

1 INTRODUCTION

[TELIN](#) is one of 10 departments in the [Faculty of Engineering and Architecture](#) (FEA) of [Ghent University](#) (UGent). It is composed of 5 research groups: [DDCM](#) (Database, Document and Content Management), [DIGCOM](#) (Digital Communications), [GAIM](#) (Group for Artificial Intelligence and Sparse Modelling), [IPI](#) (Image Processing and Interpretation) and [SMACS](#) (Stochastic Modeling and Analysis of Communication Systems). The members of these research groups also provide education to bachelor and master students in the faculty and university, predominantly in the bachelor and master Computer Science Engineering and Electrotechnical Engineering, in the bachelor and master Electronics and ICT Engineering Technology, and in the master Industrial Engineering and Operations Research. Finally, department TELIN is supported by a number of technical and administrative personnel members. Patrick Schailleé and Sylvia Moeneclaeey are responsible for the administrative tasks in the department, Philippe Serbruyens and Davy Moreels for the ICT tasks.

TELIN is housed in the Technicum building T3. However, the other university buildings are scattered through Ghent and neighboring towns. Most departments of the FEA faculty are housed at the Zwijnaarde campus Ardoyen, while part of the education also takes place in the Plateau building (near the Technicum).

The department is managed by the departmental board who is responsible for all official departmental decisions. All professors (ZAP) of the department are part of the departmental board as well as a delegation of the other academic members (called OAP at Ghent University) and of the technical and administrative members (ATP). The current composition is listed on <https://telin.ugent.be/telin-docs/general/department-info/> and reports of past meetings can be found at <https://docs.UGent.be>. Meetings are in Dutch (mandatory). Please contact one of your representatives for more information.

The department is headed by the head of department who is elected amongst the full-time professors of the department every 4 years. Currently, Prof. Joris Walraevens holds this position. He is responsible for the daily operation of the department.

The reception desk of the department (Patrick and Sylvia) can be found on the second floor. Opening hours are 9h-12h and 14h-16h each working day (except Wednesday). Please contact them for any operational questions. You can also contact them electronically via telin-secretariaat@lists.ugent.be or via MS-Teams. For ICT-related questions, you can contact Davy and Philippe directly through telin-helpdesk@lists.ugent.be, in their office, also on the second floor, or via MS-Teams.

2 GUIDELINES CONCERNING THE GENERAL OPERATION OF THE DEPARTMENT

2.1 Office – Desk – Shared Rooms and Equipment

Every member of the department is provided with their own desk, typically in an office shared with other members. Although you have a lot of freedom in your office, please follow [general safety guidelines](#), keep your office clean, and be considerate towards your office colleagues. Also take into account selective collection of garbage: paper/carton, can/plastic, other garbage. If you are in need of something for your office, please contact Patrick and Sylvia or Philippe and Davy for ICT-related issues. Daily consumables (pens, paper, ...) are stored in a cupboard in the hall next to the reception desk. You can take what you need there. Please let Patrick and Sylvia know if you detect a shortage of something.

The department has some shared rooms, which are listed below. These should be treated as shared rooms only, which means that you keep everything spot clean, you do not leave your own belongings in these shared rooms, you leave everything behind like you found it, ... If you spill something in the shared rooms or corridors, please clean it up yourself.

There are 5 meeting rooms in the department, three normal ones (red room on the second floor, capacity 20 persons; green room on the first floor, capacity 10 persons; white room on the ground floor, capacity 15 persons) and two smaller ones which can also be used when you have a conference call (yellow room on the first floor and blue room on the second floor; capacity 5 persons). Your office keys can (un)lock the meeting rooms. Please reserve a meeting room at <https://telin.ugent.be/meetingroom> using your TELIN username. Please also cancel the reservation if your meeting is canceled for any reason. If you have a meeting with external visitors, you can ask for coffee and other drinks or order sandwiches when you want to provide a sandwich lunch. Please send an Email to Patrick and Sylvia at least two days in advance. For internal meetings, everyone can take their own drinks. Please put back cables and chairs/desks after your meeting has finished.

We have a common shared recreation room (with a kitchen) in the center of the first floor. Here, you can take a coffee and chat to colleagues in between work. Next to this large room, there are two small kitchens, on the first and second floor. You can use the coffee and water machines. Glasses, cups, dishes etc, are at your disposal but please bring them back to the place you took them from. Dirty glasses and dishes should be put in the dish washer directly. Please put in a soap tablet and start the dish washer when it is full, and empty the dish washer when it has finished cleaning. Use the appropriate signs on the dish washer to indicate its status. The refrigerators in the blue room and the recreation room are also at your disposal. Please keep them clean and only take your own food. Do not keep expired food in the refrigerator! Do not use the refrigerator in the kitchen on the second floor; this one is for meetings only. Finally, we also have a snooker room on the ground floor (next to the lab room, see next paragraph) which can be used to relax or as additional meeting room. For TELIN personnel only.

The department has two lab rooms, one on the ground floor (research group IPI) and one on the first floor (research groups DIGCOM and IPI). Your office keys can (un)lock the lab rooms. Please make yourself familiar with the specific rules. We ask you to sign the provided paper when you use the room and leave your name and period of use to any experiment set-up. If you use any equipment or tool, please put it back to its appropriate place when finished.

The department has some showers and lockers at your disposal. These are located on the ground floor. Please keep the showers clean. You can also dry your clothes there when they are wet (for instance for people that commute by bike). The lockers are equipped with a 4-digit code that you set yourself. Please also put your name on the locker you use, so that we know whose locker it is in case we need to release it.

Next to the T3 building (side of the stairs to the Scheldekaai), there is a small building where you can park your bicycle safely. You can also find some UGent bikes there, which can be used for work-related rides (no commuting!). You can find the keys to unlock them in the lockers; the codes of the locks can be obtained from Davy.

The department has a departmental library, mainly containing books but also some journals. You can find a searchable database on the TELIN website. Please ask Patrick or Sylvia if you want to check out a book. For other books, journal papers or papers of conference proceedings, please check the [university library webpage](#).

Finally, please be considerate towards the people that use the toilet room after you and keep them clean.

2.2 Research and Education

Research at department TELIN is initiated and supervised by the individual professors. They are free to make their own choices which research directions to pursue and are responsible for the adequate supervision of (PhD) research. Please contact your supervisor for any research-related questions. For more general questions, please consult the following pages from Ghent University: <https://www.ugent.be/intranet/en>, <https://www.ugent.be/ea/en/for-phd-candidates-and-students>, <https://www.ugent.be/student/en/ict> and <https://www.ugent.be/student/en/administration>.

Education is the joint responsibility of the individual professors, the department, the educational program committees and the faculty. The department has many courses in its portfolio and appoints professors (and occasionally postdocs) of the department to teach these courses. These professors are then responsible for the quality of their courses. In principle, all academic staff is supposed to help in supporting the professors in giving the courses. This can be as an assistant who teaches exercise classes, helps in supervising projects, supervises lab sessions, but also as a supervisor of exams. At the beginning of the academic year (September), the departmental board makes up a schedule of which academic personnel member helps in which course, based on the needs of that course, the skills of the academic staff (expertise, language, ...), also taking into account the other tasks of every member to provide the right balance between tasks. If necessary, this schedule is revised at the beginning of the second semester (February). Once academic staff is matched with courses, it is the responsibility of the professors of the courses to make sure the course is taught adequately (in all its aspects). If you experience any problems or have any questions, please contact the professor of your course, your supervisor, or the head of department.

Each year, every researcher can suggest subjects for master theses. Students then choose a thesis from the whole list of subjects and execute that thesis in the next academic year. Please contact your supervisor if you want to propose a subject.

3 SAFETY GUIDELINES

3.1 University Safety Guidelines

All safety guidelines of Ghent University apply. An overview can be found here: <https://www.ugent.be/intranet/en/human-resources/health-safety>. Please also check out these pages: <https://www.ugent.be/intranet/en/human-resources/health-safety/laboratoryrules.pdf>.

3.2 Emergency Guidelines

In case of emergency: inform the Center of Permanence (PerC) of Ghent University at number (09 264 88) 88 immediately.

When you call PerC, please give the following information:

- nature and degree of seriousness of the incident, e.g. fire, explosion, gas leak, bomb alert,...
- if applicable: which dangerous chemicals are involved, e.g. radioactive, biological,...
- are there any victims: number and nature, e.g. burnt, missing,...
- where does the incident take place, inform about building, address, location,... If the emergency is in T3 Technicum, make sure to include that the entrance is at the Scheldekaai.
- possible actions that have been taken already, e.g. evacuation,...
- who you are, give your name, status,...

Do not intervene yourself if:

- the intervention is dangerous
- the risks are unknown
- it is unclear how the incident should be handled
- there are not enough protection tools available
- there is no escape route
- an urgent intervention is not really necessary

Further important issues:

- take notice of the present information in the building: signals, information signs, escape routes,...
- take notice of protection tools: first-aid box, fire extinguishers,...
- at least 2 persons should act when they want to control the fire

If you notice anything unusual that does not require immediate action, please contact permanentie@UGent.be.

We have a first intervention team in the building who takes responsibility in evacuations and first aid situations. The team consists currently of Patrick Schailleé (coordinator), Davy Moreels, Sylvia Moeneclay, Philippe Serbruyns and Dimitri Van Cauwelaert. Please follow the instructions carefully in case of emergencies.

3.3 ICT and ICT Security

Information security policy and policies concerning ICT infrastructure of UGent applies to the department, cf. <https://www.ugent.be/en/facilities/ict/information-security>. Some more information and good practices can be found here: <https://telin.ugent.be/telin-docs/>. In particular, it is important to make regular (automated) backups of your data. Contact Philippe and Davy if you have any questions.

3.4 Specific Departmental Safety Rules

Please lock the door of your office when no-one is present, especially at the end of the working day. The doors in the corridors should be closed before 8am and after 18pm. If you pass by after 18pm and you see one of the doors open (and hear a beeping noise), please close it!

Note that it is not permitted under any circumstance to block the emergency exits.

Windows can be opened for ventilation, but windows in offices at the ground floor should be closed when no-one is in the office. Please also make sure to avoid wasting energy by turning off the radiators in shared rooms as well as in your office when the windows are open or when no-one is present for a longer time (for instance turn off the radiators in your office at night when no-one will be in the next day).

4 WELL-BEING

4.1 University Guidelines on Well-Being

An overview of guidelines on well-being at Ghent University can be found here: <https://www.ugent.be/intranet/en/human-resources/health-safety>. In particular, please read the [code on conduct on inappropriate behavior](#). All issues related to mental wellbeing at the workflow can be discussed with Trustpunt, a centralized organ at Ghent University that can help with any mental health related problem. More information here: <https://www.ugent.be/intranet/en/human-resources/health-safety/psychosocial-welfare>.

The faculty has three confidential contact persons, who closely collaborate with Trustpunt and can help by listening to your problems and directing you to the right person. The confidential contact persons at this moment are: Kristien De Meulder (Kristien.DeMeulder@UGent.be), Prof. Guy De Tré (Guy.DeTre@UGent.be) and Inge Lason (Inge.Lason@UGent.be). The faculty has an ombudsperson for PhD students who currently is Prof. Guy De Tré (Guy.DeTre@UGent.be) (Prof. Peter Troch (Peter.Troch@UGent.be) as his substitute).

4.2 Specific Departmental Guidelines on Well-Being

The department has installed a well-being committee. Prof. Guy De Tré is the chair of this committee. If you want to contribute, please contact him. Also, if you have any issue that you would like to have discussed in this committee, you can contact him as well.

The department stimulates friendly interactions between members of the department. The recreation room and snooker room can be used to relax in between work and talk to colleagues. Furthermore, if you want to organize a social event for the department, that is highly encouraged. Please contact the reception desk or the head of department for any information.