

3. A to Z Guide for the Institute of Molecular Cancer Research

Announcements

You will find announcements and information about lectures, conferences, seminars, institute activities, etc. on the billboards behind the glass door and the notice board at the entrance to the laboratory area. General information will be given in the weekly house meeting held on Thursdays at 9:30 am in the seminar room K11.

Bills/Invoices

Supplier invoices must be processed immediately, and be handed over to Denise at the secretaries' office (K 03). Please note that you as the ordering person have to confirm that you have checked the ordered materials/machinery for completeness and full functionality. For any questions concerning bills, please ask your group leaders or Denise Gantenbein.

Biosafety

Rules and Responsibilities: Pavel Janscak will give you the introduction on biosafety (K 52, phone 044 635 34 70, e-mail: pjanscak@imcr.uzh.ch). Please get his signature on the "IMCR Collaborator Orientation Checklist" after the training.

Business Travel

Business travel within Switzerland and abroad requires the approval of the head of your group. For flight reservations and reclaiming of travel expenses please ask the secretaries Denise Gantenbein. Please inquire about transportation discounts and daily allowance rates.

Cancer Network Zurich

The IMCR is member of the Cancer Network Zurich. The Mission of the Cancer Network Zurich (CNZ) is to facilitate communication between clinicians, research scientists and the public at large in matters concerning diagnosis, prognosis, therapy and prevention of cancer.

The CNZ is also instrumental in the organization of courses of further education for both clinicians and basic research scientists at postgraduate level, as well as in the organization of workshops, retreats and seminars that serve to increase the awareness of the latest developments in cancer-related fields.

The CNZ is an integral part of Life Science Zurich, a joint venture of the University of Zurich and the ETH Zurich. Website: <http://www.cnz.uzh.ch/>

Cell culture

For cell culture rules and schedules, see the responsible technician/group leader.

Change of address

Let Annica know in case you move and have a new address. They will have to change the address in the system.

Chemicals & Lab materials, consumables: Who orders what?

Consult the handout “who orders what” on the common solutions cabinet in the hallway, or ask your group leader or the responsible technician.

Computers and Computing

For computer-related matters, contact Christoph Moser (office K 68). He is responsible for supporting you with computer problems, installation and maintenance of computers (clients and servers), purchase of hard- and software, databases, the IMCR-website, e-mail, and the internet and intranet. Various laboratory methods and other helpful information can be found on the server at: IMR documents on Mac OS X server (titanium).

Courier Services

If you need to send samples overseas with a courier service please contact your group leader or technician for the paperwork (forms, proforma invoice, customs declarations, stickers). FedEx is the only courier that ships packages with dry ice by air. They pick up shipments twice daily from Monday to Friday at the “Warenannahme” 11 D 33. For other services (DHL, TNT, UPS, Postexpress) call them and deliver the parcel to 11 D 33. If you need dry ice contact the technicians 1-2 days ahead of the shipment date.

Databases

We maintain several databases on our server. Filemaker databases for Chemicals, Antibodies, Plasmids (Vector NTI files), Restriction Enzymes are currently under construction.

Data Club (see Seminars)

Disposal of Biological and Chemical Waste

Polluting wastes (organic solvents, acids bases, solid chemicals, etc.) must be disposed of separately in accordance with the guidelines of the University (<http://www.sidi.uzh.ch/>). All biohazard waste needs special attention. Solid biohazard waste must be placed into the designated red wastebaskets and liquid waste into designated bottles. For direct questions concerning this matter please ask your group leader, the technicians or Petr Cejka (safety officer).

Dry ice

For dry ice shipments you need to inform the technicians in advance that you need additional dry ice. Prepare all papers/documents and carry the parcel to the Warenannahme (Bldg. 11 D33) where it will be picked up by the courier. (see the section Courier Services). Pick-up times are twice a day (13.00h and 16.30h, Friday only 16.30h)

E-mail

You IMCR e-mail address (webmail/imap solution) will be provided by Christoph Moser. Contact him regarding e-mail questions and problems.

Emergencies

In case of emergencies such as **fire, accidents, burglaries or other unusual incidents call Nr. 112.**

Faxes (Sending/Receiving)

A fax machine for the Institute (+41 44 635 3484) is located in room K 03.

Fire Alarm & Prevention

In case of fire:

- Alarm! push alarm button located in the hall between labs K36 and K40
- Call 112
- Administer first aid, evacuate the building
- Extinguish

Important rules:

- Do not obstruct the doors leading to the balconies!!
- It is not permitted to leave chairs, boxes etc. on the balconies (fire escape!).

First Aid

In case of accidents with injuries get help from Giancarlo Marra who is an MD, then call Nr. 112 and give first aid to the injured.

Food

There is strictly no food allowed in the laboratory area!!

This is a rule imposed by the University of Zürich.

Use room K 05 for drinks/meals but do not forget to clean up.

Functional Genomics Center (FGCZ)

The Functional Genomics Center Zurich (FGCZ) is a jointly operated expert facility of the ETH Zurich and the University of Zurich. The FGCZ supports and enables research projects in the area of life sciences by providing state-of-the-art analytical technologies and expertise. In addition, the FGCZ carries out technology and methods development in the field of functional genomics.

For further information on their activities and on how to get access to the FGCZ, use the following link: <http://www.fgcz.ethz.ch/>

Good Laboratory Practice

The following rules apply for all labs and in particular to the common areas of the institute (electrophoresis rooms, cell culture labs, cold room, centrifuge, chemical and bacteria rooms):

- If you spill something or mess-up an instrument (centrifuges, balances, etc.) ***clean up !!***
- If you are about to take the second- or third last item such as pipettes, tips, test tubes, tissues, etc. inform the responsible person or ***refill !!***
- If you use up solutions, enzymes, etc. inform the responsible person or ***reorder !!0***

Hazardous chemicals

The GESTIS database gives you important information about properties of chemicals: <http://www.hvbg.de/bgia/gestis-database>

GESTIS is the Information system on hazardous substances of the German institutions for statutory accident insurance and prevention. See also: Disposal of Biological and Chemical Waste.

Holidays/Vacations/Absences

Each full-time employee is entitled to 4 weeks vacation per year. Persons aged under 20 or over 50 are entitled to 5 weeks and persons over 60 are entitled to 6 weeks of vacation per year. This applies to the whole calendar year in which the birthday occurs. Vacations and other absences must be agreed upon with the head of your group.

The absence form has to be filled in for each absence, then signed by your group leader and delivered to the Institute Secretary (K 03). Please also fill in the holiday/absence book in office K03.

Illness

See group leaders or Annica Mandola. If you get ill, contact your group leader by phone or e-mail.

Intranet (see Computers)

Journal Club (see seminars)

Keys

Once you get your personal UZH Card please tell Annica or Denise the 6 digit number on the back of the card below the signature field. With that they can apply for the rights to enter the building and the institute. Keys to the labs and the secretaries offices can be obtained via filling in a form with the secretary, and can be picked up at the information office located at building Y23 H53. Keys for the wardrobe cabinets in the corridor ("Garderobenkasten") can be obtained from the secretaries.

Laboratory duties (reagents, cell culture, etc.)

Everyone has one or more duties for the community.

There is a list hanging on the common solutions cabinet in the hallway which informs you of who prepares what or has which tasks.

Important!! If you notice that a particular article is nearly used up, please inform the responsible person to prepare new stock. Before you leave for a holiday/meeting make sure that the items you are responsible for are stocked-up.

Leaving IMCR

If you should wish to terminate your contract, please inform your group leader and Annica Mandola. Employees with an open-ended contract have to comply with the notice periods defined by Swiss Employment Law, and must submit a written termination letter. Employees with a limited contract have only to give written notice if they wish to terminate it at an earlier date. The institute secretary will take care of all other administration regarding the termination of your contract.

Libraries and Databases (PubMed)

The libraries can be visited by the following links:

Main library of the University: <http://www.hbz.uzh.ch/>

The Careum located near the University Hospital at Gloriastrasse
http://www.hbz.uzh.ch/index.php?option=com_content&view=article&id=64&Itemid=88&lang=en

The “Zentralbibliothek” is located at Zähringerplatz 6 - CH 8001 Zürich. It is the main library of the Canton Zurich and the City. Link: <http://www.zb.uzh.ch/>

PubMed: <http://www.ncbi.nlm.nih.gov/pubmed/>

Life Science Zurich

The University of Zurich and the ETH Zurich have initiated the project Life Science Zurich to create a stronger network for researchers in the field of the life sciences. More information at: <http://www.lifescience-zurich.ch/>

Mail Service

Mail is distributed and picked up twice per day around 11 am and after 3 pm. Incoming mail will be distributed to the alphabetical mail boxes (from your last name) which are located in room K03. For internal mail please use the “Interne Post” envelopes. For all questions concerning in- and outgoing mail and courier services, please contact Annica Mandola, Denise Gantenbein or your group leaders. There is a Swiss Post office on campus located at Y13 H01. Its opening hours are Monday to Friday from 9:30 to 10:15; 13:15 to 14:15 and 16:00 to 16:30.

Materials shop

There is a lab equipment, chemicals and reagents shop on campus called Maduzi. The shop is located at Bldg. 11 floor D. Check with your group leader about getting things from Maduzi.

Office Materials

Annica Mandola or Denise Gantenbein at K 03 can supply you with office materials (lab-books, pens etc.) or place orders for additional material.

Orders

See technicians (Who orders what).

Parking

Daily parking is available at the underground car parking of the Irchel Campus. To obtain a permanent parking card, please contact the parking administration at 54401 (Y23 H 53)

Personal Belongings

Store your personal things either in the wardrobe cabinet or lock it up in a drawer. Unfortunately, people do visit the campus with the intention of stealing cash or equipment.

PhD Students (Matriculation /Application)

PhD students at IMCR can either matriculate at the University or at the ETH Zürich.

Please use the following links for the application:

http://www.uzh.ch/studies/application/generalinformation/deadlines_en.html

<http://www.mnf.uzh.ch/en/studies/students/doctoral-studies-at-mnf.html - c460>

You must get a letter of recognition for non-Swiss degrees (Does not apply for Italian, German or French degrees) at the office of the Dean of Studies of the “Mathematisch-naturwissenschaftliche Fakultät” (MNF).

<http://www.mnf.uzh.ch/en/studies/advisory-services-applications.html - c486>

To obtain this letter you will need the following documents:

- CV (curriculum vitae) with photo
- A copy of your Masters thesis (either printed or on CD)
- A copy of the summary of your Masters thesis
- Certified copies of your Masters and Highschool diplomas (translated into English).
- Abstract or summary of your current Ph.D. project
- Letter written by yourself, asking for recognition of your degrees
- The letter of recognition for non-Swiss degrees
- The filled out form “Doktorandenbestätigung” that you obtained at the MNF. The form can also be found at: <http://www.students.uzh.ch/index.html>

A doctor’s degree can only be recognized as such if the signed doctoral student’s confirmation is submitted together with the application.

The application for matriculation should be sent or brought to the following address:

University Zurich

Student Administration Office (Kanzlei)

Admissions Office for applicants with foreign qualifications

KOL F 107, Rämistrasse 71

CH - 8006 Zurich

Tel. + 41 / (0)44 634 22 36

E-mail: admission@uzh.ch

Website: http://www.uzh.ch/studies/application_en.html

The following documents have to be submitted:

- Completed form “Application for matriculation at the University of Zurich“
- Proof of payment of the registration fee of CHF 50.-
- CV (curriculum vitae) with photo
- Copy of a personal identification document (passport, identity card)
- Certified copy of the secondary school-leaving certificate and a certified translation of this if in a language other than German, English, French, Italian, Spanish or Portuguese
- Certified copy of proof of university studies (transcripts of records) and university degree (Bachelor, Master, Diploma) with a certified translation (see languages above), showing the number of semesters, examinations taken, etc.
- Confirmation for doctoral students and the Institute of Teacher Education and recognition letter from the corresponding faculty, if already available.

Application deadlines:

For the fall semester: 30 April (for PhD possible until lectures start)

For the summer semester: 30 November (for PhD possible until lectures start)

All complete applications will be individually assessed and a written reply will be sent. Applications will *only be processed after receipt of the registration fee of CHF 50*. Processing takes around 1 – 3 months after receipt of the documents. No verbal information can be provided. Certifications **cannot** be made by our office but must be carried out by an official authority such as a notary, consulate, etc. A binding decision can only be made on the basis of the certificates that are submitted.

Request of recognition of foreign university degrees

After receipt of the letter of acceptance from the Admissions Office, a request for recognition of the foreign university degree must be sent to the dean's office of the corresponding faculty immediately.

For matriculation through the ETH proceed as follows:

<http://www.rektorat.ethz.ch/applications/mystudies/matriculation>

Phone

Occasional private phone calls within the fixed phone network of Switzerland are free but it is recommended to use your own mobile phone and foreign calls must be made on your mobile phones. Use Skype, or Helvatel (<http://www.helvatel.ch>) for international calls.

Please announce a workplace or phone number change to the secretary. The phone numbers of the IMCR people are found at: <http://www.imcr.uzh.ch/people.html>

Radiation Safety

Rules and Responsibilities: Stefano Ferrari will give you the introduction. (K 52, 635 3483). Please get his signature on the "IMCR Collaborator Orientation Checklist" after the training.

Security (see Emergencies and personal belongings)

Follow these rules:

- ***Do not obstruct the doors leading to the balconies !!***
- ***It is not permitted to leave chairs, boxes etc. on the balconies (fire escape !).***
- ***For security reasons the institute entrance door has to be locked between 12:00 and 13:30 and after 17:00.***

Seminars

The institute meetings take place in the seminar room K 11 and are scheduled as follows:

<i>Housemeeting:</i>	<i>Every Thursday at</i>	<i>9:30 am</i>
<i>Dataclub:</i>	<i>Every Thursday at</i>	<i>4:30 pm</i>
<i>Journalclub:</i>	<i>Every Friday at</i>	<i>12:30 pm</i>

Consult the current list at the entrance for the date of your turn.

Participation is mandatory for all scientific members of the institute!

Survival Guide for PhD Students

http://www.int.uzh.ch/doktor/in_en.html

<http://www.aveth.ethz.ch/sg/sg.html>

Technicians

You will be informed and instructed by our technicians regarding ordering of materials, cell culture, common duties and laboratory rules and safety.

Technical incidents

In case of technical problems such as power shortages, ventilation, leakages or technical failures of instruments (freezers, centrifuges, etc.) inform first your group leader. After 6 pm and on week-ends call 175 (technical emergency).

University Access/ ID Badge (Mitarbeiterausweis)

Upon joining the University/ Institute you will receive an access and ID badge ("Mitarbeiterausweis").

Wardrobe cabinets (see Keys)

Working Hours

The working hours at IMCR are 42 hours per week for a full-time employee.

Work Permit see below: Office of Migration

4. A to Z Guide for University Matters

Accident Insurance

All employees of the University Zurich who have regular working hours of 8 hours/week or more are insured for accidents which occur at work (“Berufsunfall”, BU) or in the evenings, at weekend or on holiday (“Nichtberufsunfall”, NBU). If you need to go to a hospital you are insured for a stay in the general ward (“Allgemeine Klasse”).

Accommodation

The following offices can help in your search for apartments and other accommodation:

Zimmervermittlungsstelle beider Universitäten, Sonneggstrasse 27, 8092 Zurich, Tel. 044 632 20 37; <http://www.wohnen.ethz.ch>

WOKO

Studentische Wohngemeinschaft, Leonhardstrasse 15, 8001 Zurich
Tel. 044 632 42 90; <http://www.woko.ch>

Jugendwohnnetz Zürich: Tel. 044 298 20 40; <http://www.juwo.ch>

Other Internet links: <http://www.uzh.ch/leben/wohnen/index.en.html>
<http://www.wgzimmer.ch>
<http://www.wg24.ch>
<http://www.students.ch/wohnungen>
<http://www.marktplatz.uzh.ch>

Employment

All important data concerning your employment is written down in your employment contract. With it you will receive a documentation folder, which includes important information about University regulations, insurances, pension fund, health insurance etc.

Foreign Police see: Office of Migration

Health insurance

Everyone staying Switzerland for more than 4 weeks (excluding vacations), needs private health insurance. There is no health insurance covered by the University. The choice of the insurance company is left to the employee. You have to apply for insurance within the first 4 weeks of your employment. A foreign health insurance is accepted only in special cases.

Matriculation/Application (see PhD students)

Military Service (only applies to Swiss citizens)

If you have to go for military or civil service, please fill in the white absence form and hand it in to the institute secretary.

The “EO Meldekarte” (military report form) must be given to Annica Mandola.

Office of Migration

All non-Swiss nationals who work at the University, regardless if they do or do not receive a salary or any other kind of remuneration, need a permit. This permit is issued by the Foreign Police (“Fremdenpolizei”), now known as Office for Migration (“Migrationsamt”); website:

<http://www.ma.zh.ch/internet/sicherheitsdirektion/migrationsamt/de/home.html>

Non-Swiss nationals must register within 8 days of entering the country (see immigration stamp in your passport) at the local immigration office (“Kreisbüro” or “Gemeindeverwaltung”) nearest to your Swiss home address. You have to bring your passport, your contract and your most recent diploma. The permit must be renewed annually (exception: EU citizens with a working contract for more than 1 year will receive a 5-year-permit).

Contact the secretary Annica Mandola before you go to Migration Office!

Exception to this rule: Academic guests with a European Union passport, who stay here for 3 months at the most, without receiving any kind of payments.

Permit see: Office of Migration

Pension Plan

All employees with a contract for more than 3 months will be registered with our pension plan. The contribution to the pension plan will be deducted from the salary. These contributions are fully refunded to foreign employees when returning to their home countries. For detailed information about the benefits of our pension plan please see the “Pensionskassenreglement”.

<http://www.pa.uzh.ch/Vorgesetzte/MA21/Penskasse.html>

Salary/Payroll

The salaries are transferred to the individual bank/post office accounts on the 25th of each month. At around the same time every employee receives a salary sheet (“Salärabrechnung”) where the salary and all benefits and deductions are noted in detail. We suggest looking it over, and in case of discrepancies or questions please contact Annica Mandola (K 03) immediately.

A warm welcome to the Institute of Molecular Cancer Research, IMCR, and we look forward to working with you.

Appendix

Here you find some useful links

Life Science Zurich

The University of Zurich und the ETH Zurich have initiated the project Life Science Zurich to create a stronger network for researchers in the field of the life sciences:

The Life Science Graduate School: <http://www.lifescience-zurich.ch/>
<http://www.lifescience-graduateschool.ch/>

University of Zurich links:

Student administration: http://www.uzh.ch/studies/adresses_en.html

Doing a Doctorate at the University of Zurich: http://www.int.uzh.ch/phd/incoming_en.html

Advisory Services: http://www.uzh.ch/studies/infoadvice_en.html

Other Services (link table): <http://www.uzh.ch/studium/index.en.html>

University in general:

Maps: <http://www.plaene.uzh.ch/>

University life:
(sports, accomodation, jobs, shopping, ...)
http://www.uzh.ch/studies/studentlife_en.html

Swiss Federal Institute of Technology, ETH Zurich

Homepage: http://www.ethz.ch/index_EN

More information about how to find things in Switzerland is found on the ETH's International Students' Homepage at: <http://www.international.ethz.ch/>