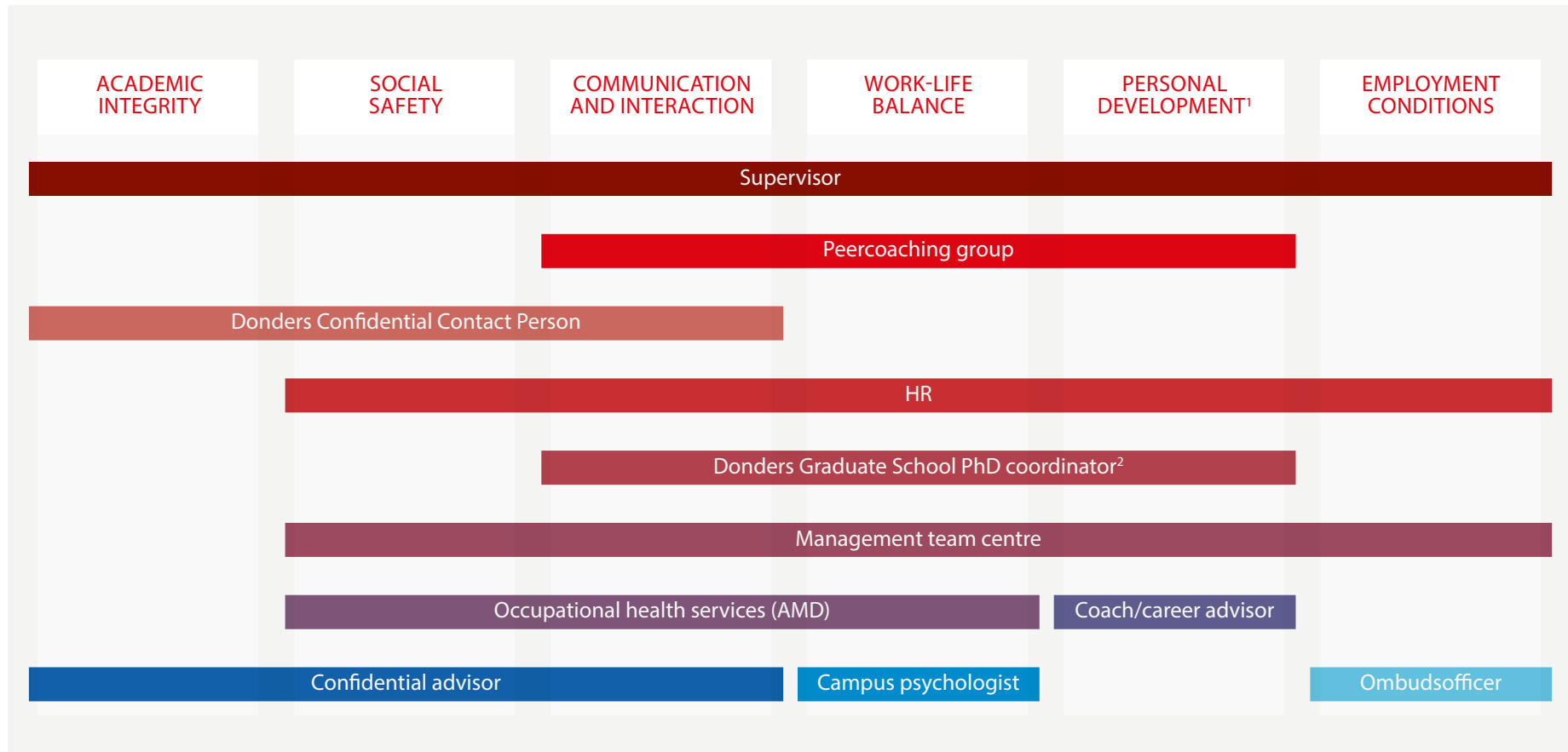


Support within the Donders Institute and its respective centres

PERSONNEL/GENERAL SUPPORT

- The support resources above are in principle listed in hierarchical order.
- However, it is possible to skip one or more levels and contact the person/service you think can help you best.
- The category descriptions and role definitions on the next pages may help to figure out who to ask for help.
- In case of doubt, just reach out to someone and if necessary you will be referred to someone else.
- On the last page of this document we also introduce the Donders Committees and Councils, and where to find (mental) health support off campus.



¹ The Radboud University and Radboudumc also offer a wide range of courses targeted at personal development.

You can find these courses in the online learning and development platforms (RU: [gROW](#), Radboudumc: [OLO](#)).

² For PhD candidates and their supervisors.

Support within the Donders Institute and its respective centres

SUPPORT CATEGORIES

ACADEMIC INTEGRITY

For everything related to academic integrity, ranging from suspicions of fraud, falsification, fabrication, and plagiarism, to discussions about authorship, preregistration, p-hacking, or other academic misbehaviour.

WORK-LIFE BALANCE

For all questions related to a healthy and professional work-life balance, including mental health support. Note that options for (mental) health support resources off campus can be found at the bottom of this document.

PERSONAL DEVELOPMENT

For everything related to your professional and personal development, ranging from career advice to improving your skill set or leadership qualities.

SOCIAL SAFETY

In case you experience some form of undesirable behaviour in the workplace. Examples may include bullying, (sexual) intimidation, discrimination, verbal or physical aggression, or abuse of power.

COMMUNICATION AND INTERACTION

For all other issues related to communication and interaction, with colleagues, supervisors or other work related contacts.

EMPLOYMENT CONDITIONS

For questions about your contract, facilities and other employment conditions. Note that management assistants often can help with practical questions regarding your work environment.

Support within the Donders Institute and its respective centres

ROLE DEFINITIONS

SUPERVISOR

GROUP

Your supervisor is in principle your first point of contact when encountering problems. For instance, if you are experiencing an excessive workload, if you are looking for greater challenges in your work, or if circumstances in your private life are negatively impacting your work. Is there anything bothering you? Please do not hesitate to contact your supervisor.

PEERCOACHING

DONDERS INSTITUTE

Within our [Peercoaching](#) programme, you can experience the benefit of intervision with peers, further develop yourself, and extend your network within the Donders Institute. As a peer you will discuss how you and your peers can find new ways of dealing with challenges, as a facilitator you play an active part in leading these conversations to make sure the peer groups get most out of their meetings.

DONDERS CONFIDENTIAL CONTACT PERSON

DONDERS INSTITUTE

The Donders Institute has appointed local confidential contact persons for research and social integrity. They provide a low-threshold opportunity to discuss potential issues regarding research or social integrity and can act as a sounding board. You can contact any of the confidential contact persons, independent of your centre.

Support within the Donders Institute and its respective centres

ROLE DEFINITIONS

HR FACULTY Do you have a problem? Then you can contact the HR advisor of your own faculty or division. Everything you discuss with them remains between you, unless you explicitly give permission for action to be taken. They will help you with all possible work-related problems, such as too high a workload, undesirable behaviour and a (looming) labour dispute. They also advise you on who can help you and how to solve your problem.	OCCUPATIONAL HEALTH SERVICES (AMD)¹ OCCUPATIONAL SOCIAL WORKER CENTRAL The occupational social worker supports you with workload-related changes or when you are going through difficult personal circumstances impacting your performance. This is intended to prevent you from having to report sick later and being absent for a longer period of time. Even if you return to work after a period of absence, the occupational social worker can assist you to see how you can return to work in a healthy way.	RU/RADBODUMC CONFIDENTIAL ADVISOR² CENTRAL If you experience a (looming) labour dispute or some form of undesirable behaviour in the workplace, such as bullying, sexual intimidation, aggression or abuse of power, resolving the problem yourself can be a major hurdle or sometimes even entirely impossible. Please know that you are free to report this to a confidential advisor. They can assist you in the subsequent steps. For example, by calling in a mediator or submitting a complaint.
DONDERS GRADUATE SCHOOL PHD COORDINATOR DONDERS INSTITUTE The Graduate School Coordinator (GSC) advises PhD candidates and supervisors about training opportunities, Hora Finita (e.g. checkpoints, TSP), where to find support, or other PhD project related questions. Furthermore, the GSC can also act as confidential contact for PhDs and supervisors in case a PhD project does not go according to plan or if there are problems related to supervision.	OCCUPATIONAL HEALTH SERVICES (AMD)¹ COMPANY DOCTOR CENTRAL Are you sick or do you sense you are at risk of getting sick? Then please contact our company doctor. They can advise on how to prevent health risks at work during preventive consultancy hours. If you are sick, the company doctor will recommend a responsible time to return to work and will check whether any adjustments are required. Both you and your supervisor can request a consultation.	CAMPUS PSYCHOLOGIST¹ CENTRAL RU Are you experiencing work-related stress and tension? Or do you regularly feel anxious or depressed and does this limit your ability to function? Our campus psychologist can help you with personal problems leading to work-related health issues. Don't keep suffering through them and ask for an intake. You are entitled to a maximum of 10 consultations.
MANAGEMENT TEAM CENTRE CENTRE The management team consists of the centre director and the management director and together they are responsible for the daily running of the centre. As such, you can contact the MT for almost all questions related to your personal situation, procedures within your centre, and where to find support. An overview of the management teams of each centre can be found on the website.	COACH/CAREER ADVISOR³ FACULTY/CENTRAL The coaches/career advisors will be happy to help you to better take charge of your life and your (future) career. You can also request an advisory consultation in case you feel stuck at your job or feel that your health is suffering due to work-related circumstances. This will increase your vitality, and help you find or regain joy in your work.	OMBUDSOFFICER STAFF CENTRAL RU Do you have a question, report or complaint about the conduct of other employees or organisational units? Please contact the ombudsofficer. This person looks at every situation impartially and gives solicited and unsolicited advice to the organisation. The way to a solution can be advice, mediation, or filing a complaint. It is also possible to report (anonymously), so that patterns can become clear.

¹ Please note: if your contract is based at the Radboudumc, please use the following link to contact the [Occupational Health & Safety and Environmental Service \(AMD\)](#).

² More [information](#) about the radboudumc confidential advisors.

³ Radboudumc career advisors can be contacted by [email](#)

Donders Committees/Councils

TASK DEFINITIONS

DIVERSITY AND SUSTAINABLE SCIENCE COMMITTEE DONDERS INSTITUTE

At the Donders Institute, we strive for a research culture that is open, inclusive, and diverse. We believe all researchers should have equitable access to research and learning resources, allowing each individual to develop to the best of their ability. The Donders [Diversity and Sustainable Science committee](#) is committed to creating a safe and welcoming working environment for all people without fear of discrimination or harassment.

PHD COUNCIL DONDERS INSTITUTE

The [PhD council](#) is a group of PhD representatives from all centres of the Donders Institute. They represent the PhD candidates of the Donders Graduate School. Their goal is to advise on policy developments and to organize PhD information events (PIE) and social activities.

POSTDOC COUNCIL DONDERS INSTITUTE

The Donders postdoctoral representatives form the [Donders postdoc council](#). They organize events and activities for postdocs Donders-wide. Additionally, they aim to support our postdocs as much as possible and to encourage them to build a multidisciplinary network.

(Mental) health support outside the Donders Institute

GENERAL PRACTITIONER

In general in the Netherlands people first need to consult their GP in order to get a referral to any other (mental) health professional. Should you experience an emergency please dial 112.

SUICIDE PREVENTION

In case you have suicidal thoughts, you can call 0800-0113 or chat at 113.nl for help. This is available 24/7, anonymously and for free. The [website](#) also offers advice and practical tips for people who know someone in their environment who is having suicidal thoughts.