

## **Manual of the department of Epidemiology, Erasmus University MC**

This manual is designed to provide essential information and guidance within our department. A copy of the manual is also available on line by accessing the website: <http://www.erasmus-epidemiology.nl/> The issues are in alphabetical order.

### **Alteration form**

*(To be filled out by secretariat only)*

This form allows you to make changes e.g. extension agreement, change of address, notice of termination of the contract etc. The alteration form must be signed by the supervisor and applicant. The Human Resources will finalize the procedure.

### **Confidentiality agreement**

Every employee who is involved in or uses the Rotterdam Study (ERGO) research data, whether in the context of being employed by Erasmus MC or not must sign a confidentiality agreement. This agreement is mandatory and can be obtained at the secretariat.

### **Contacts**

Financial department: Yolanda Bekker-Wilthagen, room NA-2423 (ext. 44287)

Human Resources: Solange Degenaar, room NA-2413 (ext. 38486)

NIHES: Monique Nuijten, room NA-2403 (ext. 38856)

Servicedesk: Erasmus MC Hospital, room V100. Open: till 5:00 pm or call 44444

### **Dissertation protocol**

All affairs concerning your promotion can be found at the website of the Erasmus University Rotterdam: [www.eur.nl/informatievoor/promovendi](http://www.eur.nl/informatievoor/promovendi) or call 010 - 4081006. Information regarding coverage of thesis printing costs, please check:

[www.eur.nl/informatievoor/promovendi/promotietraject/proefschrift/vergoeding](http://www.eur.nl/informatievoor/promovendi/promotietraject/proefschrift/vergoeding)

For the department coverage there is a maximum of €1000,- for an internal PhD students at Erasmus MC. Your request must be submitted to Yolanda Bekker (NA-2423). Go to <http://intraneterasmusmc.nl/formulieren> see form “declaratie diverse onkosten personeel in loondienst”. This form needs to be completed digital, print and signed by the applicant and supervisor. Please attach the following: a copy of the bid of printing, a copy of the page of the promotion committee and the promotion date. For all postal service, regarding your thesis, you can place an order on Servicedesk Online: <http://intranet.erasmusmc.nl/vindjeweg/helpdesks>

## **Dutch course**

The Language & Training Centre offers Dutch beginners courses for PhD students of the Erasmus MC. For more information, please check: <http://intranet.erasmusmc.nl/cb13/dutch-course/>

## **Expenses claim**

The process of making a claim is quite simple, go to <http://intraneterasmusmc.nl/formulieren> or <http://intranet.erasmusmc.nl/directiefinancien/dienstenenproducten/salarisadministratie/all forms in english/> Complete the form digital, print and sign the form. Attach all corresponding receipts for your claim and pass it to your supervisor for approval (signature). Send the form including attachments to the Financial Department, room NA-2423 (Yolanda Bekker). Please note; small receipts should be taped onto a blank sheet of paper. The forms will be updated

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frequently, therefore it is mandatory to use the actual forms from the intranet. For travelling abroad, which has to be approved by your supervisor, all cost must be paid upfront.

## **GVO form (Hospitality agreement)**

*(To be filled out by secretariat only)*

To be registered at the dept. of Epidemiology you need an application form (GVO), which can be obtained at the secretariat. We will be unable to process your application without a copy of your resume and passport (or if needed, a residence permits). For non-EU members please consult the secretariat. Human Resources will finalize the procedure. Within 4 weeks you will receive a duplicate of your hospitality agreement, please sign one copy and return it to the Human Resources. Also, an application form needs to be fill out for your Erasmus MC ID badge (deposit is €45,-). This form is available at the Human Resources. The ICT help desk will send your login information by mail. Please notify the secretariat if you do not wish to extend your agreement.

## **ICT**

Nano Suwarno, room NA-2924 (ext. 44252)

Nano Suwarno is an IT system manager, who will assist with system installation, software installation, back up and data recovery, operation and maintenance. This is under the supervision of the IT section.

## **Key**

Access to the NA-building, Theme Health Sciences is controlled by your Erasmus MC card. For access authorization you have to provide the secretariat of Epidemiology with your name, microsection number and the number of your Erasmus MC card. The secretariat will take care of the authorization.

## **Library**

The medical library is the source of all your scientific information. For general information and loan, please check: [uitleen.mb@erasmusmc.nl](mailto:uitleen.mb@erasmusmc.nl). For requesting photocopies, please use the following link: <http://www.medbib-erasmusmc.nl>

## **Links**

[www.erasmusmc.nl](http://www.erasmusmc.nl)

<http://intranet.erasmusmc.nl/cb13/?lang=en>

[Important links with information about the department's research activities](#)

[www.erasmus-epidemiology.nl](http://www.erasmus-epidemiology.nl)

[www.ergo-onderzoek.nl](http://www.ergo-onderzoek.nl)

[http://www.epib.nl/research/erf/erf\\_index.html](http://www.epib.nl/research/erf/erf_index.html)

<http://www.erasmusmc.nl/clinical-epidemiology/>

<http://www.generationr.nl>

*(ErasmusAge website is currently being developed)*

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## **Meetings**

### **Monday seminar**

Every Monday, except during Erasmus Winter Programme, Erasmus Summer Programme, summer vacation and Dutch holidays, you are invited to our department seminar. On Thursdays you will receive an invitation by email. The seminar starts at 1:00 till 2:00 pm in room NA-2902. No admission required. The seminars cover topics of importance to epidemiologists, biostatisticians, public health researchers and clinical investigators. They are given by invited speakers, often from abroad. The seminars are English spoken and can be attended by anyone who is interested.

### **2020 meeting**

The 2020 meetings of the department of Epidemiology comprised two formats. The 1st year PhD students (or at the beginning of the second year) will present their work of the first year as well as the plans of the coming years. PI's and fellow students are invited to comment as well as come up with additional ideas and corporations. Also, third year PhD students (or at the beginning of their fourth year) will present their work as part of some reflection and present some additional plans for the last months and chapters in their thesis. Meetings will be held in Na-2802 odd weeks on Friday's at 13.00hrs. You will receive an invitation by email.

### **Meeting room reservation**

The secretariat will assign a room based on the needs of the applicant or availability.

When your request has been approved, you will receive a confirmation. Meeting room NA 2802 holds 50 seats. Please send your request to e-mail: [secretariat.epi@erasmusmc.nl](mailto:secretariat.epi@erasmusmc.nl)

For requirements such as laptop please notify Nano Suwarno (ICT).

### **Office supplies**

At the secretariat the most common office supplies are available. It is possible, in consultation with the secretariat, to make a request for a special order.

### **Post**

Mail is delivered to the department and will be placed in your mail compartment in room NA-2818.

All (internal/external) postal service, related to the Erasmus MC, can be dropped into the black bin at the secretarial office, no stamp needed. Next day delivery (for the Netherlands) is possible if placed before 12:00 pm and with a special sticker: delivery within 24 hours.

### **Mail compartment**

Mail compartments are divided by room numbers. Your mail will be delivered in the compartment with your room number every morning (NA-2818), except during the weekends. For questions or information regarding postal deliveries please dial the mail room: 010 70 35700 or e-mail [h.melief@erasmusmc.nl](mailto:h.melief@erasmusmc.nl)

### **Secretariat**

*(Room NA-2818)*

Gabrielle Bakker, secretary of Prof. A. Hofman and Dr. M.A. Ikram

Erica Kroos, secretary of Prof. M. Hunink and Prof. H.W. Tiemeier

*(Room NA-2918)*

Ingrid Verhage, secretary of Prof. O. Franco

### **Sick leave**

Unexpected absences due to illness must be reported, on the first day, as well as return to work, to the secretariat. Send an e-mail to: [ziekmelding.epi@erasmusmc.nl](mailto:ziekmelding.epi@erasmusmc.nl) or call 010- 70 43489.

### **Timesheet**

The timesheet will be provided by the secretariat. At this moment however, a pilot is held for working with a new timesheet. This new system is not available to all employees yet.

Once it is, the following applies: all salaried employees of the department of Epidemiology are responsible for preparing a timesheet reflecting their use of vacation, sick and personal leave time. Filling out your own timesheet is mandatory and helps keep track of hours spent on the job. Before the end of the year the secretariat will send out a request to return your overview of your timesheet. All employees with a fulltime appointment may carry over a maximum amount of 80 hours into the next year. This entitlement applies proportionally for part-timers.

**For all questions, remarks you can stop by the secretariat or call 010 -70 43489, 43488 or 44820.**