WELCOME HANDBOOK

Visitors

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. USEFUL 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 key. In the event that the unit's key is not available, the secretary's office can also provide the key to users, who will have to return them once they have finished using them.

Also that you can use other rooms in the Faculty of Sciences, such as room C0/-124. It is a faculty room so to reserve it you must send an email to: slipi.ciencies@uab.cat

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.

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.

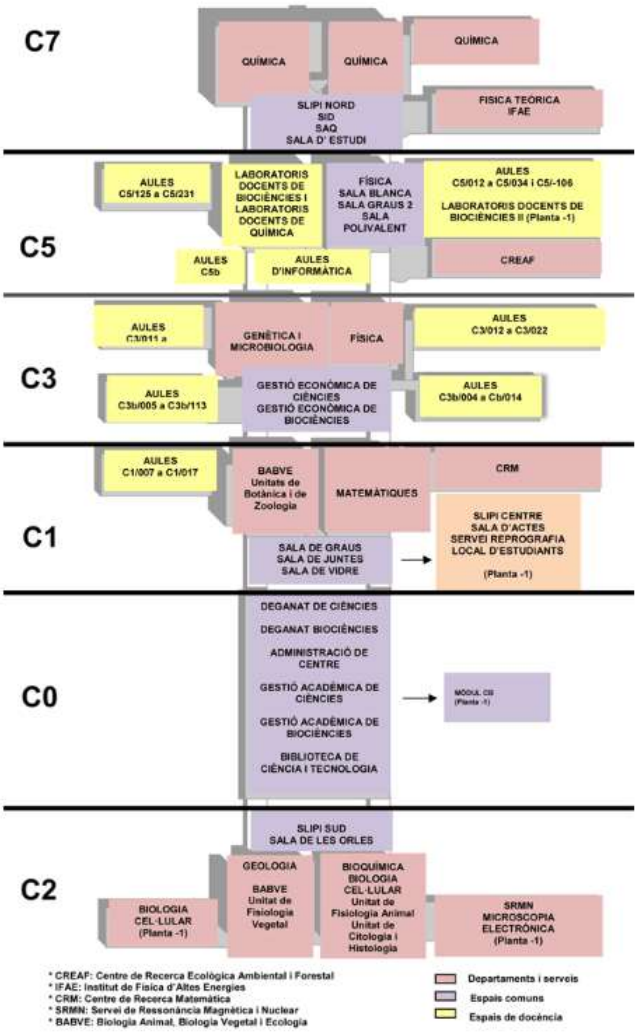
- **SCAN** - You can use the printer's scanner to send files to your email address. For this you will also need to have permission and you will have to request it from the secretary of the Department.

- **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.

❖ **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:


C7
QUÍMICA
QUÍMICA
QUÍMICA
SLIPI NORD
SID
SAQ
SALA D' ESTUDI
FISICA TEORICA
IFAE
C5
AULES
C5/125 a C5/231
LABORATORIS
DOCENTS DE
BIOCIÈNCIES I
LABORATORIS
DOCENTS DE
QUÍMICA
FÍSICA
SALA BLANCA
SALA GRAUS 2
SALA
POLIVALENT
AULES
C5/012 a C5/034 i C5/-106
LABORATORIS DOCENTS DE
BIOCIÈNCIES II (Planta -1)
AULES
C5b
AULES
D'INFORMÀTICA
CREAF
C3
AULES
C3/011 a
GENÈTICA I
MICROBIOLOGIA
FÍSICA
AULES
C3/012 a C3/022
AULES
C3b/005 a C3b/113
GESTIÓ ECONÒMICA DE
CIÈNCIES
GESTIÓ ECONÒMICA DE
BIOCIÈNCIES
AULES
C3b/004 a C3b/014
C1
AULES
C1/007 a C1/017
BABVE
Unitats de
Botànica i de
Zoologia
MATEMÀTIQUES
CRM
SLIPI CENTRE
SALA D'ACTES
SERVEI REPROGRAFIA
LOCAL D'ESTUDIANTS
(Planta -1)
SALA DE GRAUS
SALA DE JUNTES
SALA DE VIDRE
C0
DEGANAT DE CIÈNCIES
DEGANAT BIOCIÈNCIES
ADMINISTRACIÓ DE
CENTRE
GESTIÓ ACADÈMICA DE
CIÈNCIES
GESTIÓ ACADÈMICA DE
BIOCIÈNCIES
BIBLIOTECA DE
CIÈNCIA I TECNOLOGIA
MÒDUL C0
(Planta -1)
SLIPI SUD
SALA DE LES ORLES
C2
GEOLOGIA
BABVE
Unitat de
Fisiologia
Vegetal
BIOQUÍMICA
BIOLOGIA
CEL·LULAR
Unitat de
Fisiologia Animal
Unitat de
Citologia i
Histologia
BIOLOGIA
CEL·LULAR
(Planta -1)
SRMN
MICROSCOPIA
ELECTRÒNICA
(Planta -1)
* CREAF: Centre de Recerca Ecològica Ambiental i Forestal
* IFAE: Institut de Física d'Altes Energies
* CRM: Centre de Recerca Matemàtica
* SRMN: Servei de Ressonància Magnètica i Nuclear
* BABVE: Biologia Animal, Biologia Vegetal i Ecologia
Departaments i serveis
Espais comuns
Espais de docència