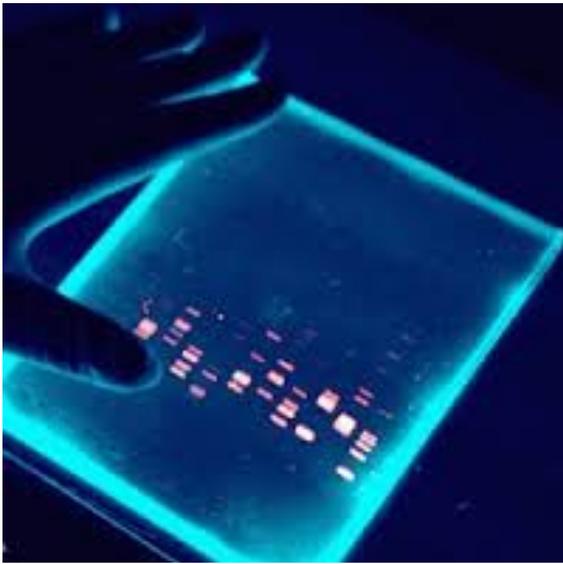


DBC



Department of Computational Biology
Head Office – [Office 2026.5](#)
Quartier UNIL-Sorge
Bâtiment Génopode
CH-1015 Lausanne



WELCOME ON BOARD

Everything you need to know when you begin to work in the DBC

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1 Welcome to the DBC

Biology is transitioning from a largely qualitative to a more and more quantitative science and Computational Biology is playing a key role in this transition, both in enabling a quantitative approach and in broadening the scope of the biological questions that can be asked.

The mission of the Department of Computational Biology (DBC) has three main components:

- Basic research in Computational Biology
- Use of computational approaches to answer questions that are relevant to biological and medical research
- Teaching and supervision in quantitative biology

In our research, we use modelling, simulation and, in general, computational approaches as main investigative tools. We take advantage from data generated by high-throughput technologies to address a plethora of biological and medical questions, ranging from fundamental aspects of cell biology to those of the entire organism, populations, species, or even whole ecosystems.

Our department is thus a key component across virtually all domains of biology, from molecular genetics or epidemiology to evolutionary biology, which are at the main research focuses within the Faculty of Biology and Medicine (FBM). Despite the diversity of applications, many key computational concepts and tools are common to many areas, since they all involve the analysis of complex data of biological structures or systems. The goal of the DBC is therefore to centralize the analytical expertise while having a broad range of research questions.

1.1 A word from the Director



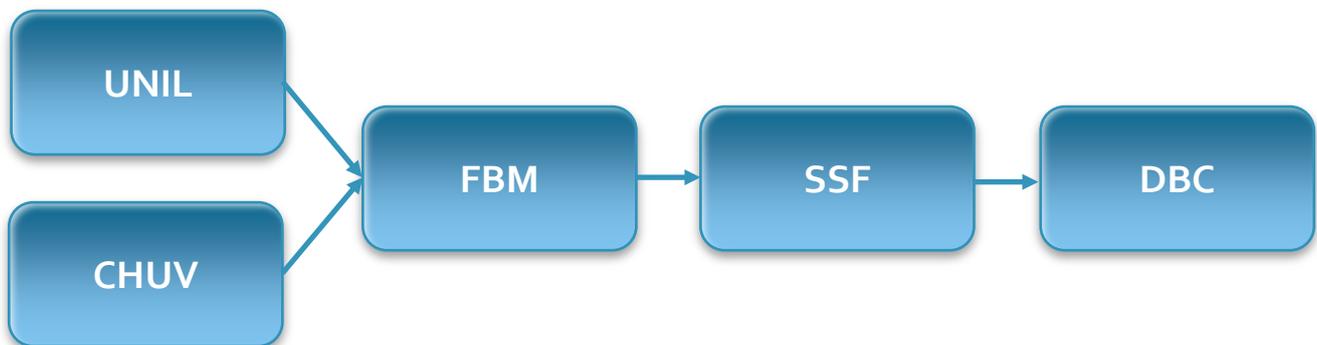
welcome to our department, we hope this will be the opportunity for rewarding exchanges

Visit the [website](#)

2 UNIL – FBM

2.1 Introduction

The DBC is part of the Department of Basic Sciences Section of the Faculty of Biology and Medicine which is straddling UNIL and CHUV.



The Faculty of Biology and Medicine was founded in 2003. The Deanship is based in the CHUV campus, in the CHUV headquarters' building in Bugnon 21.

FBM Organisation

- **Dicasteries**
(Education, Academic Achievement, Research & Innovation, Communication)
- **Schools**
(of Medicine, of Biology, Doctoral, IUFRS)
- **SSF Departments**
(CIG, DB, DBC, DBMV, DEE, DMF, DNF, DOF, DP, DPT, ISSUL)
- **SSC Departments**
(DAL, DCILM, DCV, DFME, DFR, DL, DM, DNC, DO, DP, DRM, DSCA, DUMSC)
- **DFR**
(Deanship, Libraries, SAM, PACTT)

2.2 DBC

2.2.1 Our Groups

Sven Bergmann



Sven Bergmann heads the Computational Biology Group since 2005 when he joined the Faculty of Biology and Medicine at the University of Lausanne. He became Associate Professor in 2010 after successfully completing his tenure track. He is also affiliated with the Swiss Institute of Bioinformatics since 2006. The Computational Biology Group has interest in various fields related to Computational Biology, with two main directions: developing and applying methods for the integrative analysis of large-scale biological and clinical data.

Giovanni Ciriello



Giovanni Ciriello obtained his Ph.D. in Electrical and Computer Engineering in 2009 from the University of Padova, Italy. Since April 2015, Giovanni has been appointed as Tenure-track Assistant Professor within the Department of Computational Biology (DCB) of the University of Lausanne (UNIL) where he heads the Computational Biology and Cancer Genomics group.

Olivier Delaneau



Olivier Delaneau joined the department of computational biology in September 2018 as a SNF assistant professor. He leads a research group focused on Systems and Population genomics. After having being trained in computer science, he obtained a PhD in bioinformatics in 2008 from the 'Conservatoire des Arts et Métiers' working on genome-wide association studies (GWAS) in the context of host HIV progression. Then in 2010, he moved to the department of statistics in the University of Oxford to work on method development for GWAS. He notably developed SHAPEIT; a software to infer the haplotypes from genotype data that is now widely used in large scale projects such as the 1000 Genomes project, the haplotype reference consortium or the UK biobank. In 2012, he received the Charles J. Epstein award from the American Society of Human Genetics for this work on haplotype estimation. Then in 2013, he moved to the University of Geneva to work on functional genomics as a research scientist in the Department of Genetic Medicine and Development. He got deeply involved in the analysis and the integration of large-scale multi-omics data sets in order to unravel the molecular mechanisms underlying the genetic control of gene expression. He developed there two methods, FastQTL and QTLtools, to discover expression Quantitative Trait Loci (eQTLs) in population scale data sets. These tools have notably been used to map eQTLs in the GTEx project. In total, he has published so far more than 30 papers (H-index=26) and released three analysis software widely used in the field of Human genetics.



Christophe Dessimoz

Christophe did his first degree in Biology at ETH Zurich, Switzerland (1999-2003). After half-year stints at Northwestern University (Evanston, USA), Tsinghua University (Beijing, China), and at Chulalongkorn University (Bangkok, Thailand), he returned to ETH Zurich at the Department of Computer Science for his PhD (2004-2009), under the supervision of Gaston Gonnet.

In autumn 2015, he joined UNIL as SNSF professor. He retains an appointment at UCL, where part of his lab remains active. Christophe joined the Department of Computational Biology.



Anna-Sapfo Malaspinas

Specialist in computational and progressive biology, Anna-Sapfo Malaspinas is particularly interested in the genetics of populations, notably from the analysis of the ancient DNA. She was named teacher helper in conditional pre-permanent staff status at the rank of teacher linked to the Department of

Computational Biology of UNIL from May 1st, 2017.



Ana Marques

Ana has been a Swiss National Science Foundation Professor since October 2014, when she set up lab at UNIL's Department of Physiology.

In the Marques lab, the research focuses on so-called intergenic lincRNAs (lincRNAs), i.e. lincRNAs that do not genomically overlap with coding loci. The aim is to increase the known functional repertoire of lincRNAs and to establish their contributions to homeostasis, phenotypic variation and disease. To achieve this, they combine the predictive power of computational biology with extensive genetic and molecular analysis of candidates.



Matthew Robinson

Specialist of quantitative genetics, Matthew Robinson works on interface between the genetics of populations, the biology of evolution, medical genetics and biocomputer science. He was named professor attending in conditional pre-permanent staff status at the rank of professor linked to the Department of Computational Biology of UNIL from March 1st, 2017.

Matthew's research works are based on use and interdisciplinary analysis of big quantities of genetic data and human phenotypes, coming for example from studies of pangenomics association or from the study of broad cohorts.



Nicolas Salamin

Biologist by training, Nicolas Salamin concentrates his research on the phylogénie, evolution and computational biology. He is leader of the group Phylogénie computationnelle to SIB Institute Switzerland of Biocomputer science and was confirmed in a post professor linked to the Faculty of Biology and Medicine of UNIL from August 1st, 2016. He became leader of the Department of Computational Biology on the January 1st, 2017.

2.2.2 Your arrival at the DBC

Important information before you start

Residence permit

In case you do not have the Swiss nationality, the HR Department will request the necessary permits for your first contract to the university.

For the renewal, you can find relevant information on the following websites:

- [Population Service](#)
- [Employment Service](#)
- [Federal Migration Office](#)
- [Swiss Confederation website](#)
- [Residence permits - overview and extension](#)

Moving to Switzerland:

- [Living in Switzerland as a foreign national](#)
- [Moving to Switzerland: What do I need to know?](#)
- [Welfare insurance for foreign nationals](#)
- [Find accommodation](#)

Tax in Switzerland

- [Tax and taxation in Switzerland \(in French\)](#)
- [Tax declarations](#)

To do at your arrival

1 – Go to the commune where you live **within 8 days after your arrival**. You will have to fill up an arrival form there.

What to bring with you:

- Passport or ID
- Work contract
- Contract of the apartment or « attestation du logeur »
- Birth Certificate
- 1 photo

You have to ask for a residence attestation at the commune to open a bank or post account

Also, provide the secretariat with a copy of your permit once you get it.

2 – Go to a bank or post to open an account **within 8 days after your arrival**

To bring with you:

- Passport or ID
- Work contract
- Residence attestation for the commune

3 – Contract a health insurance (compulsory)

You have to obtain a health insurance within 3 months after your arrival

Please check on [here](#)

Also, all employees working in Switzerland are required by law to be insured against accidents, thus UNIL insurance “la Bâloise” covers your potential professional and private accidents. More information [here](#)

4 – ECA insurance (compulsory)

Any person or company domiciled in the canton of Vaud must insure his furniture (household, company, etc.) with the [Cantonal Insurance Institution \(ECA\)](#), against fire and risks related to natural elements.

The ECA will should send you a form but if not, you can download the form “demande d’assurance pour le mobilier de ménage” from the website. You can also contact the Information support line: 058 721 21 21 or send an email at lausanne@eca-vaud.ch

5 – Liability insurance and Household insurance (not compulsory but highly recommended)

6 – Computer

In agreement with your PI, contact the DBC IT support, Wendy Bonvin – wendy.bonvin@unil.ch – for the purchase of hardware.

7 – Registration (immatriculation)

As a PhD student, you have to register at the University and renew your registration every year. You will find the relevant information here under [Admission services](#) and [Admission Office](#).

First days

Very first day

On your first day, you will:

- **Have to sign your contract and bring it to the secretariat.** In case you did not receive your contract yet, please contact the secretariat
- Visit the DBC areas and UNIL campus and find your working place
- Receive your "Campus card" (see below) and any necessary materials
- Receive your UNIL computer access and email address
- Meet your new colleagues

2.3 Campus card

The campus card has many functionalities. It is an identity card, a library card, an electronic purse, an access card to many buildings, and even more.

[More information about the campus card.](#)

Before the first use of your campus card, **you need to activate your card.**

[Where to activate your campus card.](#)

If you lose your card, it will cost you **CHF 25.-** to generate a new one.

We recommend to keep your campus card when you leave the

Website

In order to update the [DBC Website](#), please provide the secretariat with the following elements during your first week:

- The title of your research project
- 5 keywords
- A personal website link if desired (i.e. LinkedIn)

2.3.1 Welcome Centre

The Welcome Centre offers their services to

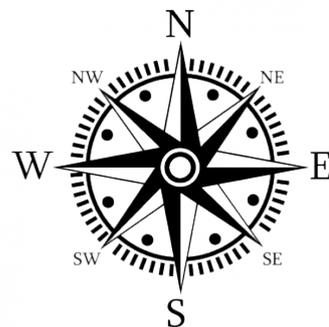
- Visiting scholars and researchers invited by UNIL, who are neither enrolled nor employed by UNIL
- International staff

Areas of support

- Internal administrative procedures in cooperation with the Human Resources Department and the inviting institutes
- External administrative procedures (obtaining visas, registering with the relevant authorities, etc.)
- Finding an accommodation (furnished or unfurnished)
- Information about UNIL, Lausanne, and the surrounding area
- Issues regarding everyday life (school system, insurances options, language courses provided by and outside UNIL, etc.)
- Support service for Dual Career Couples (personal interview, advice regarding the job market, newsletter, etc.)

For further information

Welcome Centre des Relations internationales
UNIL – Université de Lausanne
Château de Dorigny
CH – 1015 Lausanne
+ 41 21 692 20 07 / +41 21 692 23 28
welcomecentre@unil.ch
www.unil.ch/welcomecentre



3 Administrative information

3.1.1 The Secretariat

Our secretariat is headed by 3 executive secretaries – GEN 2026.5

Suzanne Soto (suzanne.soto@unil.ch - 021 692 54 56)

- Working every morning until 11 :00 a.m.

Mariona Lopez Gil (mariona.lopezgil@unil.ch – 021 692 53 90)

- Working on Monday, Tuesday, Wednesday and Friday

Michelle N'Cho (michelle.ncho@unil.ch – 021 692 53 97)

- Working everyday,

3.1.2 Human Resources and HR Issues

The Human Resources Department deals with questions ranging from labor law and employment terms to recruitment, training needs and unit organization.

For any question, **first contact the secretariat**. The secretariat is the link with the HR

3.2 Working hours and Holidays

3.2.1 Weekly working hours

As indicated in art. 115 of RLPers (Rules for the personal of the Etat de Vaud), the weekly working hours are of 4h30, or 8h18 per day for a full-time job.

3.3 Salary

Salaries are paid on the 25th day of each month. The exact dates can be found [here](#).

For assistants, the 13th salary is included in the monthly salary.

For professors, it is paid jointly with December's salary.

in case of change of your bank details, please inform the secretariat.

You can find your pay slip at any time on your [MyUnil account](#).



3.3.1 Public holidays

Sundays are counted as public holidays as well as:

- 1st and 2nd of January
- Good Friday
- Easter Monday
- Ascension Thursday
- Pentecost Monday
- 1st of August (National Holiday)
- Fasting Monday
- Christmas Day (25th of December)
- One more day at Christmas time offered by the Etat de Vaud (usually the 26th)

3.3.2 Holidays

According to art. 64 of the RLPers, UNIL employees have five working weeks of holidays per year; at least two working weeks should be taken in a row.

The rest of the holidays have to be taken according to the needs of the collaborator and the department (**i.e. considering teaching, courses, meetings, presentations, etc.**).

Your secretary is keeping record of your holiday allocation, so feel free to contact her to get an update about how many days are left for you to take.

You will find the form to request holidays [here](#) or at the secretariat

Process

To take holidays, each employee is requested to

- Bring the form, completed and signed by your group leader, to the secretaries,
- Do not forget to set up an absence message in your mailbox before you leave

3.4 Absences

3.4.1 When to fill in a form?

A "Leave of absence" has to be provided each time you are not working at your workplace.

Planned absence

In advance, as soon as you know the dates of the absence (e.g. holidays, travels, conferences, military service, etc...).

For holidays, please see the related chapter.

Unplanned absence

As soon as you come back to work (illness or other unforeseen).

For illness absences:

- Please, announce your absence as soon as possible (on your first day of absence) to your group leader and secretary.
- You need to provide a medical certificate after more than **3 days of absence in a month**.

3.4.2 Why to fill a "Leave of absence" form?

It is an important procedure as it allows us to keep track of the benefits that you are entitled to take and to ensure a proper follow up of absences. It is also essential in case of emergency to know who is present or not on the workplace.

3.4.3 Maternity leave / Military service

Maternity leave

The Etat de Vaud proposes 4 months of maternity leave and one month for breastfeeding (directly after the maternity leave).

Please provide a medical certificate to the secretariat as soon as you have one, as well as the birth certificate and the breastfeeding certificate.

If there is enough money on the fund, your contract may be extended by the number of months of your absence.

Military service

Please provide the working order to the secretariat as soon as you have it.

3.4.4 Other leaves of absence

According to art. 35 and 39 of LPers, and other directives, here is a list of the days-off proposed to the personal of the Etat de Vaud:

- Paternity leave of 5 days
- 5 days for sick child per year
- At least 3 training days per year
- 4 days for your wedding
- Up to 3 days for the loss of a loved one
- Up to 2 days for a move
- And many others (see "[Mon guide RH à l'UNIL](#)" on the HR webpage)



3.5 Contract renewal

The maximum commitment period for assistants is of 5 years. The first contract usually is one year long and could be renewed twice for 2 years each with the agreement of your group leader and depending on the funding.

3.5.1 permit

The first permit is requested by the Human Resources.
You need to ask for a renewal when necessary. You should receive a form by post in due time.
Every time you get a new permit, you have to bring a copy to the secretariat.

3.6 Certificates

3.6.1 Work commitment certificate

In case you need a proof of your hiring (i.e. to find an apartment), please ask to the secretariat. This could be done only once you signed the "Proposition de contract".

3.6.2 Crèche

In case you need a certificate to register your child at the nursery, please ask to the secretariat.

3.6.3 Work certificate

Intermediate certificate

You can request it at any time to the secretariat.

Administrative staff, PAT and trainees

- **From a 6 months contract:**
You will automatically receive a work certificate at the end of your contract.
- **Less than a 6 months contract:**
Please request your certificate to the secretariat.

Apprentices

Please call the apprentices coordinator (021 692 45 11).

Other staff categories

Please contact the secretariat.

3.7 Conflict in the workplace

3.7.1 Who should you contact?

In case you meet some relational difficulties or in any conflictual situation, the "[Bureau des conseils et médiation](#)" is available to listen to you, analyze the situation and help you to find solutions.

For more information, you can [visit the website](#)

Bureau de médiation

- **Address** : Amphipôle – Room 200.11
- **Email** : contact.mediation@unil.ch
- **Luc Wenger (lawyer)** : 079 240 42 46
- **Raymonde Richter (attorney)** : 079 643 24 16



4 DBC Daily Life

4.1 DBC scientific events

4.1.1 Department retreat

Every 6 months, a 2-days DBC retreat is organized jointly by a PI and the secretariat.

Program of the day

- Progress reports (talks + posters) of the people who want to share their work
- Poster exhibition
- Team building activities
- Coffee breaks and lunch offered by the department
- Open discussion around the department

4.1.2 DBC Seminars

Once a month, an external researcher is invited to present his/her work to the department. A pizza lunch is organized after the talk for PhDs and PostDocs.

DBC guests are announced by email, feel free to share it with whoever you think would be interested.

4.1.3 CompBio Meeting (SIB)

There is an outstanding Computational Biology community at UNIL, but few opportunities to interact across departments. The Lausanne CompBio Meeting is held four times per year in a morning and is followed by a lunch.

The goal of this meeting is to bring together various UNIL groups that are active in Computational Biology research.

4.2 Bookings and travels

Transportation

To travel on the [tl network](#) as much as you want, we recommend you to have a Mobilis pass.

Your monthly or annual Mobilis pass is integrated into the SwissPass.

[SwissPass](#) is the ticket for the Vaud Fare Area (CTV). This extends to 355 municipalities and comprises 11 partner companies, including tl. With a single ticket, you can combine various public transport systems and travel throughout the CTV network.

Find the best travel pass [here](#).

[Half-fare travelcard](#): If you travel a lot within Switzerland **for work**, getting a half-fare travelcard would make us save money on your travel refunds. For that reason, you can ask to be reimbursed for the payment of a half-fare travelcard.

[Car sharing](#): The University of Lausanne does not cover the use of your personal car for your job. Therefore, you have the possibility to use Mobility for work purpose and be insured in case of accident. Mobility is a car sharing service. For more information, contact the secretariat.

Carpark:

Before requesting for a car parking, you have to activate your informatics account. The DBC is not in charge of car park attribution. You need to click [here](#).

4.2.1 Booking for yourself

Each time you need to go on a business trip outside UNIL, the secretariat is available to help you to book your hotel rooms, travels and to subscribe to seminars.

4.2.2 Booking for a guest

The secretariat is here as well to help you to book the hotel rooms, restaurants and organize meetings/seminars for your guests.

4.2.3 Payment

Either you can:

- Pay and get reimbursed by providing the original tickets, boarding pass and banking statements to the secretariat;
- Or ask the secretariat to pay by credit card.

4.2.4 Seminar room on UNIL

In case you need a room for a meeting or a conference, you can contact:

- [UNIL – Génopode](#): DBC Secretary

You can also see the availability of the rooms by reading the following QR codes

Room 2016



Room 2020



Room 2024



- UNIL – anywhere else: [UNIL intranet](#)



4.3 Expenses

4.3.1 Credit card

A credit card is available at the secretariat for any business expenses you may have. To use it, please send an email or come by the secretariat.

4.3.2 "Petite caisse"

All your business expenses of less than CHF 50.- can directly be reimbursed by our "petite caisse" by asking the executive secretaries.

4.3.3 Reimbursement form

For business expenses, the secretariat will prepare a reimbursement form.

Please provide the secretariat with your banking and contact details.

Reimbursement process

1. Send an email to the secretariat providing:
 - Your private address and banking details (only the first time) (name and address of the bank/post, IBAN, BIC)
 - The reason and the amount to be reimbursed
2. The secretariat will prepare the reimbursement form and send it to you for signature
3. Send back to the secretariat:
 - The signed reimbursement form (original);
 - All original tickets, vouchers, boarding passes;
 - A flyer/program of the event or your subscription;
 - All booking confirmations;
 - Proof of payments, credit card statement.

Our secretariat will ask your manager's signature and send everything to the financial service to order the reimbursement (usually around 2 weeks later).

5 IT SUPPORT

5.1 FBM Support

5.1.1 Who are they?

The Department of computational biology is a member of the IT Management Plan of the FBM. As such, it can enjoy the benefits provided by the FBM IT Service. This includes:

- IT support of proximity
- Hardware and software purchasing
- Common infrastructure
- Specialized applications

All the practical information and a full description of the services are available on the FBM IT Service's [website](#)

5.1.2 Contact

If you have any question about IT (support, software and hardware purchasing, printers and consumables, repairs, network, web).

Wendy Bonvin, Local IT manager. Wendy is onsite every Wednesday

Phone: +41 (0)21 692 50 94; E-Mail: wendy.bonvin@unil.ch

FBM support (from Monday to Friday 8am to 5pm)

Phone : +41 (0)21 692 50 94 ; E-Mail : supportfbm@unil.ch

5.1.3 New collaborators

Produced by the FBM IT Service and addressed to the new users, the FBM IT Manual allows you to discover the IT services at the FBM: FBM IT Manual

5.1.4 Orders

Regarding the UNIL chart, any new order has to be placed by the "Centre Informatique".

Process

- Send an email to supportfbm@unil.ch with your PI in copy;
- Wendy or somebody from the support will contact you to confirm your order or ask for more information;
- Once the order is placed, the secretary will receive an email from the support;
- Wendy or a support member will bring your order to your desk.

5.2 NAS (Network storage)

5.2.1 What is it?

A unique base structure for the entire Faculty enables an easy and safe exchange of information.

The central server of UNIL (NAS) is the most secure and robust solution for the backup of your professional data. On this storage space, the quota made available to the FBM by the IT Center of UNIL is constantly adjusted to the needs of the departments. Therefore, if you intend to transfer significant amounts of data on the NAS, please contact the IT support of the FBM.

5.2.2 How to find it?

Private file

You can access the .nas through the address `\\nas.unil.ch\FBM\DGM\USERS`.

Every user is granted a folder named after their UNIL username. It contains a private file and a public file.

Group file

You can access the .nas through the address `\\nas.unil.ch\FBM\DGM\GROUPS\RESEARCH`.

Please see with your PI how the file is organized.

! Data stored on your local drive (i.e. not on the NAS) is not backed up.

5.2.3 Further information about the .nas

More information about the .nas on:

<https://wwwfbm.unil.ch/wiki/si/start?id=en:public:documentation:nas>

Questions:

- Send an email to supportfbm@unil.ch,
- Or call 021 692 50 94

5.3 External Informatics resources

5.3.1 SIB & Vital-IT

SIB

The SIB Swiss Institute of Bioinformatics fosters excellence in data science to support progress in biological research and health.

SIB leads and coordinates the field of bioinformatics in Switzerland. Our data science experts join forces to advance biological and medical research and enhance health. SIB:

- provides the national and international life science community with a state-of-the-art bioinformatics infrastructure, including resources, expertise and services,
- federates world-class researchers and delivers training in bioinformatics.

Website: www.sib.swiss

In case you are part of one of these groups, you will be automatically affiliated to SIB by the secretary:

- Sven Bergmann
- Giovanni Ciriello
- Christophe Dessimoz
- Anna-Sapfo Malaspinas
- Matthew Robinson
- Nicolas Salamin

Vital-IT

Vital-IT is an innovative project designed to connect fundamental and applied research, and development and training in the field of molecular bioinformatics.

Requests: send an email to v10@sib.swiss.

Website: www.vital-it.ch

5.3.2 CADMOS

CADMOS is the Center for Advanced Modeling Science. It is a joint initiative between UNIL EPFL and UNIGE. They offer an access to massively parallel computing resources currently based on an IBM BlueGene/P.

The DBC CADMOS Team is at your disposal for any questions regarding:

- HPC: Etienne Orliac
- Big Data: Philippe Jacquet

Website: www.cadmos.org

5.4 Good-to-know

DBC lists of distribution

When you start working at UNIL, you will automatically be added to our lists of diffusion. In case you should not receive our mails, please tell our secretariat to solve the problem.

Lists of distribution:

- All PIs : pi_dbc@unil.ch
- Members of the Executive Committee: conseil_dbc@unil.ch
- PhD and Postdocs DBC : assistants_dbc@unil.ch
- All DBC: dbc@unil.ch

MyUNIL

MyUNIL is a virtual desktop, adaptive, dynamic and personalized, offering a unified access to various sources of information and services, to interact with other people, applications or relevant content and integrating administrative and academic activities.

MyUNIL gives access to personal tools such as a calendar (Exchange calendar, class schedules and exams), messaging, descriptions and course material, academic file (including exam notes), administrative data (certificate of approval). registration) and campuscard data. In addition, it gives access to the management of news / events and several collections.

Serval (Publications)

The Academic Academic Lausanne (Serval) allows to centralize, preserve and disseminate digital documents in the academic field of members of UNIL and CHUV.

It contains many collections, the main one being the institutional repository of UNIL and CHUV. The publications of researchers from these two institutions are preserved and available in Open Access under the Green Road. Serval feeds the publications sections of the Unisciences research database and Jahia websites. Serval is "harvested" by other local, national and international servers via the OAI-PMH protocol.

Serval also hosts the Unimedia collection which contains a series of photographic collections.

6 More services

6.1.1 Desk materials

Little desk materials are available next to the secretariat.

In case you could not find the needed material, let the secretariat know.

6.1.2 Post and mails

UNIL Campus

For your sending, you can let your postal items in the Magasin Central of the Génopode or at the secretariat.

For private sending, you have to stamp the enveloppe

The mails are delivered every day in your group box in front of the secretariat.



6.2 Personalized paper (UniLogo)

The UniLogo application allows all UNIL employees to automatically download, with just a few clicks, a custom template that can be used on most word processing programs.

App: <http://unilogo.unil.ch/logo/>

The UniLogo tool allows you to perform three distinctive tasks:

- **Creation of personalized letterhead**: the user can, using his profile, generate a Word template of entirely personalized letterhead containing the logo of his faculty or department, his postal, telephone and Internet coordinates.
- **Custom logo creation**: For specific needs (website, poster, PowerPoint, print, ...), you can download a custom logo optimized for use.
- **Ordering business cards and compliments**: The new business cards and compliments of the University of Lausanne can be ordered here. These are sent automatically to the printer and are sent directly to you by post within 15 days on average. This time may vary depending on the volume of orders.

6.3 Coffee, hot & soft drinks and food

6.3.1 Dorigny

A coffee machine is available in the Phds and Posdocs area and in the secretariat area.

DBC PIs generously agreed to contribute monthly and allow us to cover the costs for the cafeteria (coffee, milk, tea and sugar)

However, all voluntary contribution from the assistants and other members of DBC will be very welcomed!!

Opening hours of the Amphimax cafeteria

- o Monday to Friday: 7:00 – 18:00

Amphimax cafeteria is closed during Christmas Holiday – at this time, only the cafeteria of the Unithèque (brasserie-réfectoire) remains open.

6.4 Leaving the DBC

6.4.1 How to process?

PhD, Post-Doc, student assistant

In case of resignation, you have to address your resignation letter to your hierarchy in through a prior notice notified by written (art.35 settlement sure the assistants at UNIL), 2 months for the end a month

Professor

The legal deadline for professors is of 6 months for the end of the academic year. The resignation has to be sent to the Directorate.

6.4.2 To do before you leave

On your last month working for the DBC, you will receive a letter from the HR Department and another one from the secretariat. Please read them **carefully** as there are important things to do before you leave.

When you leave the DBC, do not forget to return your keys and the "departure checklist"

6.4.3 Insurance

Your new pension scheme will contact you to get the previous one's details in order to take over your savings and rights until now. This is called « libre passage ». For more information visit [here](#)

6.4.4 Moving abroad

Some general advice can be found on <http://www.quitter-la-suisse.ch/demarches-a-faire.html>

- **Advice:** Inform the Service de la Population of your moving and provide a copy of their attestation to all your service providers (internet, mobile phone, tax office, ..)
- **Insurance :** Retraites Populaires : assistants, students ; CPEV : Profs, PAT

6.4.5 Retirement

The retirement age is 65 for men and 64 for women.