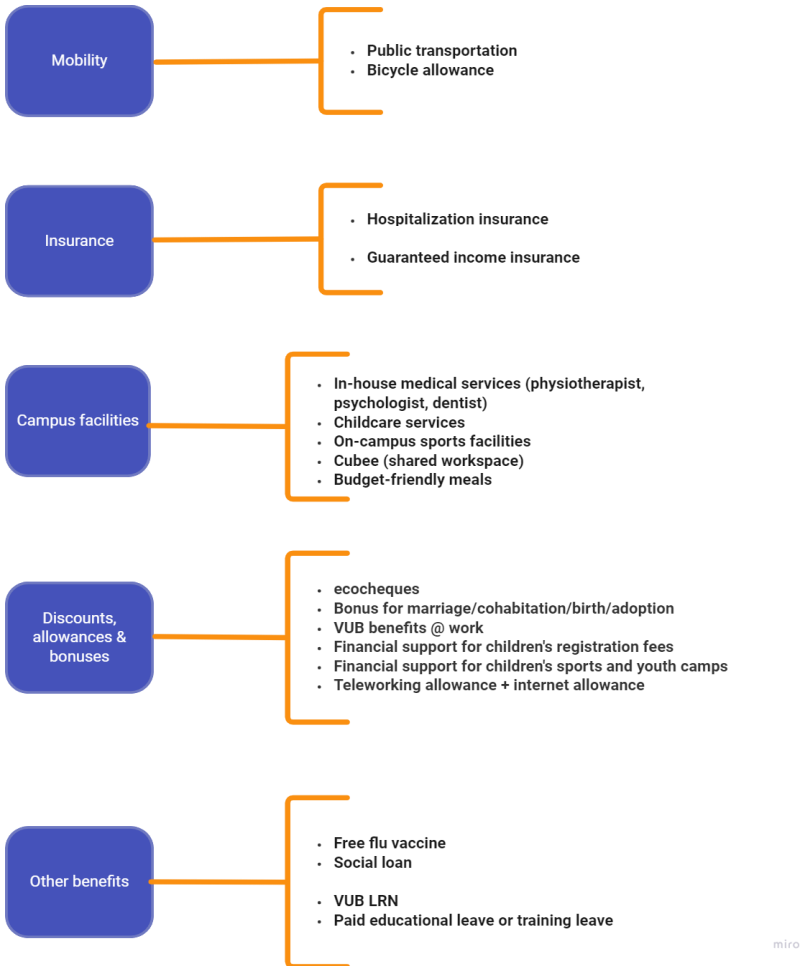
Research **and teaching staff comprises**

- Teaching staff
- Research staff
- Postdoctoral research assistants
- Research leaders

Tasks

- Carry out scientific research or provide teaching-related support.

Fees and benefits



Useful pages with information

Are you a researcher from abroad? Be sure to check the **VUB website International Staff** for more information about visas, work permits, residence permits, social security, bank accounts and healthcare.

On the P&O international SharePoint you'll find the necessary documents to be completed.

Onboarding Assistants

At the VUB, onboarding assistants play an important role: they guide new colleagues during their first weeks and ensure a smooth onboarding process. As a new employee, you will not take on this role right away, but later in your career it may become a possibility.

Would you like to know more about what an onboarding assistant does, or do you have additional questions about the onboarding process? On the M&O SharePoint page of the onboarding assistants, you will find all the information and contact details.

E. Fellows

This section of the brochure contains useful information specifically for fellows. The important pages and information are all available on the P&O SharePoint for doctoral or postdoctoral researchers. More information on a number of pages will be provided below.

Regulations and annexes

Click here to read the applicable regulations for your status. It explains the procedures regarding recruitment, promotion and termination.

What are a fellow's rights and obligations?

Click here for a concise version of your rights and obligations as a fellow.

Explanation of your status

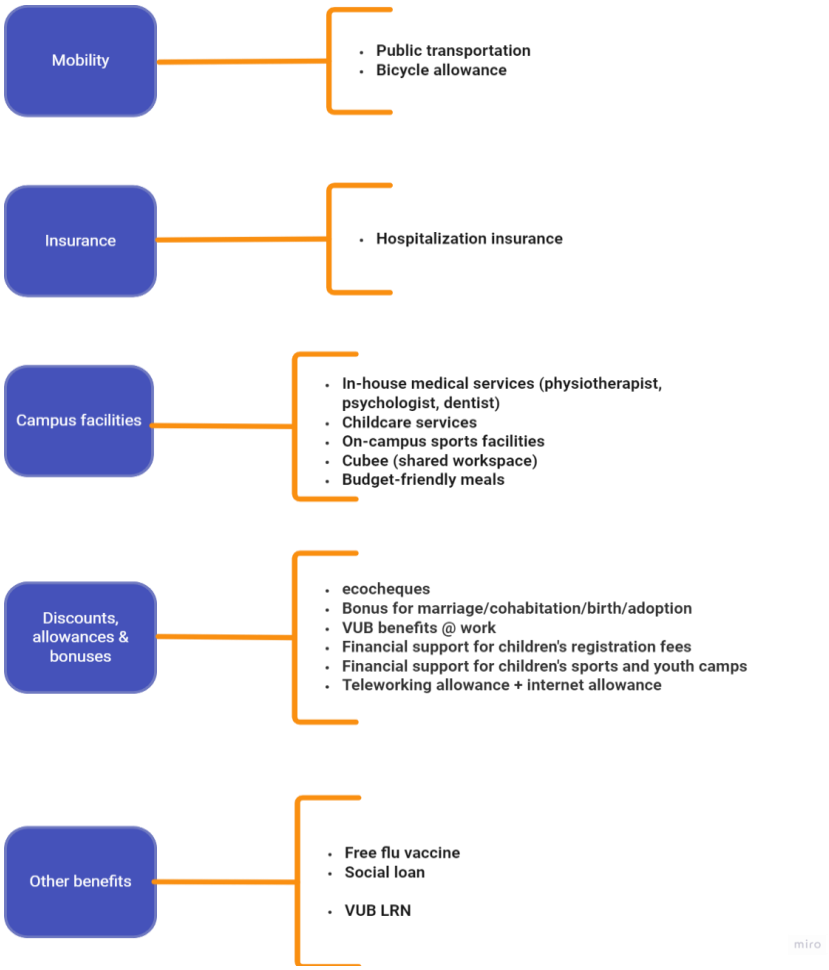
Fellow

Fellows are doctoral or postdoctoral researchers who have a research scholarship awarded by the university, who – outside an employment contract – carry out research, and are not staff members of the university.

Fellows comprise

- doctoral fellows, holders of doctoral research scholarships;
- international mobility postdoctoral fellows, holders of postdoctoral research scholarships.

Compensation and benefits applicable to you



Useful pages and contacts

Useful contacts

- Your promotor
- Ombuds for PhD: in case of difficult collaboration with promoter or guidance commission
    - Cluster Human sciences = ombudsphd.dsh@vub.be
    - Cluster IR and WEBIR = ombudsphd.nse@vub.be
    - Cluster GF/LK = ombudsphd.jette@vub.be

Useful pages



Be sure to sign up for the PhD introduction e-learning. You'll find all the information and registration on this SharePoint.

On this Research SharePoint page you'll find all the information you need as a fellow, such as:

- My PhD
- Doctoral training
- Tools and software
- Regulations, forms and manuals
- Guidelines for supervisor

Systems for fellows

VUB Library EZproxy	Consulting journals, etc. via the VUB library
WeAreVUB PhD Portal	Actively registered VUB doctoral students
PostDoc Corner	All-round information for postdocs
Student Self Services (CaLi)	Check/update data, Consult PhD portfolio, register for bachelor and master courses
PURE	Register and update research activities (academic publications, conferences, etc.)

International

Are you an international researcher? Be sure to check the VUB webpage International Staff for more information about visas, work permits, residence permits, social security, bank accounts and healthcare

On the P&O international SharePoint you'll find the necessary documents.

Onboarding Assistants

At the VUB, onboarding assistants play an important role: they guide new colleagues during their first weeks and ensure a smooth onboarding process. As a new employee, you will not take on this role right away, but later in your career it may become a possibility.

Would you like to know more about what an onboarding assistant does, or do you have additional questions about the onboarding process? On the M&O SharePoint page of the onboarding assistants, you will find all the information and contact details.

F. Unremunerated staff and external staff

This section of the brochure contains useful information specifically for unremunerated staff and external staff. The important pages and information are all available on **the P&O SharePoint for unremunerated staff and external staff**.

Unremunerated staff

The status of unremunerated staff is awarded to people who voluntarily carry out basic activities that demonstrably contribute to the teaching, research and community service of the administrative service, department and/or faculty.

- Unremunerated staff are NOT EMPLOYED by the university.

The status of unremunerated staff is obtained on the initiative of a professorial staff member or the head of the main unit of an administrative department.

To be registered as unremunerated staff, a person must have at least a master's degree or a diploma or certificate recognised as the equivalent in application of European directives or a bilateral agreement.

Unremunerated staff are not remunerated or compensated, but any expenses may be reimbursed with funds of the service, department and/or faculty.

External staff

The status of external staff is awarded to people who have a contract with another employer, but who use VUB infrastructure to carry out their work. Examples include staff members of FWO, VIB, UZ Brussel, etc.

- External staff are NOT EMPLOYED by the university.

The status of external staff is obtained on the initiative of a professorial staff member or the head of the main unit of an administrative department.

External staff are **not remunerated or compensated by the university, but by their employer**.