

NAVIGATIE



WELCOME TO THE UNIVERSITY OF TWENTE

UNIVERSITY OF TWENTE.



INHOUD

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WELCOME TO THE UNIVERSITY OF TWENTE

DEAR NEW COLLEAGUE,

Congratulations with your new job at the UT!

This introductory booklet will help you with everything you need to know to get started quickly in your new job. This booklet also contains valuable information about the organization and the University of Twente campus, information and news about the UT, important matters related to your employment contract, and a useful checklist for new employees.

We wish you all the best in your career at UT!

Best regards,
Human Resources

OUR STORY

The University of Twente, is a pioneer in fusing technology, science and engineering with social sciences to impact the world around us. Our driving force as students, scientists and educators is a deep sense of connection with people who share a curious, entrepreneurial spirit. The University of Twente is a multicultural community of talented, ambitious people that offers students, scientists and educators from around the world the best possible conditions:

Watch our story in the short [Corporate film Curiosity](#).

- An innovative and vibrant campus with world-class facilities for crossing boundaries and solving complex problems – including state-of-the-art facilities, such as our world-renowned NanoLab, our newly formed DesignLab and a new TechMed Centre currently.
- An engineering approach to societal challenges, merging fundamental technological and social science research with systematic solution designing.
- Core technologies, among the world's best, in fields such as nanotechnology and biomedical engineering, IT, robotics and geo-information science.
- Highly personal education, applying student-driven learning and project-based teamwork to foster synergy, (self-)discovery and out of the box problem-solving.
- An outstanding track record in value creation, starting up and spinning off new businesses (with some 1,000 successful ventures to date) and giving shape to new expressions of social and industrial engagement.

Would you like to learn more about our focus on societal challenges? Go to utwente.nl/research.



STRATEGY SHAPING 2030

The UT is developing a new mission, vision and strategy: Shaping 2030. The mission will outline our purpose, what goals we intend to pursue and what sets us apart from our competition. The vision will describe what we want our organization to look like in 2030, what our long-term ambitions are and what our course should be over the next ten years. Finally, the strategy will translate these abstract goals into concrete, achievable plans. At the core of this strategy are the following three development areas:

- Social
- Sustainable
- Digital

More information about Shaping 2030 is available at www.utwente.nl/en/organization/shaping2030/

CHECKLIST FOR NEW EMPLOYEES

The aim of this 'Welcome to the University of Twente' introduction booklet is to inform you as best we can on a variety of subjects that apply to the University of Twente (UT). The following subjects, however, require your special attention in order to get started quickly and/or to address certain matters efficiently. It is advisable to use this checklist and to take action when necessary!

SUBJECT	MORE INFORMATION
Employee Card	<p>As an employee of the UT you will receive an employee card at the start of your employment. You can use this card for identification purposes and to use the various facilities of the UT, such as including the copy machine, follow-me printing, access to buildings, etc. The card is strictly personal and is provided with your photograph and employee number (M number). The card is not allowed to be used by others. The card is issued by the ICT Servicedesk.</p> <p>Location and opening hours of the ICT Servicedesk. The ICT Servicedesk is open from 8:30 to 17:00. The ICT Servicedesk is located in the Citadel building. Access via the O&O square.</p>
People Pages	<p>People Pages (NL: personen.utwente.nl / EN: people.utwente.nl) is more than just the university's phone directory. It also provides full profile pages for all employees. Available information from other systems will be displayed automatically (for example your publications, the courses you teach, link to your department website) and you can add your own texts (biography, your projects, social media etc.). Documentation is available on www.utwente.nl/peoplepages.</p>
ICT-account	<p>An ICT account will be created for you automatically. This account offers access to ICT facilities. You will receive an activation link on your private email address. Use this link to activate your ICT account.</p>
Cyber Safety	<p>As an employee you want to work safely online and you value your own privacy and that of others. Please go to the cyber safety website to find out what has been arranged by the UT what you can do yourself. You will find information about relevant legislation and the UT policy, an explanation of security incidents and how to report them and tips to protect yourself. Read more at www.utwente.nl/en/cyber-safety</p>
Selfservice through web applications	<p>The UT frequently uses web applications for the purpose of self-service. You can use the web applications to request leave, on the basis submitting hours and expenses. The web applications also offer a digital specification of your salary and annual statement. Go to employees.utwente.nl and log in using your employee number and password.</p> <p>You need to enter your employment pattern via the web application in order to calculate your entitlement to hours of leave. This only applies if you have a part-time contract. More information on the employment pattern is available at: www.utwente.nl/hr/en/terms-of-employment/scope-of-employment/working-hours/</p>

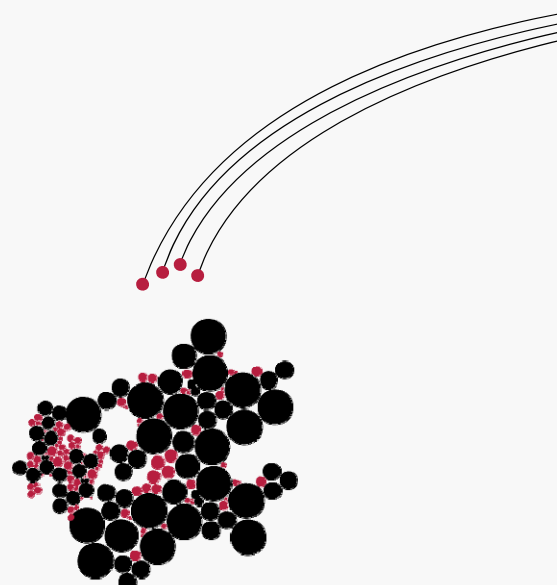
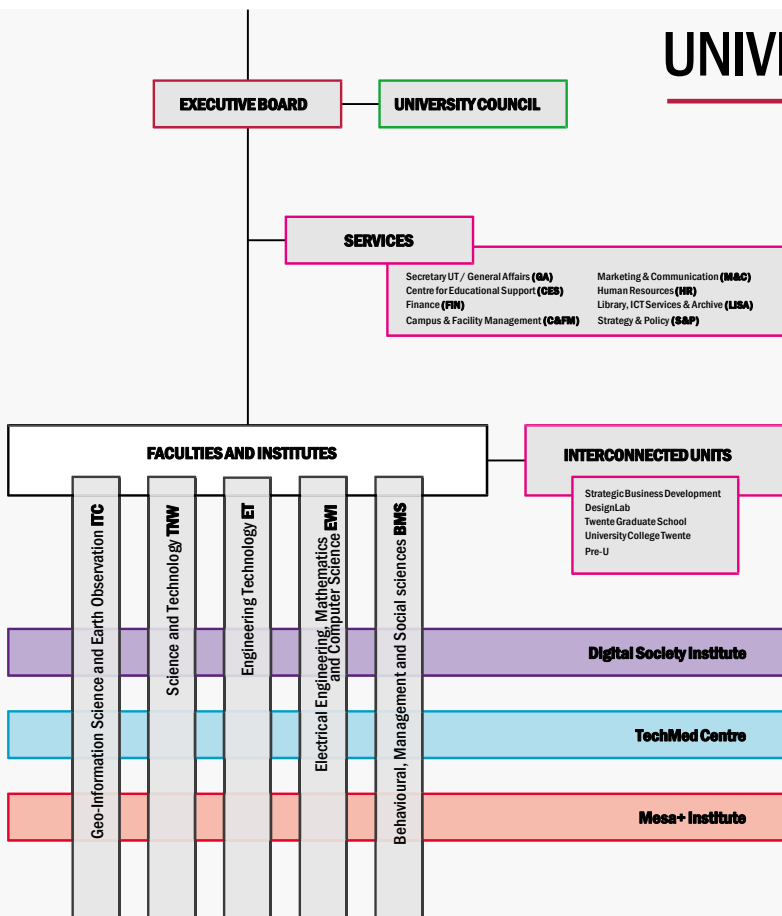
Health insurance MENZIS	<p>The UT has taken out a collective healthcare policy for its employees and their family with healthcare insurer Menzis (collectivity number 20340). More information on collective insurance policies: www.utwente.nl/hr/en/terms-of-employment/insurances/</p>
ABP value transfer	<p>As a UT employee you participate in a pension scheme with the ABP. You can find all your current ABP pension information at www.abp.nl. Please note: If this is your first position with an employer affiliated to the ABP, there is a period of 6 months in which you need to make some choices: If you live together with your partner, you can also register your partner; pension rights accrued in other pension schemes can be transferred to ABP; supplementary pension scheme. You can contact the ABP customer service for questions about your pension situation. The UT also offers the opportunity to consult a pension adviser during an ABP consultation at the UT. You can register for this using the online ABP reservation tool: https://onlinereserveren.abp.nl/ (select 'Programma').</p>
Income insurance in the event of disability	<p>In addition to the law on Work and Income in Accordance with Capacity for Work (WIA) and the Incapacity for Work Pension, the UT has taken out an insurance policy with Loyalis for all its employees against the loss of income. The premium for this is paid for you entirely from Employment Funds. This has been achieved partly due to the support of OPUT (trade unions). For full incapacity for work, the university has taken out a framework contract with Loyalis. Within six months after commencing employment by the university, you can take out an insurance against loss of income in the event of full incapacity for work, without medical selection and at a reduced premium. For additional information on cover, premium and registration, see www.loyalis.nl, under 'Arbeidsongeschiktheidsverzekering' (Disability Insurance).</p>
Survivors insurance (ANW shortfall Insurancesous)	<p>Since the termination of the Anw compensation from the ABP survivor's pension as of 1 May 2018, the UT has entered into an agreement with the insurer elipsLife. The insurance offers extra income for the surviving relative in the event of death. If you wish, you can voluntarily register for this insurance. If you apply for this insurance within one month of starting your employment or within one month after entering into a partner relationship, you will be accepted without medical conditions. For more information about the coverage and the premium go to UT website under "insurances" or to the website of elipsLife.com for the extensive brochure.</p>
Introduction for new employees	<p>Introduction meetings for new employees are regularly held. As a new employee, you will receive an invitation for this meeting. We recommend attending this meeting, as this will help to get settled in quickly. Some of the topics that will be addressed during the meeting are:</p> <ul style="list-style-type: none"> - The mission, vision and strategy of the UT - The UT as an organization and as an employer - Inspiring speaker about his/her activities at the UT <p>More information is available on the HR website: www.utwente.nl/hr/en/recruitment-internationalization/introduction/</p>
Introduction for teachers	<p>Are you a teacher or coordinator looking for direct support with your education or do you want to work on your own professionalization? Contact our colleagues from Centre of Expertise in Learning and Teaching (CELT) or visit their website.</p>
Optional model for terms of employment	<p>All employees of the UT can make use of the optional model. This model allows you to opt in or out for some terms of employment. You can put together a package that fits your personal situation. You can indicate your preference 1x per year (before 1 October). Additional information is available at www.utwente.nl/hr/arbeidsvoorwaarden/keuzemodel.</p>
Housing	<p>The UT guarantees all visa-obliged employees/PhD, researchers and guests a suitable home. We coordinate supply and demand with the regional housing portal Roomspot. If you come here with your family, we advise you to search for other providers, because the UT does not offer suitable housing for families.</p>

Leave	<p>You can apply for leave via the web application 'verlof' (leave). Use your employee number and your unique password to log on to the web application 'Verlof' (Leave). Here, you can see exactly how many hours of leave you have left. In the application you can request vacation leave or special leave. Your supervisor then approves / decreases the leave.</p> <p>If you work part-time, the days on which you work need to be registered for correct calculation of your leave entitlement. Use the web application 'Arbeidspatroon' (Employment pattern) to register your working days.</p> <p>More information on leave can be found at: www.utwente.nl/hr/en/terms-of-employment/leave/</p>
Salary and collective closing days	<p>Your salary will be paid around the 24th day of the month. The university has a number of collective closing days, these are called 'brugdagen' (collective closing days). On these days all staff are required to take a day off. An overview of the salary payments and collective closing days can be found on the HR site, under 'Arbeidsvoorwaarden' (Terms of employment): www.utwente.nl/hr/en/terms-of-employment/salary-</p>
Illness	<p>If you are unable to work due to illness or an accident, you are entitled to (partial) continued payment of your salary. To be eligible for this arrangement, you are expected to meet a number of conditions. These have been set out in the procedure for (report) notification for employees. Both you and your manager have an important key role in making sure that you get healthy again and are able to return to the work process quickly. Always report absence to your manager before 9:00. www.utwente.nl/hr/en/terms-of-employment/absence-reintegration/</p>
Barrier pass for the University of Twente Campus	<p>The Barrier passes is, in principle, only for UT staff with a car that is registered under their own name and address, with a postcode on the campus or the area to the north of the campus. More information is available on the Campus Facility Management website:</p>
Access to buildings / spaces	<p>If you want access to certain secured areas in buildings, or if you still want to have access to the building in which you work outside office hours, you can request this. More information via the website of the Campus Facility Management: www.utwente.nl/fb/en/service_abc/alfabet/abc/access_pass/</p>
Employee portal	<p>The employee portal is the communication portal where you can find all internal communications and events. Here, you also have access to all web applications, where you can handle all personal matters. On the basis of your profile information, you will receive all messages in the portal that are relevant to you (news for UT as well as all news for your unit). In addition, you can subscribe to news and events on the basis of the subject, the building, the sender or the target group. Go to your personal settings (click on your profile picture) and subscribe so you will always be informed about the subjects you prefer. The portal can be accessed through: employees.utwente.nl. If you have messages you would like to share, please fill in the News and Events submission form (See HELP box in the time line of the portal). The editorial department can be reached by sending an email to: staff-news@utwente.nl.</p>
Library account and pass	<p>As a new staff member you automatically receive a library account with your employee card. With this account you can manage your borrower information, make reservations and book renewals. The UT number on the card is the user name of your library account.</p> <p>Through Find UT (university library), you can request a password. Choose Library Links and click on Borrower information.</p>
List of UT abbreviations	<p>The UT uses many abbreviations. A list of abbreviations has been created to help out: www.utwente.nl/mc/alfabet/abc/afkorting_en_ut.</p>
Ancillary activities	<p>Valued possibility at the UT. Permission is, however, required. Permission can be requested through the web application 'Nevenwerkzaamheden' (Ancillary activities). Additional information is available at: www.utwente.nl/hr/en/terms-of-employment/ancillary-activities/</p>
Code of Conduct Confidential advisors	<p>The UT has a Code of Conduct for employees, which includes an ICT Code of Conduct. Additional information: https://www.utwente.nl/hr/en/terms-of-employment/cao-regulations-codes-conduct/</p> <p>The confidential advisor advises and supports individual staff members who are confronted with unacceptable behaviour like intimidation, (sexual) harassment, aggression, violence, discrimination, bullying or stalking. UT staff can also approach the confidential advisor in case of a workplace conflict related to or arising from unacceptable behaviour.</p> <p>Confidential advisors at the UT</p>

ORGANIZATION SET-UP

The UT reports to the Ministry of Education and to the Supervisory Board. The management team of the organization consists of the Executive Board (EB), the deans of the faculties, and the directors of the institutes. The Executive Board is supported and facilitated by eight support departments. A description of these departments can be found below. The University Council (UC) is the central participation body of the UT. The UC frequently consults with the Executive Board. The University Council has a say in the policy of the UT at a central level.

UNIVERSITY OF TWENTE



UNIVERSITY OF TWENTE.

FACULTIES AND INSTITUTES

FACULTIES

The education (Bachelor's and Master's programmes) and research are organized within our five faculties:

- Behavioural, Management and Social Sciences (BMS)
- Faculty of Engineering Technology (ET)
- Faculty of Electrical Engineering, Mathematics and Computer Science (EEMCS)
- Geo-Information Science and Earth Observation (ITC)
- Faculty of Science and Technology (TNW)

RESEARCH INSTITUTES

In our research institutes the UT connects technology (High Tech) to human behaviour and social relevance (Human Touch).

- Digital Society Institute
- TechMed Centre
- Mesa+ Institute

Watch the [animation video](#) below to learn more about how our organisation is structured.

DEPARTMENTS

1. GENERAL AFFAIRS

The General Affairs department supports the Secretary of the University. It consists of the management support executive board, Operational Audit, the Innovation Lab, the Projects Office and U-Today. More information on General Affairs is available at: www.utwente.nl/az/en/

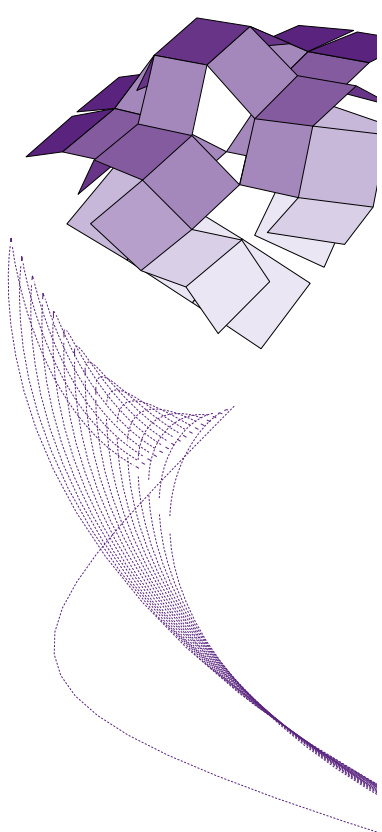
2. CENTRE FOR EDUCATIONAL SUPPORT

The Centre for Educational Support (CES) of the UT handles all support activities for students, such as student guidance and information, registration of certificates, international office, study progress and timetables. Read more on the CES at: www.utwente.nl/ces/en/

3. FINANCE

The Financial department has a policy-supporting, supervisory and executive role with respect to financial matters. This concerns the primary process as well as the university's administration. Its tasks are carried out within the departments Financial services, Financial Business Support and Financial Governance & Compliance.

The mission of Finance department has been phrased as follows: 'The formulation, implementation and monitoring of the financial, economic and administrative policy on the basis of the strategic objectives of the university. These activities are intended to provide the university's management with an optimal management and administrative instrument that will guarantee effective and efficient use of financial resources.' More information is available at: www.utwente.nl/fez/en/



4. CAMPUS & FACILITY MANAGEMENT

The Campus & Housing department supports with all its enthusiasm and commitment all campus users, to achieve their various goals. This means that we provide support for teaching and research on a campus with a lively community where everyone feels at home.

Discover the campus and its possibilities. No matter whether you're familiar with the campus or not: everyone will be able to discover something new.

There are numerous activities you can join: prepare to be surprised by the lively atmosphere on our campus. Want to organize an event? Attend a show? Get involved in sports? No need to look further – it's right here.

www.utwente.nl/en/cfm/

5. HUMAN RESOURCES

The UT aims to offer its staff a stimulating environment in which you can excel in your field of expertise. An inspiring, challenging, flexible and sustainable environment for (scientific) talent. Faculties departments and employees are supported in this by the HR department. HR's core activities are: terms of employment and legal status, career development and professional development, safety, health and the environment, recruitment and internationalization. Additional information is available at: www.utwente.nl/hr/en/

6. LIBRARY, ICT-SERVICES & ARCHIVE

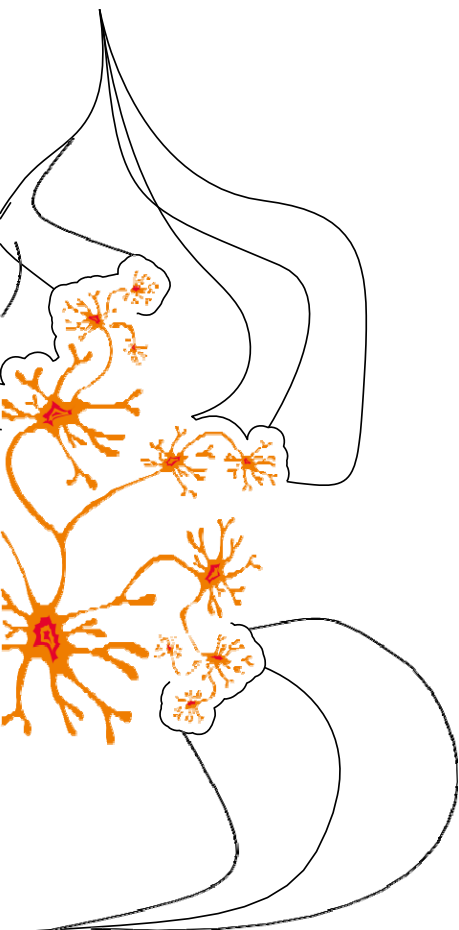
Library, ICT and Archive are combined in one department: LISA. Our services are highly diverse, but what they have in common is the growing importance of digitalization to the UT. By combining our efforts, we can offer better and more efficiency support to research, education and operational management. The benefit show, for example, in the management of research data and in ICT & Education. We offer support to students, employees and guests.

Visa aims to continually improve and innovate our services. This is best achieved in consultation with the people for whom LISA provides the services: the staff and students of the UT. All feedback is welcome, from tentative suggestions to elaborate ideas for improvement and innovation. Visit our website: www.utwente.nl/lisa.

7. MARKETING & COMMUNICATION

Marketing & Communication (M&C) plays a key role between the Executive Board, other departments, faculties, institutes and the world outside of the UT.

M&C assists in the realization of the strategic plan by firmly positioning the University of Twente in the market and by ensuring optimum communication between the university and the various target groups. The marketing and communication strategy of M&C focuses on the primary objectives: higher visibility and profiling; inflow and recruitment (of the desired quality and quantity) and raising and retaining internal and external 'ambassadors'. M&C is divided into three sections: Marketing, Communication and MediaLab. More information on M&C and a summary of the products and services catalogue can be found at: www.utwente.nl/mc/en/



8. STRATEGY & POLICY

Strategy & Policy (SP) supports (the Executive Board of) the UT in formulating, shaping, monitoring, evaluating and reinforcing the strategy. It also plays an important supporting role in the further implementation of Shaping 2030. SP focuses on the general strategy of the UT ('corporate strategy'), rather than on the functional strategy (HR, Finance, etc.).

More information about SP can be found at: www.utwente.nl/en/sp/

9. PARTICIPATION (UNIVERSITY COUNCIL)

Some people love them, some people just see them as a necessary evil. Still, the University of Twente's various participation councils play a vital role in our academic community: they represent our staff and students. Not only do they provide important checks and balances on university policy, but they also help shape it. This includes policy areas such as education, research, human resources, facilities and finance.

UT has participatory bodies at various levels, each with its own remit. The University Council is the university's central representative body, and as such meets with the Executive Board on a regular basis. Consultation also takes place at lower levels through the faculty councils and the service department councils, which involves, respectively, the relevant deans and department heads. Members of the University Council, the faculty councils and the service department councils are chosen directly. Members of the institute councils, on the other hand, are appointed by the university's scientific director on the joint recommendation of the relevant faculty councils. The standard term of office is two years for staff and one year for students.

Would you like to participate in the participation council? Information can be found on the site:

[Participation of the UT](#)

10. TRADE UNIONS/OPUT:

Negotiations on employee matters concerning terms of employment and legal status are a responsibility of the Executive Board and take place in local employee consultations referred to as "OPUT". The OPUT represents the interests of the employees of the university and ensures good working conditions, safety and health, and equal treatment. OPUT ensures that the collective labour agreement for Dutch Universities is adhered to. OPUT uses employment funds to improve the working conditions for employees.

OPUT ensures that the collective Agreement of Dutch Universities (CAO) be implemented with employment funds. OPUT improves the working conditions for employees.

If you want to support the trade unions and OPUT you can become a member of one of the participating unions.

More information can be found on the website of OPUT: www.utwente.nl/oput and in the digital folder www.utwente.nl/nl/oput/folder-oput/folder.pdf

WHAT YOU NEED TO KNOW

CAO NU

All universities in the Netherlands have made collective labour conditions arrangements for their employees at a sectoral level: CAO NU. CAO NU regulates terms of employment such as salary, pension, leave and social security. CAO NU is a standard collective labour agreement. This means that some terms of employment can be further specified at the level of the organization. The CAO NU is arranged by the Association of Dutch Universities (employer organization) and four employee organizations. For more information: www.utwente.nl/hr/en/terms-of-employment/cao-regulations-codes-conduct/

HR INTERNATIONAL SERVICE TEAM

Employees with different nationalities are employed at the UT. Before you start working at the UT as an international employee, you need to be well prepared and you need to have the correct documents and permits. The HR International Services Team is specialized in Dutch immigration procedures. They make the arrangements for the visa applications and residence permits for work for upcoming and current international (guest) employees and also for spouses and/or children if that is the case. The HR International Service Team also takes care of the extension of residence permit, as and when necessary. Additionally, International Service Team provides information on living and working in the Netherlands. More information about preparing to come to the Netherlands see www.utwente.nl/en/organization/careers/

SALARY PAYMENTS AND DIGITAL SALARY SPECIFICATIONS

Curious to know when your salary will be paid? Or would you like to be informed about your salary slip? Go to www.utwente.nl/en/hr/terms-of-employment/salary-remuneration. Every month, you can retrieve a digital specification of your salary slip through the web application 'Salarisspecificatie' (Salary specification).

At the end of the year you will receive an annual statement. This document you will find on the website 'Salarisspecificatie'

30% COMPENSATION SCHEME FOR FOREIGN EMPLOYEES

Employees of the University of Twente who have been recruited from abroad and have specific expertise that is scarce or unavailable in the Netherlands may, under certain circumstances, exchange around 30% of their salary for a tax-free payment. Tax-free means that the university does not apply income tax or social insurance contributions to this payment. This generally results in a higher net salary.

The tax-free allowance is intended to compensate the extra costs that are inevitably involved in accepting (temporary) employment outside your own country of residence. These extra costs also include expenses for accommodation. The use of the 30% reimbursement scheme means that the university does not reimburse such costs separately.

If you are eligible for the 30% scheme and you choose to be included in it, the relevant parties will make additional agreements on this, which are deemed to be part of the employment contract.

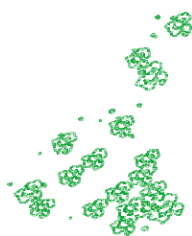
You can find further information about the applicable terms and the consequences of this decision at www.utwente.nl/hr/arbeidsvoorwaarden/keuzemodel.

LEAVE

If you will be employed on a part-time basis, your basic entitlement to annual leave is 232 hours pro rata. You will find an overview of how much leave you are currently entitled to on your digital leave card. You can view this digital leave card using the 'Leave Registration' web application.

EMPLOYMENT PATTERN

If you work part-time, the days on which you work need to be registered for correct calculation of your leave entitlement. Use the web application 'Arbeidspatroon' (Employment Pattern) to register your working days.



DAILY WORKING HOURS

Daily working hours are in the morning from 8:30 to 12:30 and in the afternoon from 13:15 to 17:15. If you do not want to work at these hours, you can arrange different working hours with your manager. Starting point is that the formal working hours per working day must be no more than 8 hours and that your working hours are between 7:30 and 18:00.

Arrangement for breaks must be in accordance with the Working Hours Act.

NON-STANDARD WORKING HOURS

Some positions are subject to special requirements, which may also involve different working hours. This applies, for example, to employees who are employed in education, at the laboratories, in the workshops, in the restaurant, at the sports facilities, and in security. If special working hours apply to your job, you will receive a written confirmation of this. Under exceptional circumstances, work may be stopped in consultation with the Human Resources department. In the event of high temperatures the manager of your faculty or department may set changed working hours.

FULL-TIME EMPLOYMENT

At the UT full-time employment is based on 38 working hours per week. Salary is therefore paid for 38 hours per week. In practice, a working week in case of full-time employment consists of 40 working hours. This results in a surplus of 2 hours per week. This is compensated in the form of 96 compensation hours per year. This only applies in the case of a full-time employment, and not for employees with an employment contract for less than 38 hours.

HOLIDAY ALLOWANS AND END-OF-YEAR BONUS

The holiday allowans amounts to 8% and the en-of-year bonus amounts to 8.3%.

CHARTER FOR DOCTORAL CANDIDATES

The purpose of being employed as a PDENG is further scientific training and education and the successful completion of the project, resulting in a technological design, based on the project description that you are familiar with. The project consists of a realistic design assignment, is carried out in a commercial setting and is based on an established project description. To this end, in consultation with you and in agreement with the designated supervisor, a training and supervision plan will be drawn up within three months of you commencing employment. Important matters in relation to your duties, reporting obligations, supervision and guidance, assessment, and so on, will all set out in writing.

Within a year of starting your employment, you will be assessed on the results that you have achieved. A favourable assessment will lead to the continuation of your employment. A negative assessment may lead to termination of employment.

The purpose of being employed as a PhD candidate is further scientific education and development, and the successful completion of a doctoral thesis, based on the project description that you are already familiar with. The PhD candidate has three areas of activity, in principle: research, education and teaching. To this end, in consultation with you and in agreement with the designated supervisor or thesis supervisor, a training and supervision plan (T&SP) will be drawn up. Within three months of commencing employment, the T&SP must be added to the PhD monitoring system and approved.

A qualifier will take place after 6 to 9 months, followed by an assessment. A favourable assessment will lead to the continuation of your employment. A negative assessment may, if the subsequent remedial period does not lead to any improvement, lead to termination of employment.

Please refer to the website for more information regarding your job profile:

www.utwente.nl/hr/arbeidsvoorwaarden/ufo. Choose the UFO classification tool. You can then log in with the username: UT and the password: utufo.

JOB RANKING

More information on job profiles and result areas can be found on www.utwente.nl/hr/en under the subject Academic job-ranking under Classification instrument UFO. You can Log in with usernamen: UT and password: utufo.

BKO-OBLIGATION

Your position requires a Basic Teaching Qualification (BKO); the BKO certificate must be obtained within 3 years after the start of your appointment. The educational service at the Centre for Education Support (CES) will contact you in due course to make further agreements with you and your supervisor regarding this. They will look at whether there are any grounds for an exemption in your case (because you have already obtained comparable certification) or whether your circumstances provide grounds for a modified BKO programme. In such cases, adjustments may be made due to the length or possibly temporary nature (less than 3 years) of your employment, the nature of the work or because you have already acquired certain teaching competences. You can ask for further information at www.utwente.nl/ces/od/professionaliseren/bko, the educational service department of the Centre for Educational Support or from your HR Adviser.

ENGLISH LANGUAGE PROFICIENCY

A language requirement applies to your position with regard to your command of the English language. An assessment will need to be carried out within 6 months of the start of your appointment in order to gauge your level of proficiency. You will receive an invitation to participate in due course. If you qualify for an exemption on the basis of the exemption requirements specified, this will be decided in consultation with the HR Manager. For more information about the language policy and the assessment itself, you can contact your HR Department or the Language Coordination Point (TCP) (www.utwente.nl/ces/tcp).

COLLECTIVE INSURANCE

The UT has a number of collective insurance policies for employees. These include:

- Health insurance (framework contract)
- Private non-life insurance (framework contracts)
- Disability insurance
- Survivors insurance/ Anw shortfall insurance (framework contracts)
- Travel insurance for business travel
- Accident insurance for members of the emergency response team
- Liability insurance

An overview of these insurance policies is available at:

www.utwente.nl/hr/en/terms-of-employment/insurances/

DOMESTIC BUSINESS TRAVEL BY NS BUSINESS CARD

The NS Business Card is an OV chip card, the Dutch public transport pass, for employees of the UT to be used for domestic business travels by train. In addition to business travel by train, the NS Business Card also includes use of the NS bicycle parking, subject to the conditions of the taxi service. For more information, see: www.utwente.nl/hr/en/terms-of-employment/business-travel/ns-bc/

TRAVEL INSURANCE

Are you going on a business trip abroad? Before departure, make sure to register your trip in the web application International registration and travel insurance. The travel insurance for business travel is paid by the UT. When you register your travel data, the UT may be able to offer assistance in the event of an emergency.

INCOME INSURANCE IN THE EVENT OF INCAPACITY FOR WORK

In addition to the statutory insurance under the laws on Work and Income in Accordance with Capacity for Work (WIA) and the Incapacity Pension (AAOP), the UT has taken out an insurance policy with Loyalis for all its employees against the loss of income due to partial incapacity for work. The premium for this is paid for you entirely from Employment Funds. This has been achieved partly due to the support of OPUT (trade unions). For full incapacity for work, the university has taken out a framework contract with Loyalis. Within six months after commencing employment with the university, you can take out an insurance against loss of income in the event of full incapacity for work, without medical selection and at a reduced premium.

For additional information on cover, premium and registration, see www.loyalis.nl under Arbeidsongeschiktheidsverzekering.

DEVELOPMENT AND MOBILITY

As an enterprising university, we are ambitious and we want to perform our core activities in the best possible way: education, research and knowledge valorization. Attracting and retaining high-quality employees, the use of own talent and the promotion of quality are of paramount importance. One of the ways to achieve this is through the development of our employees. The Career Development Centre offers our employees a range of activities in the area of development and mobility.

Plenty of training courses are available for executives and employees. A summary of current courses is available at: www.utwente.nl/en/ctd.

Information and inspiration for your own professional and career development:
www.utwente.nl/hr/mijnloopbaan/en/

Current staff vacancies: www.utwente.nl/en/organization/careers/internal/

DIVERSITY

Diversity in the organization is important to the UT. Our diversity programme specially focuses on women. This website shows our practical realization of 'gender diversity':

www.utwente.nl/hr/loopbaan/talentontwikkeling/vrouwelijk_talent. If you are working in a scientific position and would like to share your experiences with other female scientists and further enhance your professional career you can do so within the 'Female Faculty Network'.

More information: www.utwente.nl/en/ffnt.

If you are a female employee working in a supporting position and you want to develop your network or want to share your knowledge and experience with female colleagues, you can join the "OBP Vrouwennetwerk voor Ondersteunend en Beheers Personeel".

More information is available on the website: www.utwente.nl/obpvn.

TWENTE GRADUATE SCHOOL

Twente Graduate School (TGS) is the university institution where all doctoral candidates are registered. The TGS facilitates the quality assurance for the doctoral degree programmes by means of the doctoral candidate tracking system (ProDoc). This includes: the training and guidance plan (T&SP, within 3 months), the Qualifier (after 6-9 months), the annual assessments and the protocol of the Doctoral Degree Board for the defense of the doctoral thesis.

Within two months after the start of employment, the employee candidate is invited for an interview at TGS. This includes, among other things, further details on ProDoc and the education programme of, in principle, 30 ECTS as part of the doctoral degree programme. The education programme for a doctoral candidate consists of courses for deepening, broadening, academic skills and career development.

TGS offers a guideline for the doctoral candidate for setting up an educational programme in consultation with their thesis supervisor and adviser that fits the objectives of the candidate. For more information:

www.utwente.nl/en/education/post-graduate/tgs.

DOCTORAL CANDIDATES NETWORK TWENTE

The PhD Network of the UT (P-NUT) was conceived and is organized by doctoral candidates. It represents all doctoral candidates in communications with other units of the organization, such as the Executive Board, Twente Graduate School, Human Resources and PhD Network Nederland (PNN). The main objectives of P-NUT are: to connect, to inform and to represent. P-NUT brings doctoral candidates together in order to share knowledge and experience, and looks after the interests of doctoral candidates to allow them to complete their PhD programme efficiently and successfully. Additionally, P-NUT provides an informal platform for meeting other doctoral candidates within the UT through a variety of events organized by P-NUT.

HEALTH & SAFETY

De The University of Twente wants to offer a healthy, safe and stimulating working environment, where employees can work safely. The department of Safety, Health and the Environment of Human Resources provides information on good working conditions at a central level. It also takes care of matters with regard to the environment, radiation, genetically modified organisms and absence due to illness. A number of faculties and departments have health and safety coordinators. They are your first point of contact for questions pertaining to safety, health and safety.

Go to www.utwente.nl/en/hr/health-safety/ to see who is the health and safety coordinator at your faculty or department.

The UT also wants to make a positive contribution to the health and well-being of its employees. This is why, for example, the university offers free use of sports facilities, a variety of courses, consultations with a physiotherapist and dietician, and occupational health and safety assessments of workplaces.

Occupational health and safety assessments of workplaces (ARBO)

Almost all UT staff often work with a computer. One of the risks of this is the development of arm, neck or shoulder complaints (RSI) due to a workplace that is set up incorrectly. Such complaints can be prevented relatively easily.

More information and instructions for the best set-up of your workplace can be found at www.utwente.nl/rsi. In case of doubts about the set-up of your workplace you can always contact the health and safety coordinator of your faculty or department

www.utwente.nl/hr/en/health-safety-environment/organization-information/organization/hse-coordinators/

The full offer can be found on www.utwente.nl/hr/en/health-safety-environment/

The UT takes its responsibility in connection with health, safety and the environment seriously and we ask our staff to do the same. It is therefore important that employees acquaint themselves with the general rules for health, safety and protection of the environment.



HOW TO STAY INFORMED

EMPLOYEE PORTAL

The new employee portal is where you can find all internal communications and events. Here, you also have access to all web applications, where you can handle all personal matters. On the basis of your profile information, you will automatically receive all messages in the portal that are relevant to you (as well as all news for your unit). In addition, you can subscribe to news and events on the basis of the subject, the building, the sender or the target group. The portal can be accessed through: employees.utwente.nl. The editorial department can be reached by sending an email to: staff-news@utwente.nl.

CAMPUS APP

Campus app guides you to your meeting, the parking spot closest to your appointment or any other outdoors point of interest. Don't have a meeting on the campus yet? Don't worry, the Campus app allows you to explore the campus, see and join upcoming events or post on the message board. If you're already here, you can even see which events are happening near you right now!

SOCIAL MEDIA

For social media, a separate website is available at the UT. Here you will find answers to questions such as:

- what are the UT's corporate accounts on social media?
- which accounts does UT have on social media?
- the UT is represented on which social media?
- what do you have to pay attention to if you want to start using social media yourself?
- how do you use social media for an event?
- who is approachable about in the social media team of the UT?
- how can I deliver content for the UT channels on social media?
- which agreements and best practices are there at the UT?

For these and more questions see: www.utwente.nl/en/social-media/

YAMMER

The UT uses Yammer as an internal social medium. Like Twitter, Yammer is a service for posting (short) messages, such as requesting assistance, knowledge and information sharing, and updates on the projects you are working on. Yammer can be accessed through the website or through an app on your desktop or phone. You can post messages to everyone in the network, but you can also send private messages and like other people's messages. You can login with your own UT email address. The service is free. Yammer offers a group that's available for everyone at the UT, but it is also possible to create and manage your own sub-groups. <https://www.yammer.com>.

U-TODAY

U-Today is the journalism-independent news medium of the UT and focuses on news, backgrounds and opinions at the UT and its environment.

Articles about campus, student life, education, research, knowledge, entrepreneurship and internationalization get a lot of space. The articles comes from four editors and a varying number of freelance employees, including students. The independent journalistic position is anchored in an editorial statute.

Maaïke Platvoet is chief editor of U-Today. [Go to he U-Today website.](#)

COMMUNICATIONS

WHERE DO I FIND THE HOUSE STYLE RULES AND LETTER TEMPLATES?

The house style page www.utwente.nl/huisstijl of the UT contains all rules for the house style and applications. This is also where you can find letter templates and Powerpoint templates. If you have any questions about the house style, please contact the Traffic department by either sending an email to traffic@utwente.nl, or by calling tel. 2285 / 4113.

PRINTING

Do you want to create a folder, brochure, invitation card, business cards or any other type of printed matter? Maybe you know exactly what you want, but it could also be that you only have a general idea that still needs to be realized. M&C has all the skills and contacts required for providing optimum support. It has, for example, a private studio where the layout of printed matter is handled, professional printers, and all skills and experience in the field of printing.

PRESS & PUBLICITY

Media interest is very important to the UT. Everyone can contribute to this; it is even highly desirable. If you have a topic that you think may be of interest to the press, please inform the press relations department at persrelaties@utwente.nl. If you featured in the media as a UT employee, fill out the form on www.utwente.nl/mc/persrelaties/mediaprijs/doe_mee.

The objective of the 'UT in the Media'-award is to bring the results of scientific research closer and more frequently to the attention of a wider audience. The award is given to the top performers in the media. Would you like to find out more about the UT in the Media award? Visit the site:

UTinthemedia.

ANY ONLINE QUESTIONS (WEBSITES, SOCIAL MEDIA, WEB EDITING)?

The UT uses the content management system Webhare. You can get an account for this system, allowing you to manage your own site. A web manual has been created for assistance in setting up and maintaining a website. In addition, regular Webhare courses are available. For more information: www.utwente.nl/en/websites/

M&C PRODUCTS AND SERVICE CATALOGUE

All products and services of the Marketing & Communication department can be found on the www.utwente.nl/en/mc/service-abc/

CAMPUS

GP, DENTIST AND PHYSIOTHERAPIST

There is a GP, dentist and physiotherapy practice on Campus. Additional information is available at: www.utwente.nl/en/campus/facilities/health-care/

SPORTS ON CAMPUS

The sports centre at the University of Twente's Campus offers sports and sports facilities for students with a UnionCard, employees and other customers. See what is on offer at: www.utwente.nl/sport/en/

PARKING

Parking locations are indicated with a P on the map of the UT.

The map can be found in the annex at www.utwente.nl/download/campusmap.pdf. More information on parking can be found on the website of the Facility Department:

www.utwente.nl/fb/en/service_abc/alfabet/pqrs/parking/

MAP

MAP OF THE UNIVERSITY OF TWENTE

Bastille (BA)	48	DesignLab*** (DL)	17 ^A	Hogekamp (HO)	45	Nanolab* (NL)	16
Blokhutten (BL)	63	De Boerderij	42	Horstring** (HR)	21	Noordhorst** (NH)	24
BMC (BI)	32	Drienerburghut (DR)	44	Horstoren (HT)	20	O&O plein (OO)	0
Boerderij Bosch (BB)	62	Erve Holzik (ER)	40	ITC (ITC)	75	Oosthorst** (OH)	26
Box (BO)	53	The Gallery (GY)	17	CAD terrain (KT)	30	Openluchttheater (OUT)	56
Buitenhorst** (BH)	29	Garage (GA)	5	Kleinhorst** (KH)	23	Paviljoen (PA)	6
Carillon (CN)	4	Gronddepot	39	Linde (LI)	61	Ravelijn (RA)	10
Carré* (CR)	15	Hal B (HB)	13	Logica (LO)	65	Schuur (SR)	43
Citadel (CI)	9	High Tech Factory (HTF)	46	Meander** (ME)	27	Seinhuis (SH)	7
Cubicus (CU)	41	Hogedruklab (HD)	8	Mondriaan (MO)	59	Sky (SK)	51
						Sleutel (SL)	58
						Spiegel (SP)	2
						Sportcentrum**** (SC)	49
						Stall (ST)	63
						TechMed Centre (TMC)	18
						Technohal (TL)	18
						Teehuis (TH)	14
						Tennispark (TP)	64
						The Gallery (GY)	17
						Trial-terrain (TT)	39
						U Parkhotel (UP)	45
						Vleugel (VL)	3
						Vlinder (VI)	60
						Vrijhof (VR)	47
						Waaiert* (WA)	12
						Westhorst** (WH)	22
						Windpark (WP)	31
						Zilverling (ZI)	11
						Zuidhorst** (ZH)	28
						Zwembad binnen (ZW)	49
						Zwembad buiten (ZW)	57

Downloadable at www.utwente.nl/campusmap for a 3d-version see maps.utwente.nl

UNIVERSITY OF TWENTE.