ULB Researcher’s Handbook

Assistants-Researchers
FNRS Research Fellows
Fellowship-holders
Postdoctoral researchers
PhD candidates
Teaching assistants
FNRS Postdoctoral researchers
Contract researchers/Researchers on a work contract?
AEX
ATLV
Dear members of scientific staff, Dear colleagues,

It gives us great pleasure to announce that in this 2015-2016 academic year, a handbook dedicated to members of the ULB’s scientific staff is now (finally) available.

As representatives of the members of the scientific staff at our University’s Plenary Assembly, we have had the opportunity to observe on numerous occasions that one of the greatest difficulties the scientific staff have to contend with is the lack of information inherent to its various statuses. Do I have the right to unemployment benefit after my thesis? Will my fellowship be taken into consideration for my pension? Am I a member of the University’s staff? What opportunities are offered to travel to a foreign country to pursue my research? What financial resources are available to me to carry out my research work? You are probably not in a position to answer all these questions. Rest assured, you are not the only one.

One of the aims we set ourselves during our term of office was to bring together in a single document all the information the scientific staff could benefit from. Whilst answers to some of the questions above could be found after a little time spent searching, it is clear that if you don’t know what you should be looking for, you will find nothing. This handbook has a two-fold role. Firstly, to provide an adequate answer to all the precise questions which might be asked. Secondly, to offer relevant information which might not have been thought of.

The handbook will cover several major topics. First of all, you will be able to find out more about your status and its associated benefits within the University. Next, the question of social welfare rights for the different statuses will be addressed. Indeed, each status and each method of funding gives rise to disparities between researchers and it is vital that all researchers have access to this information, whether they be doctoral or postdoctoral researchers or have any other researcher status. Then you will be informed about the range of training sessions, sources of funding and practical resources available to you. Finally, an entire section of this handbook is devoted to well-being, including the solutions to be considered should you run into difficulties. Indeed, one of our most hard-fought struggles concerns the well-being of doctoral candidates who, often isolated, easily fall prey to mental unwellness, sometimes with serious consequences.

We would also officially like to welcome you within the scientific staff, both those of you who have just been hired and those who until now never knew that they were part of the scientific staff. We hope that this first edition of the handbook will meet your expectations, and we would like to take this opportunity to ask you to contact us should you notice any omissions. We would be happy to continue to refine the content of this handbook, in collaboration with all the University’s scientific staff.

The scientific staff delegation to the Plenary Assembly
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1. FIRST STEPS AT THE ULB

Where your ‘First steps at the ULB’ are concerned, we invite you to consult the chapter on this topic in the handbook for all newly hired staff, which is intended for you as a member of scientific staff, and also for academic staff and administrative, technical, managerial and specialised staff. Like all new members of staff at the University, you must go through the same initial procedures, so will be asking yourself the same preliminary questions concerning your new work environment.

This brochure therefore aims to be of a practical nature, bringing together a large amount of general information about the University and listing by subject many useful links and contact details.

It is distributed by the Personnel Service in the Human Resources Department to people who have been appointed by the University, at the institutional welcome session organised for newly hired staff in November-December, and it can also be consulted online in e-book format: http://www.ulb.ac.be/liseuse/guide_du_nouvel_engage/
2. THE VARIOUS TEMPORARY SCIENTIFIC STAFF STATUSES

Posts paid out of the operating budget (ULB)
(For further information about these statuses, please also consult the Texte coordonné des dispositions relatives à la carrière du corps scientifique et du corps académique: https://www.ulb.ac.be/ulb/greffe/documents/docs/DISPO-SCIENT-ACA.pdf).

<table>
<thead>
<tr>
<th>Title</th>
<th>Degree &amp; conditions</th>
<th>Post (FTE)</th>
<th>Duration of post</th>
<th>Work content</th>
<th>Renewal</th>
<th>Scale</th>
<th>Evolution Promotions</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>EU Master’s degree + meet entry requirements for PhD programme</td>
<td>1 or 0.50</td>
<td>2 years if post commences at the beginning of the academic year; otherwise, post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Research and student tutorials (the workload, other than research, is not limited to student tutorials – see article 6 of the Texte coordonné). Full time: twice Half time: 5 times + 1 year, on an exceptional basis, if the thesis has not been completed. For the conditions, see the Texte coordonné. Non-renewable post after the doctorate.</td>
<td>510</td>
<td>Postdoctoral Researcher (competitive selection). Appointment based on profile following a vacancy. Objective: to obtain a doctorate (6 years or 12 years if half time). Cannot be combined with a Teaching Assistant position or with a fellowship.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant chargé d’exercices (AEX) (Teaching Assistant)</td>
<td>EU Master’s degree</td>
<td>0.20 max. (splittable 0.05 – 0.10 - 0.15 – 0.20)</td>
<td>2 years if post commences at the beginning of the academic year; otherwise, post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Student tutorials and other course-related work. Renewable 2-year appointment.</td>
<td>505 (hourly rate)</td>
<td>/</td>
<td>The person must be able to carry out another main professional activity outside the ULB. Can be combined with some other types of post (except for Assistantship or fellowship). Period not taken into account for appointment as an Assistant or promotion to “Premier Assistant” (Senior Research Assistant).</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Degree/Qualification Required</td>
<td>Post splittable</td>
<td>Period of Appointment</td>
<td>Student Tutorials &amp; Course-Related Work</td>
<td>Automatic Renewal Possible After Two Two-Year Renewals</td>
<td>Minimum Salary</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Assistant.e chargé.e d’exercice adjoint.e à un.e titulaire de langue vivante (Language teaching assistant) (ATLV)</td>
<td>EU Master’s degree</td>
<td></td>
<td>2 years if post commences at the beginning of the academic year; otherwise, post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Student tutorials and other course-related work (course design, assessment, etc.).</td>
<td>Automatic renewal possible after two two-year renewals.</td>
<td>€510 (€530 if you have a Doctorate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant.e pédagogique (Teaching assistant)</td>
<td>EU Master’s degree + upper secondary education teaching degree or proven teaching experience.</td>
<td>1</td>
<td>2 years if post commences at the beginning of the academic year; otherwise, post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Student tutorials and other course-related work (course design, assessment, etc.).</td>
<td>Automatic renewal possible after two two-year renewals.</td>
<td>€510 (€530 if you have a doctorate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post-doctorant (assistant.e docteur.e) Postdoctoral Researcher</td>
<td>Doctorate</td>
<td>1</td>
<td>3 years</td>
<td>Research + teaching (max. 60h/year).</td>
<td>/</td>
<td>€530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temporary staff</td>
<td>See degree required</td>
<td></td>
<td></td>
<td>See degree required</td>
<td>Maximum total duration: 1 year.</td>
<td>/</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Teaching of modern languages. Authorised to use the title ‘Language Teacher’ immediately on appointment.

Teaching support for BA1 courses.

Appointment based on profile following a vacancy (Conditions in the Texte coordonné). FRS-FNRS Postdoctoral Researcher or Research Associate.

Competitive selection (min. 5 years as Assistant). Applications can be made once only (with some exceptions).
Posts paid via the ULB using the university’s own funds or external funding (FNRS, FRIA, FRESH, ARC, MINI-ARC, WIENER-ANSPACH, etc.)

(For information about these fellowships, you can also contact the funding bodies and institutions, independent of the ULB, which fund them)

<table>
<thead>
<tr>
<th>Title</th>
<th>Degree &amp; conditions</th>
<th>Post (FTE)</th>
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<th>Renewal</th>
<th>Scale</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral Fellowship</td>
<td>Be registered on a PhD programme at the ULB or at another university.</td>
<td>1</td>
<td>Minimum one year (unless an exemption is granted by the Human Resources Department).</td>
<td>Exclusively research.</td>
<td>Annual, maximum 4 years.</td>
<td>FRIA amounts</td>
<td>Fellowship holders are not in a subordinate relationship with the University, in that they are not bound to it by an employment contract. The activity must be performed outside an employment contract, and the fellowship can in no way be a substitute for an employment contract. Fellowship holders cannot engage in any tutoring and teaching activity or other activity in addition to their research activity, whether it is paid by the University or not. For more information, consult the Guide to Doctoral and Postdoctoral Fellowships: <a href="http://www.ulb.ac.be/drh/prc/prc-docs/Vademecum_bourses.pdf">http://www.ulb.ac.be/drh/prc/prc-docs/Vademecum_bourses.pdf</a>.</td>
</tr>
<tr>
<td>Postdoctoral Fellowship</td>
<td>International mobility researcher who has held a PhD for a maximum period of 8 years when the fellowship is awarded.</td>
<td>1</td>
<td>Minimum 3 months (unless an exemption is granted by the Human Resources Department).</td>
<td>Exclusively research.</td>
<td>Annual, maximum 3 years.</td>
<td>Reference 530</td>
<td>Fellowship holders are not in a subordinate relationship with the University and are not bound to the institution by an employment contract. The activity must be performed outside an employment contract, and the fellowship can in no way be a substitute for an employment contract. Fellowship holders cannot engage in any tutoring and teaching activity or other activity in addition to their research activity, whether it is paid by the University or not. For more information, consult the Guide to Doctoral and Postdoctoral Fellowships: <a href="http://www.ulb.ac.be/drh/prc/prc-docs/Vademecum_bourses.pdf">http://www.ulb.ac.be/drh/prc/prc-docs/Vademecum_bourses.pdf</a>.</td>
</tr>
<tr>
<td>Researcher</td>
<td>Minimum Master’s degree.</td>
<td>0.33</td>
<td>Exclusively research.</td>
<td>Unlimited.</td>
<td>510 or 530</td>
<td>510 or 530 (depending on the degree)</td>
<td></td>
</tr>
</tbody>
</table>
## Posts paid by an external body

(For further information about these statuses, please consult the FRS-FNRS website: [http://www.fnrs.be](http://www.fnrs.be))

<table>
<thead>
<tr>
<th>Degree &amp; conditions</th>
<th>Post (FTE)</th>
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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspirant.e (Research Fellow)</td>
<td>Master 120 credits (BE) + meet entry requirements for PhD programme (see all conditions on the FRS-FNRS website).</td>
<td>/ 2 years.</td>
<td>Research + possibly administrative duties, tutoring activities, but not teaching (consult the FRS-FNRS website for further details).</td>
<td>Maximum once (fellowship).</td>
<td>The holder of a Research Fellow post undertakes studies leading to a PhD at a university in the French Community of Belgium, under the supervision of a supervisor permanently attached to that university. The Research Fellowship is awarded with a view to the PhD being completed in 4 years.</td>
</tr>
<tr>
<td>Chargé.e de Recherches (Postdoctoral Researcher)</td>
<td>Doctorate with thesis (see all conditions on the FRS-FNRS website).</td>
<td>/ 3 years.</td>
<td>Research + teaching support, supervision of exercises and practicals, administrative duties, teaching (see the FRS-FNRS website for further details).</td>
<td>/ (Fixed term contract)</td>
<td>The holder of a Postdoctoral Researcher post carries out research work at postdoctoral level at a university in the French Community of Belgium, under the supervision of a supervisor permanently attached to that university. He or she has an FNRS employment contract.</td>
</tr>
</tbody>
</table>
## Posts for which an allowance is paid

(For further information about these statuses, see also the Texte coordonné des dispositions relatives à la carrière du corps scientifique et du corps académique: [https://www.ulb.ac.be/ulb/greffe/documents/docs/DISPO-SCIENT-ACA.pdf](https://www.ulb.ac.be/ulb/greffe/documents/docs/DISPO-SCIENT-ACA.pdf)).

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<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maître de stage</td>
<td>Secondary school teacher.</td>
<td>2 or 5 years if post commences at the beginning of the academic year; otherwise post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Hosting of students for teaching practice.</td>
<td>Unlimited.</td>
<td>Allowance paid from the ULB’s teacher training programme budget and the French Community of Belgium budget (ULB/School Agreement).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree &amp; Conditions</th>
<th>Term of office (FTE)</th>
<th>Duration of Post</th>
<th>Work content</th>
<th>Renewal</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinateur ou Coordinatrice de stage</td>
<td>Secondary school teacher or member of the ULB’s academic or scientific staff.</td>
<td>2 or 5 years if post commences at the beginning of the academic year; otherwise post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Supervision of teaching practice activities in schools.</td>
<td>Unlimited.</td>
<td>If the person is a secondary school teacher, the allowance is paid from the ULB’s teacher training programme budget. If the person is a full time member of the ULB’s scientific staff, the work duties are included in their initial post.</td>
</tr>
</tbody>
</table>
Unpaid posts

(For further information about these statuses, see also the Texte coordonné des dispositions relatives à la carrière du corps scientifique et du corps académique: https://www.ulb.ac.be/ulb/greffe/documents/docs/DISPO-SCIENT-ACA.pdf).

<table>
<thead>
<tr>
<th>Degree &amp; conditions</th>
<th>Post (FTE)</th>
<th>Duration of Post</th>
<th>Work content</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary assistant</td>
<td>EU Master’s degree</td>
<td>2 years if post commences at the beginning of the academic year; otherwise post terminates at the end of the academic year following the academic year of appointment</td>
<td>Research and class work with students.</td>
<td>Unlimited.</td>
</tr>
<tr>
<td>Scientific or industrial collaborator</td>
<td>EU Master’s degree or Doctorate</td>
<td>/</td>
<td>2 or 5 years if post commences at the beginning of the academic year; otherwise post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Occasional participation in teaching or research.</td>
</tr>
<tr>
<td>Internship Supervisor at a Faculty in the Health Cluster (Pôle Santé)</td>
<td>EU Master’s degree</td>
<td>/</td>
<td>2 or 5 years if post commences at the beginning of the academic year; otherwise post terminates at the end of the academic year following the academic year of appointment.</td>
<td>Responsible for graduate and postgraduate internships in Medicine, Pharmacy, Motor Sciences and the School of Public Health.</td>
</tr>
</tbody>
</table>
3. SOCIAL RIGHTS & ULB BENEFITS

Social rights
ULB Benefits

List of Professor-Approved Holidays

When it's ok to not work:

- Christmas (morning)
- The Apocalypse (but you're still going to check e-mail, right?)
- Your Professor's Birthday

Beginning of the thesis:

4. THE PhD

General information

The doctorate is a university programme leading to the awarding of a Doctoral degree (PhD). It consists of doctoral research training and research work leading to the writing and defence of a doctoral thesis. The research work is supervised by the thesis supervisor. The ULB has developed a comprehensive PhD website: http://www.ulb.ac.be/rech/doctorants/index-en.html which includes information on supervision of the doctoral thesis (supervisor, co-supervisor and supervisory committee), the format of the doctoral thesis, admission to and annual registration for the doctoral programme, doctoral training, including career development, co-supervision, funding of the PhD and useful contacts at the ULB as regards the doctorate.

Rights and obligations

The ULB's PhD Regulations describe the doctorate, the conditions and framework in which it is conducted, and the different stages leading to the awarding of the Doctoral degree.

The ULB's PhD Charter specifies the reciprocal commitments of the PhD candidate, their supervisor and the supervisory committee. It is signed by the PhD candidate, the supervisor and the Chair of the supervisory committee at the beginning of the doctorate.

The PhD Regulations and the PhD Charter are both available at: http://www.ulb.ac.be/rech/doctorants/phd-ulb-regulations.html

Training and career

The PhD is both training in and through research, and a professional experience. Throughout your PhD, you will develop a pool of multiple skills which you will be able to market in your subsequent career, whether you decide to have an academic career, or move to another professional field (Research and Development department in a company, international organisation, public service, entrepreneurship, consultancy, training, etc.). It is estimated that 10% of holders of a PhD from Belgian universities spend their entire career in academia (PRO-DOC, Les compétences transversales des docteurs, Bruxelles, 2012, p. 5).

Skills self-assessment tools are available at: https://www.ulb.ac.be/rech/doctorants/phd-my-skills.html

Career development support and training are also available at the ULB: http://www.ulb.ac.be/formations_chercheurs et http://infor-emploi.ulb.ac.be/.

Furthermore, the non-profit organisation Objectif Recherche offers career development training and coaching sessions for PhD candidates and Doctors: www.doctorat.be.

The ULB, like a number of other research institutions, publishes its calls for applications for scientific and academic positions on EURAXESS Jobs, a database which not only pools job offers but also researchers’ CVs: http://ec.europa.eu/euraxess/jobs.
Doctoral training

Doctoral research training is a personalised programme worth 60 credits, the contents of which are approved by the supervisory committee on the basis of the needs of the PhD candidate. It is supervised by the doctoral college corresponding to the candidate’s field of research. It is the supervisory committee that decides the number of credits to be attributed to each activity.

Doctoral training consists of:
- Training activities specific to the discipline: lectures, seminars, conferences, summer schools, etc.
- Research output activities: articles, posters, conferences, etc.
- Optionally, transferable skills training in different fields: communication, languages, research, management, education, career development (programme: [http://www.ulb.ac.be/rech/doctorants/phd-transferable-skill-training.html](http://www.ulb.ac.be/rech/doctorants/phd-transferable-skill-training.html))

For further information, see: [http://www.ulb.ac.be/rech/doctorants/phd-doctoral-training-brief.html](http://www.ulb.ac.be/rech/doctorants/phd-doctoral-training-brief.html).

Joint supervision

A thesis is under “joint supervision” when the doctoral research is jointly organised and supervised by two universities. In practical terms the PhD candidate has two supervisors (one in each university), is registered on the doctoral programmes of both universities and spends a minimum of 12 months (in total) in each of the two partner universities. At the end of the process, a single public defence is organised, recognised by the two institutions.

There are numerous benefits to joint supervision: international experience, highly valued in the academic world, richer and broader supervision and, finally, a degree from each of the two partner universities.

Joint supervision is organised within the framework of an agreement between the ULB and the partner university and which involves a principle of reciprocity.

For information and contacts, see: [http://www.ulb.ac.be/rech/doctorants/phd-joint-supervision.html](http://www.ulb.ac.be/rech/doctorants/phd-joint-supervision.html).
In practice

In addition to research and training activities, the doctoral programme involves several stages, of which the main ones feature on the timeline below.

The schedule covers a period of four years. For Assistants the schedule is rather spread over six years.

Each year, the timeline includes the item Request for renewal of post and activity report. Depending on your post, various reports, renewal requests and other administrative formalities are required. Check the details with your funding body/employer.

The time taken to write up the thesis is not mentioned because it depends on a number of factors, including the type of thesis and research discipline. Do not forget to factor it into your own schedule!

Furthermore, you should seriously consider your career aspirations, both at the beginning of the doctorate and during your third year at the latest. If you opt for a postdoctoral position abroad, you should be aware that certain application files have to be submitted at the beginning of Year 4! You should therefore plan your thesis submission around such constraints.

As far as registration fees are concerned, the following categories are exempted from paying the full registration fee as from the 2014-2015 academic year, subject to examination of their dossier by the relevant departments: the University’s Assistants (full or half time), the University’s Mini-ARC fellowship holders, holders of a permanent or fixed term employment contract with the University covering the academic year for which they register, providing they have at least a half-time post, and holders of an FRS-FNRS doctoral mandate. The matriculation fee and the administrative costs must be paid by these PhD candidates when they first register and on each subsequent re-registration.
Community

The ULB–PhD holders/PhD candidates group on LinkedIn is managed by the ULB’s Postgraduate Office and is aimed at the ULB’s PhD candidates and alumni who have obtained a PhD from the ULB. It enables you to stay informed about the events, training sessions, publications and job offers which might interest you and to exchange ideas with other ULB PhD candidates and holders.

To join the group, go to http://www.linkedin.com.

Once you have graduated, you will become a member of the ULB’s Alumni community. The University is keen to keep in touch with you, and will make every attempt to:

• inform you about what the University is involved in, not only in terms of teaching and research, but also as regards civil society;
• invite you to the events it organises (lectures, exhibitions, public events, etc.);
• be attentive to the expectations and opinions of its Alumni regarding education, research, and professional and personal development, etc.

There are many means of communication available today that enable you to follow your University, in particular social media. You are offered a free email account exclusive to the ULB’s Alumni community which will enable you to remain connected to your Alma Mater and identify yourself as an alumni, thanks to a personalised address. It is also through this link that you can remain in touch with your Faculty. Your new alumni account (surname.firstname@alumni.ulb.be) will automatically forward all messages received to your current email address and will replace your previous address @ulb.ac.be.

To activate this service log on to http://www.ulb.ac.be/alumniulb/student?mode=create

If you wish to use a personal address in another format (@gmail.com, @hotmail.be. etc.) to communicate with the University, you can send it to us by logging on to: http://www.ulb.ac.be/alumni/index.html
ACADEMIC DEADLINES

"EARLY"

On Time → LATE

DEADLINE

"EARLY" STILL "ON TIME" IN A TIME ZONE SOMEWHERE IN THE WORLD

HAIL MARY

LATE BUT THEY PROBABLY WON'T GET TO THE ENTRIES UNTIL MONDAY, RIGHT?

INEVITABLE DEADLINE EXTENSION

LATE BUT THAT'S OK BECAUSE MY P.I. KNOWS SOMEONE IN THE REVIEW COMMITTEE

WWW.PHDCOMICS.COM

http://www.phdcomics.com/comics/archive/phd072915s.gif
YOUR THESIS COMMITTEE

Also known as: an impossibly difficult group to get together in one room but who nevertheless hold your future in their hands depending on their ability to reach a civilized consensus.

Your Professor
Simultaneously your biggest ally and your worst enemy. Will be the first to suggest you do more work.

The Guru
Only here for the free cookies. Don't forget to bring cookies.

Adversary
Has bitter rivalry with your Professor and will argue the exact opposite view. Work this to your advantage.

The Strawman/woman
Nice guy. No opinions.

The Assistant Professor
Still doesn't believe just a few months ago they were on the other side just like you. Pretends to be an adult.

NONE OF THEM WILL ACTUALLY READ YOUR ENTIRE THESIS.

http://www.phdcomics.com/comics/archive/phd111612s.gif
5. FUNDING AND PRIZES

During your career as a researcher, you will regularly have to apply for research funding, be it to fund your PhD or your postdoctoral research, your research trips abroad (including within the context of your joint thesis supervision), the organisation of and participation in conferences, or scientific publications (including financial support for proofreading and translation of scientific articles).

All the funding channels the ULB is aware of are published on the Infofin database (http://infofin.ulb.ac.be). The database provides, for each call for applications, a description of the funding involved, information about the application file (conditions, content, deadline), the procedures by which funding is awarded and the funding regulations, a contact person, etc.

Researchers who are registered on Infofin regularly receive personalised information about on-going funding proposals, based on their desiderata, such as discipline or type of call for applications. ULB researchers are strongly advised to subscribe to this newsletter so as to be rapidly informed about available funding possibilities. To receive the newsletter, you just need to log on to the Infofin database (http://infofin.ulb.ac.be) and follow the registration procedure.

All calls for projects are highly competitive. It is therefore vital to prepare your application very carefully, for example with the help of your supervisor or experienced colleagues. Certain funding bodies, such as the FRS-FNRS, publish statistics about the number of applications received and the number of researchers effectively funded. These figures can generally be consulted on the funding body’s website.

Before applying, make sure that you meet the conditions laid out by the funding body. At the same time check carefully the deadlines of calls for applications. It is often necessary to respond to such calls several months before the effective start of the funding, whatever the origin.

The Infofin database also includes information about the scientific and academic prizes you can apply for. Some prizes specifically reward doctoral theses, for example by funding research projects or the publication of the thesis. In some Faculties, prizes are awarded for studies (Master’s dissertation or doctoral thesis) focusing on very specific disciplines or areas.

The ULB website includes general information on PhD funding (http://www.ulb.ac.be/rech/doctorants/phd-funding-phd.html) and postdoctoral funding (http://www.ulb.ac.be/rech/doctorants/phd-funding-postdoc-research.html).

The ULB and many other research institutions publish their calls for applications for research and academic posts on EURAXESS Jobs: http://ec.europa.eu/euraxess/jobs.

You can also find research and academic job offers on other platforms (NatureJobs, etc.) and specialist social media (ResearchGate, Academia, etc.).
6. INTERNATIONALISATION

The University is by nature internationally oriented. The mobility of its students, researchers, assistants, academic and administrative staff has become an essential component of this internationalisation. It is thus the whole University community that is involved.

Within the European landscape, the ULB has long been renowned for the very international character of its campuses: over a third of its students and 45% of its PhD candidates are of foreign nationality. The ULB has nevertheless also chosen to very strongly encourage all forms of mobility.

To this end, a series of instruments have been developed and are just waiting to be used. Amongst these, doctoral mobility grants enabling PhD candidates to spend several months in a foreign institution are very attractive sources of funding for scientific staff.

http://www.ulb.be/international/Financements-Bourses-Mobilites-OUT.html#cible4

In addition to the various grants already available from the French Community of Belgium for many years, the ULB decided a few years ago to create a specific fund for those who did not receive them. Applications are evaluated by the “Commission de classement des crédits internationaux” (CCCI), which is responsible for selecting the grant recipients. In theory, the grant is awarded once only during the doctoral thesis, with priority being given to students whose thesis is being co-supervised. Nonetheless, at the request of the representatives of the university’s scientific staff, it has been decided that ULB Assistants (who unlike FNRS Research Fellows do not generally receive operating expenses) can now receive such a grant twice during their doctoral thesis.

http://www.ulb.ac.be/international/ Section: Finance and Grants

We would like to draw your attention to the possibility of ‘freezing’ funding, which enables you to combine funding from different sources. For example, in the 15 July 2015 version of the FRS-FNRS Regulations (http://www.fnrs.be/docs/Reglement-et-documents/FRS-FNRS_Reglement.pdf), it is stated that: ‘Each new Postdoctoral Researcher hired from 1 October 2012 onwards, can use the 3 years of their mandate over a period of 6 years if an external source of funding is found that enables them to carry out postdoctoral research outside the French Community of Belgium.’

We could therefore imagine the following scenario:

- 2015-2016: 1st year as FNRS Postdoctoral Researcher.
- 2016-2017: Postdoc subsidised by the Wiener-Anspach Foundation at the University of Cambridge or Oxford.
- 2017-2019: 2nd and 3rd years as FNRS Postdoctoral Researcher.

This regulation only concerns FRS-FNRS Postdoctoral Researchers (combination of Postdoctoral Researcher post/postdoctoral mobility funding).
7. TRAINING SESSIONS

Throughout their career, members of the university's scientific staff may follow training sessions, be they generic or more specialised in their research domain.

Training sessions specific to research disciplines

These sessions vary from discipline to discipline and can take several forms, such as regular or more occasional research seminars organised by the Research Unit or the Faculty, or summer schools. Certain Doctoral Colleges also organise training sessions for their PhD candidates.

As the offer differs from one discipline to another, you are advised to ask colleagues working in the same field for information.

Generic courses

The ULB offers free transferable skills training to members of academic and scientific staff, no matter what stage of their career they are at: assistantship, PhD, postdoctoral researcher, researcher on a work contract, etc. Certain training sessions may be restricted to a public clearly specified in the course description.

Training sessions are given in French and/or English. They enable each member of scientific staff to develop skills useful for their university career and which, where necessary, can be recognised in another professional sector.

They concern various domains:

- **Scientific communication**: scientific communication in English (*Academic Writing and General Academic Communication*), publication in scientific journals (*Author's seminar: writing, choosing the journal, peer reviewing*, etc.), open access, bibliometrics, DI-fusion institutional repository, etc.

- **Scientific outreach**: promoting and communicating your research activities to the general public (oral presentation, digital images, blogs and social networks, press and media, etc.) and the *My Thesis in 180 Seconds* competition (summarising doctoral research in 3 minutes).

- **Languages**: English lessons, French as a foreign language lessons, in collaboration with *F9 Languages in Brussels*, 'conversation tables', tandem language learning (conversation exchanges to improve language skills).
• **Research**: good research practices, knowledge transfer, intellectual property and copyrights, project development and funding (especially projects funded by the European Union), documentary research, etc.

• **Team management and leadership**

• **Teacher training**: during the year in which they are appointed, members of scientific staff are offered a specific teacher training programme organised by the PRAC-TICE Unit, called the CORSCI programme ([http://tinyurl.com/ulb-practice-corsci](http://tinyurl.com/ulb-practice-corsci)). On request, and subject to places being available, this programme can also be followed by more longstanding members of staff who did not have the opportunity to take the course before. Throughout the year, PRAC-TICE also organises dozens of short (2-3h) teacher training and instructional design courses on a variety of subjects.

• **Career development and recognition of professional skills on the job market**

The training programme is continuously evolving, on the basis of participants’ needs. In particular, the programme of teacher training, instructional design and documentation courses is open-ended; this means that members of scientific staff can suggest that training sessions be organised on precise subjects.

Further information about training sessions offered can be obtained from the PRAC-TICE Unit ([http://cte.ulb.ac.be/index.php/formations](http://cte.ulb.ac.be/index.php/formations)) and the Archives and Libraries ([http://tinyurl.com/ulb-bib-formations-chercheurs](http://tinyurl.com/ulb-bib-formations-chercheurs)).

The complete programme of transferable skills training is available at [http://www.ulb.ac.be/training_researchers](http://www.ulb.ac.be/training_researchers).

**Doctoral training**

If you are a PhD candidate, your supervisory committee can award you credits for your participation in the ULB’s transferable skills courses, within the framework of your doctoral training. It is your supervisory committee that will decide the potential number of credits to be awarded for each course. For information purposes only, you can consult the indicative list in Appendix 2 of the ULB’s PhD Regulations ([https://www.ulb.ac.be/rech/doctorants/docs/Reglement_du_doctorat_ULB_paysage_EN.pdf](https://www.ulb.ac.be/rech/doctorants/docs/Reglement_du_doctorat_ULB_paysage_EN.pdf)).

For further information on doctoral training, consult the section on the PhD.
Your thesis must be an original piece of work...

...but not too original. I can't make sure you don't embarrass me.

It must be new and groundbreaking, yet follow the same vision and protocols I established decades ago.

So, when you say original, you actually mean...?

More of the same, but different.
8. SUPPORT FOR RESEARCH ACTIVITIES AND TUTORIALS

Information resources

Access to the libraries

The ULB’s Archives & Libraries Network includes five main libraries:

Architecture at the Flagey site; Law, Human Sciences, and Science and Technology on the Solbosch campus; Health Sciences on the Erasme campus; four specialised libraries: the Institute of Molecular Biology and Medicine (Gosselies), Pharmacy (Plaine campus), the Interdisciplinary Research Centre for the study of Religions and Secularity (Solbosch campus) and Translation and Interpretation (Uccle /ISTI site); plus the University’s Archives department and the Special Collections (the University’s historical and administrative archives: antique books, manuscripts, fragile and perishable documents, publications of a bibliophilic nature; Solbosch campus). In the Human Sciences Library, the Multimedia service makes available fiction films, documentaries, cultural programmes and reports, which can be viewed on site. In the Newspaper reading room in the same library, you can read the main Belgian and some foreign newspapers.

Practical information about the location and opening hours of the libraries, archives and special collections can be found at http://www.bib.ulb.ac.be.

The student card, or for members of staff, the ULB staff card, serves as a library card. Further information about the ULB staff card can be found at: www.ulbruxelles.be/services/patgs/badges.html

Access to the libraries and borrowing of books are free of charge for all the members of the ULB University community. In some cases prior registration is required. Borrowing procedures can vary depending on the library. Contact your library’s S&SAME service for further information. The S&SAME service can also guide you through the University’s services (find a lecture timetable or room, find a computer room or study room, connect to the WiFi network, access your email, MonULB and the Virtual University, etc.), give you tips to help you look for documents and provide a document loan service.sité Virtuelle...), vous donnera les premières clés pour votre recherche de documents et assurera le service de prêt des documents.
Consulting information resources

Cible+ is the main search engine of the ULB libraries. It enables you to search through the multiple printed and electronic collections available in the libraries: scientific journals, articles in periodicals, books, e-books, theses, dissertations, etc., be they resources which must be paid for or available on Open Access. http://cibleplus.ulb.ac.be

Off campus: the majority of the electronic resources subscribed to by the ULB (periodicals, databases, e-books, etc.) can be accessed by connecting to the proxy: http://ezproxy.ulb.ac.be (authentication with the login and password of your ULB email address).

Ordering information resources

Books or articles available at the ULB

You can ask for a book or a copy of an article published in a journal kept in one of the branches of the Science & Technology Library (BST) be sent to you. This service is free of charge. For further information, see: http://tinyurl.com/bst-articles

If you are located on the Erasme campus, you can ask for a copy of an article published in a journal kept in the Health Sciences Library or in another ULB library be sent to you. For information about charges see: http://tinyurl.com/bss-fourniture-doc

Books or articles not available at the ULB

The Inter-Library loan service (PIB) enables you to obtain copies of articles and borrow books from libraries and documentation centres in Belgium and abroad. This service must be paid for.

• Solbosch campus, information: http://tinyurl.com/ulb-bib-pib - Contact: pib@ulb.ac.be
• Erasme campus, information about charges: http://tinyurl.com/bss-fourniture-doc - requests by email: bibmed@admin.ulb.ac.be.
Purchasing of a book or a journal

You can submit a request for books or periodicals to be bought using your Faculty’s Library fund; the books and periodicals will be made available in the network’s recognised libraries.

Requests for books to be purchased using the Library fund must be made via Acoué (ACquisition d’OUvrage via demande Electronique http://acoue.ulb.ac.be). For further information, see: http://tinyurl.com/ulb-bib-acoue

Special funds for new teaching staff or newly attributed courses are also available. Applications are examined twice a year by the Conseil de l’information documentaire. Each application must not exceed €500. For further information, see: http://tinyurl.com/ulb-bib-credits

Requests for a subscription to a new periodical must be made to the Director of the Library concerned and are subject to the approval of the Faculty representative. The list of Faculty representatives can be found at: http://tinyurl.com/ulb-bib-instances

You can also suggest a new information resource via the online form available at: http://tinyurl.com/ulb-bib-suggestion

Optimise your information searches

Specific training sessions designed for researchers and teaching staff are run by the libraries:

- In human sciences, a reference desk aimed at helping you work on your thesis or any other research project is available by appointment. During a one-to-one discussion, we offer to draw up information search strategies together, using either the library or electronic resources (online catalogues, bibliographical databases, electronic periodicals platforms, internet, etc.), and we implement these strategies using examples drawn from your research topic. The service is available by appointment on the 3rd floor of the Human Sciences Library. For further information, see: http://tinyurl.com/ulb-bib-formations-chercheurs

- In health sciences, personalised individual or group information sessions can be arranged on request: search strategies, PubMed, Scopus, online document tracking, etc. For further information, see: http://tinyurl.com/formationBSS

- In science and technology, individual or group training sessions on information searches in the sciences can be arranged on request: search strategy, subject specific databases such as Scifinder, reference management, collaborative tools, institutional
repository, bibliometrics, tracking, etc. One theoretical session and/or one or more practical sessions can be given, depending on the discipline and participants’ level of training. In particular, methodological follow-up is offered throughout the writing of the dissertation, doctorate or any other research work. Contact: bst@ulb.ac.be

• The EUREKA service, available in every library and identifiable by its sign, can offer you more extensive and personalised help with your information searches, presentation of bibliography, plagiarism, etc. Assistance can be provided in English if necessary.

Bibliographical management tools ZOTERO

Zotero is a free bibliographical management software tool which enables you to automatically create or import your bibliographical references from online information resources (library catalogues, databases, Google Scholar, etc.) and to organise them in subject specific files, or even to export them in formats required by journal publishers. We advise you to use this software from the beginning of your research work in order to improve efficiency.

More information: http://tinyurl.com/ulb-bib-zotero

Find help for your teaching support mission

Teaching and Learning Charter

The ULB’s Teaching and Learning Charter sets out your rights and obligations regarding teaching, as well as those of the students. It offers a framework to which you can refer, to steer your actions.

The Charter is available in French and English at the following address: https://www.ulb.ac.be/enseignements/chartepedagogique/index.html

Teacher training courses

See the section on Courses.

(1) Unlike EndNote and Reference Manager, which must be paid for.
**Personalised advice**

Whether you are taking your first steps in teaching or are already experienced, you can contact the PRAC-TICE Unit to receive personalised support from a teaching/pedagogical advisor. The range of services provided is very wide: feedback on course material, observation of one of your sessions and feedback on it, help in setting up a teaching project, analysis of assessments of your teaching, developing a teaching portfolio, etc.

In certain Faculties in-house teaching/pedagogical support is available – ask your Faculty for information.

**Technological teaching tools (ICTE/e-learning)**

The PRAC-TICE Unit ([http://tinyurl.com/ulb-practice](http://tinyurl.com/ulb-practice)) will help you make good use of information and communication technologies in your teaching.

*Université Virtuelle/Virtual University ([http://uv.ulb.ac.be](http://uv.ulb.ac.be)) is the name of the ULB’s virtual campus (UV), where lecturers may place a series of resources for their students (lecture notes, presentations, etc.) and develop various pedagogical services related to their teaching: timetable, announcements, question banks, discussion forums, etc.*

As a member of the University community, you automatically have a UV account (you can log on using your netID). However, it is the responsibility of the official lecturers for courses to register you for the courses for which you are an Assistant. If necessary, the procedure is explained in the tutorial Inscrire un utilisateur à son cours (Register a user on your course): [https://uv.ulb.ac.be/login2/tuto-faq/tuto.html](https://uv.ulb.ac.be/login2/tuto-faq/tuto.html).

To help you to get to grips with the UV, you can also benefit from training sessions and support offered by PRAC-TICE (see above) in addition to these tutorials.

In addition to the Université Virtuelle, the PRAC-TICE Unit and the ULB Podcast team place various tools at your disposal to help you with your teaching missions:

- Podcasting tools: [http://podcast.ulb.ac.be/](http://podcast.ulb.ac.be/)

The PRAC-TICE and ULB Podcast advisors are there to help you find the most appropriate solution

**Publishing and communicating your research**

Before sending your manuscript for publication in a journal, always make sure that the journal is peer-reviewed.
Sign your publications

The Academic Council of 20 April 2015 decided on a uniform institutional signature template which must imperatively be used, preferably in first position, in all your publications.

Université libre de Bruxelles (ULB), [Faculty, Institute, School or Hospital], [Department, service or laboratory], [address]. Items between [] are optional.

DI-fusion

DI-fusion is the institutional electronic archive of publications by ULB researchers, available in Open Access, that aims to promote the University’s research output, to increase the visibility, accessibility and impact of research carried out at the ULB, and to ensure that it is permanently archived. All researchers are required to register their publications in it and to make them available to the public, after the time period imposed by the publisher, where applicable. Consult the ULB’s Open Access policy below.

Since January 1, 2013, the list of publications generated by DI-fusion is the only official list at the ULB (Research Council ruling of November 27, 2012). It is therefore this list, and this list alone, which must be included in any internal application file (requests for funding, promotion, etc.). The FNRS applies the same regulation.

For further information, see: http://tinyurl.com/ulb-bib-difusion
• Consult DI-fusion: http://difusion.ulb.ac.be/

Register your publications in MonDI-fusion: https://dipot.ulb.ac.be/dspace
You can import bibliographical references from Scopus, PubMed or via a BibTeX file. For further information, see: http://tinyurl.com/ulb-bib-difusion-guide

Export your list of publications in various pre-defined formats (FNRS; CV ULB; tailor-made) from MonDI-fusion.

Deposit your thesis in MonDIfusion:
Information on the procedures: http://tinyurl.com/ulb-bib-difusion-theses
Information on depositing the thesis and the thesis defence: https://www.ulb.ac.be/rech/doctorants/doctorat-depot-soutenance.html

Post your publications on a website: http://tinyurl.com/ulb-bib-difusion-web
Legal guidance: requests for advice, practical guidance, templates of amendments to publishing contracts in order to retain the right to deposit your publication in DI-fusion, etc. [http://tinyurl.com/ulb-bib-difusion-juridique](http://tinyurl.com/ulb-bib-difusion-juridique). See also Author’s rights section below.

DI-fusion training sessions (scheduled or on request): [http://tinyurl.com/ulb-bib-difusion-formations](http://tinyurl.com/ulb-bib-difusion-formations)


Open Access

Advocating a real sharing of knowledge for the advancement of science and the development of society, Open Access is a means of disseminating research results on the internet, allowing them to be read, downloaded, used, transferred, printed free of charge, and for related derivative work to be carried out, provided that the authors are cited. There are two methods of disseminating scientific results (publications, raw data, images, graphs, etc.) in open access: open archives (such as DI-fusion) and Open Access journals. [http://openaccess.ulb.ac.be](http://openaccess.ulb.ac.be)

At the ULB: at its meeting on 21 May 2007, within the framework of the implementation of DI-fusion, the Governing Body declared itself in favour of

- the obligation for all researchers to record in DI-fusion the complete list of their publications in order to constitute the academic bibliography;
- the obligation to deposit the complete texts available of publications (author or publisher’s version, depending on the latter’s authorisation) immediately after publication;
- provision of public access to the complete text of publications either immediately or after the time period stipulated by the publisher.

*(Extract from Annex 198, approved by the Governing Body on May 21, 2007)*

At the FNRS: Recipients of funding from the F.R.S.-FNRS or related funds are obliged to deposit their publications in Open Access in the relevant institutional repository. For the ULB, this is DI-fusion: [http://www.fnrs.be/index.php/open-access](http://www.fnrs.be/index.php/open-access)
Open Access policy of European Horizon 2020 programmes: http://tinyurl.com/europa-research-open-science

Publishers’ Open Access policies: to find out whether a publisher/journal authorises depositing of articles in Open Access, consult Sherpa/Romeo: http://www.sherpa.ac.uk/romeo/

Finding an Open Access journal: to identify Open Access journals in your domain, with a view to consulting them or publishing in them, see: http://openaccess.ulb.ac.be
  • NB: No Open Access journal asks for payment of publication costs!

Copyrights

The ULB has established intellectual property regulations, to which each member of scientific staff automatically subscribes. Where works protected by copyright are concerned, see: http://www.ulb.ac.be/ulb/greffe/documents/docs/Prointel.pdf

Legal guidance and advice regarding the depositing of your publications in DI-fusion: see DI-fusion above.

Photocopying rights

Photocopying rights are collected for the benefit of authors, as compensation for copies of their publications made for private, teaching or research purposes. In Belgium, Reprobel is the company responsible for collecting photocopying rights and distributing them to the authors via photocopying rights management companies such as Assucopie.

At the FNRS: the FNRS advises its postdoctoral researchers to join Assucopie and to give their photocopying rights to the FNRS. The money received will permit the funding of additional Research Fellow mandates.
Financial aid for publishing and translating

As author of an article/book

- **The University Foundation** provides financial support for publication of a book or article, and also to cover publication costs in an entirely Open Access journal (article processing fees): [http://www.fondationuniversitaire.be/en/node/395](http://www.fondationuniversitaire.be/en/node/395)
- Various research bodies permit the inclusion in project budgets of publication costs in Open Access journals, or the reimbursement of Open Access publication costs (FNRS: [http://www.fnrs.be/index.php/open-access](http://www.fnrs.be/index.php/open-access); framework programme for the funding of European projects – FP7 and Horizon 2020: [http://tinyurl.com/europa-research-open-science](http://tinyurl.com/europa-research-open-science)).

As publisher of a research journal, conference proceedings


- For further information on the calls and deadlines for grants for publication and translation, see INFOFIN: [http://infofin.ulb.ac.be/](http://infofin.ulb.ac.be/).

Visibility and digital presence

**Digital identity**: create your unique identifier on ORCID so that you can use it in your publications and network activities and be unambiguously identified: [http://orcid.org/](http://orcid.org/)

**Academic social media**: academic social media enable researchers to create a network of contacts for themselves and to share files (Google Scholar, academia.edu, ResearchGate, MyScienceWork, etc.). Further information on the value for researchers of being involved academic social media and the risks of file sharing can be found in the chapter *Training Sessions*.

**Create your personal webpage**: the ULB offers each of its members the possibility of having a personal web space. [http://tinyurl.com/ulb-web-perso](http://tinyurl.com/ulb-web-perso)

**Signer ses emails**: create your email signature in accordance with the ULB’s graphic template. [http://www.ulb.ac.be/dre/com/signature-electronique.html](http://www.ulb.ac.be/dre/com/signature-electronique.html)
Communicating with the general public

The ULB’s Research Communication service helps you to promote your activities via relations with the press, ULB news items and the presentation of the institution. It is at researchers’ disposal if they need any advice about communication. [http://www.ulb.ac.be/dre/recherche/index.html](http://www.ulb.ac.be/dre/recherche/index.html).

- **My Thesis in 180 seconds**: a competition designed for PhD candidates and people who have just obtained their PhD; the basic idea is to summarise their thesis project in 3 minutes, using just a single slide. [http://www.ulb.ac.be/rech/doctorants/docto-rat-MT180.html](http://www.ulb.ac.be/rech/doctorants/docto-rat-MT180.html)

  See the training sessions offered in the chapter Training sessions

Editions de l’Université de Bruxelles (ULB Publishing House)


Printing a poster

The ULB’s Webplot service, located in the Computer Centre (Solbosch campus), enables you to print your posters and notices more cheaply than at a photocopy shop: [http://cc.ulb.ac.be/webplot/](http://cc.ulb.ac.be/webplot/)

- You must top up your account beforehand. For further information, please contact your Head of Department or the Faculty Administration.

Organise an event, a conference, a colloquium

Consult the website of the External Relations department for all necessary information: [http://www.ulb.ac.be/dre/com/organiser.html](http://www.ulb.ac.be/dre/com/organiser.html)
Your spaces and equipment

Spaces
The Human Sciences Library has two rooms with 12 work-spaces at your disposal, one on Level 7 (7PA), the other on Level 8 (8PA). You can keep the books you need in your work-space, except for standard reference works (dictionaries, compendiums of sources, etc.). These rooms are reserved for researchers and PhD candidates and can be accessed using your ULB badge (or, failing that, your photocopying card). To activate access to the rooms on your ULB badge (or photocopying card), please fill in the form which is available by email from bibinfra@ulb.ac.be.

To organise your conferences, see: http://www.ulb.ac.be/dre/com/organiser.html

Borrowing of audio-visual equipment
Within the context of academic events organised on the University campuses, the “Cellule Auditoires” can lend the university community portable audio-visual equipment, such as data projectors, recording equipment, screens, cameras, etc. For further information, see: http://tinyurl.com/ulb-auditoires-materiel

Producing videos
You can ask the “Cellule Auditoires” team to create a video to present your research work, for example. http://tinyurl.com/ulb-auditoires auditoires@ulb.ac.be.
For teaching videos, contact the ULB Podcast team: http://podcast.ulb.ac.be/.

Scanner
A scanner is available in the Human Sciences library (Espace S&SAME, Level 2).

Computer tools
Computer resources at the ULB
The central portal to all the computer resources at the ULB can be accessed via the following link: https://www.vub.ac.be/ BFUCC/. This includes pointers to the various services listed below:
• **PAM** (Personal Account Manager) allows you to manage your NetID and your password, which are required to access the ULB’s webmail and intranet: [https://idsapp.ulb.ac.be/pam/pamsignup.php?language=uk](https://idsapp.ulb.ac.be/pam/pamsignup.php?language=uk)

• **CCinfo** provides information about the status of ULB/VUB servers (breakdowns, email delays, etc.): [https://www.vub.ac.be/BFUCC/announce/ccinfo.html](https://www.vub.ac.be/BFUCC/announce/ccinfo.html)

• **HYDRA and CECI**, two super computers available via the ULB. [https://cc.ulb.ac.be/hpc](https://cc.ulb.ac.be/hpc)

• Possibility of creating a personal webpage ([webnotes.ulb.ac.be/&noteid=38](http://webnotes.ulb.ac.be/&noteid=38)) or hosting a project or departmental website ([webnotes.ulb.ac.be/&noteid=19](http://webnotes.ulb.ac.be/&noteid=19))

**Sharing files without using email**
Also see OwnCloud below.

**Storing and archiving of files**

**Storing and using files in the cloud**
OwnCloud, like DropBox, has a web access interface and a synchronisation agent, and is accessible to all members of the ULB/VUB community, including for file sharing. The service can be found at the following address: [https://owncloud.ulb.ac.be](https://owncloud.ulb.ac.be).
If you encounter any problems or require assistance, contact: support@ulb.ac.be.
En cas de souci ou de besoin d’assistance: support@ulb.ac.be.

**Supercomputing**
The HYDRA computing server for computing and scientific development (high performance computing): [http://tinyurl.com/ulb-hydra](http://tinyurl.com/ulb-hydra)

**Pour plus d’infos sur les services informatiques pour les chercheur.e.s** : consulter les webnotes : [http://tinyurl.com/ulb-webnotes](http://tinyurl.com/ulb-webnotes).
9. KNOWLEDGE AND TECHNOLOGY TRANSFER

Before embarking on any knowledge and technology transfer activities, or any project with an external partner, contact the ULB’s Technology Transfer Office (TTO)!

During your career, you will find yourself wondering about the impact your work could have on society and regional development, particularly because many funding providers require the knowledge and technology transfer of results obtained, so as to stimulate the creation of new economic activities in their area. In this context, the question of the protection of the Intellectual Property Rights (IPR) related to your results and their knowledge and technology transfer will arise.

Consult the ULB’s regulations regarding intellectual property, protection and knowledge and technology transfer. (http://www.ulb.ac.be/ulb/greffe/documents/docs/Prorech.pdf). It should be noted that:

The ULB is the owner of the results derived from research carried out within the university; researchers are recognised as inventors.

It is vital not to divulge any information, either orally or in writing, before results have been protected.

Patents and publications are perfectly compatible; it is all a question of chronology and strategy.

Protecting what you have discovered does not mean monopolising it or necessarily keeping it secret, but rather ensuring that you stay in control of the use made of it, whether commercial or otherwise. Your results are the fruit of years of research, so it is perfectly natural that you and your University reap the benefits.

There are therefore many reasons why you should take steps to protect your research results:

• to guarantee your rights as creator;
• to prevent anyone else exploiting your creation without the consent of the rights holders;
• to encourage economic development through innovation and knowledge and technology transfer;
• to establish your credibility with potential industrial partners;
• to create a leverage effect in order to obtain new funding;
• to ensure revenues – for example through a license agreement;
• to foster the creation of economic activity – for example through the creation of spin-offs, in other words companies whose aim is to commercialise the results of university research (technology, for example).
When the results are protected, their exploitation is organised via a process known as technology or knowledge transfer. This process aims to transform the results of university research, whether basic or applied, into products and/or services which are useful and profitable for society, all disciplines included: new medical treatments, new software, innovative surface coatings, etc.

The ULB-TTO (Technology Transfer Office) can assist you with all knowledge and technology transfer procedures. Its mission is to promote collaboration between the University and its external partners (companies, public authorities, competitiveness clusters, sector-based associations, etc.) in the field of collaborative research, knowledge and technology transfer and participation in local and regional development.

In concrete terms, the TTO’s scientific, legal and financial advisors offer you personalised support and many services, such as:

- raising awareness about technical transfer and intellectual property (see Training sessions);
- identifying which of your research activities could be exploited and contacting companies and other organisations about them;
- management of intellectual property (strategy to protect results and knowledge and technology transfer strategy);
- support for project development: looking for funding, identifying and assessing the technological and economic potential of inventions, filing patent applications for inventions, looking for partners (industrial in particular), negotiating industrial contracts, looking for funding, drawing up specifications and budgets, drafting and negotiating agreements;
- monitoring of the regions’ call for projects procedures. The TTO thereby contributes to local development and coordinates the ULB’s participation in the Walloon Region’s Competitiveness Clusters and in regional innovation support institutions;
- providing support for technology transfer (negotiation of licenses, etc.);
- providing support for the setting up of spin-offs (legal advice, looking for funding, business plan, etc.).

Contact details:

Solbosch Campus | 02 650 47 22
Charleroi Campus (Biopark) | 071 37 59 84
Erasme Campus | 02 555 40 42

For further information, see: www.ulbtto.be
10. WELL-BEING IN THE WORKPLACE

PSYCAMPUS

Embarking on a PhD is an important professional and personal step. At different moments on this journey, doubts and worries may surface. PsyCampus is a service providing psychological support for all higher education students – at university or elsewhere, and for members of the ULB’s staff. Its doors are therefore open to PhD candidates, be they registered at the ULB or at another university.

At PsyCampus, we are used to welcoming all PhD candidates who wish to have occasional discussions or more long-term support. The collaboration requested by the representatives of the scientific staff during the 2014-2015 academic year led our team to investigate in greater depth the difficulties and, on occasions, the emotional distress encountered by PhD candidates, raising our awareness of it even further.

Our team is made up of psychiatrists, psychologists and psychotherapists who are at your disposal to take stock of and think together about the difficulties you are facing. It offers various resources (individual, couple, family or group discussions) and a variety of psychotherapeutic approaches (analytical, systemic and behavioural).

At PsyCampus, we pay particular attention to the way new requests are handled. Each PhD candidate who makes contact with our administrative office is rapidly contacted by one of our team’s psychologists. During this initial contact, the psychologist has a discussion with the person in order to think together about the approach most likely to suit them, taking into account their expectations and the difficulties mentioned.

Contact us:
- By telephone on 02/650 20 25
- By email: psycampus@ulb.ac.be
- On site: from Monday to Thursday, from 08.30 to 12.30 and 14.00 to 17.00 (apart from Tuesday mornings) at 127 avenue Buyl, 1050 Brussels.

Website: http://www.ulb.ac.be/services/etudiants/psy-campus.html
Psychosocial risks, harassment and violence at work

There are various authorities or people you can turn to if you need someone to listen to you, offer advice and/or to request support when you feel you have been subject to psychosocial harm (psychological harassment, sexual harassment, physical violence, conflict, ill-being) in the context of your work as a researcher.

The “Service aspects psychosociaux” (psychosocial problems unit)

The mission of the psychosocial problems unit is to prevent and analyse psychosocial risks, to offer advice in relation to professional problems related to difficult working conditions or delicate working relationships, and to favour conciliation in the event of conflict and in management of requests for psychosocial support. The people working in the unit (in other words the prevention advisors and “personnes de confiance” (trusted persons) can listen to you, guide you, and also intervene at your request when feel you have been subject to psychosocial harm (psychological harassment, sexual harassment, physical violence, conflict, ill-being).
Further information:

- Prevention advisor:
  Erasme campus: Sandra Billy - sandra.billy@ulb.ac.be - 02 555 68 20
  Solbosch campus: Philippe Dejonghe – philippe.dejonghe@ulb.ac.be – 02 650.44.04

- “Personnes de confiance” (trusted persons)
  The complete list of “Personnes de confiance” (trusted persons) can be found at the following address: http://www.ulb.ac.be/scppt/aspectspsychosociaux.html. For members of scientific staff, the “Personne de confiance” (trusted person) is Nicolas Van der Linden, 02 650 37 77, nivdlind@ulb.ac.be.

The supervisory committee

In the event of conflict with your thesis supervisor, you can also request the assistance of your supervisory committee, whose mission it is to resolve potential conflicts of this type.

In the event of persistent conflict or if the conflict is with your supervisory committee or the Head of your host unit, you can, by mutual agreement, choose a mediator by following the procedure established in the PhD Regulations: https://www.ulb.ac.be/rech/doctorants/docs/Reglement_du_doctorat_ULB_EN_VF.pdf

If the problem persists, despite the steps taken internally to resolve it, you can ask for it to be examined by the “Inspection du Contrôle du bien-être au Travail” (Monitoring of Well-being at Work Inspectorate).

The internal and external procedures described above do not constitute your sole recourse when you feel you have been subject to psychosocial harm. You are free to contact directly your superiors, a member of the committee for prevention and protection at work, or your union representatives.
Collaboration between scientific staff representatives and PsyCampus

On the basis of testimonies reporting the various psychological and/or social problems that PhD candidates can be confronted with, collaboration was initiated between the representatives of the scientific staff and PsyCampus.

The objective of the collaboration was two-fold:
- To evaluate factors that could contribute to a lessening of the feeling of well-being amongst PhD candidates, such as certain stages of the PhD, access to information, availability of equipment, communication with their supervisor and/or the research team, the accumulation of tasks outside the thesis, place of the thesis within a career plan, etc.
- To raise awareness amongst PhD candidates about risk factors and of the frequency of certain signals among scientific staff, such as the feeling of loneliness, that they are an imposter, that they are not progressing ‘as they should’, etc.
With this in mind, e-mails will be sent from time to time to all members of scientific staff asking them to take part in anonymous questionnaires or group discussions, jointly organised and supervised by members of its delegation and the PsyCampus team.
11. SERVICES TO THE COMMUNITY – GETTING INVOLVED AT THE ULB

There are various ways of getting involved at the University, whether at Faculty or at central level. In short, the faculty level manages matters specific to the Faculty whilst the central level administers the whole University. As a member of the ULB’s scientific staff you have the opportunity to sit on various bodies, no matter what your status is. These are important positions because it is in these bodies that decisions are made. It is thus essential for the scientific staff to have representatives on them in order to defend their interests.

Where the regulations and the various faculty bodies are concerned, we advise you ask your own faculty for information. Where the ‘central level’ is concerned, five representatives of the scientific staff sit as full members and can be replaced, in the event of absence, by one of the 10 elected substitutes. In order to be eligible, the list must respect male-female parity, as well as parity between human sciences and exact sciences.

There are a great number of bodies at central level and each one specialises in a precise area. The full list can be found at: https://www.ulb.ac.be/ulb/greffe/documents/liste.html.

The Plenary Assembly is the University’s highest decision-making body. All full representatives of the scientific staff sit on it, as do those of the other categories (academic staff, students, administrative, technical, managerial and specialised staff), the Faculty Deans, the President of University, the Rector, the Pro-Rector, the University’s Director-General, the Vice-Rectors, co-opted academics from inside the university, people from outside the university and non-voting members: https://www.ulb.ac.be/ulb/greffe/documents/docs/ASSEMBLEE-PLENIERE.pdf).

The various members of the Plenary Assembly are then divided between the Governing Body and the Academic Council. Of the five full representatives of the scientific staff, two sit on the Governing Body and three on the Academic Council. The former is responsible for the general management of the University, its finances, its property and assets, etc., whilst the latter implements the institution’s academic and scientific policies.

Every two years, in December, elections are organised to elect the various representatives who will sit on these bodies. All categories (administrative, technical, managerial and specialised staff, students, academic and scientific staff) receive an institutional email inviting them to vote. Where the scientific staff are concerned, only the assistants-researchers paid by the University are automatically registered on these lists. To have the right to vote, the others (FNRS Research Fellows, FRESH/FRIA fellowship holders, AEX, self-funded, etc.) must register on the lists via the link given in the institutional email. Take note! Once registered, it is essential
that you vote as the elections are only validated when the quorum of 33% has been reached.

In order for us to fulfil our mission as representatives successfully, it is vital that we interact with members of the University’s scientific staff. To this end, we have several means of communication, such as a webpage (http://corsci.ulb.ac.be/)³, an email address (corsci@ulb.ac.be) and a Facebook group called “Corsci + la délégation centrale du corps scientifique de l’ULB” through which we can inform you about our work. We strongly urge you to join this group and to contact us if you have any questions.

**Scientific staff outside the ULB**

**EURAXESS** - Researchers in Motion is a pan-European initiative providing access to a complete range of information and support services to researchers wishing to pursue their research careers in Europe or stay connected to it, in particular:

- job offers and fellowships;
- personalised assistance and advice when moving;
- a charter to improve researchers’ rights and working conditions;
- links to offers of collaboration in and outside Europe.

**FéNICS** (Fédération Nouvelle Interuniversitaire des Corps Scientifiques) is the alliance of scientific staff delegations from the six universities in the Wallonia-Brussels Federation (ULB - UCL - ULg - UNamur - UMons - Saint-Louis). It is a bone fide association with no official status but which provides a joint political platform for the scientific staff of the different universities when the need arises (common standpoint, lobbying, etc.). FéNICS does not have its own presence on the Web. The FéNICS contact persons within each institution are chosen from amongst representatives of the scientific staff.

(3) The contents of this page are not the responsibility of the ULB.
## 12. LEXIQUE

<table>
<thead>
<tr>
<th>Vocabulaire en français</th>
<th>Traduction en anglais</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corps Scientifique</td>
<td></td>
</tr>
<tr>
<td>Assistant</td>
<td>(research) assistant</td>
</tr>
<tr>
<td>Assistant chargé d'exercices adjoin à un titulaire de langue vivante-ATLV</td>
<td>Language assistant</td>
</tr>
<tr>
<td>Assistant chargé d'exercices</td>
<td>Teaching assistant</td>
</tr>
<tr>
<td>Assistant pédagogique</td>
<td>Teaching assistant</td>
</tr>
<tr>
<td>Assistant volontaire</td>
<td>Voluntary assistant</td>
</tr>
<tr>
<td>Chercheur rémunéré, bénéficiaire d'une bourse attribuée par des fonds ou des organismes extérieurs à l'Université et autorisé à y exercer son activité</td>
<td>paid researcher, who has a fellowship from a fund or body outside the university and who is authorized to carry out his/her research at the university</td>
</tr>
<tr>
<td>Collaborateur industriel</td>
<td>industrial collaborator</td>
</tr>
<tr>
<td>Collaborateur scientifique</td>
<td>scientific collaborator</td>
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<tr>
<td>Coordinateur de stage</td>
<td>Internship/placement coordinator</td>
</tr>
<tr>
<td>Logisticien de recherche</td>
<td>research logistician</td>
</tr>
<tr>
<td>Maître de langue</td>
<td>language teacher</td>
</tr>
<tr>
<td>Maître de stage</td>
<td>Internship/placement supervisor</td>
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<td>Postdoctoral Researcher</td>
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<td>senior language teacher</td>
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<tr>
<td>Premier maître de langue principal</td>
<td>head language teacher</td>
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<tr>
<td>Maître de conférences</td>
<td>Lecturer</td>
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<tr>
<td>Premier assistant</td>
<td>senior research assistant</td>
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<td>Titres propres au FRS-FNRS</td>
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<tr>
<td>Aspirant</td>
<td>Research Fellow</td>
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<td>Chargé de recherches</td>
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<td>Chercheur qualifié</td>
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<tr>
<td>Chercheur temporaire post-doctoral étranger</td>
<td>Short Term Foreign Postdoctoral Fellow</td>
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<tr>
<td>Clinicien-chercheur doctorant (CCD)</td>
<td>MD. PhD. Student</td>
</tr>
<tr>
<td>Clinicien-chercheur spécialiste (CCS)</td>
<td>MD. Postdoctoral Fellow</td>
</tr>
<tr>
<td>Collaborateur scientifique</td>
<td>Scientific Research Worker</td>
</tr>
<tr>
<td>Directeur de recherches</td>
<td>Research Director</td>
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<td>research logistician</td>
</tr>
<tr>
<td>Maître de recherches</td>
<td>Senior Research Associate</td>
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<tr>
<td>Mandat d’impulsion scientifique</td>
<td>Incentive Grant for Scientific Research</td>
</tr>
<tr>
<td>Mandat d’impulsion scientifique - Mobilité Ulysse</td>
<td>Ulysse Incentive Grant for Mobility in Scientific Research</td>
</tr>
</tbody>
</table>
ULB Researchers’ Handbook

Assistants-Researchers
FNRS Research Fellows
Fellowship-holders
Postdoctoral researchers
PhD candidates
Teaching assistants
FNRS Postdoctoral researchers
Contract researchers/Researchers on a work contract?
AEX
ATLV

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The Université libre de Bruxelles, in cooperation with its environmental coordination, conducts a policy respectful of ecological aspects, such as editing the “paper” versions of