



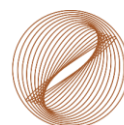
WELCOME HANDBOOK

Administration and Services Staff (PAS)

Extract

Useful and practical information for new staff joining
the Department of Chemistry.

Department of Chemistry



**Facultat
de Ciències
UAB**

1. GET TO KNOW THE DEPARTMENT OF CHEMISTRY

The Department of Chemistry at the UAB is one of the largest in the University and has a lot of research and teaching activity. It has a staff of more than 200 teachers and collaborates with the research institutes of the university, ICN2, ICMAB and IMB-*CNM.

The Department is structured in four units, according to the area of knowledge: Analytical Chemistry, Physical Chemistry, Inorganic Chemistry, Organic Chemistry.

In this web <https://www.uab.cat/departament/quimica/> you can find practical information about:

- Structure of the department.
- The studies carried out by the academic staff of the Department.
- The research work of the Department's research groups.
- News about activities organised by the Master's and PhD students.

WHERE ARE WE LOCATED?

The Department Secretary's Office is located at the north entrance of the Faculty of Science, to the right of the Concierge, door C7/035.

Our postal address is:

**Department of Chemistry
Department Secretary
Faculty of Sciences - Carrer dels Til·lers
Campus de la UAB - 08193 Bellaterra
(Cerdanyola del Vallès) - Barcelona – Spain**

The Department has laboratories, meeting rooms and offices located in the C7 towers (odd and even). On each floor there is a unit:

- Physical Chemistry (1st floor)
- Analytical Chemistry (2nd floor)
- Inorganic Chemistry (3rd floor)
- Organic Chemistry (4th floor)

DIRECTORY

To find out about the Department's lecturers, researchers and research support staff, please consult this [link](#). If you need administrative support you can write to suport.unitats.quimica@uab.cat. To search for Administration and Services staff, please click [here](#).

INSTITUTIONAL E-MAIL ADDRESSES FOR ADMINISTRATIVE MANAGEMENT

You can contact these institutional accounts, which are managed by the Department's Secretariat, to resolve your queries:

- d.quimica@uab.cat (departmental manager)
- suport.unitats.quimica@uab.cat (support to heads of unit, management of introduction of teaching to PDS, spaces and operation, printers, reception of new staff)
- gestio.postgrau.quimica@uab.cat (management of PhD and master's programmes, management of competitions, conferences and other activities, etc.)
- quimica.economia.recerca.grup1@uab.cat (management of research projects assigned to group 1 such as order requests, cost settlements, justifications, etc.)
- quimica.economia.recerca.grup2@uab.cat (management of research projects assigned to group 2 such as order requests, cost settlements, justifications, etc.)
- Química.suport@uab.cat (shipments, delivery notes, etc.)

INSTITUTIONAL EMAIL ADDRESSES FOR TEACHING MANAGEMENT

You can use these addresses for questions regarding teaching and the internal functioning of the unit to which you are assigned. The head of the unit is the person in charge of managing these mailboxes.

- u.q.fisica@uab.cat (Physical Chemistry)
- u.quimica.analitica@uab.cat (Analytical Chemistry)
- u.q.inorganica@uab.cat (Inorganic Chemistry)
- u.quimica.organica@uab.cat (Organic Chemistry)

2. PRACTICAL INFORMATION:

1) SPACES

The department has the following spaces for internal use:

- Seminar - C7/003 (45 persons max. - with video projector).
- Meeting Room 1 - C7/050 (15 persons max. - with video projector)
- Meeting room 3 - C7/048 (12 persons max. - with video projector)
- Meeting room 4 - C5/421

Reservations are required to use these rooms. Full-time and permanent members of the department have direct access to the space reservation calendars.

The rest of the members of the department can book by contacting the secretary's office of the department at the e-mail address suport.unitats.quimica@uab.cat or the professor responsible (thesis supervisor, principal investigator of the research group, etc.).

To access these spaces, each unit has a password. In the event that the unit's password is not available, the secretary's office can also provide the passwords to users, who will have to return them once they have finished using them.

2) MAINTENANCE AND EMERGENCIES

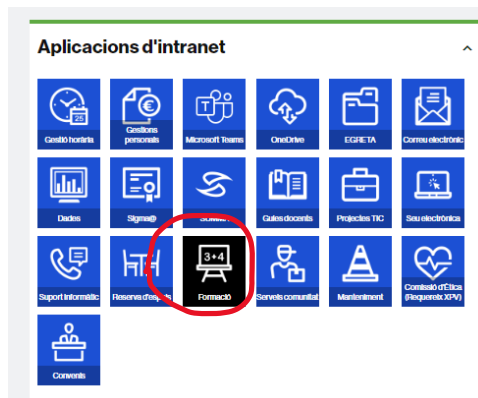
The UAB emergency number is **2525**. You can find it on the red sticker on your telephone. If you have problems in your office or in other facilities of the Department you can contact the Secretary's Office or call 3110.

3) RISK PREVENTION

All the people who are part of the department have to know the safety rules. You can find the safety rules in the research laboratories at the following link: <https://www.uab.cat/web/doctorats/curs-seguretat-laboratoris-1345653667929.html>

Please, if you have not already done so, read the rules carefully and hand in the document confirming that you have read and accepted these rules to the secretary's office of the chemistry department or to the e-mail address suport.unitats.quimica@uab.cat.

In addition, all staff members will have to participate in the Risk Prevention in Laboratories course offered by the Training Unit for staff members. You can find the training offer on the [UAB Intranet](#), accessing with your NIU and password, and entering the "Training" application:



Once you have participated in this course (it is held a couple of times a year, so we recommend that you keep an eye on the publication of the training offer), we will need you to send us the document that allows us to confirm it (certificate of attendance, staff training sheet, etc.).

4) LAB COAT

If you are planning to carry out experimental activities in the laboratories of the department, either for research or teaching, or if you have teaching tasks assigned to you, you can request the gowns at the following e-mail address suport.unitats.quimica@uab.cat

5) PRINTERS

There is a printer on each floor available to members of each Unit.

- **PRINTING** - Before printing from your computer, you must have permission to do so by contacting the Department Secretary's Office at suport.unitats.quimica@uab.cat and providing your NIU (University Identification Number).

Please avoid printing in colour if it is not strictly necessary, as the cost per print is 8 times higher than printing in black and white.

- **SCAN** - You can use the printer's scanner to send files to your email address. For this you will also need to have permission and you will have to request it from the secretary of the Department.
- **PRINTING EXAMS AND OTHER TEACHING-RELATED DOCUMENTS (only applicable to staff with assigned teaching duties)** - you can print exams at the secretary's office of the Department of Chemistry (door C7/035) between 09:00 and 10:00 and 15:00 and 16:00. You have to bring the document in a pendrive and enter the teaching code in the printer. In the secretary's office you will find the instructions to introduce the code and the steps to follow. If you have any doubts, we can help you.

6) TIMETABLE MANAGEMENT

All UAB administration and services staff are subject to time and attendance control and timetable management procedures. The applicable regulations and user manuals for the time and attendance control application, MyWebTime, can be found on the UAB intranet and sia.uab.cat.

It is compulsory to clock in at the machines located at the faculty entrances, both at the beginning and end of the working day, as well as at the beginning and end of the lunch break. You can sign in with your staff card or with your fingerprint, if it has been previously registered. To register, please contact the administration of the Faculty of Science.

7) LEAVE FOR WORK ACTIVITIES OUTSIDE THE UAB

Permission must be requested whenever an activity is carried out outside the UAB (attendance at congresses, seminars, meetings, research stays, etc.).

This permission must be requested at least 15 days before the start of the trip.

We remind you some details about the processing of permits for activities outside the UAB:

PAS members and Research Support Technicians must fill in the online form that you will find in the timetable management application MyWebTime (access from the intranet or at sia.uab.cat).

The route you must follow is: Permits and other requests > Request for leave for activities outside the UAB.

You must print a PDF copy of the application you have filled in and attach it to the MyWebTime leave manager signed by the person concerned and by the researcher or thesis supervisor together with a document justifying the absence (registration at the congress, call for a meeting, etc.).

When the activity outside the UAB (attendance to a congress, research stay, meeting, etc.) involves an expense paid (see the section Management of expenses) with funds from research projects, it is doubly important that you process the permission, since the funding body may ask for it in the framework of the economic justification.

8) EXPENSE MANAGEMENT

If you need to manage any expenses related to a project managed by your research group, such as conference registrations, laboratory material orders, travel expenses, or shipments, you must contact the person in the secretariat assigned to the principal investigator of your research group.

IP distribution by expense management group:

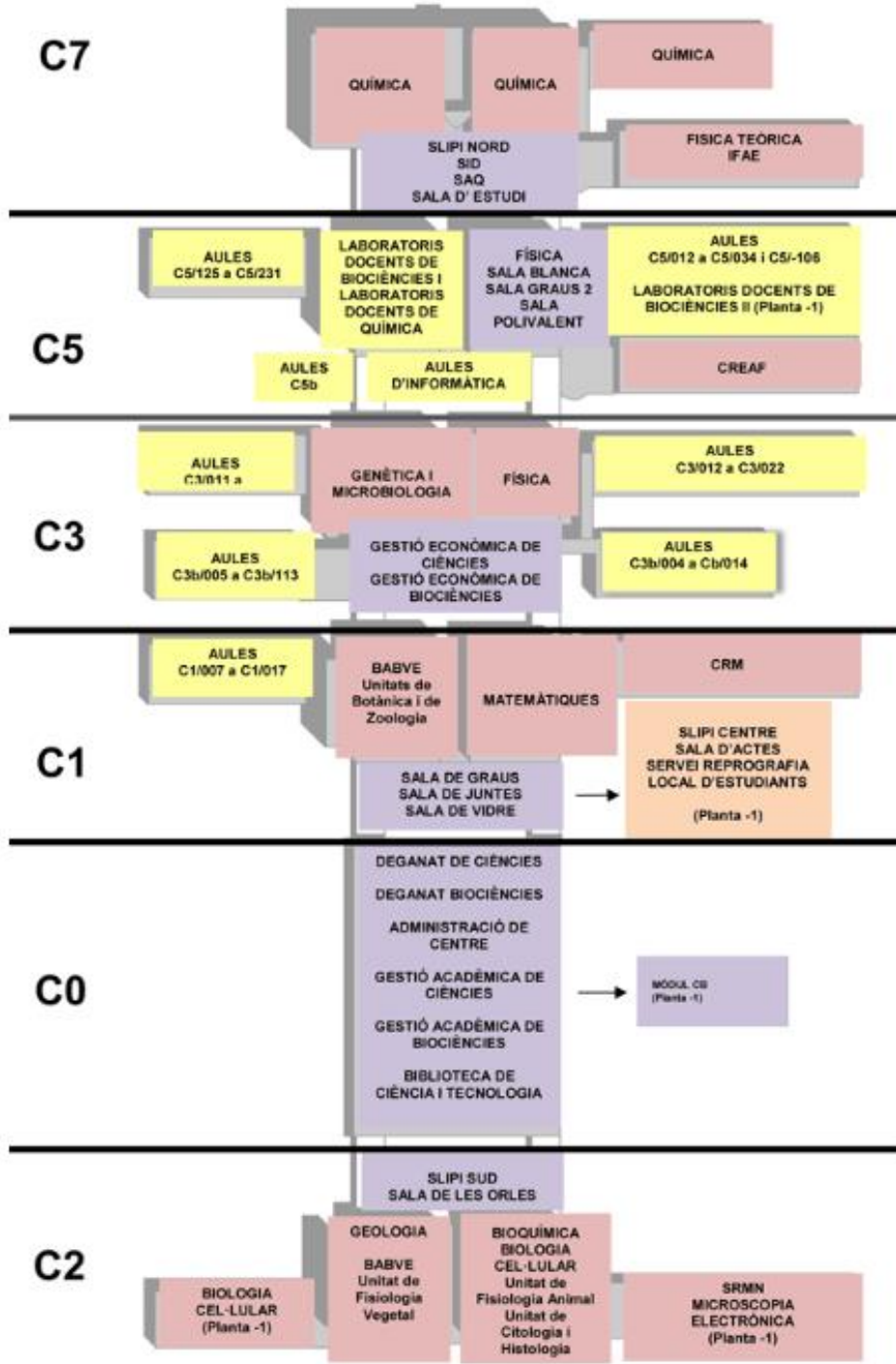
Principal Investigators	Contact Grup 1
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ESCRICHE MARTÍNEZ, LLUÍS	
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GALLARDO GARCIA, ILUMINADA	
GARCÍA VILOCA, MIREIA	
GARCÍA-ANTÓN AVIÑÓ, JORDI	
GENÉ TORRABADELLA, JORDI	
GONZALEZ LAFONT, M. DELS ANGELS	
GUIRADO LÓPEZ, GONZALO	
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MUÑOZ TAPIA, MARIA	
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PLEIXATS ROVIRA, ROSER	
PONS PICART, JOSEFINA	
PUYOL BOSCH, MAR	
RODRÍGUEZ SANTIAGO, LUIS AURELIO	
SEBASTIAN PEREZ, ROSA MARIA	
SODUPE ROURE, MARIONA	
VALLRIBERA MASSÓ, ADELINA	
YAÑEZ LÓPEZ, RAMÓN	

Principal investigators	Contact Grup 2
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BAYÓN RUEDA, JOAN PAU	
CAPDEVILA VIDAL, MARIA MERCE	
COELLO BONILLA, JORDI	
FIGUEREDO GALIMANY, MARTA	
JAIME CARDIEL, CARLES	
LLEDOS FALCO, AGUSTI	
PERAL PÉREZ, JOSÉ	
UJAQUE PÉREZ, GREGORI	
VALLE ZAFRA, MANUEL DEL	

❖ **Some useful links during your stay at the UAB.**

- International Support Service (support with immigration procedures and practical information, especially for foreigners): [Home - Universitat Autònoma de Barcelona - UAB Barcelona](#)
- Libraries Service: [Libraries - UAB Barcelona](#)
- Health Care Service (free assistance by members of the community in case of accident or illness, etc.): [Servei Assistencial de Salut de la UAB \(SAS\) - Universitat Autònoma de Barcelona - UAB Barcelona](#)
- Computer Service (free of charge): [Servei d'Informàtica Distribuïda de Ciències i Biociències – SIDCiB \(uab.cat\)](#)
- UAB Language Service (subsidised): [UAB Idiomes - UAB Idiomes - UAB Barcelona](#)
- Physical Activity Service - SAF (private)*: [Servicio de Actividad Física \(SAF\) - UAB Barcelona](#)
- Restaurants at UAB: [Restaurants UAB - Menjar a la UAB - UAB Barcelona](#)
- How to get to the Faculty of Sciences: [Transport and maps - Faculty of Sciences - UAB Barcelona](#)

Map of the Faculty of Science:



* CREAM: Centre de Recerca Ecològica Ambiental i Forestal

* IFAE: Institut de Física d'Altes Energies

* CRM: Centre de Recerca Matemàtica

* SRMN: Servei de Resonància Magnètica i Nuclear

* BABVE: Biologia Animal, Biologia Vegetal i Ecologia

Departaments i serveis

Espais comuns

Espais de docència