

Quick guide to the Department of Chemistry

A

Access card: Please contact the Information Office or see:

www.chem.medarbejdere.au.dk/en/useful-information/access-cards-and-office-keys/

Activities: The PhD House Activity Group organizes both social and academic events for PhD students and postdocs, both Danes and internationals. Read more at

www.phd.au.dk/phdhouse/phd-house-activity-group/

AU Find: Get the app AU Find in App Store and search for buildings, location, names, numbers etc. You can also use the website: **www.au.dk/en/about/organisation/find-au/buildingmap/**

AURUS: AU system for handling travel expenses. Ask your group secretary for help regarding forms and guidance. Please let us know if you are employed at the Department of Chemistry or at iNANO.

AURUS login: **<https://aurus.au.dk/>**

AURUS quick guides:

www.medarbejdere.au.dk/en/administration/finance/menu2/aurus/quickguidesforthetraveler

AUPA: Aarhus University PhD Association: **www.phd.au.dk/aupa/**

B

C

CWT: Carlson Wagonlit Travel is our travel agency where you can book your travels. Ask your group secretary for a CWT travel profile. Please let us know if you are employed at the Department of Chemistry or at iNANO.

CWT login: **<https://sso.carlsonwagonlit.com/>**

Committees: An overview of the committees at Chemistry can be found here:

www.chem.au.dk/en/profile/committees/

Computer: Ask your supervisor.

Conferences: Make an agreement with your supervisor about participation and expenses.

Courses for PhDs: www.phd.au.dk/gradschools/scienceandtechnology/courses/

Courses - sign up: <https://mit.au.dk/> → student self service (STADS)

D

Danish courses: on campus, for internationals: www.ias.au.dk/danishcourses/

E

Employee service: At: www.medarbejdere.au.dk/en/administration/hr/ you will find useful information related to your job.

F

Friday bar: Find the Friday Bar “@lkymia” in the canteen on selected afternoons and on facebook: www.facebook.com/alkymia.kemiskfestforening

G

Getting-started in Denmark: event for newly arrived international PhD students, other employees and their spouses. The event provides you with the opportunity to get registered with the public authorities for your EU residence certificate, CPR number and tax card. The goal of the event is to aid you in making a smoother transition to Denmark. If you haven't already been signed up for this event we recommend that you do it as soon as possible:

www.ias.au.dk/gettingstarted/

GSST: Graduate School of Science and Technology. Find rules and regulations, quick guides, forms and templates, news etc.: www.phd.au.dk/graduate-schools/scienceandtechnology/

GSST - contact:

PhD Partner for Chemistry: Karen Konradi, email: konradi@au.dk, phone: 8715 3261

PhD Partner for iNANO (chemistry dir.): Rikke Ljungmann, email: rlj@au.dk, phone: 8715 2564

H

Hakon Lund Fonden: A local fund at Department of Chemistry where students and PhD students can apply for travel grants when going abroad during their studies. Read more at: www.chem.medarbejdere.au.dk/vejledninger/goer-det-selv-service/skemaer/hakon-lunds-fond

Hazardous goods: You must check if chemicals are classified as hazardous goods. Please see flowchart: www.chem.au.dk/hazardshipment

Holiday, holiday registration and holiday forms: You must agree with your supervisor about when to take holidays. The person responsible for holiday registration at the Department of Chemistry is Jeanette Dandanell, email: jda@chem.au.dk. Read more at: www.chem.medarbejdere.au.dk/en/staffinfo/absence/

If you are employed at/enrolled through iNANO you must contact Trine Hansen, email: trinemh@chem.au.dk. Read more at: www.inano.medarbejdere.au.dk/slettes/holidays-illness-and-parental-leave/

HR: Most HR services for PhD students/fellows are covered by GSST. Other employees can contact HR partner for Chemistry: Charlotte Illum Nielsen, email: charlotte@au.dk, 8715 2892. Read more at: www.medarbejdere.au.dk/en/administration/hr/

I

IAS: Website for international academic staff and their spouses: www.ias.au.dk/international-academic-staff-ias/

Illness: On your first sick day you must notify your supervisor. Employees at the department (i.e. you are paid salary from AU, including PhD fellows) must also notify the department, contact person: Jeanette Dandanell, email: jda@chem.au.dk. Read more at: www.chem.medarbejdere.au.dk/en/staffinfo/absence/illness. If you are employed at/enrolled through iNANO you must contact Trine Hansen, email: trinemh@chem.au.dk. Read more at: www.inano.medarbejdere.au.dk/slettes/holidays-illness-and-parental-leave/

If you are a PhD student or PhD fellow you must also inform GSST in case of long-term illness or parental leave.

Insurance: Information about insurance for PhDs can be found at the GSST website: www.phd.au.dk/gradschools/scienceandtechnology/gsst-quick-guides/

Information about insurance for other employees can be found at: www.medarbejdere.au.dk/en/administration/hr/insurance/insurance/

Please also see “Travel insurance”

International Centre: The International Centre offers a wide range of services. Take a look at their website: www.au.dk/en/internationalcentre/

International club: The Aarhus University International Club. Read more about it here: www.au.dk/UIC

IT-HelpDesk: HelpDesk is situated in building 1521, room 310. Phone: 8715 4010, email: aarhus.st.it@au.dk. Read more at: www.medarbejdere.au.dk/en/administration/it/

J

K

Keys: Please contact the Information Office or see: www.chem.medarbejdere.au.dk/en/useful-information/access-cards-and-office-keys/

L

Library: AU Library, building 1536, 2. floor, email: nymunkegade.library@au.dk, www.library.au.dk/en/aarhusuniversitylibraries/ny-munkegade/

M

Mail tray: Each group has a mail tray in the Information Office - remember to check it often, as this is where any mail for you will be placed - packages will arrive at the Goods Reception (1513-113).

Mail and goods/shipments: www.chem.medarbejdere.au.dk/en/useful-information/packagesandpostalmatters/

Mit.au.dk: <https://mit.au.dk/> Self-service site with log in – ask your group secretary

N

News and useful links: Check out news, events and useful links at www.chem.medarbejdere.au.dk/en/ and www.phd.au.dk/gradschools/scienceandtechnology/newsandevents/.

O

Office supplies: Ask at the Information Office for office supplies. Only available for PhD students/fellows and employees, not students.

P

Parental leave: You must notify your department (if you are a PhD student you must notify GSST) no later than three months before the expected date of delivery for the mother and one month before the expected date of delivery for the father. Special forms are available for this purpose on www.medarbejdere.au.dk/en/administration/hr/parentalleave/

PHAUST: The PhD Association at Science and Technology. More information at: www.phaust.dk

PhD-Planner: General information about the PhD planner and login can be found here: www.phd.au.dk/gradschools/scienceandtechnology/phdplannerlogin/forstudents/

Photo: All employees are encouraged to get their picture taken. Ask your group secretary for help. The photo is used in our staff database and uploaded in PURE to your contact information on AU's website: www.person.au.dk

Posters: Posters and other large print jobs can be ordered at the Aarhus University Printing Office: www.trykkeri.au.dk/en/. Contact your group secretary for information about project and activity numbers to put on the requisition form.

Pure: www.medarbejdere.au.dk/en/pure/. PURE means "Publication and Research" and is a research database where all employees are listed. All your publications, posters, patents etc. must be registered in PURE to establish statistics material and release money from the government. You are responsible for registering your own publications in time, but you can always ask your group secretary for help.

Within PURE you get your own personal AU homepage. The link to your homepage is: <http://au.dk/en/xxx@chem> (xxx is the username for your e-mail account). Here you can upload further information about your research, participations in conferences and your CV. In case of incorrect information contact your group secretary.

Q

R

S

Salary: If you have questions regarding your payslip etc., you can contact the Payroll Office: www.medarbejdere.au.dk/en/administration/hr/payroll/your-payroll-case-manager/. PhD-fellows can also contact GSST.

Software: Contact AU IT – see "IT-HelpDesk".

T

Traveling: Coordinate your travels with your supervisor and your group secretary. For ordering flight tickets please look see "CWT".

Travel insurance: Please see your group secretary for information about travel insurance when going on a journey on official business abroad (conference etc.). Please let us know if you are employed/enrolled at the Department of Chemistry or at iNANO.

U

V

Visit Aarhus: Find information about the city of Aarhus: www.visitaarhus.com

W

WAYF-login: WAYF (Where Are You From) is the connection between your login at Aarhus University and external web services, such as PURE, Blackboard, TYPO3 and more. With WAYF you only need to remember the username and password you already have at mit.au.dk (Self-service). When you are logged on, you can switch between the various web services without a revalidation of the login. If you don't know your WAYF login please contact your group secretary.

Webmail: Find manual and domain information to log on to webmail at www.medarbejdere.au.dk/en/administration/it/email-calendar-and-email-addresses/webmail/

Website: The Department of Chemistry: www.chem.au.dk/en/

Work environment and safety: Find information at www.chem.medarbejdere.au.dk/en/safety/

Working hours: Coordinate your work schedule with your supervisor.