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**to new staff members
of the University of Groningen**



Welcome to the University of Groningen

This brochure aims to help you find your feet at the University. Our Intranet is so extensive that it may sometimes be difficult to see the wood for the trees. We have therefore made an overview of the most important topics for you.

Getting to work

Before your first day of work

You will be issued a [personnel number](#) and receive information about the [University Workstation](#) (the digital working environment) and your [email account](#) before you start your job. Your manager will tell you exactly where and when to report on your first day of work. Have a look at the [information on terms of employment](#) for new staff.

On your first day of work

All workstations at the UG provide [access to the internet](#). In addition, you will be given your own [profile page](#) on the UG website, which you can maintain yourself. Please consult [this manual](#) to set up one or more email signatures. Another thing that you should know is [how the telephone works](#). And, have you applied for your [University Card](#) yet?

Finding your feet

The first few weeks

How do things work at [this organization](#)? How should I approach my position? Which [house rules](#) apply? During the first few weeks, you will probably have a hard time [getting around](#) the buildings. Your colleagues and manager will be happy to help you. We also advise you to take some time to browse around on [My University](#), where you will find [important notifications](#) and you can [arrange a variety of matters yourself](#). The University considers it important for you to meet your new colleagues. For this reason, it organizes informal [welcome meetings](#) for new staff members four times a year.

After your first month

Congratulations, you have received your first [salary slip](#)! After your first month, you will be given a bit more leeway to shape your own position. You may still be a bit confused with all the jargon and abbreviations we use at the UG. Therefore, we have drawn up a list of important and useful links for you on the next page.



Important to know

- > [Work and career](#)
The Intranet home page with HR information. This is where you will find your [terms of employment](#) and information about [working hours, leave and vacation](#), [calling in sick](#), [Results and Development Interviews](#) and much more.
- > [Corporate Academy](#)
The Corporate Academy is the platform for courses and training programmes available to all staff members and PhD students at the UG.
- > [House style](#)
The house style and logo make the University of Groningen visible and recognizable for various target groups in the Netherlands and abroad.
- > [Health and working conditions](#)
Everyone who works is entitled to a healthy, safe workplace. This link will also lead you to information about our [BALANS](#) lifestyle programme and the [SPR](#) sports association.
- > [Confidential advisor](#)
The Confidential advisor is an independent counsellor who can provide advice and guidance in the event of undesirable behaviour, integrity issues and collaboration problems.
- > [University Library](#)
The University Library (UB: Universiteitsbibliotheek) provides an increasing range of services to support teaching and research. Have a look at everything the UB can do for you as a staff member.

Useful to know

- > [Green Office](#)
The Green Office coordinates activities to promote the sustainable development of the University.
- > [Studium Generale Groningen](#)
Studium Generale organizes activities in the fields of science, culture and society. Its varied programme, including lectures, films, debates and more, is intended for a wide audience of students, lecturers and other interested parties from within the city and province of Groningen.
- > [Usva](#)
Usva Cultural Student Centre is the venue for cultural events at the University of Groningen and organizes a wide range of courses for both students and staff members.
- > [University Museum](#)
The UG has had its very own science museum in the city centre of Groningen since 1934. The museum has a wide-ranging collection that brings together nature, culture and science.
- > [YoungRUG](#)
YoungRUG is a self-organised network for young UG support staff. They organize both social and substantive activities. Feel free to join!
- > [A Beginner's Guide to Dutch Academia](#)
This guide discusses the Dutch attitude to work, employment contracts and the structure of academia in the Netherlands.
Published by the Young Academy.