

CHECKLIST FOR INTRODUCTION OF NEW EMPLOYEES, PhD-STUDENTS, AND GUEST RESEARCHERS
Division of Food Technology, department of Food Technology, Engineering and Nutrition

Name:

Position:

First working day:

Responsible for introduction:

Step 1

When you know that a new person will arrive, please tell head of department and secretary. Give them information about who is coming, approximate arrival date, for how long time the person will stay, and in which function the person is here (guest researcher, Erasmus student, etc).

N.B. For a researchers from outside EU and EES special routines have to be applied, see end of this check list.

Step 2

Select the relevant parts of the introduction programme. For a student doing the diploma work use “**Checklist for introduction of students doing master’s thesis**”.

Step 3

Carry out the introduction.

Time	Activity	Responsible	Information material	Finished (date)
Before work starts	Appoint responsible for the introduction programme	Head of dept/ division		
	Plan the introduction	Intro resp		
	Arrange working space (name at the door, computer, printer, telephone, mail box, LUCAT, e-mail)	Intro resp + secretary + computer resp		
	Inform everyone at the division (and when applicable KC/faculty/LU) about who is coming, first day at work, working tasks, office etc	Intro resp		
	Get the necessary information material	Intro resp + secretary		

Time	Activity	Responsible	Information material	Finished (date)
On the first day	Get key, entrance card, address in LUCAT, parking information, information about restaurants for lunch	Intro resp + secretary	KC's telephone directory	
	Introduction and tour - introduce co-workers and their tasks - make a tour to show the layout of the division	Intro resp		
	Inform about employment issues – working hours, holidays, notification of illness, trade unions, present salary administrator	Secretary	LU's introduction file – contains "Anställd vid Lunds universitet". Flexitidsavtal. Arbetsavtal för lärare LUs regler för bisyssla	
	Discuss the general safety regulations for KC and for the division, e.g. - emergency telephone number, first aid equipment, fire alarm, evacuation plans, etc. - safety regulations in laboratory work - management of hazardous waste - rules for working alone - safety representative, work environment committee, - fill in the safety test - sign that the safety regulations are obtained and read - risk analysis	Intro resp + safety representative + working environment coordinator	General safety regulations (can be obtained at the information desk and on the KC website). Division material	

Time	Activity	Responsible	Information material	Finished (date)
First week	Discuss - planning of the work to be done, - courses for professional advancement (fire protection, LU's introduction for new employees and other internal courses)	Intro resp		
	Make a tour at KC and show caretakers' office, repro, library, the administrative division, information desk.	Secretary	There is a KC map and information about the service available at the KC website	
	Describe the routines at the division: - administration: post, copy machine, printer, intranet, library, other university routines - purchase routines - laboratory routines (storage, waste, responsible persons) -KLARA - computer rules - meetings, seminars - social activities (coffee breaks, other activities) - information	Intro resp + secretary + computer resp + working environment coordinator	Division material Department web site KCs web site	
	Information about the department. Information about the organisation of the university, KC and the department, and about the formal procedures for decision making. A tour in the city of Lund.	Head of department /division + secretary	Websites for LU, KC and the department	
	Check your desk from an ergonomic point of view		Företagshälsovården http://www5.lu.se/anstaelld/min-anstaellning/foeretagshaelsovaarden	
After a couple of weeks	Discuss how the new employment works	Intro resp		
After a couple of months	A follow-up of the work and the working situation. Is more support and development	Intro resp		

	needed?			
Within a year	Performance review	Supervisor		
Time	Activity	Responsible	Information material	Finished (date)
For PhD-students	Inform about - introduction course at KC + faculty - introduction course for assisting supervisors in undergraduate chemistry courses - director of PhD-studies - research programme's board at KC (FUNK) - research programme's board at LTH - student unions - scholarships - leave of absence - extension of PhD-position - individual study plan	Supervisor	PhD-studies at LTH http://www.lth.se/english/education/phd_studies/	

USEFUL WEBSITES

www.foodandnutrition.lth.se

Department of Food Technology, Engineering and Nutrition

www.lu.se

Lund University

www.kc.lu.se

Information about KC, Safety rules

www.lth.se

LTH's web site with Handbook for PhD-studies

<http://www.bygg.lu.se/blanketter-och-checklistor/riskbedomning>

Form for risk analysis

UTLÄNDSKA GÄSTFORSKARE

Ny lag SFS 2008:290 Lag om godkännande för forskningshuvudmän att ta emot gästforskare

Den nya lagen innebär i korthet att innan universitetet får ta emot gästforskare som är tredjelandsmedborgare måste ett **mottagningsavtal** skrivas där gästforskaren åtar sig att genomföra ett forskningsprojekt och där Lunds universitet (inbjudande forskare) åtar sig att ta emot gästforskaren.

Av mottagningsavtalet skall bl a framgå att gästforskaren har heltäckande sjukförsäkring, har tillräckliga medel (f n minst 8 000 kr/månad) samt att kostnaderna för återresan är täckta (enligt ett belopp som CSN fastställer för varje land).

Mottagningsavtalet skall utgöra en del av gästforskarens ansökan om uppehållstillstånd.

Mer information finns på <http://www5.lu.se/o.o.i.s/1108>

Mall för mottagningsavtalet samt mer information om den nya lagen kommer att finnas på <http://www5.lu.se/online/rekrytering/rekrytering-av-personal-fraan-utlandet/uppehaalls--och-arbetstillstaand>