

# General Regulations and Information for Employees at the Division of Nuclear Physics

This document contains general rules and information for employees at the Division of Nuclear Physics. All employees shall have read and understood the information in this document. This is to be certified by signing the form “Declaration – General Rules and Information at the Division of Nuclear Physics”. This Declaration is to be repeated every year, at an annual information meeting organized by the Executive Committee.

You are invited to make suggestions for further improvements. Please notify us if something is out of date. This document will be updated at least annually and otherwise when necessary (employees will be notified via email).

Some links refer to nuclear physics internet and require log in.

## General information

**Jane Nilsson** ([jane.nilsson@fysik.lu.se](mailto:jane.nilsson@fysik.lu.se)) is the administrator in charge of the Division’s administrative matters. Report all guests and Master’s students to her and the Head of Division. Report any mistakes or omissions in the staff list to the administrator.

Petra Andersson gives us support with economy ([petra.andersson@fysik.lu.se](mailto:petra.andersson@fysik.lu.se)).

General information relevant to the Division’s employees can be found on the Nuclear Physics website <http://www.nuclear.lu.se/english/>. You can log on to the Division’s intranet with your LUCAT identity. Rum B113 can be booked via the TEAMS group ”Nuclear Physics Staff” ([https://teams.microsoft.com/l/team/19%3a0aY6dUxw4alr\\_xxR3vSYJD8F6AhcTLkqiiDBG5Wr5gQ1%40thread.tacv2/conversations?groupId=e14eef2c-35ca-4305-bfd1-ec371531e8f&tenantId=7aa68094-6104-41a6-b443-d4b52451f617](https://teams.microsoft.com/l/team/19%3a0aY6dUxw4alr_xxR3vSYJD8F6AhcTLkqiiDBG5Wr5gQ1%40thread.tacv2/conversations?groupId=e14eef2c-35ca-4305-bfd1-ec371531e8f&tenantId=7aa68094-6104-41a6-b443-d4b52451f617)).

The regulatory framework for Lund University includes most of the rules that must be followed at the Division: <http://www.medarbetarwebben.lu.se/organisation-och-styrning/regler-och-beslut/regelverket> (in Swedish).

## Employment, vacation, etc.

Forms relating to personnel matters can be found on <https://www.staff.lu.se/staff-forms-and-templates> and <http://www5.lu.se/o.o.i.s/3336> (in Swedish).

Applications for annual leave, other holidays, leave for care of a sick child, 10-day parental leave for fathers and change of address are made via Primula-web at: (<https://primweb.adm.lu.se/>). Please note that doctoral students should also apply for holidays via Primula-web.

If an application is not submitted for annual leave, it will be assumed that the employee’s whole annual leave will be taken from midsummer and onwards (for teachers). All employees on fixed-term (temporary) appointments (including postdoctoral research fellows and doctoral students) must take all outstanding vacation before the term of their employment expires.

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Please enter the dates of your holiday on the notice board in corridor B200.

All information on Lund University identity cards is available at

<http://www.medarbetarwebben.lu.se/stod-och-verktyg/lokaler-och-parkering/passerkort-lu-kortet>.

You can also claim partial reimbursement for sports and training activities, "Friskvårdsersättning".

<https://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/health-promotion>

### **Notification of sickness**

If you are ill, this is to be reported via Primula-Web (<https://primweb.adm.lu.se/>). Do not forget to inform a colleague, the head of your research group, or the administrator.

### **New employees**

As a new employee you will be invited to participate in a number of introductory meetings, by the University, the Faculty, and the Department. One introduction meeting does not exclude the other, they are complementary, and you should attend them all.

Lund University information for new employees:

<https://www.staff.lu.se/employment/new-employees>

### **Doctoral studies**

Most of what you may need to know about the doctoral program in physics can be found under the department's doctoral student pages at: <https://www.lth.se/fysikintra/> (log in required).

### **Business trips**

All information regarding business trips can be found at: <http://www.staff.lu.se/support-and-tools/business-travel>

The entire trip must be financed by your own research grants. If you do not have your own means of financing your trip, it must be sanctioned in advance in writing by both the person providing financing and by the Head of Division or Deputy Head of Division. Supervisors can approve travel for doctoral students provided that the supervisor is financing the trip with own research funds.

When on business trips, employees should always take with them an insurance card from *Kammarkollegiet*. This can be obtained from the Division's administrator.

## Economy

Applications for joint financing of research **must** be filled in and signed by the Head of Division **before** the application is submitted. In some cases, these should also be signed by the head of the research group (the person in charge of financing) and/or the Head of the Physics Department. Application forms for joint financing (including a total cost calculation) can be found at: [http://www.nuclear.lu.se/internt/information\\_fr\\_anstllda/blanketter/](http://www.nuclear.lu.se/internt/information_fr_anstllda/blanketter/) (in Swedish, requires that one is logged in at the internal homepage prior to access, via [www.nuclear.lu.se](http://www.nuclear.lu.se)).

Requirements that we follow governmental framework agreements are increasing. This means that from 1 January 2014 all purchases, except travelling, must be made through LUPIN. For travel and hotel bookings you may contact the travel agency directly (see the information provided above on business trips).

When ordering goods, the following information must be specified:

Postal Address:	Invoice Address:	Delivery Address:
Lund University Nuclear Physics Ref: <i>First Name Last Name</i> PO Box 118 SE-22100 Lund	Lund University Nuclear Physics Ref: <i>First Name Last Name</i> PO Box 188 SE-22100 Lund	Lund University Dept. of Physics Division of Nuclear Physics Ref: <i>First Name Last Name</i> Sölvegatan 14 SE-223 62 Lund

Invoices are attested in LUPIN. If you require information to log in to LUPIN, please contact the Division's administrator.

## Divisional meetings

Divisional meetings are normally held during term time on the first Friday after the first Monday of the month (unless this day is a public holiday). Specific dates can be found at the Division's internal home page. Attendance at divisional meetings is compulsory. Absence is permitted only in exceptional circumstances such as at teaching obligations, vacations, parental leave and sickness, and the Administrator must be notified in advance.

Divisional meetings are held at 1.15 p.m. in room H422, unless otherwise announced. Everyone is welcome to make proposals and comments at divisional meetings.

## The Executive Committee

The Head of Division appoints an Executive Committee which usually meets biweekly on Tuesdays (the day after the Department's meeting of heads of division). The members of the Executive Committee are listed on the Nuclear Physics intranet. Everyone is welcome to make suggestions and comments for discussion at these meetings.

## Security in offices, labs and communal areas

Unfortunately, there are frequent thefts at the Department. Therefore, always lock your office and laboratories when you leave them, even for short periods. Ensure that all the windows are closed when you leave for the day.

## Computers

Until further notice, please email **Mikael Elfman** if you want to connect a new computer to the Department of Physics' network (see instructions on the Nuclear Physics intranet under the tab "Information for employees"). **Mikael Elfman** is the software coordinator for the Division, and has access to all the software covered by the University's agreements. A research group may, of course, also buy and install software with their own separate licenses, and the group is then responsible for that software.

It is your responsibility to ensure that your computer has an updated operating system and an anti-virus programme with a current virus database.

It is recommended that you **back up** your data and documents on a regular basis. **Store these backups at a different location from your computer**, e.g., at home. Bear in mind that the hard disk on your computer can crash. Power failures or voltage spikes, for example, during a thunder storm, may also damage your computer if it is turned on.

Your computer can also be stolen.

The University's rules for internet use are to be followed at all times:

<http://www2.ldc.lu.se/security/regler.shtml> (in Swedish).

See also these useful [instructions](#) from **Mikael Elfman** on, for example, software, under "Information for employees" under the sub-tab "Computers" ("Datorer" in Swedish).

**Erik Swietlicki**

Head of Division

**Dirk Rudolph**

Deputy Head of Division

**Kristina Eriksson Stenström**

Deputy Head of Division

October 4, 2022

Translated from the original: Allmänna regler och information för Avdelningen för kärnfysik, by Helen Sheppard, Word for Word Technical Translations, 20 June 2013. Updated by Kristina Eriksson Stenström

04 October 2022

14 January 2014, 12 January 2015, 13 January 2016, by Jan Pallon January 12, 2017, Birgitta Svenningsson 2020.  
Kristina Eriksson Stenström January 2021, December 2021, January 2022, October 2022.