Vademecum
ABAP Letteren
Cover image by Rob Stevens (Fotodatabank KU Leuven)
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With this vade-mecum we want to welcome new ABAP (Assistant or Associate Academic Staff) at the Faculty of Arts and familiarize them with the structures and regulations of the faculty and the university.

A first version of this vade-mecum for the new Arts ABAP was written in September 1997 by Katelijn Vandorpe and was updated three years later. Because of the unstoppable urge for innovation at KU Leuven, the adapted version was already outdated since 2005 and no longer spread among new ABAPs. In the academic year 2009-2010, on the initiative of the ABAP representative at the time Tom Boij, it was decided upon to have the different chapters written by specialists in their field. It was on this design that Jocelyne Daems based the current version of the vade-mecum. For this updated version of the vade-mecum we choose to work with references to the accompanying online KU Leuven web sites. This way we want to make sure that the information remains up to date and that this vade-mecum will be of lasting value as much as possible. In this respect, we invite you to notify the ABAP representative if there is information in the vade-mecum that is not (or no longer) correct.

To follow the ABAP community in the Faculty of Arts online, you can visit the Toledo-community ‘ABAP-Letteren’. Everybody can become a member of this community by clicking “Manage Toledo enrollments” (under “Quick Links”), to then choose “Enroll” next to “What do you want to do?” and search for ABAP-Letteren.

Jocelyne Daems and Emma Grootveld, chairmen of the ABAP delegation 2013-14 and 2014-15,
October 2014

Online edition 2015.1
Note to this edition

Since the revision in 2015, this Vademecum has become a valuable source of information for starting ABAP’s at the Faculty of Arts. However, by 2016 already, a number of details was out of date due to the migration of websites and the reallocation of personnel. Therefore, all hyperlinks as well as the responsibilities of staff members were checked for this edition.
Of course, further remarks, corrections and suggestions are very welcome!

Leonie Grön, chairwoman of the ABAP delegation, 2016 – 2017
January 2017

Online edition 2017.1E
1. Practical guidelines and overviews

1. Your very first steps

1.1. Meeting the coordinator of your research unit
The research unit coordinator has an important role in the course of your career. If you are a PhD-student, he/she is the president of the doctoral commission of your research unit (that approves your doctoral application and follows the progress of your PhD), makes the necessary preparations for your doctoral exam, ensures the specific agreements with assistants concerning their scientific, didactic and administrative/logistic tasks.... So pay him or her a visit as soon as you can.

The coordinators per research unit are:
- RU Linguistics: Dirk Geeraerts
- RU Literary Studies: Bart Philipsen
- RU Archaeology, Art History & Musicology: Mark Delaere
- RU History: Brigitte Meijns
- RU Area Studies: Dimitri Vanoverbeke
- RU Translation Studies: Elke Brems

https://www.arts.kuleuven.be/english/research/research_arts

1.2. Meeting the secretary of your research unit
The secretary, or administrative coordinator, of the research unit is responsible for the administration of the research unit. He/she is the contact person for ZAP and ABAP, arranges the basic administration concerning staff files, and offers information to PhD students with respect to the procedure, training and defence of the PhD. The exact interpretation of the job responsibilities of the administrative coordinator can vary per RU.

The research unit secretaries are:
- RU Linguistics: Sylvia Lescrauwaet, every morning; LETT 02.29, tel. 016/325030
- RU Literary Studies: Mia Hamels, not on Friday; LETT 03.14, tel. 016/325041
- RU Archaeology, Art History & Musicology: Veerle Hompes, not on Friday; LETT 04.13, tel. 016/325050
- RU History: Liesl DeWindt; LETT 05.29, tel. 016/32 50 60
- RU Area Studies: Choumicha Ridouani, every morning; LETT 07.03, tel. 016/324931
- RU Translation Studies: Steven Dewallens, every Friday; Babelhuis (Blijde-Inkomststraat 13) 02.01, tel. 016/324692

https://www.arts.kuleuven.be/home/diensten/secretariaten

1.3. Meeting the administrative director and the dean
New ABAPs are asked to go and present themselves to the administrative director Elise Haemers (LETT 00.05, tel. 016/377160) and to dean prof. dr. Jo Tollebeek, with whom you can make an appointment through the dean’s office (isabelle.aerts@kuleuven.be). According to your situation, you preferably do this with your RG head or your project responsible so as to briefly present your research.
2. Practicalities

2.1. Keys
The administration of the keys to the Erasmushuis (except for the keys to the library) is organized centrally at the Reception (for the keys of the library you can go to the library itself).

New staff members (AAP and BAP) need to pay a deposit of 20 euros upon receipt of the keys. When returning the keys, this deposit is paid back. For the key to the library a deposit of 50 euros is paid.

The secretaries dispose of a master key of the offices on their floor.

Entrance to the faculty building after 7 pm and during the weekend is possible through a card reader at the outside door with your staff card. You have to apply through this web https://cwisdb.kuleuven.be/tcp-bbin/structuur. You get the message “U hebt geen toegang om dit programma te gebruiken”, and then click on “Aanvraag”. Next, you see in the middle of your screen “Geef mij het aanvraagformulier”, after which on the next screen you look for “ERASMUSHUIS (personeelskaart)” in the list of rooms. If you click on it, you can apply for access to the night entrance (5004 D).

2.2. How to use the parking lot or the bicycle shed?
ZAP, AAP and ATP who don’t live within the ring-road, don’t use a 2WD bicycle and don’t have a season ticket for the train can in principle use the Arts parking lot. For this your staff card needs to be activated, for which you can go the reception. The general parking policy can be found here: https://admin.kuleuven.be/td/intranet/en/fd/bws/parking-policy

Visitors are offered the opportunity to park in the parking lot Herman Servotte (Parkstraat). They have to announce themselves in advance through the application https://cwisdb.kuleuven.be/tcp-bbin/bezoekers. Upon arrival at the barrier, visitors can check in by calling Central Dispatch of KU Leuven. The operator, after verifying your data, grants the announced visitor(s) access to the parking lot.

To reach the different departments and faculties from this visitor’s parking lot, you can make use of the maps made available on the internet.


If you come to work by bike, you can make use of the staff bicycle shed. You can ask for the key at the reception.

https://admin.kuleuven.be/intranet/english/working.html#mobility

2.3. Staff card
Upon signing your contract, HR takes a picture for your staff card. Your staff card offers you a number of benefits, see chapter III.8.5.

You can change your picture at all times in your KU Loket > Personnel > My details > Communication and Correspondence.

2.4. Library card = staff card
As a member of staff you can (with your staff card) lend more books and for a longer period than you could as a student: see chapter VII.
2.5. Telephone use and fax
KU Leuven uses Skype for Business/ Lync for telephone service:
https://admin.kuleuven.be/icts/english/lync
As an ABAP member you are entitled to a telephone and consequently a telephone number on which people can reach you. The type of telephone depends on your status: AAP receive a CX300 (Soft)phone and BAP a Jabra 150MS headset. The Faculty of Arts also has its own web page on Lync@Arts.

https://www.arts.kuleuven.be/home/lync (Dutch)

To make sure people can reach you, it is important that your work address details are correct. The DIV (IT Services) has made a manual with step-by-step instructions on how to do this:
https://www.arts.kuleuven.be/home/div/werkadres_lync (Dutch). You can also use the picture displayed on your Who’s who page in your profile:


Excessive private use and long (thus expensive) calls abroad should be avoided. For phone calls abroad you need to ask for permission.

Each research unit has its own fax machine.

2.6. A PC, connection to the KU Leuven network and an email address
In each research unit all PCs, laptops and docking stations are connected to the KU Leuven network. If you want to have access to this network, you have to dispose of a login.

At the Faculty of Arts this is the ADARTS network. When you log in to the ADARTS domain, you get access to several network disks. Always save copies of important documents on the network disk and not (just) on the hard drive of your own pc. Each evening an automatic back up is made of all documents on these network drives. Moreover, you can access these documents on any pc with an internet connection. This way you can access your important files at home or at another desk.

https://www.arts.kuleuven.be/home/div/eng/services

2.7. Wireless network KU Leuven
KU Leuven offers several ways to connect to the Internet. In addition to the many cable connections in the KU Leuven offices and auditoriums and the low-cost KotNet access available at most student residences, wireless internet is also provided in most KU Leuven buildings. Particularly public areas such as auditoriums, libraries and the Alma restaurants have long been equipped with wireless internet access. The wireless access points maintained by ICTS broadcast three networks: eduroam (students and staff), kuleuven (staff) and kuleuven-guest (for visitors). The ICTS website offers specific configuration pages per network.

https://admin.kuleuven.be/icts/english/wifi
2.8. PhD
Who wants to start a PhD, should fill in the doctoral application as soon as possible: you can only officially begin when your application has been approved. The documents that need to be filled in can be found under ‘practical guidelines on the faculty PhD page: https://www.arts.kuleuven.be/english/phd/files-doct-education/EN_doct1.pdf

The doctoral education has certain obligatory components. Practically this means you have to register each year again as a PhD student and report on the progress of your research. Each report has to be signed by your supervisor and before you upload the document in the Milestones-application in KULoket.

Next to that, there are also some scientific requirements. You need at least 1 scientific publication, you give at least 2 seminars (higher than MA level), you give at least 1 (poster) presentation on an international conference and you follow at least 1 course, seminar or lecture for PhDs. Together with your supervisor you will assemble your Doctoral Guidance Commission (Doctoraatsbegeleidingscommissie, DBC), which will be involved in your half-time evaluation and, in many cases, in your doctoral jury. Until now this happened in the second year of the PhD, but from 2015 onwards, with the start of a revised programme, the doctoral school will require to do this in the first year of your PhD.

It is in your best interest to make the necessary preparations for your doctoral exam on time. For this you need to meet all the obligatory requirements. Next, you can determine the date in agreement with your supervisor and the possible members of your jury. Twelve weeks before your defence you submit your application to promote, seven weeks before your thesis itself.

Within each RU, there is a responsible for the doctoral education, they are:
- History: Jelle Haemers (LETT 05.41, tel. 016/325018)
- Literary Studies: Frederik Van Dam (LETT 04.22, tel. 016/324877) and Shari Boodts (LETT 06.08, tel. 016/325567)
- Linguistics: Benedikt Szmrecsanyi (LETT.02.34, tel. 016 32 48 23)
- Archaeology, Art History and Musicology: Mark Delaere (LETT 04.40, tel. 016/324893)
- Area Studies: Willy Vande Walle (LETT 07.23, tel. 016/324928)
- Translation Studies: Lieve Behiels (Campus Antwerp, 04.STA.4.19, tel. 03/2060491)

You can find more information on the doctoral education, on the level of the Faculty of Arts, the Humanities and Social Sciences Group and KU Leuven.

Sites:
https://www.arts.kuleuven.be/home/english/phd_arts
http://ghum.kuleuven.be/phd
http://www.kuleuven.be/research/phd/

2.9. The ABAP delegation
Every two years in October you have to vote for the election of an ABAP delegation that will represent you and other ABAP members in the Faculty Board and Subfaculty Board. Even when you’ve just started in October, you are expected to vote. What this delegation does exactly, is explained in chapter V.

2.10. KU Loket, the administrative portal of the KU Leuven
The KU Loket is a gateway to web applications for administrative processes. Upon commencement of employment you mustn’t forget to register the room number of your office in order for your
To access KU Loket and intranet you need a u-number. You can get this through your network administrator.

http://www.kuleuven.be/kuloket

**2.11. Toledo**

Toledo stands for ‘TOetsen en LEren Doeltreffend Ondersteunen’ (Efficiently Support Testing and Learning) and is the common virtual learning environment of the Association KU Leuven.

It is possible to enroll for courses you’re not taking, for instance to have a look at a possible relevant MA course. You can also join communities, like that of ABAP-Letteren.

Mobile http://m.toledo.kuleuven.be/

**2.12. Lirias and Open Access**

Lirias is a document repository to archive the KU Leuven Association research output in a digital way. The archive is maintained by the Research Coordination Office and LIBIS.

Lirias provides the master data for the publication list added to your CV on the Who-is-Who pages and is important for financing projects. All researchers are therefore strongly advised to submit their publications in Lirias completely, correctly and in time; add, whenever possible, the document of reference, even if you don’t make it public yet.

Web https://lirias.kuleuven.be

Increasingly, research foundations (such as the FWO) require that you publish all articles written with their financial support in Open Access. For any question on Open Access you can contact the staff member for Research, Matthias Meirlaen, or the Open Access info-point of the KU Leuven: open_access@bib.kuleuven.be.

The Open Access info-point can check for all full-texts uploaded by researchers whether they can be published legally in Open Access.

https://lirias.kuleuven.be

**2.13. Stationery and copy cards**

For all kinds of desk requisites you can go to the research unit secretary’s office. For copy cards you can go to the reception.

A copy machine/scanner for staff is available on the agora of the second, third, fifth and seventh floor (one machine per floor). These machines are at your disposal for work related to the faculty (administration, research, education). You can easily save your scans on a correctly formatted USB stick. The faculty also has its own scan room in the basement of the Erasmushuis (LETT 91.05). This room needs to be booked:


Next to this, there are a couple of copiers in the library which are also available for students. These machines can copy, as well as scan and print. For the copiers in the library, you need a copy card of the library itself.
In case you need to make copies in large numbers for research or educational events, please contact your administrative coordinator in time. They will contact a copy centre to take care of it.

2.14. Internal mail
Your mail (internal and external) is delivered in your own mail box or your research unit’s mail box. In case you want to send a letter – abroad or by express – please consult with your administrative coordinator. You can always drop your letters in one of the mail boxes on the ground floor of the faculty, next to room LETT 00.17. There are mail boxes for the different research units, institutes and projects. There is also one for stamped letters and one for internal mail (no stamps needed).

2.15. Corporate style
The corporate templates are the visual representation of KU Leuven’s identity and enhance the recognisability of the organisation. All members of the university community are expected to use the corporate style correctly in their communications, both internally and externally. KU Leuven Marketing gathers all practical guidelines and requisites to create KU Leuven publications, on paper as well as digitally. You can find Word and Powerpoint templates, for KU Leuven and the other campuses, templates to make (scientific) posters etcetera. The KU Leuven logo and sedes can also be downloaded here for publications.


2.16. Didactic material, room surveillance and reservation
The daily surveillance of the (class) rooms and didactic appliances is the responsibility of the technical services (Campus Service) and Mr. André Van De Weyer, who can be contacted by telephone on 0486/884145. You should talk to him whenever you want to make use of the audio-visual appliances in one of the faculty rooms. The material should be booked in advance through the Reception or the Students’ Office.

A room can be booked by sending an email to receptie-letteren@kuleuven.be and by stating the following information:
- date and hour of the booking
- size or name of the room
- purpose (extra course, meeting, ...)

The room occupation (per room name, per hour) can be consulted through KU Loket > HSE & Spaces > Classroom reservations.

2.17. Changes in personal data
Changes in personal data (e.g. address change) should be communicated as soon as possible. The best way to do is, can be found in chapter III.3.2.

2.18. Appraisal interviews
Yearly, all Ph.D.-students are invited by their research unit coordinator for an appraisal interview. Staff members at the campuses who are not enrolled in a Ph.D.-program are invited by their Campus Dean.

2.19. ABAP confidence person at the Arts Faculty
If there are issues you can’t discuss with you’re the coordinator of your research group or research unit, you can go to the ABAP confidence person. This person is a ZAP member who has been appointed by the ABAP for a (renewable) period of three years. Since August 1, 2010, and renewed in
2013, the ABAP Arts confidence person is prof. dr. Katlijne Van der Stighelen (LETT 04.04, tel. 016/324863).

2.20. Health, Safety & Environment Department (HSE)
When you start working at KU Leuven, you receive an email with some HSE instructions for this building and you are expected to confirm that you have read this in KU Loket.

https://admin.kuleuven.be/sab/vgm/associatienet/EN/index

2.21. Reporting technical defects
Faulty equipment may include the following: a light bulb that has blown, malfunctioning central heating, an electrical problem, a burst water pipe. Such problems can be reported as follows:
   - through KU Loket > Spaces: Buildings & Rooms > Reporting technical defects
   - by email: centraledispatch@tech.kuleuven.be
   - by telephone on 016/322000


2.22. Sorting
Please help sort waste at KU Leuven. Every office has its own paper basket and a waste bin, which are regularly emptied. In the coffee room of your floor you can find a central waste point. The Erasmushuis also has its own waste zone, on floor -1 and be reached most easily by taking the elevator in front of the cafeteria. Here a number of waste fractions are collected such as household glass waste, batteries, small hazardous office waste, Styrofoam, electronic equipment, bulky waste and the like.

http://www.kuleuven.be/duurzaamheid/sustainability/waste

2.23. Veggie Bag
As a (PhD) student you can get a surprise package of organic fruits and vegetables every Monday. You need to order your selection and pay a week in advance. In the Faculty of Arts, there is a pick-up spot in the basement of the Erasmushuis, between 4.45pm and 5.15pm. Don’t forget to bring your own carrier bag.

https://www.facebook.com/veggiebag

2.24. Emergency number
If an incident occurs or someone is in distress, immediate response is required. For such emergencies, KU Leuven has a 24-hour emergency number 2222 and an email address noodnummer@kuleuven.be. Please, do not dial external emergency numbers (100, 101, 112 ...), but use the KU Leuven emergency number instead.


2.25. First Intervention Team (EIP)
EIP (First Intervention Team) is an important organizational support in case of accidents and first aid for problems. These teams support the prevention, supervise the evacuation in case of accidents and,
if necessary, take action in expectation of the emergency services. In case of evacuation, follow the EIP member’s instructions.

The operational processes manager Ivo Jossart coordinates the EIP. Contact him if you want to join the team.

2.26. Forms
On the Intranet you can find an overview of online available forms (HSE, finances, insurances etc.): https://admin.kuleuven.be/intranet/english/forms

2.27. End of contract
What happens with your mail account, the documents of your hard drive ... when you leave KU Leuven? What to do with your key? An answer to these and other questions can be found at the website “Uit Dienst@Letteren”.

https://www.arts.kuleuven.be/div/nieuws/uitdienst (Dutch)
II. Where to find information

1. On the university and KU Leuven

1.1. KU Leuven
The university homepage offers you information on
- education and research (faculties, library ...) and
- administrative and support services

http://www.kuleuven.be/english
https://www.facebook.com/LeuvenUniversity

1.2. Who’s who at KU Leuven
You can search for every member of staff, if you know his/her surname and/or first name. The database gives you the office address, telephone number and email address. You can also find links to publications, research topics and memberships.

The research topics displayed on your own Who’s who page can be inserted through KU Loket > Research > CV.


1.3. KU Leuven regulations
KU Leuven regulations, decrees and contracts can be found online. Most of them are in Dutch, however.

https://admin.kuleuven.be/intranet/english/organization_regulations.html#regulations

1.4. GeDOCumenteerd
All support and recent information on mandates, grants, prizes, etc. from the university, the FWO and other institutes is gathered on the GeDOCumenteerd pages.

https://www.kuleuven.be/onderzoek/gedocumenteerd/index_en.html#search

1.5. PhD
All PhD information on university level can be found here: http://www.kuleuven.be/research/phd/

2. Humanities & Social Sciences Group

2.1. Humanities & Social Sciences Group
Together with a number of other faculties and institutes, the Faculty of Arts is part of the Humanities and Social Sciences Group.


2.2. PhD
The Humanities and Social Sciences Group has its own doctoral school: the Doctoral School Humanities & Social Sciences.
3. Faculty of Arts

3.1. Faculty of Arts
The Faculty of Arts has its own home page, with information on education, research and the library.

http://www.arts.kuleuven.be/home/english/index
https://www.facebook.com/LetterenLeuven

3.2. Faculty of Arts Regulations
The Internal Regulations (Huishoudelijk reglement) are an addition to the KU Leuven regulations.

http://www.arts.kuleuven.be/home/bestanden/hr-fr-20130603.pdf (Dutch)

3.3. Staff page
Basic information is found on the staff page. However, mostly it refers to the Dutch “Teacher page”.

http://www.arts.kuleuven.be/home/english/staff

3.4. PhD
All faculty information on a PhD at the Faculty of Arts is gathered on one web site. You can find the regulations for the doctoral education and doctoral exam here. Each research unit has its own responsible for the doctoral education; see I.2.8 for their names.

https://www.arts.kuleuven.be/english/phd/phd_arts

3.5. Reports
Reports of the Faculty Council, the Faculty Board and the Subfaculty Boards can be found on the faculty Sharepoint. An email is sent when the Sharepoint has been updated.

https://www.groupware.kuleuven.be/sites/lett_doc_verslag/SitePages/Introductiepagina.aspx
III. The status of the ABAP

1. KU Leuven staff

KU Leuven staff can be categorized in two major statuses:
- The ATP: the administrative and technical staff (also called management and support staff): management functions, general staff & counsellors, IT engineers, technicians, library staff …)
- The AP: the academic staff, which exists of three groups:
  - AAP or assistant academic staff: assistant, teaching assistant, doctoral assistant
  - BAP or associate academic staff: a large group of functions (often with an external salary), mainly: PhD students, research associates, self-supporting researchers
  - ZAP or senior academic staff: the professor staff, which knows the following grades: lecturer, senior lecturer, professor, full professor


Next to that, the HR intranet pages offer all kinds of information for Academic Staff.

https://admin.kuleuven.be/intranet/english/information-for/academic-staff

2. The Association of Academic Staff Leuven (VAPL)

The association of academic staff of the KU Leuven is the sound board for all academic staff: assistants, research fellows, researchers, professors; men and women; in the humanities, exact and biomedical sciences.

http://vapl.kuleuven.be/ (Dutch)

3. ABAP and HR

3.1. HR

The HR Department offers a range of services to all staff across the University such as support and specialist advice, recruitment and selection, preparation of contracts of employment, maintaining staff records, offering training opportunities and offering a policy with regard to promotion and remuneration.


HR consists of the following services:
- Reception
- Payroll office
- HR Policy & Support
- HR Development
- HR Management, Recruitment and Career Management for ZAP
- Management information

You will mainly be in contact with staff administration and salary administration.
For staff administration, you can contact your HR consultant for the Humanities: Mieke Vandekinderen, tel. 016/328317.


For salary administration and absences & holidays, you can contact your file administrator (can be found in KU Loket).

The HR Department also wants to welcome and help newcomers at KU Leuven.

Sites:
https://admin.kuleuven.be/personeel/english/first_steps_upon_arrival/index

3.2. Changes in personal data
For administrative purposes, it is important that all data is always correct. Keep your personal data on record through KU Loket and update it when needed (address, bank account ...). For some changes, you need the necessary forms for the HR department (civil state, child allowance ...)

4. Assistant Academic Staff (AAP)
All information about your status as AAP can be found on the intranet pages.

https://admin.kuleuven.be/personeel/intranet/statuten/aap.html (Dutch)

5. Associate Academic Staff (BAP)
All information about your status as BAP can be found on the intranet pages.

https://admin.kuleuven.be/personeel/intranet/statuten/bap.html (Dutch)

6. Outside activities
As an ABAP member on the KU Leuven payroll, you have to report all outside activities to KU Leuven. This includes all paid and unpaid activities, which are not practiced by order of KU Leuven (e.g. volunteer, weekend job).

https://admin.kuleuven.be/personeel/english/intranet/Other_information/outside_activities.html

7. Additional studies
According to article 150 of the academic staff regulations, AAP members, research fellows and PhD students are not allowed to receive education during the office hours, with exception of the doctoral education.

Exceptions exist, based on well-founded applications. The full time character of the scientific assignments within KU Leuven must be respected. For PhD students this implies the full time character of the doctoral research.
8. **Good to know**

8.1. **Holidays**
As paid full-time faculty staff (ABAP) you are entitled to 5 calendar weeks of holidays (25 days), when you have at least worked an entire year full-time the preceding calendar year. You are entitled to a minimum of two calendar weeks if you have worked at least three months in the preceding year. Per five years of seniority, the yearly holiday is augmented with 1 day up to a maximum of 6 calendar weeks. You can request your holiday leave through KU Loket > Personnel > My leave. However, planning your holiday is made in consultation with your responsible. The functioning of the research group, your interests and those of your colleagues are taken into account. When you actually input your holiday electronically, your responsible will be able to approve it officially and this way it is registered by HR.

Through KU Loket > Personnel > My leave you can also check how many days you’ve already taken up and how many are still left. If you qualify for “young worker’ holiday”, you can also find this in KU Loket.


8.2. **Interruption of duties**
You have the possibility to interrupt your work temporarily under certain conditions and with agreement of the head of you research group. The conditions and possibilities vary slightly depending on the status; therefore we refer to the different web sites.

Websites:
https://admin.kuleuven.be/personeel/english_hrdepartment/intranet/staff_category/PhD_Scholars/Terms_of_employment.html

8.3. **Absence on university business and missions**
In case you have university business on a location outside of KU Leuven or attend scientific meetings outside of KU Leuven, in Belgium or abroad, you need to ask permission for this. Who grants the permission, depends on the status of the staff member and the duration of the absence. Through this permission the insurance is informed and it is possible to reimburse certain costs to the extent that there is a preceding agreement with your head of department.

You can find a form for this through KU Loket > Personnel > Presence and Absence > Register missions.


8.4. **Illness**
In the event of incapacity for work due to illness or injury, you must promptly notify your employer. Who to notify and which steps must be undertaken, can be found on:
8.5. Staff benefits
Below you can find a list of benefits whether free or not. These benefits are linked to the employee status and do not always apply for all staff or self-supporting employees. Verify through the website or through HR whether you qualify for the benefit in question and what the cost is. PhD students can also still enjoy student benefits.

https://admin.kuleuven.be/intranet/english/working.html#benefits

i) Commuter traffic
Public transport
For employees using public transport for their daily commuting, a financial contribution is provided. Yearly subscriptions for the NMBS are financed entirely (80% by KU Leuven, 20% by the government). For all other subscriptions for public transport a reimbursement of 60% of the costs is provided.


2WD (KU Leuven bicycles)
Employees, who wish to commute by bicycle, can dispose of a bicycle which they can also use for private use. Staff members with a 2WD bicycle can no longer make use of the faculty parking lot.


ii) Medical
Hospital insurance
Staff members can join the hospital insurance. The price depends on the chosen formula: private or social.


Medical treatment
At the University Hospitals (ambulatory treatment): contribution to the personal costs of staff and their family members living at home at the University Hospitals Leuven or the AZ Groeninghe at Kortrijk.


Influenza vaccine
KU Leuven staff qualify for a free flu vaccination. The Corporate Medical Office IDEWE KU Leuven performs these vaccinations.

https://admin.kuleuven.be/sab/vgm/algemeen/EN/influenza_vaccination

iii) Family
KU Leuven day-care centres
The university day-care centres are acknowledged and subsidized by Kind & Gezin.

https://admin.kuleuven.be/personeel/english_hrdepartment/day_care_centres
**Home care sick children**
When children of staff become ill or have to stay at home due to an accident, often a solution must be found for day-care. KU Leuven offers two services in this case: a ‘short absence’ and the home day care of ill children by the university children day-care centres.


**Holiday childcare**
KU Leuven holiday childcare in July and August for children of KU Leuven staff members is outsourced to Sporty vzw.


**iv) Various**
**Samenaankoop**
Quality articles for good prices, reduction list for shops and businesses of the Leuven area, cheap mobile phone rates, credit cards at reduced prices etc. can be obtained through a Samenaankoop membership card.


**Culture**
A free hour of culture, free concerts, good prices for performances are all possible with the culture card.

[https://www.facebook.com/cultuurkaartkuleuven](https://www.facebook.com/cultuurkaartkuleuven)

**Sports**
Staff enjoy favourable rates for a sports card which can be used during the entire year at most of the sports facilities of the University Sports Centre for free, participate for free at initiations and trainings in one or more sports branches of choice, entrance to the swimming pool during the free swimming hours …


**KotNet**
KU Leuven staff living in in Leuven, Heverlee a part of Kessel-Lo can make use of the Internet and the KU Leuven systems at home through KotNet.


**Student restaurants**
Meals at Alma at student rates:

# IV. Structure of the Faculty of Arts

## 1. The University

The bodies of the University are: the rector, the managing director, the board of Trustees, the Board of Governors, the Academic Council, the Executive Board, the University Council .... The Executive Board consists of (among other people) the rector, the managing director, the rector of the Campus Kortrijk and the presidents of the Groups; it responsible for the daily management of the university. In the Academic Council the members of the Executive Board, the deans of the faculties, representatives of the staff (3 ZAP, 3 ABAP and 1 ATP) and four students have their seat. The ABAP representative for the Humanities is Wannes Vandenbussche (Faculty of Law).

## 2. The 3 Groups

The University is subdivided in three groups: Humanities and Social Sciences, Science, Engineering and Technology and Biomedical Sciences. The Faculty of Arts belongs to the Humanities and Social Sciences Group, together with Faculty of Theology and Religious Studies, the Institute of Philosophy, the Faculty of Law, the Faculty of Economics and Business, the Faculty of Social Sciences, and the Faculty of Psychology and Educational Sciences, and the Special Faculties of Canon Law and Fine Arts. The vice-rector is prof. dr. Danny Pieters.

## 3. The integration at the Faculty of Arts

Since October 2013 the academic programmes in the study domain Applied Linguistics of the KU Leuven Association are integrated in the Faculty of Arts of KU Leuven (except for the master programme in journalism, which has integrated in the Faculty of Social Sciences). The programme offerings have thus been expanded with the bachelor programmes in applied linguistics and the master programmes in translation, interpreting and multilingual communication. The programmes are organised on the campuses of the partner University Colleges: Thomas More in Antwerp and the HUBrussel in Brussels.

The Faculty of Arts now has four campuses: Leuven, Antwerp, Brussels and Kortrijk (Kulak).

## 4. The Faculty

The managing team of the Faculty of Arts includes dean prof. dr. Luk Draye, and the campus deans prof. dr. Frieda Steurs, campus dean at the Faculty of Arts in Antwerp, prof. dr. Remco Sleiderink, campus dean at Faculty of Arts in Brussels and prof. dr. Tom Verschaffel, campus dean at the Faculty of Arts in Kortrijk (Kulak).

http://www.arts.kuleuven.be/home/over_de_faculteit (Dutch)

The Faculty Board is the highest executive body of the Faculty. It is mostly a virtual concept. There are three subfaculty boards, however: Leuven-Kortrijk, Brussels and Antwerp. Daily management is in charge of the Faculty Council. The Bureau of the Faculty Council prepares the meetings of the Faculty Council, the Faculty Board and the Subfaculty Board. It consists of the dean, the vice-deans and the administrative director.

## 5. Research units and research groups

The Faculty of Arts is subdivided in six research units, which are similar to departments:
- Archaeology, Art History and Musicology (AKM) – coordinator: Mark Delaere
- History – coordinator: Erik Aerts
- Linguistics – coordinator: Dirk Geeraerts
- Literary Studies – coordinator: Bart Philipsen
- Area Studies – coordinator: Dimitri Vanoverbeke
- Translation Studies – coordinator: Elke Brems

The research groups are the smallest administrative units of the Faculty of Arts. There are 26 RGs:

RU Archaeology, Art History and Musicology (AKM)
1. Archaeology
2. Art History
3. Musicology

RU History
4. Ancient History (Dutch)
5. Medieval History
6. Early Modern History
7. Cultural History since 1750

RU Literary Studies
9. Text and Interpretation (Dutch)
10. Literature, Discourse and Identity (Dutch)
11. Literature and Culture (Dutch)
12. Latin Literature and Seminarium Philologiae Humanisticae (Dutch)

RU Area Studies
13. Sinology (Dutch)
14. Japanese Studies (Dutch)
15. Slavonic and East European Studies (Dutch)
16. Near Eastern Studies (Dutch)
17. Greek Studies (Dutch)

RU Linguistics
18. Comparative, Historical, and Applied Linguistics (Dutch) (CoHistAL)
19. Formal and Computational Linguistics (ComForT)
20. Functional and Cognitive Linguistics: Grammar and Typology (FunC)
21. Language and Education (Dutch)
22. Quantitative Lexicology and Variational Linguistics (QLVL)
23. Multimodality, Interaction and Discourse (MIDI)

RU Translation Studies
24. Translation and Intercultural Transfer (Dutch) (VICT)
25. Interpreting Studies
26. Translation Technology

6. Specific faculty committees
6.1. Didactic Committee (DC)
The Didactic Committee deals with topics and problems of didactic nature concerning the entire faculty. The vice-dean education (president of the committee), the seven heads or their delegates of the various Programme Committees, a representative of Kulak, three ABAP representatives, a representative of the study counselling services, and seven representatives of the students (see Toledo for more info) are in the committee.

http://www.arts.kuleuven.be/home/fac_commissies (Dutch)

6.2. Programme Committees (POC’s)
The “Permanente Onderwijscommissies” (POC’s) or Programme Committees are advisory bodies of the Faculty Board and are responsible for all matters concerning education. The Faculty has the following programme committees:

- History (Idesbald Goddeeris, LETT 05.11, tel. 016/32 49 74)
- Linguistics and Literature (prof. dr. Jan Papy, LETT 06.12, tel. 016/324913)
- Archaeology, Art History and Musicology (prof. dr. Jeroen Poblome, Sagalassoshuis (Maria Theresiistraat 21) room 01.08, tel. 016/324749)
- Area Studies (Kris Van Heuckelom, LETT 07.38; prof. dr. Tatjana Soldatjenkova, LETT 07.34, 016/324958)
- Applied Linguistics (Campus Antwerp), (prof. dr. Paul Pauwels, Campus Antwerp, room 04.STA.4.12, 03/2759862)
- Applied Linguistics (Campus Brussels), (prof. dr. Lieven Buysse, Campus Brussels, room 04.804-13, 02/6098869)
- Cultural Studies (prof. dr. Fred Truyen, LETT 00.11, 016/325005)
- Arts (“Letteren”) (prof. dr. Liesbet Heyvaert, LETT 02.26, 016/324767)
- Business Communication (joint faculty) (Tim Smits, Parkstraat 45 04.155, 016/ 32 30 97)

The Programme Committees History and Linguistics and Literature are also responsible for the bachelor programmes in the Kortrijk campus; for matters concerning this campus they join forces with the bodies at Kortrijk.

There are 3 ABAP members in the Programme Committee, if the Programme Committee counts 21 members; smaller Programme Committees have members according to the same proportion. Entitled to vote and eligible for the ABAP delegation are all ABAP members who have a didactic function in the study programme or the related Specific Teacher Training Programme. Among ZAP or ABAP members, there should also be a tutor working at the Student Counselling Service.

http://www.arts.kuleuven.be/home/fac_commissies (Dutch)

6.3. Curriculum Committees (CC’s)
A Programme Committee can create curriculum committees, as a consultative body.

http://www.arts.kuleuven.be/home/fac_commissies (Dutch)

6.4. Doctoral Committee
The faculty Doctoral Committee gives advice concerning doctoral applications and has a general authority regarding the PhD progress. The Faculty Council (with exception of the student representative) takes on this responsibility. Next to that, there are different specific Doctoral Committees (per research unit) to follow and evaluate individual PhD research.
6.5. Research Committee
The Research Committee handles matters relating to the doctoral education, the doctoral exam, the rating system to evaluate scientific research of the academic staff, subsidy grants for conferences ....

http://www.arts.kuleuven.be/home/onderzoek/onderzoekscomm (Dutch)

6.6. DIV meeting
The DIV meeting on behalf of the network users monitors on the ADARTS network and the DIV (IT Service). Future investments and applications from the research units are discussed.

7. Specific Teacher Training Programme at the Faculty of Arts
The Specific Teacher Training Programme (Arts) offers the academic teacher education and training in the domain of didactics. It groups all ZAP and AAP members who are linked to the teacher education as well as all lecturers. The head of the programme is prof. dr. Kris Van den Branden (LETT 01.40, tel. 016/325363).
V. ABAP delegations

1. ABAP delegation in the Academic Council

Every two years (in May or June) elections are organized for the representation in the Academic Council of the ABAP. For the Humanities and Social Sciences Group one representative and one delegate is elected. The current representative is for Humanities is Wannes Vandenbussche (Faculty of Law).

https://admin.kuleuven.be/raden/en/academic-council

2. ABAP delegation in the Subfaculty Board (Leuven-Kortrijk)

The Subfaculty Board is, except for the Faculty Board itself, the highest administrative body within the faculty and has general decision-making power concerning education and research in the faculty. The council is presided by the dean.

The Subfaculty Board (Leuven-Kortrijk) includes following members (qualified to vote):
- the dean;
- the vice-dean education;
- the vice-dean research;
- the vice-dean international affairs;
- the administrative director (only for the election of the dean);
- all full-time ZAP members and the part-time ZAP members who are associated to the university for indefinite time, and 4 delegations which do not take up more than 30% of the entire Faculty council;
- a delegation of the part-time ZAP members who do not belong to the first category;
- a delegation of the ABAP;
- a delegation of the students;
- a delegation of the ATP.

http://www.arts.kuleuven.be/home/faculteitsraad (Dutch)

3. Election of the ABAP delegation in the Subfaculty Board

The yearly election of the ABAP delegation in the Faculty Council of Arts takes place in the first half of October by means of a ballot. In order to have a balanced division across the six research units, we adhere to the following procedure:
- An alphabetical list of all ABAP members of the Faculty of Arts is drafted. From this list the ABAP members are allowed to elect a maximum number of representatives.
- The counting of the votes is supervised by the vice-dean of education and the chairman of the ABAP delegation. After the counting, minimum 3 and maximum 6 representatives per research unit are chosen. The staff members of the student counselling services have 1 representative.
- In case there is an equal amount of votes, they are spread over the different research units.
- ABAP staff at the Campus Kortrijk appoint 1 representative.

The ABAP representatives can be addressed regarding all items on the agenda of the Faculty Council and the Subfaculty Board. ABAP members can make suggestions to the representatives to have certain items added to the agenda.
4. **The chairman of the ABAP delegation in the Faculty Council**

Immediately after the elections the new ABAP delegation decides who will be chairman of the delegation for one academic year. In principle, the ABAP member with the most votes is considered to be the first in line to become chairman.

The chairman of the delegation represents the ABAP in the Faculty Council. The latter convenes regularly to take care of the daily management of the faculty. It consists of the dean, vice-deans, the heads of the research units, an ABAP representative (the chairman of the delegation), an ATP representative and a student representative. The latter three do not take part in dealing with personalia.


5. **ABAP fraction**

The ABAP chairman organizes fraction meetings on a regular basis in which the delegation discusses common interests and takes a political stand concerning the different topics. For each ABAP fraction meeting the group of representatives of the Faculty Council is extended by:

- ABAP representatives in other boards of the faculty (POC, consultation committees, research committees, didactic committees, ICT committee)
- An ABAP contact from each research group which is not represented in the Subfaculty Board (in general this is the ABAP member with the most votes)
- If the case should arise, ABAP members who represent us in ad hoc committees

6. **Information and communication**

On the Toledo community “ABAP-Letteren” you can find all information related to ABAP, like for instance an overview of the ABAP representatives or the slides of the information sessions. All ABAP members are asked to become a member of this community by enrolling on Toledo (search for ABAP-Letteren).

The chairman of the ABAP delegation can also contact all ABAP staff by email through the general arts-pan-abap, and the campus specific arts-leuven-abap, arts-kulak-abap, arts-tma-abap and arts-hub-abap-mailing lists.

When needed, ABAP meetings will be organised, e.g. in the beginning of the academic year for new PhD students.

The internal communication within the faculty happens through the “Beleidsberichten” (policy-information, in Dutch) and “Messages for Staff” (in Dutch and English) sent by the Faculty.

7. **ABAP representation in the Faculty committees**

The Programme Committee (POC)

- Max. 3 representatives.

The Didactic Committee (DC)

- 3 representatives, among who one tutor.

Curriculum Committees (CC)

- Max. 3 representatives.
Research Committee (CO)
   - 2 representatives (preferably one pre-doc and one postdoc).
IT committee
   - 1 representative.
StIL (Steering committee International Affairs Leuven)
   - 1 representative.

For an overview of the ABAP representatives in all committees, check the Toledo community ABAP-Letteren.

http://www.arts.kuleuven.be/home/fac_commissies (Dutch)
VI. Services

1. Administrative coordinators of the research units

The secretary of the research unit is responsible for all administration of the research unit. He or she is the contact for ZAP and ABAP, is responsible for the basic administration regarding the employee files, provides administrative support during a conference, and gives information to doctoral students regarding procedure, education and the defence, including managing the administration needed for the education and defence. The secretary manages the computer files and databases, all materials (including post stamps), the rooms and logistics.

See I.1.2 for a list of secretaries:
https://www.arts.kuleuven.be/home/diensten/secretariaten (Dutch)

2. Dean

The dean of the faculty, prof. dr. Jo Tollebeek, can be found in LETT 00.08. Appointments are best made through the Dean’s office. 
Vice-dean education is prof. dr. Liesbet Heyvaert (LETT 02.26, tel. 016/324989; Campus Kulak 00.114).
Vice-dean research is prof. dr. Ortwin de Graef (LETT 04.19, tel. 016/324874).
Vice-dean international affairs is prof. dr. Bart Van Den Bossche (LETT 03.04, tel. 016/324836).
Administrative director is Elise Haemers (LETT 00.05, tel. 016 37 71 60).

3. Dean’s office

The Dean’s office will help you with all matters related to staff. Among other things, you can go to this office for requests for self-supporting researcher, substitutes and your insurance certificate for stays abroad as employee. The Dean’s office also processes the doctorates in SAP (for instance request for promotion). Finally, it manages the Dean’s agenda.

The Dean’s office is located in LETT 00.10 and is opened from 9.00am-12.15pm and 1.30pm-4.30pm. The employees of the Dean’s office are Greet Danckaerts (tel. 016/376835), Nele Nijs (tel. 016/376832) and Isabelle Aerts (tel. 016/376842). You can reach them at decanaatletteren@arts.kuleuven.be.

http://www.arts.kuleuven.be/english/contact/contact_leuven

4. Reception

You can go to the reception for:
General information and introduction to the faculty, parking tickets, service bikes, keys, coffee cards for MSI, copy cards, board pens, lost and found, reservation of rooms and didactic material, valves, etc.

The Reception employees are:
Shalini Godefridis (ma: namiddag; di-vrij: voormiddag)
Nicole Putteman (ma: voormiddag; di-vrij: namiddag)
You may get in touch via via receptie-letteren@kuleuven.be.
The office hours are the same for each weekday: 8.30am-12noon and 1.30pm-4.30pm (closed on Wednesday morning). Opening hours may vary during semester holidays.

https://www.arts.kuleuven.be/english/contact

5. Students’ Office Arts (OSL)

The Students’ Office processes all administration concerning exams, class schedules, ISPs approval .... You can go there for directing rooms for classes, for picking up didactic aids after reservation (projectors, mikes...).

For lectures, the Students’ Office is opened every weekday between 9am-12noon and 1.30pm-4.30pm. You can always reach the Students’ Office by mail: onderwijssecretariaat@arts.kuleuven.be. The head of the Students’ Office is Nele Bosmans (LETT 00.46, tel. 016/328747); the specialisms of the other employees can be found through their website.

http://www.arts.kuleuven.be/home/diensten/osl (Dutch)

6. Specific Teacher Training Programme (Arts) Office

The Specific Teacher Training Programme is an additional education for the degree of teacher. You need this degree to be officially assigned in secondary schools. For a position in higher education or at the university, it is strictly spoken not necessary, but it is definitely an advantage to hold a teacher’s degree.

The head of the Specific Teacher Training Programme is Kris Van den Branden (LETT 01.40, tel. 016/325363). Ciska Talpe (tel. 016/377846) coordinates the administration, except for student administration.

http://www.arts.kuleuven.be/home/opleidingen/lerarenopleiding (Dutch)

7. Student counselling services

The Tutoring Service (one of the Student Counselling Services) helps students when facing all difficult steps during their studies. They focus strongly on first-year students. They also help students to get acquainted with all the administrative aspects of university and they are a contact for all issues (study-related or not) a student might have.

Katrien Philippen is head of the tutoring services at the Faculty of Arts. The tutoring service can be found on the first floor in the A-wing.

https://www.arts.kuleuven.be/home/monitoraat/monitoraat_wie (Dutch)

8. Ombuds Service

People from the Tutoring Service also manage the Ombuds Service. The ombudsperson plays a key role in the examination events. He or she acts as an independent mediator between examinators and students. From the start of the exam organisation, he/she is involved in the examination events. He/she also decides autonomously if and under which conditions a student can obtain a replacement or a delay of an exam. He/she also registers absences if students stop the exams in which they are
enrolled. The ombudsperson participates in the debate, although he/she has no voting right. When there is a conflict between a student and an examiner, he/she acts as a mediator.

Many ABAP members invigilate during the exams (see chapter XIII). If there are students with facilities relevant for the invigilators, the Ombuds Service notifies the head invigilator. If there are major irregularities during the exam, you notify the Ombuds as quickly as possible.

https://www.arts.kuleuven.be/home/monitoraat/ombuds (Dutch)

9. Communications Office

The staff member for communication (Katrien Witpas, LETT 00.04, tel. 016/324781) takes care among other things of faculty website, social media, policy messages, news, corporate style and recruitment (newcomers, BA and MA brochures).

10. Faculty Education Support

The policy advisers for education support are Wim Grevenond (Linguistics and Literature, and Area Studies; LETT 00.03, tel. 016/376833) and Ingrid Van Hecke (History, Archaeology, Art History and Musicology, and Cultural Studies); LETT 00.03, tel. 016/324712). They help develop the curricula, help guarantee the quality of the programmes and support the Didactic Committee and the Programme Committees.

11. Research Support Services

The policy adviser for research support (Matthias Meirlaen, LETT 00.04, tel. 016/329810) supports research at the Faculty of Arts, which includes the coordination of the doctoral education. PhDs with questions concerning the doctoral education or exam can always contact him. Next to that, you can also go to him for advice and help when writing grant proposals.

12. Financial Administration

In case you want to order or buy something, organize a study day, visit a conference, or anything else which implies expenses as an employee, you are kindly asked to pay a visit to the staff members of the financial cell (Tom Bohez, tel. 016/376681, Patricia Beersaerts, tel. 016/325408, Sonja Dekoning, tel. 016/325012, Inge Petré, tel. 016/325409, Gerlinde Van den Bosch (tel. 016/324730), Els Dewit (tel. 016/325015)). You can find them in room LETT 00.17.

The other financial antennas are (Mee-Yee Chan (LETT 03.45, tel. 016/325069), Greet Danckaerts (LETT 00.12, tel. 016/376835), Nele Nijs (LETT 00.12, tel. 016/376832), Mia Hamels (LETT 03.14, tel. 016/325041), Els Van de Gaer (Huis Mgr. Janssens (Blijde-Inkomststraat 7) room 00.02, tel. 016/328411).

https://www.arts.kuleuven.be/english/staff/financial_antennas

13. IMCO (International Mobility and Cooperation Office)

13.1. Introduction

The International Mobility and Cooperation Office (IMCO) of the Faculty of Arts supports and implements numerous forms of international cooperation, including bilateral agreements,
participation in international programmes and schemes and development cooperation. IMCO’s main focus is on educational cooperation and mobility for students and staff, but IMCO also assists research groups and individual staff members in their efforts to enhance research cooperation via existing or newly established programmes, agreements and schemes. Together with KU Leuven’s central international office and other partners within the academic community, IMCO also assists international students during their stay in Leuven, by providing information on all kinds of practical and educational matters, and helping them to transform their international experience in a truly enriching intercultural experience.

IMCO also coordinates the study abroad Programme in European Culture and Society (PECS).

IMCO is located on the first floor of the Erasmushuis, rooms LETT 01.16 and LETT 01.17. The office hours are: from Monday until Friday from 9am-12noon and 2pm-4pm; closed on Friday.

Contact persons:
- Vice-dean international affairs (academic director): Bart Van Den Bossche (LETT 03.04, tel. 016/324836)
- Policy adviser international affairs Arts: Roger Janssens (LETT 01.16, tel. 016/325013)
- Contact Person Incoming Erasmus Students: Nadine Kerstens (LETT 01.17, tel. 016/324861)
- Contact Person Outgoing Erasmus Students: Hugo Serwy (LETT 01.16, tel. 016/379018), Sarah Holsbeke (LETT 01.16, tel. 016/324873)
- Coordinator PECS programme + Contact Person non-European Exchange Students: Annelies Kindt (LETT 01.17, tel. 016/328709)


13.2. Research stay abroad

The faculty and the university have closed a number of exchange and cooperation agreements with foreign universities. These include, amongst other things, research stays by ABAP members. Funding is available in certain university agreements, but not in faculty agreements.

Whether or not you are able to spend a research stay abroad depends on your funding, your status, your promoter or the supervising committee, or your duties at the university. In any case, you need approval from the Dean which you should request well in advance by tendering the file found in KU Loket > Personnel > Presence and Absence > Register missions.

‘GeDOCumenteerd’ (https://www.kuleuven.be/gedocumenteerd/k/s/inhoud/beurei.html) (Dutch) is the best source for information on funding possibilities.

http://www.kuleuven.be/international

13.3. ‘Joint’ and ‘double’ degrees

In case you are registered as a PhD student and reside for more than 6 months in another institution than the KU Leuven (e.g. an exchange agreement or research stay) you are eligible for either a ‘second’ doctoral degree (double) or a degree which states both institutions (joint).

Normally, this is settled before or at the start of your PhD. Talk to your promoter as soon as possible if this possibility interests you.

http://www.kuleuven.be/research/phd/joint_degree/index.html
14. **Diversity Team**

Equal opportunities and diversity are very important for KU Leuven. The policy is coordinated by the Rectoral Diversity Policy Office.

KU Leuven diversity policy starts from the idea that diversity has an added value. More specifically, for a university, where reflection and debate are essential, diversity is a powerful source of insights and knowledge. For KU Leuven, diversity means a variation of personal experiences, values and world visions created through the interplay of culture, language, gender, age, religion, geography, sexual inclination, functional disorders and socio-economic situation.

The Diversity Team of the Faculty of Arts tries to embed different diversity topics in the faculty. If you have questions concerning this theme, you can contact:
- Melina De Dijn (LETT 01.04, tel. 016/324751), faculty contact person diversity
- Liesbet Heyvaert (LETT 02.26, 056/246145), faculty responsible diversity
- Michele Goyens (LETT 02.14, tel. 016/324798), faculty promotor diversity

http://www.kuleuven.be/diversiteit/ (Dutch)
http://www.kuleuven.be/diversiteit/beleid/teams.html (Dutch)
https://www.facebook.com/DiversiteitsbeleidKuleuven (Dutch)

15. **ITC Letteren**

15.1. **Services**

The ICT (formerly “Dienst Informatieverwerking” (DIV)) is responsible for the computer infrastructure of the Faculty of Arts. This includes the network infrastructure of the Erasmushuis, the servers, the PC rooms and the computers.

The ICT supports the computer use in the Faculty of Arts and is responsible for protecting the integrity and privacy of the work-related electronic data of the Faculty's staff.

The ICT helps those staff members who can be found in the KU Leuven Who's who pages. If you don’t find yourself on those pages (while you think you should be there), contact the Dean’s Office

For an overview of all services offered by the ICT (websites, conference support etc.), have a look at http://www.arts.kuleuven.be/ict/eng

ICT represents the Faculty in:
- ICThum raad (ICT Humane Wetenschappen)
- Technical workgroup ICThum

Head of ICT is Fred Truyen (LETT 00.11, tel. 016/325005). The staff of the basic services (network administration) and the domain specific applications (illustrator, photo lab) are presented on their webpage.

15.2. **Helpdesk**

The helpdesk support covers the next IT issues: the operating system, Microsoft Office, network connectivity, computer security, backup of data, sap client.
The ICT offices are opened each morning from 9am until 12noon, and on Mondays and Wednesdays also in the afternoon from 2-4pm. All other moments are reserved for maintenance works, installations etc. You can also have a look in the FAQs: http://www.arts.kuleuven.be/ict/faq (Dutch). Before going to the DIV in person, please contact its employees by e-mail to fix an appointment.

You can contact the helpdesk:
- By email (preferred): helpdesk-letteren@kuleuven.be
- By phone (9-12noon and 2-4pm): 016/3 25007
- Emergency number (8am-6pm): 016/372989
- Through Skype: search for “ARTS Dienst Informatieverwerking”

http://www.arts.kuleuven.be/ict/eng/helpdesk
VII. Faculty of Arts Library

1. General

The Faculty of Arts Library and the Central Library (Ladeuzeplein) will soon be fused, in order to constitute together the Arteslibrary. The intention is to integrate and optimalise the modern collections as well as the services.

The current Faculty of Arts Library (LBIB) is located in the Erasmushuis. The entrance itself is on the ground floor, where you can also find the lending counter.

Blijde-Inkomststraat 21 PB 3304
3000 Leuven
Tel. 016/324900
Fax. 016/325025
artes@kuleuven.be

https://www.facebook.com/ArtesLibrary/
Twitter: @ArtesLibrary
Blog: http://blog.associatie.kuleuven.be/digiletteren/ (Dutch)

The chair of the Library Committee for the Faculty of Arts is prof. dr. Ortwin de Graef (LETT 04.19, tel. 016/324874); the faculty librarian is dr. Demmy Verbeke (LETT 01.51, tel. 016/324788). An overview with all library staff, everyone with their own specialisms, can be found on the library web http://bib.kuleuven.be/english/artes/whos-who-at-artes

General opening hours during the academic year are: Mondays to Thursdays: 9am-10pm, Friday: 9am-7pm. During the holiday break, the library is opened Monday to Friday: 9am-5.30pm.

A complete overview of all opening hours of all KU Leuven libraries can be found online: http://bib.kuleuven.be/english/ub/about/libraries. Please note that opening hours and days may vary between libraries.

The library collection consists of several sub-collections, most of which are housed in the Erasmushuis and are accessible on open shelf. The collections can be recognised by a four letter code: http://bib.kuleuven.be/artes/deelcollecties-en-collectie-experten

In all KU Leuven libraries, the General Library Rules apply. In the Faculty of Arts Library there are some specific additions, which can be found here: http://bib.kuleuven.be/english/artes/researchers

2. Loan conditions for staff

A large part of the Library's collection is available for loan under the following conditions. Staff can loan 20 items for a period of 4 weeks. Other items cannot be taken out of the library (indicated with an orange sticker on the spine), while other items (such as DVDs) can only be taken out for a short period of time.

The person who loans an item is responsible for its condition and its safe return. In case of loss or damage, compensation will be claimed. In case of late return of documents, fines are charged. A uniform rate applies in all libraries: €0.50 per item per day.
3. **Interlibrary Loan (ILL)**

If a book or periodical is not available from the collection of the KU Leuven, one can request it through the interlibrary loan service. The user should first try to find out in which library the publication he/she is looking for is available. The electronic procedure is explained at the website.


4. **Digital Library**

The Digital Library of the Faculty of Arts gives access to the most important catalogues, databases, reference works and search engines, relevant to researches and students. In the right top, you can filter for specific results related to your research domain.


5. **Acquisition suggestions and donations**

For acquisition suggestions or book orders on the basis of project funds, it is best to contact the specialist for the relevant sub-collection ([http://bib.kuleuven.be/english/artes/whos-who-at-artes](http://bib.kuleuven.be/english/artes/whos-who-at-artes)) or the faculty librarian.

Donations (financially or books) are always welcome. It is best to contact the faculty library.

VIII. Exam surveillance

During the exams, fulltime ABAP member are supposed to invigilate 6 times every academic year, of which at least once per exam period. A surveillance on Saturday counts for two. For those of you with an 80% appointment, you have to invigilate 5 times, 70% 4 times, and 50% 3 times. Exemptions will be granted to PhD students whose defence has been scheduled; colleagues in the last two months of pregnancy; colleagues staying abroad during the entire exam period; colleagues with an appointment of less than 50%. You are expected to catch up surveillances in other exam periods after stays abroad.

A number of weeks before each exam period all ABAP members receive an email informing them that they can request an exemption. Afterwards, the definite list of invigilators is made available through the Toledo community “Regeling surveillanten”. If you prefer to invigilate a particular exam, you should communicate your preferences to the Onderwijssecretariaat well in advance.

Guidelines for surveillances can as well be found in the same Toledo community. You also find information on what to arrange before the exam, how to organise the exam and what to do in case of an emergency.

If you’re not yet a member of the “Regeling surveillanten” community on Toledo, please notify the Student’s Office (osl-letteren@kuleuven.be).
IX. What about your future?

The University of Leuven is one of the biggest employers of this region. Several careers are possible. Next to a ZAP career, many staff members make the switch from an education or research function to other functions within the KU Leuven or to the general labour market. It is important to play an active role in your career from the start.

To address the specific career questions of young researchers (PhD, postdoc, tenure track) the Career Center KU Leuven launched a specialised center: the YouReCa Career Center. Here, the needs and questions of Young Researchers’ Careers are put first.

http://www.kuleuven.be/research/youreca/

1. Possible careers within KU Leuven and beyond

The different possibilities will be discussed in the following sections. They are divided according to education, research or other. This only implies the focus on a certain career, since many of them combine the different aspects, e.g. ZAP.

1.1. Careers for researchers

In general, a research career within the University of Leuven knows three phases. You start as a junior researcher (4 to 6 years and often pursuing a PhD), followed by a phase as senior researcher (post-doc). During the second phase it is important to clarify the future career possibilities within the KU Leuven. Talks between staff member and promoter/head of the RU ought to make clear the different possibilities and hopefully avoid unpleasant surprises at the end of each phase. As a researcher it is important to acquire skills and expertise which are relevant for your professional career within the KU Leuven and beyond. The third and more permanent phase can be a career inside as well as outside the KU Leuven: ZAP career, career in the context of research, a research supporting career within the framework of ATP, or research functions outside the KU Leuven.

1.2. Educational careers

Contrary to research careers, educational careers are less phased. They are however, in ABAP status, temporary. Fortunately, the university offers different educational or supporting careers of a more permanent status: the ZAP career in combination with teaching duties and social services, functions as educational advisor, expert educational policy and ATP staff member, functions in the Association or the general job market.

1.3. The labour market inside and outside of KU Leuven

Obviously, there is also a job market for people who do not want to continue a career in research or education. This market is of course diverse and dependent on your expectations, interests, skills and experience, which you will discover during your current career.

2. Developing your career

It is important to work on your skills necessary for your function or project, but they may also be important for your future career inside or outside the walls of KU Leuven. In every career, whether it is an academic career or other, it is not only crucial to develop your technical or intellectual abilities, but also your “soft” skills.
To help young researchers to get a view of their competences, the YouReCa Career Center uses the Researcher Development Framework (RDF) of Vitae. Vitae is a British organisation whose mission it is “to lead world class career and professional development of researchers”. To do this, they work in partnership with higher education institutions, research organisations, and national organisations.


Furthermore, there are also courses to help you to improve your competences, organised by the Dienst Opleiding en Ontwikkeling (DOO). These courses focus on all kinds of aspects: language, IT, statistics, education and so on: https://www.kuleuven.be/personeel/opleidingen/cursus/index.php

3. Who will help you?
In the first place you need to take your career in your own hands. But as mentioned before, several people may help you with this process. Your first contact is your promoter. In informal contacts, but also during more formal moments, like your appraisal, you could discuss your performance, your career and your development opportunities.

In the second place, you can go to the Young Researchers’ Career (YouReCa) programme for all trainings and courses concerning these three pillars: career guidance, labour market and international mobility: http://www.kuleuven.be/personeel/careercenter/youreca-career-center/yourecaENG/indexeng.

The University of Leuven publishes most vacancies on its job site. In case you are looking for new opportunities, you can find all current vacancies here: http://www.kuleuven.be/personeel/jobsite/en/index.
X. Abbreviations

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<th>Abbreviation</th>
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| 2WD          | Woon-Werkverkeer en korte verplaatsingen van Dienst naar Dienst  
               | Commuter and departmental bike |
| AAP          | Assisterend Academisch Personeel  
               | Assistant Academic Staff |
| ABAP         | Assisterend en Bijzonder Academisch Personeel  
               | Assistant and Associate Academic Staff |
| AKM          | Archeologie, Kunstwetenschap, Musicologie  
               | Archaeology, Art History, Musicology |
| ALL          | Alumni Letteren Leuven  
               | Alumni Arts Leuven |
| AP           | Academisch Personeel, verzamelaam voor AAP, ZAP en BAP  
               | Academic Staff |
| ARO          | Associatieraad voor Onderzoek  
               | Association Board for Research |
| ATP          | Administratief en Technisch Personeel  
               | Administrative and Technical Staff |
| Ba           | Bachelor |
| BaMa         | Bachelor/Master |
| BAP          | Bijzonder Academisch Personeel  
               | Associate Academic Staff |
| BFCO         | Bureau Facultaire Commissie Onderzoek  
               | Bureau of the Faculty Committee Research |
| BOF          | Bijzonder Onderzoeksfonds  
               | Research Fund |
| CB           | Centrale bibliotheek  
               | Central library |
| CC           | Curriculaire commissie  
               | Curriculum Committee |
| CLT          | Centrum voor Levende Talen  
               | Centre for Living Languages |
| CTO          | Centrum voor Taal en Onderwijs  
               | Centre for Language and Education |
| CWIS         | Campus Wide Information System |
| DBC          | Doctoraatsbegeleidingscommissie  
               | Doctoral Guidance Commission |
| DC           | Didactische commissie  
               | Didactic Committee |
| DIV          | Dienst Informatieverwerking  
               | IT Service |
| DOC          | Dienst Onderzoeksoördinatie  
               | Research Coordination Service |
| DOO          | Dienst Opleiding en Ontwikkeling  
               | Education and Development Service |
| DUO          | Dienst Universitair Onderwijs  
               | University Education Service |
| ECTS         | European Credit point Transfer System |
| EIP          | Eerste interventieploeg  
               | First Intervention Team |
| FB           | Faculteitsbestuur |
Pg/PGO  Postgraduaat/Postgraduaatopleiding
Postgraduate education
POC  Permanente Onderwijscommissie
Programme Committee
RF  Research fellow
RVA  Rijksdienst voor Arbeidsvoorziening
Federal Employment Agency
Rvb  Raad van Bestuur van de KU Leuven
Board of Governors of the University of Leuven
SFR  Subfaculteitsraad
Subfaculty Board
SLO  Specifieke Lerarenopleiding
Teacher Training Programme
STA  Campus Antwerpen, Sint-Andries, Sint-Andriesstraat 2, 2000 Antwerpen
StAL  Studentenraad Associatie Leuven
Student Board Association Leuven
STB  Studietrajectbegeleiding
Study pathway advising
StIL  Stuurgroep Internationaalisering Letteren
Steering committee International Affairs Leuven
stp  Studiepunten
Credit
TMA  Thomas More Antwerpen
TOLEDO  Toetsen en Leren Didactisch Ondersteunen
UB  Universiteitsbibliotheek
University library
VAPL  Vereniging van het Academisch Personeel Leuven
Association of the Academic Staff Leuven
VGM  Veiligheid, Gezondheid en Milieu
Health, Safety and Environment (HSE)
VLHORA  Vlaamse Hogeschoolraad
Flemish University Colleges Council
VLIR  Vlaamse Interuniversitaire Raad
Flemish Interuniversity Council
VLOR  Vlaamse Onderwijsraad
Flemish Education Council
VLUHR  Vlaamse Universiteit- en Hogeschoolraad
Flemish University and University College Council
ZAP  Zelfstandig Academisch Personeel
Senior Academic Staff
ZER  Zelfevaluatierapport
Internal review report