



**LUND**  
UNIVERSITY

# Hello and welcome!

PRACTICAL INFORMATION FOR NEW EMPLOYEES | FACULTY OF SCIENCE



# Welcome to your new workplace!

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All universities around the world have a common currency – human capital. When we employ staff at our faculty, we are keenly aware of this fact. We are happy and proud that you have chosen to work with us. You have successfully undergone a careful selection process; therefore we know that you will grow with us and that we will grow with you.

I know that we provide a good workplace, but improvements can always be made – we live in a time of rapid change. We must adapt over time without sacrificing our core values. We stand for quality in education, research and external engagement, and this requires dedicated staff within all functions and at all levels. That's where you come in. New employees are our main source of renewal.

Thank you for choosing to work with us. We need you. And would like to wish you our most sincere welcome!

Sven Lidin  
Dean of the Faculty of Science

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# Faculty of Science

## UNDERSTANDS, EXPLAINS AND IMPROVES

At the Faculty of Science at Lund University, we study and describe the physical world. Our education and research activities are carried out at a number of departments in the fields of astronomy, biology, physics, geology, chemistry, mathematics, medical radiation physics, environmental science, molecular biology, physical geography & ecosystem science and theoretical physics. In addition to these, we have activities at the MAX IV, where research with synchrotronic radiation is conducted. Our degree programmes (undergraduate, Master's and PhD levels) aim both to satisfy our students' burning interest in science and to supply the needs of society for skilled science graduates. You can read more about our courses and programmes at the Faculty's web.

Engagement with society – sometimes referred to as 'third-stream activities' – is also integrated into our two core areas of activity, research and education. Every year we put on a range of events, for audiences including school classes and the public, in order to illustrate science and our research in an accessible way. These activities include our action-packed science shows, popular science lectures for upper secondary school pupils, and Naturvetarstråket (Science Highway) on Kulturnatten (Culture Night) in Lund, when we arrange activities for a wide audience. There are also many more examples not mentioned here.

Internally, we have many different methods of exchanging information and knowledge between all staff categories and encouraging development. In addition to all that takes place at your department, there are also faculty-wide activities that you can take part in. *Insidan* is our internal newsletter that is sent to all staff once every two weeks. Every year we organise a summer party with food, entertainment and a chance to mingle. Teaching staff can apply for the Teaching Academy and achieve the Excellent Teaching Practitioner (ETP) designation. These are just some examples of what's going on. Mentoring programme for researchers at the beginning of their academic career is another example.

## OUR EMPLOYEES AND CORE VALUES

“The faculty's staff, students and doctoral students are to have a sense of pride, job satisfaction and participation. We encourage free searching for new knowledge and cross-boundary collaboration. Establishing collaborations produces better results and greater job satisfaction than competition between colleagues, and is therefore a better incentive.”

The above is a quote from one of the faculty's regulatory documents. More facts and figures can be found on the Faculty's internal website under *Organisation and governance*.

### Faculty board

Presiding committee	Management council	Boards and committees
<b>Dean</b> <i>Sven Lidin</i> <b>Pro-dean</b> <i>Karin Hall</i> <b>Pro-dean</b> <i>Ander Tunlid</i> <b>Head of Office</b> <i>Catrin Malmström</i> <b>Students</b>	<b>Dean</b> <b>Pro-deans</b> <b>Heads</b> <b>Students</b>	Academic Appointments Board Associate Professorship Appointments Board Equal Opportunities Committee Library Board Research Infrastructure Council Research Programmes Board Scholarship Committees Study Programmes Board - Labour Market Council

### Faculty office

Provides administrative support for the faculty in finance, IT, human resources, communication, education, training in teaching and learning, and international relations.

### Departments

Centre for Environmental and Climate Research  
 Centre for Mathematical Sciences  
 Department of Astronomy and Theoretical Physics  
 Department of Biology  
 Department of Chemistry  
 Department of Geology  
 Department of Physical Geography and Ecosystem Science  
 Department of Physics  
 Medical Radiation Physics

Outline of faculty organisation. Information in detail you will find at the Faculty's website: *About the Faculty / Organisation*.



### EMPLOYEES

Total, whereof	960
professors	130
teaching staff and researchers	600
PhD students	270
technical and administrative staff	180

### STUDENTS

Individuals per year, whereof	3 200
international	250



## Work environment

An important goal for the University and the Faculty of Science is to offer all employees and students a secure and dynamic working environment that everyone can influence. This applies to the physical as well as the organisational and social work environment. Important factors that influence the perception of the latter are stimulus, work-load, degree of control over one's work, management and interaction with colleagues.

The *Vice-Chancellor* of Lund University has overall responsibility for the work environment within the whole University and the *deans* have the same responsibility for the employees and students at the faculty level. The *head of the department* is responsible for the current work environment management

and these aspects should always be a part of the organisation. It is also the responsibility of the head of department to make sure that the work is carried out in line with the intentions of occupational safety legislation so that no employee or student is injured or harmed at the work place.

If you have any questions, or want to report flaws in your work environment, you should turn to your head of department, your safety representative or HSE committee (health, safety and environment) or the work environment coordinator at the Faculty.

More information about work environment you will find on *Staff Pages / Employment / Work environment and health*.

## Gender equality and equal opportunities

Activities at Lund University are founded on principles of gender equality, equal treatment and diversity – together with the strategic plan and the Discrimination Act. This means that employees and students, as well as job applicants and potential students at Lund University are to be treated and assessed without inappropriate consideration of sex, gender identity or expressions, ethnicity, religion or other belief, disability, sexual orientation or age.

### WITHIN THE UNIVERSITY THERE IS ZERO TOLERANCE OF VICTIMISATION

Discrimination is part of the term victimisation, such as bullying and other forms of unwanted treatment. Respect and consideration apply to all relationships, as does joint accountability in terms of the university's core values, tasks and targets. You can read more at *Staff Pages / Organisation and Governance / Visions, objectives and strategies*.

The Faculty of Science works actively towards gender equality and equal opportunities. There is a committee with representatives from each department which draws up an annual action plan for the work on these issues. Every year, the action plan is evaluated in a gender equality report, which then forms the basis for the following year's action plan. This method of working helps emphasise the systematic nature of the process – planning, execution, follow-up and development.

There are also gender equality and equal opportunities work groups at departmental level that initiate seminars and discussions. The pro-active work is very important!

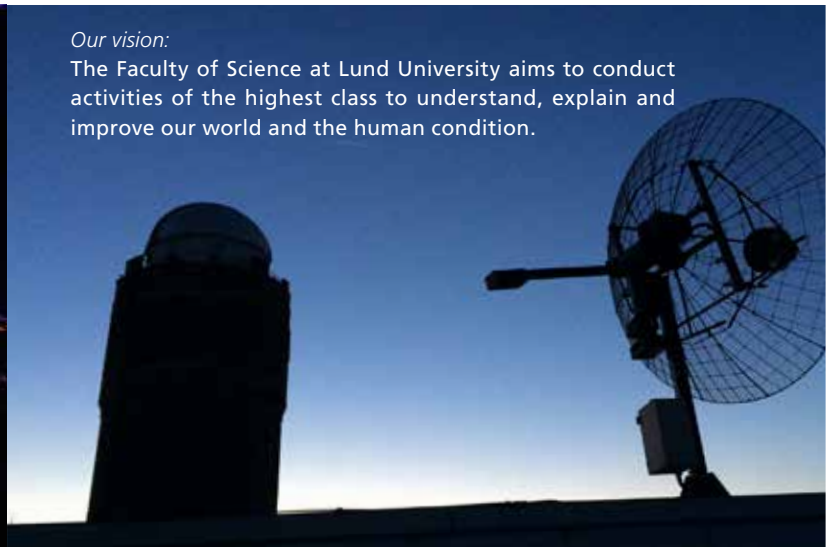
Currently we are working on three bigger projects: gender integrated mentoring programme, bias observers in recruiting processes and education about anti-discrimination. You can read more about the projects at the Faculty's internal web: *Stöd och verktyg / Arbeta med jämställdhet och lika villkor*.





*Our vision:*

The Faculty of Science at Lund University aims to conduct activities of the highest class to understand, explain and improve our world and the human condition.



## Working hours

Your working hours depend on the staff category to which you belong. Academic staff posts are professor, visiting professor, adjunct professor, senior professor, senior lecturer, associate senior lecturer, adjunct senior lecturer, lecturer, adjunct lecturer, postdoctoral fellow and doctoral student. Technical and administrative staff are those who work in support roles or in administration. Researchers are also included.

### ACADEMIC STAFF AND PHD STUDENTS

Academic staff and PhD students at Lund University have a separate local agreement regulating working hours. The total annual working hours are:

- 1 700 hours for employees with 35 days' annual leave
- 1 732 hours for employees with 31 days' annual leave
- 1 756 hours for employees with 28 days' annual leave

### TECHNICAL AND ADMINISTRATIVE STAFF (TA)

For technical and administrative staff there is a local agreement on flexible working hours. For full-time employees the flexible hours are between 7–9 am and 3–7 pm. At lunchtime the flexible hours are between 11.30 am–1.30 pm.

### PUBLIC HOLIDAYS AND OTHER DAYS OFF

All employees at Lund University, who are included in the local agreement on flexible working hours (all staff excluding teaching staff, PhD students and cleaning staff) are free on any Monday to Friday between two work-free days that is not a public holiday ('squeeze days'). Doctoral students who intend to take a day off on a 'squeeze day' should register annual leave in Primula Web.

For more information about the working time agreement, flexitime and other matters relating to working hours, you can read more on *Staff Pages / Employment*.

## Secondary employment of staff

All academic staff must report secondary employment in Primula Web. Academic staff who do not have secondary employment must register that as well. Other employees must

report secondary employment if requested to do so. Read more on *Staff Pages / Employment / Terms of employment* or speak to the contact person at the Faculty Office.

## Salary and benefits

Salary is paid on the 25th of each month or, if that date is a Saturday or Sunday, the closest weekday. Lund University cooperates with Nordea bank for salary payments. The salary is paid to the employees account in Nordea or through Nordea to another bank. If Nordea do not have account information for an employee, the salary payment will be sent by post as a cheque that can be cashed at the bank. The form for registration of bank information is found on the *Staff Pages*.

Your salary statement can be down loaded from the administrative system Primula Web, where you logon with your Lucat-ID. On the Faculty of Science internal website under *Employment* you can find a manual for using Primula Web.

### HEALTH PROMOTION

All employees can, as a part of Lund University's health promotion, get a contribution for different types of health promoting activities such as gym membership. The gym membership, which you pay yourself, is reimbursed up to approximately SEK 1900 per calendar year. To get the maximum amount reimbursed you have to be employed for more than six months of the calendar year.

All employees can use one hour per week of work time to exercise or go for a walk. That hour can be divided into several

shorter occasions per week. The hour has to be taken between 11 am and 2 pm and cannot be taken at the end of the work day. More information can be found on *Staff Pages / Employment / Salary and benefits*.

### REIMBURSEMENT FOR DOCTOR'S VISITS AND PRESCRIPTION MEDICINE

Reimbursement for doctor's visits can be paid to all employees, up to SEK 95 per visit, and for visits at a physiotherapist with a maximum of SEK 55 per visit. Hospital care is reimbursed up to a maximum of SEK 70 per day.

You can be reimbursed for medicine, prescribed by a doctor if the medicine is classed as a benefit (you can see this on the receipt from the pharmacy). The reimbursement is a taxable benefit and will be paid together with your salary.

### OCCUPATIONAL HEALTH SERVICE

The occupational health service (FHV) is an independent resource for all employees. All employees can turn to FHV when they need support or help with issues regarding work environment, rehabilitation and work-related illness. You don't need the consent of your manager to go to FHV. Advice from or visits to FHV is free of charge. You will find more information on their web site ([www.fhv.lu.se](http://www.fhv.lu.se)).



# Annual leave

How many days paid annual leave you have depend on your age:

- 28 days up until the year you turn 30
- 31 days from the year you turn 30
- 35 days from the year you turn 40

If you are not employed during the entire calendar year your annual leave will decrease so that it corresponds to the length of your employment. All employees who are entitled to more than 20 days annual leave are allowed to save one or more of the exceeding days to another year. An employee can save a maximum of 30 days. You can see how many days annual leave you have in Primula Web.

The annual leave has to be planned so that you have a minimum of 4 weeks during the period from June to August. Lund University is responsible for making sure that your annual leave is registered and that it is really taken. The purpose of annual leave is that you should have the opportunity for rest and recreation at the expense of the employer. Sick days cannot be registered as annual leave since the purpose of the annual leave would be lost.

## ANNUAL LEAVE FOR ACADEMIC STAFF

The main rule is that all annual leave is automatically registered consecutively starting on the first Monday after Midsummer's Eve (midsommarafton). If you want to take your annual leave

at another time you have to notify the employer no later than 30 April. If the annual leave is taken at another time the application for this should be made in Primula Web before 30 April.

## ANNUAL LEAVE FOR PHD STUDENTS

Annual leave is included in the four-year appointment and should be applied for using Primula Web. The annual leave should be planned in consultation with and approved by the PhD supervisor.

## ANNUAL LEAVE FOR TA-STAFF

The annual leave should be planned together with your manager and registered in Primula Web.



# Leave of absence

Always talk to your line manager before you plan your leave of absence. There are different kinds of leave, some with pay and some without pay. More instructions you will find at *Staff Pages* under *Employment / Annual leave, leave of absence and sick leave*.

## LEAVE OF ABSENCE WITH PAY

In some cases you are entitled to leave of absence with pay, for example when visiting the doctor or when moving. You can get leave of absence with pay for a maximum of 10 days per calendar year as a result of deaths, funerals or estate inventory proceedings among your own family or closest relatives.

## PARENTAL LEAVE

You can find current regulations regarding parental leave on the Försäkringskassan (Swedish Social Insurance Agency) website. You report your leave to Försäkringskassan but you also have to apply for leave from the University. The leave can be distributed over three periods per calendar year according to the Parental Leave Act (föräldraledighetslagen). Talk to your manager well ahead of time before your leave and apply no later than two months in advance.

## PARENTAL ALLOWANCE SUPPLEMENT

If you are on leave for the birth of a child or for the care of an adopted child you are entitled to a parental allowance supplement from your employer. The supplement is paid for the days during your parental leave for which you receive parental allowance at the basic level or above. The supplement is paid out once your salary officer has received a certificate from the social insurance office confirming that parental allowance has been paid out.

## TEMPORARY PARENTAL ALLOWANCE

When you take so called '10-days' (for the other parent to take in connection with the child's birth) or when you take care of your sick child (temporary parental benefit) you should report this to Försäkringskassan. When you return from your leave you register it in Primula Web and a deduction will be made from your next salary.

More information about parental leave at *Staff Pages* under *Employment / Annual leave, leave of absence and sick leave / Parental leave, parental allowance and parental benefits*.

## Sick leave

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If you fall ill you must notify your manager and the person who is the contact person for sick leave at your department or unit and register in Primula Web. When you are back at work from a short period of sick leave (no more than 7 calendar days) you must register again in Primula Web.

If you are ill for more than 7 calendar days you have to get a doctors' certificate that you give to your manager. The first day of sick leave is unpaid and thereafter Lund University pays 80 % of your salary up till day 15 of your sick leave. From day 15, Försäkringskassan will pay you for your sick leave.

## Rehabilitation

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If you have an illness or injury that affects your ability to work, your employer is bound by law to make adjustments and initiate a rehabilitation process. The purpose of this is to make sure that you can come back to work as soon as possible or come back to another job after your sick leave.

### Different actors in the rehabilitation process

Employees have a responsibility to take an active part in planning and carrying out their own rehabilitation. Head of department or equivalent has an important role in detecting early signs of illness and as soon as possible planning, executing and documenting the adjustments and rehabilitation measures taken. The human resources coordinators at Faculty of Science assist the heads of department in this. The occupational health service (FHV) is also a resource that is contacted in cases of work-related illness and when needed in other cases.

Försäkringskassan coordinates the rehabilitation measures, plans them together with the employee and the manager and coordinates meetings. The work ability of the employee and his or her right to sickness benefits are assessed (by Försäkringskassan) differently depending on the length of the sick leave. The union representatives can provide support to the employee in the rehabilitation process and it is up to the employee to contact the union representative.

More information regarding the routines for rehabilitation can be found on *Staff Pages / Work environment and health / Rehabilitation*. You are welcome to contact your human resources coordinator at the faculty for support and advice.





## Administrative systems

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### PRIMULA WEB

Primula is the HR administration system used by Lund University. In the web-based Primula Web employees can change their address, get salary statements, apply for annual leave, report sick leave and leave to care for sick children, register travels expences etc. You logon to Primula Web with your Lucat-ID.

### LUCAT

This is the online staff directory at the University. Here you can find information about all employees, departments, divisions and units.

### LUBAS

Lubas is the database for education at Lund University. Information on all of the courses and programmes offered at Lund University is gathered in Lubas.

### LADOK

LADOK is the University's system for handling documentation of studies. All results for students and PhD students are reported in this system.

### LUCRIS

LUCRIS is Lund University's research information system. It is a registration interface for scholarly publications and other research information.

### LUPIN

Lupin is the University's electronic purchasing and invoice management system.

These are just some examples. More information about administrative systems you will find on *Staff Pages* (right hand side).

## Professional development

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Lund University provides a range of training courses in areas including management, law, finance and communication. Good professional development enables Lund University's staff to help us achieve the university's vision of being a world-class university. Employees of Lund University are to be given the conditions to perform their duties efficiently, with flexibility and to a high standard in a good working environment.

As an employee of Lund University, you can undertake professional development in order to broaden or extend your knowledge. Information on professional development is available on *Staff Pages / Employment / Professional development*.

Most internal training courses can be found in *Kompetensportalen*. Use your Lucat-ID to log in.

## Whom do I contact?

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### HUMAN RESOURCES

The human resources administrator at your department can answer questions about your terms of employment, leave, benefits, etc. You can also contact any of the human resources coordinators at the Faculty.

### SALARY

If you have questions about your salary, please contact at first hand *Statens servicecenter (National Government Service Centre, SSC)* at [registrator@statenssc.se](mailto:registrator@statenssc.se) or 0771-456 000. The human resources administrator at your department might also help you.

### INSURANCE AND TAX

Your human resources administrator can help you with questions concerning insurance and tax registration. There is also information on *Staff Pages / Employment / Terms of employment*.

### KEYS, ACCESS CARDS, COMPUTERS AND TELEPHONES

These are the responsibility of your line manager.

### PARKING PERMIT

In order to park at LU, you must purchase a daily or weekly ticket from the ticket machines. It is also possible to buy a semester parking disc from the LU Parking Office. You can find more information and opening hours under LU Service on *Staff Pages / Support and tools*.

### NEXT OF KIN

It is important to submit details of your next of kin to the department so that they know whom to contact in the event of an emergency. More information on *Staff Pages / In case of emergency* and the Faculty's internal web under *Crisis management*.

# Lund University

Finally, a very brief overview of Lund University. Since 1666, Lund University (LU) has been a centre for education and new ideas. This is still the case today. The University is an international higher education institution in which over half of the students on the one and two year Master’s programmes and 40 per cent of doctoral students come from abroad. The University has a distinct international profile, with partner universities in over 70 countries.

For a number of years, Lund University has been among the top 100 universities (of around 17 000 institutions) in the most important global rankings. Some of the factors taken into account in the rankings are quality of education, research, teaching, innovations and internationalisation. There are a number of reasons for LU’s good reputation. The University has strong research in many fields and the close links between education and research encourage innovation on a scholarly foundation.

There are eight *faculties* at Lund University:

- Economics and Management
- Engineering
- Fine and Performing Arts
- Humanities and Theology
- Law
- Medicine
- Science
- Social Sciences

## THE UNIVERSITY AND THE SURROUNDING WORLD

Lund University also affects its immediate environment. In Brunnshög, between and around the two research facilities of MAX IV and ESS, a whole new area is under construction – Science Village Scandinavia. This area is to become an expertise cluster with global pulling power in which universities, researchers, students and companies can meet to formulate and solve problems together. MAX IV is the leading synchrotron radiation facility in the world, and research facility ESS will be the world’s most powerful neutron source. MAX IV and ESS will have a major impact on future scientific and industrial development in both materials science and life science.

Knowledge resistance is a growing problem in society today. One example of the University’s engagement in counteracting the increasing knowledge resistance is its membership in The Conversation. The Conversation is an international news-platform in which research-based news is published for free use by all journalists and interested members of the general public.

Another example is the new cross-faculty initiative, LU Futura, with the aim of meeting future societal challenges. LU Futura is to become a unifying platform for future issues that utilises the University’s breadth in education and research.

Welcome to an exciting work at the Faculty of Science at Lund University!

LUND UNIVERSITY IN BRIEF		
<b>FOUNDED</b> 1666, inaugurated 1668  <b>MOTTO</b> <i>Ad utrumque paratus</i> (prepared for both)  <b>VISION</b> A world-class university that works to understand, explain and improve our world and the human condition.  <b>GOAL</b> Highest quality in education, research, innovation and interaction with society. The goal shall be achieved through the following strategies: <ul style="list-style-type: none"><li>• Cross-boundary collaboration</li><li>• Internationalisation</li><li>• Quality enhancement</li><li>• Leader, teacher and employee excellence</li></ul>	<b>STUDENTS</b>	
	Individuals (total over year), whereof international	40 000 8 000
	<b>PROGRAMMES AND COURSES</b>	
	Free-standing courses Study programmes Master’s degree programmes	2 060 240 160
	<b>EMPLOYEES</b>	
	Total (average of year), whereof professors teaching staff, researchers and PhD students technical and administrative staff	7 400 800 4 100 2 500

See you!



## Notes

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FACULTY  
OF SCIENCE

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