Teaching and Research Staff (PDI)

Extract

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

Department of Chemistry

Facultat de Ciències

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).

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.

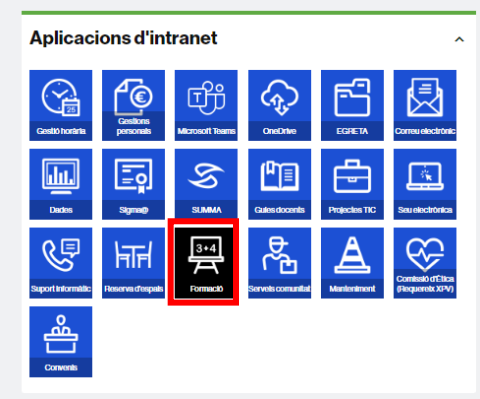
2) MAINTENANCE AND EMERGENCIES

he 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 must know the safety rules. You can find the safety rules in the research laboratories at the following link:
https://www.uab.cat/en/chemistry/prevention-security
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 COATS

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) LEAVE FOR WORK ACTIVITIES OUTSIDE THE UAB

Permission must **always** be requested when carrying out activities outside the UAB (such as attending conferences, seminars, meetings, research stays, etc.).

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

To request permission, you must fill out the form available in the "***Permissions and Absences***" section of ***Portal del treballador***, located on the intranet (please consult the application user *guia*).

Once you submit your request, if the permission requires it, it will automatically be sent for validation to the department management, the dean's office/school/institute management, and the Vice-Rector for Academic Staff. Once the validation process is complete, the Human Resources Area will send you the authorization resolution. In addition, you can check the status of your request at any time through the Employee Portal.

On this pàgina web, you will find all the information about permissions, the applicable regulations, and how to manage assistència sanitària durant els desplaçaments.

Associate lecturers and substitute teaching staff are not assigned research duties, and therefore do not need to apply for permission to attend conferences, research stays, etc.

When the activity outside (such as a conference, research stay, meeting, etc.) involves any paid expenses (see the next section "Expense Management") funded by research project funds, it is especially important to process the permission, since the funding agency may request it as part of the financial justification.

7) EXPENSE MANAGEMENT

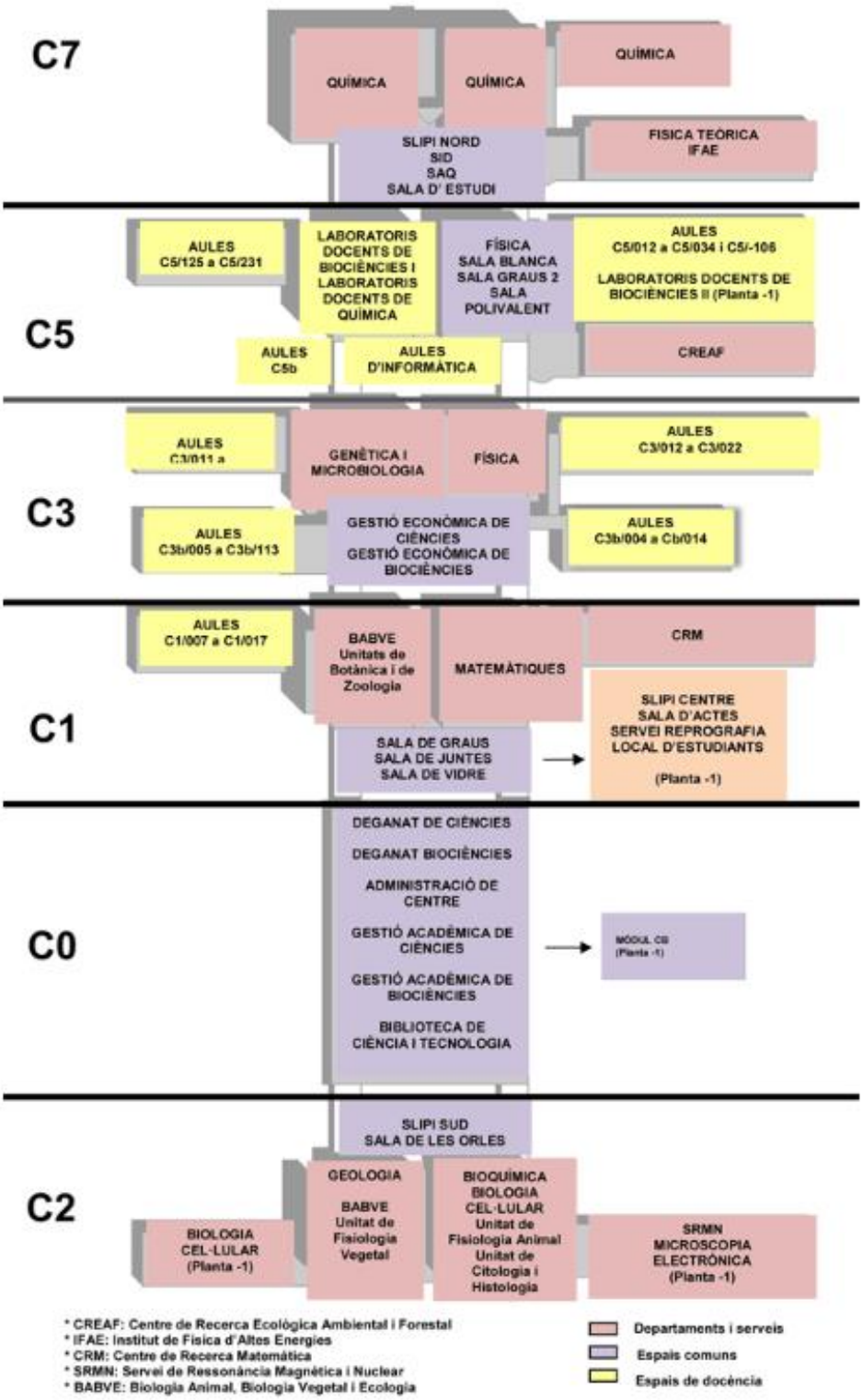
If you need to manage any expenses related to a project managed by your research group, such as conference registrations, laboratory material orders, travel expenses, or shipments, you must contact the person in the secretariat assigned to the principal investigator of your research group.

IP distribution by expense management group:

Principal Investigators	Contact Grup 1
ALONSO CHAMARRO, JULIÁN	
BAEZA LABAT, Ma DEL MAR	
BARTROLÍ MOLINS, JORDI	
CARNE SANCHEZ, ARNAU	
CESPEDES MULERO, FRANCISCO	
ESCRICHE MARTÍNEZ, LLUÍS	
FÀBREGAS MARTÍNEZ, ESTEVE	
FRANCÀS FORCADA, LAIA	
GARCÍA VILOCA, MIREIA	
GIMBERT SURINACH, CAROLINA	
GONZALEZ LAFONT, M. DELS ANGELS	
GRANADOS TODA, ALBERT	
GUIRADO LÓPEZ, GONZALO	
HERNANDO CAMPOS, JORDI	
LLUCH LÓPEZ, JOSEP Ma	
MASGRAU FONTANET, LAURA	quimica.economia.recerca.grup1@uab.cat
MUÑOZ MARTÍN, JOSE MARIA	
MUÑOZ TAPIA, MARIA	
PALET BALLÚS, CRISTINA	
PERAL PÉREZ, JOSÉ	
PIVIDORI GURGO, MARIA ISABEL	
PLEIXATS ROVIRA, ROSER	
PONS PICART, JOSEFINA	
POVEDA BARBERO, ANABEL	
PUYOL BOSCH, MAR	
RIMOLA GIBERT, ALBERT	
SEBASTIAN PEREZ, ROSA MARIA	
SODUPE ROURE, MARIONA	
SOLANS MONFORT, XAVIER	
VALLRIBERA MASSÓ, ADELINA	
YAÑEZ LÓPEZ, RAMÓN	

Principal investigators	Contact Grup 2
ALCALÀ BERNÁNDEZ, MANEL	
ALIBÉS ARQUÉS, RAMÓN	
BAYÓN RUEDA, JOAN CARLES	
BAYÓN RUEDA, JOAN PAU	
BOADA ROMERO, ROBERTO	
BUSQUÉ SÁNCHEZ, FELIX	
CAPDEVILA VIDAL, MARIA MERCE	
COMAS VIVES, ALEIX	
DEL VALLE ZAFRA, MANEL	
FIGUEREDO GALIMANY, MARTA	
GARCÍA-ANTÓN AVIÑÓ, JORDI	
HERNÁNDEZ BONILLA, ALBA	quimica.economia.recerca.grup2@uab.cat
ILLA SOLER, ONA	
JAIME CARDIEL, CARLES	
LLEDOS FALCO, AGUSTI	
LOPEANDÍA FERNÁNDEZ, AITOR	
LOPEZ MESAS, MONTSERRAT	
MARÉCHAL PIERRE, JEAN-DIDIER	
NOVIO VÁZQUEZ, FERNANDO	
PALACIOS BONILLA, OSCAR	
SALA ROMAN, XAVIER	
SÁNCHEZ MARTIN, MARIA JESÚS	
UJAQUE PÉREZ, GREGORI	
VALIENTE MALMAGRO, MANUEL	

❖ **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: