INFO FOR NEW STAFF MEMBERS
School of Communication and Culture
(2017/2018)

Find more information at cc.medarbejdere.au.dk or cc.au.dk/en
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Note! This brochure contains many links (marked in blue), some of which can only be accessed from a computer on AU’s network.
Dear new staff member,

Welcome to the School of Communication and Culture.
This brochure has been prepared in order to introduce you to the school and show you where at the school or in the administration you can find further information.

If you are in doubt about anything, the secretaries will be happy to assist you – either personally or by referring you to someone who can help you – see an overview of the secretariat.

You can find further information on the school’s staff portal at cc.medarbejdere.au.dk (mainly in Danish) or on the school’s external website at cc.au.dk/en.

At the back of the brochure, you will find practical information about the school’s four locations, e.g. in relation to access cards, mail and parking.

The school’s newsletter is sent out by email every two weeks – you can find previous newsletters here. The newsletter contains news about research and education, important information from the management, news about grants, appointments and awards, and announcements of PhD defences and other events, among other things. The newsletter is primarily produced in Danish, with some information in English.

In the newsletter, you can also get to know your new colleagues – for instance in ‘Medarbejderstafetten’ (Get to know your colleagues).

The International Centre at Aarhus University helps with practical matters and organises social events for international staff (and students).

Read about the International Centre here.

See also the page International Academic Staff, which is specifically aimed at international staff at Aarhus University.

We hope that you settle in well at the School of Communication and Culture.
1. ABOUT THE SCHOOL

The School of Communication and Culture provides the framework for international research and degree programmes ranging from BA to PhD level in a wide array of subjects at our nine departments. The official abbreviation for the school’s name is CC, but you will also come across the Danish abbreviation IKK (Institut for Kommunikation og Kultur).

The school is physically located at the following addresses:

Langelandsgade 139 (Kasernen), building 1580, 8000 Aarhus C.
Here you will find the head of school, the management secretariat and the departments:
- Comparative Literature and Rhetoric
- Dramaturgy and Musicology
- Art History, Aesthetics & Culture and Museology

Jens Chr. Skous Vej 2 (Nobel Park), building 1485, 8000 Aarhus C.
Here you will find the following departments:
- Scandinavian Studies and Experience Economy
- Linguistics, Cognitive Science and Semiotics

Jens Chr. Skous Vej 4 (Nobel Park), building 1481, 8000 Aarhus C.
Here you will find the following departments:
- English
- German and Romance Languages

Helsingforsgade 14 (Katrinebjerg), buildings 5361, 5335, 5347 and 5008, 8200 Aarhus N. Here you will find the following departments:
- Digital Design and Information Studies
- Media and Journalism Studies

You can read more about the academic environments on the department websites at cc.au.dk/en.

Find the department on the map at the end of the brochure – or on AU’s online map of the buildings.
Management and organisation

Per Stounbjerg is head of school. The school management team also consists of Lars Kiel Bertelsen, director of studies, and Tine Arsinevici, head of secretariat, as well as the nine heads of department. The school management team meets every other week. The head of school, the head of secretariat and the heads of department are responsible for staff management.

Please send an email to head.cc@au.dk to contact the head of school, and to studieleder@cc.au.dk to contact the director of studies.

See an overview of the school management team, research programme directors and PhD programme directors.

The school secretariat is organised with offices at Katrinebjerg, in the Nobel Park and at Kasernen and with local secretaries at all locations. The head of school, the director of studies and the joint management secretariat are located at Kasernen.

The School of Communication and Culture is part of the Faculty of Arts, one of the four faculties at Aarhus University.

A very large number of the administrative tasks are performed by staff members at the Arts Administrative Centre (ACA) which is composed of:

- Arts Estates Facilities
- Arts PhD Administration and Internationalisation
- Arts HR
- Arts IT Support
• Arts Communication
• Arts Studies Administration
• Arts Finance

Collaboration with employers
The school collaborates with private and public companies and institutions. The collaboration takes place via employer panels and forums, among other things – see a list of the members here.

Councils, boards and committees
You can find links to all our councils, boards and committees at CC’s staff portal. Here you can, for instance, read about the composition of the committees and the most recent minutes (in Danish).

School forum
The school forum consists of members of the academic staff, members of the technical-administrative staff and students. It is a central advisory body for the head of school and is responsible for ensuring ideation, quality, transparency and legitimacy in all decisions. The forum must also help create an academic and social identity for the school.

Research committee
The research committee advises and supports the head of school, who has overall responsibility for the school’s research strategy and output as research director. The research committee is headed by the head of school and is furthermore composed of: the research programme directors, the directors of the three PhD programmes and a representative from each of the two interdisciplinary research programmes at Arts.

Board of studies and degree programme board
There is one board of studies at the School of Communication and Culture, under which there is one degree programme board for each department. The boards are responsible for the academic development and quality assurance of the school’s degree programmes. The board of studies’ executive committee is responsible for processing students’ applications for credit transfer, advance approval and dispensation.

Liaison committees
The liaison committee organisation consists of the following levels:
• The Main Liaison Committee for the entire Aarhus University (HSU)
• Faculty Liaison Committee at Arts (FSU)
• Local liaison committee at the school (LSU)

Occupational health and safety committees
The occupational health and safety organisation consists of the following levels:
Main Occupational Health and Safety Committee at Aarhus University (HAMU)
Faculty occupational health and safety committees (FAMU)
Local occupational health and safety committee at the school (LAMU)
Local occupational health and safety groups at Katrinebjerg, Kasernen and in the Nobel Park

Local house committees
The house committees at the School of Communication and Culture consist of representatives of the academic staff and the technical-administrative staff as well as student representatives, who discuss the layout and use of rooms and communal areas. A house committee has been established at all school units with the following contacts:

- Katrinebjerg: Dorte Midtiby: +45 871 63219, dorte.midtiby@cc.au.dk
- Nobel Park. Contact person for building 1481: Jane Lücke Didriksen: +45 871 65264, engljd@cc.au.dk and for building 1485: Nelly Dupont: +45 871 63135, nelly.dupont@cc.au.dk
- Kasernen: Pia Burgaard Madsen, +45 871 63047, p.burgaard.madsen@cc.au.dk and Betina Ramm, +45 871 63078, aestbr@cc.au.dk

Research
Research programmes
The research at the School of Communication and Culture is primarily organised into research programmes:

- Language, Cognition and Learning in a Multilingual World, Sten Vikner
- Research programme in Museology, Lise Skytte Jakobsen (together with Nineteenth-Century Studies – represented on the research committee by Karina Lykke Grand)
- Humans and Information Technology, Søren Pold
- Contemporary Aesthetics and Technology, Jacob Lund
- Cultural Transformations, Carsten Stage (representative on the research committee), Birgit Eriksson and Anne Marit Waade
- Literary Studies, Jakob Ladegaard
- Media, Communication and Society, Hanne Bruun

A research programme in International Business Communication is in the pipeline (represented on the research committee by Helle Vrønning Dam).

See the research programme websites here.

The programmes may be divided into smaller research units, which typically work together on specific research projects or subject areas. Some research units cut across programmes, schools and departments as well as universities.
All staff members with research time are encouraged to be affiliated with a research programme. PhD students are generally affiliated with the same research programme as their principal supervisor, but they can choose a different programme. You can register for a research programme by sending an email to the research programme director with a copy to the research consultant, stating your name, email and job title (PhD student, postdoc, assistant professor, associate professor, professor or other). **On the staff portal**, you will find information that can be of help in connection with research applications, application rounds etc.

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**Research centres**

See an overview of the school’s research centres [here](#). Applications for obtaining centre status are accepted twice a year. See the School of Communication and Culture’s centre policy [here](#).

**Help with external applications**

The Research Support Office assists researchers in preparing applications for external research funds and associated budgets. Arts Finance helps with salary calculation as well as budgets in connection with applications for internal funding from the Aarhus University Research Foundation.

Contact the research consultant at the School of Communication and Culture Pernille Roholt at [pero@cc.au.dk](mailto:pero@cc.au.dk) if you want to send an application for research funds, and when you have received a grant. She will help you with accommodation agreements for applications, budget signatures and letters of support from the head of school. All budgets must be approved by the head of school before the applications are submitted, so please contact the research consultant in good time.
The research consultant and a representative from the Research Support Office offer individual meetings with the school’s researchers about application strategies and planning. Find contact information on the website.

**PhD students and PhD programmes**

All of the faculty’s PhD students are enrolled at the Graduate School, Arts on a PhD programme.

At the School of Communication and Culture, PhDs are affiliated with one of the following PhD programmes:

- ICT, Media, Communication and Journalism, Christian Ulrik Andersen
- Art, Literature and Cultural Studies, Karen-Margrethe Simonsen
- Language, Linguistics and Cognition, Merete Birkelund

The Graduate School, Arts helps the school’s PhD students with everything from start to finish on the PhD programme. Find contact information for the PhD administration here.

As a PhD student, you are also affiliated with the school, and the local secretaries handle the practical matters in relation to your employment.

Please note that PhD students are obliged to send information about study abroad periods, illness, maternity/paternity leave etc. to their PhD administrator and secretary.

See also AU’s PhD portal: [www.phd.au.dk](http://www.phd.au.dk)

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**Education**

Director of studies: Lars Kiel Bertelsen, studieleder@cc.au.dk
Chairman of the board of studies (until February 2018): Jody Pennington, engjwp@cc.au.dk
Education consultants: Katharina Juhl Haslund, kjh@cc.au.dk, and Nina Gøtzsche Thiele Zeiss, ntz@cc.au.dk.

Find the most relevant education-related information on the staff portal.

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**Timetabling of teaching and exams**

Timetabling takes place at the Arts Studies Administration. All degree programmes have designated contact persons in the Studies Administration – find them here.
Once the students are registered for the coming semester’s teaching activities, timetables will be prepared for the individual degree programmes. When the timetabling is complete by the end of June and December, you can find your personal timetable with information about times and venues here: Timetables.

If you need to change the date or time of a single lesson or book a classroom for extra teaching (ad hoc booking), please contact the Arts Studies Administration at lokalebooking.arts@au.dk. It is important that you notify the Studies Administration if you are not using a booked room to ensure that the students’ timetable is accurate.

Teaching activities which do not require a classroom (student guidance in own office, excursions and visits to exhibitions which are part of the teaching etc.) must also be reported to lokalebooking.arts@au.dk. This is again to ensure that the students’ timetable is accurate. Moreover, the school must inform the ministry of the number of hours the individual students are offered, and these numbers are extracted from the room booking system.

All examination results are registered by the examiner and co-examiner in the online system STADS-VIP. Practical information about teaching and exams can be found on the study portal – Arts.

**The school’s degree programmes**
An overview of the school’s degree programmes is available here. You can also find an overview of the individual courses that we offer students, incl. content descriptions and practical information, in the AU course catalogue.

**Academic regulations**
Each course is linked to academic regulations. You can find the academic regulations for the degree programmes at the School of Communication and Culture here.

**Blackboard**
Blackboard is the university’s shared learning management system (LMS). It is used for learning activities, course material, teaching evaluation etc. First and foremost, it provides the opportunity for contact between teaching staff and students outside the classroom.

Log in to Blackboard here and find out more about student guidance, courses and support.
2. STAFF-RELATED MATTERS

General information on staff-related matters can be found on HR’s website.

Staff policy
Find the staff policy at AU here.

Staff development dialogues (SDDs) and competency development
Every autumn, SDDs are held with your immediate staff manager. Here you can talk about your opportunities for competency development, for example. SDDs are held before the deadline for applying for funding from the Competence Fund.

Read more about SDDs.

Absence and holiday
Illness and reporting fit for work, childcare days, time off due to child’s illness and holiday must be registered with your local secretary, who must be informed in the morning on the first day of absence and when reporting fit for work:

- **Kasernen**: Anne Overballe, +45 871 62275, overballe@cc.au.dk
- **Nobel Park**: Ethel Møller, +45 871 63136, norem@cc.au.dk
- **Katrinebjerg**: Mette Schæfer Kristiansen, +45 871 61952, fravaer.katrinebjerg@cc.au.dk

If you need to cancel a lesson, you must announce it in Blackboard (see previous section).

In connection with illness exceeding two weeks, your immediate supervisor will be notified, and you will be summoned to a meeting to discuss your absence due to illness, typically with your immediate supervisor.

Read more about illness/absence.

In connection with parental leave and adoption, you should contact your immediate supervisor in good time. You can read about the rules governing the area here.

Salary
If you have any questions regarding your salary payment, you can find contact details here.

AU staff members can apply for a salary increase once a year – find out more about salary negotiations here.
Staff benefits
You can read about the university’s staff benefits here, for example associations, holiday homes and sports.

Events
Lectures, PhD defences and other staff events are announced in the calendar on the staff portal.

Photo: Dorte Midtiby
3. ADMINISTRATIVE SYSTEMS

When you log on to AU’s systems, you often need to use your AU ID as user name – e.g. au123456. You can find your AU ID in the self-service system or by searching for your own name on person.au.dk. Here you can also see your colleagues’ AU ID.

**Self-service**

The self-service system mit.au.dk offers a number of services, including:

- Changing email address
- Holiday status
- Access to Blackboard (bb.au.dk)
- Changing password
- Access to the Research Foundation’s application forms.

**WAYF**

WAYF (Where Are You From) is a link between your Aarhus University login and external web services. This means that you can use your AU ID and password from mit.au.dk to access, for example, the online library service.

**PURE (Publication & Research platform)**

PURE is your electronic business card. It is a registration system with two main functions:

- Registration of publications, research areas and activities for academic staff.
- Presentation of and contact information for all staff members (personal website).

Login and guidelines can be found [here](#).

You can see the PURE profile of all staff members by searching for their name on person.au.dk.

Members of the academic staff have a duty to continuously register publications and activities, and all staff members are encouraged to maintain their CV and other information in PURE.

All staff members can have their photos taken by AU Photo – find the time and venue [here](#).

**Vipomatic**

Vipomatic is an administrative system for registration of working hours. For all tenured academic staff at the School of Communication and Culture, working hours in excess of research and knowledge exchange are registered in the system. This means that all
teaching activities, exams, student guidance and administration are registered in Vipomatic.

The school secretariat is responsible for registering working hours in Vipomatic in dialogue with the heads of department.

Log in to Vipomatic via this page.

Use of the Exchange calendar
The university’s shared email and calendar system is Microsoft Exchange. An email address is set up in connection with employment, and the new staff member will receive login instructions. It is the university’s policy that staff members have access to each other’s calendars, and that everyone responds to invitations to meetings via the calendar. This facilitates the planning of meetings etc. All staff members are encouraged to note activities in the Exchange calendar (Outlook or Apple calendar), especially if you are out of office during normal working hours, as well as how to get in contact with you if you are working from home, for example.

See Outlook manual and range of courses.

See manual for Apple Mail and Calendar.

You can find the school’s mailing lists by typing #CC in the global address list or look them up on this page.

4. INFORMATION SECURITY

As a staff member, you must save your files and research data on your personal AU drive and/or AU’s shared drive (where you share documents with others). On these drives, backups are made of your documents. Contact your secretary if you are in doubt about whether you have access to the right drives/folders.

You can also contact Arts IT Support if you have any questions about drives/file sharing.

You can read about information security, appropriate backup of files etc. at http://www.au.dk/en/informationsecurity/.
5. FINANCE

General procurement
The school provides a workstation for you with a telephone and standard IT equipment. You can freely photocopy and print, and office supplies are available. In case you need to make minor purchases, your secretary will generally assist you.

Purchases in addition to the above require:
- that you have external funding to cover your purchase
- that your head of school, head of department or research programme director has granted you funding for the purpose
- that the reason for the expenses is that you represent the school in an official context, and the head of school has therefore granted funding for the purpose.

Send an email to head.cc@au.dk.

If you make a purchase on Aarhus University’s behalf, you must always comply with the current purchasing agreements as well as the rules on entertainment expenses and refreshments etc. AU’s procurement policy and rules on entertainment expenses and refreshments must also be met in connection with external funding.

Purchasing agreements apply regardless of whether purchases are invoiced directly to Aarhus University, or whether you pay first and then have your expenses reimbursed.

AURUS
If you make a purchase by paying yourself or by means of an AU credit card, the expenses incurred must subsequently be settled in AURUS. See how to register here.

Electronic invoice system (IndFak2)
In connection with purchases from Danish companies, AU only accepts electronic invoices through EAN.

When making a purchase, you must therefore ask the supplier to send the invoice to the school’s EAN no.: 5798000418363, and you must state your local secretary’s name on the invoice. The invoice will then be forwarded to the right person in IndFak2. You must inform the secretary via email when placing an order.

Purchases from foreign suppliers must be agreed with your local secretary.
Travel expenses

**AU credit cards and travel insurance cards**

It is recommended that you obtain an AU credit card well in advance before your trip. You must also order a travel insurance card to be covered during your trip. Find more info and forms here:

- AU credit cards
- Travel insurance cards

Note that both forms must be signed by the head of school or head of secretariat – please send them to secretary Mette Kannegaard, email: kannegaard@cc.au.dk. The insurance card can subsequently be collected from Mette Kannegaard, building 1580, room 328/330. The credit card will be sent to your home address.

See AU’s travel policy here

**Travel booking and expense settlement (CWT and AURUS)**

On your employment, you must be registered in the travel and expense claim system AURUS. Your secretary can help you with the registration.

Tickets must be booked through Carlson Wagonlit Travel (CWT) or directly from e.g. the airline company. AU has entered into an agreement with CWT, which means that staff may not book tickets via other travel agencies or search engines, such as Momondo or Flybillet.dk. Your secretary can help you create a travel profile with CWT. You must prepare your travel expense reports yourself, but your secretary can help you get started.

CWT can be contacted on tel. +45 3363 7744 or at au.dk@contact.cwt.com

Read more about travel booking and expense settlement.

**Research travel grants**

The following staff members at the school are entitled to a research travel grant:

- Professors, senior associate professors, associate professors and assistant professors have DKK 30,000 at their disposal over three years.
- PhD students enrolled on the 5+3 scheme have DKK 30,000 at their disposal over three years.
- PhD students enrolled on the 4+4 scheme have DKK 10,000 at their disposal the first two years (part A) and DKK 20,000 the last two years (part B).
- Postdocs are usually only entitled to travel funds if such funds are part of the allocated grant.
**Approval before trip**

The individual trip must be approved by your head of department. This applies to both domestic and international trips. Send an email to your head of department, stating the destination, purpose and period of your trip, and wait for approval. If the Ministry of Foreign Affairs of Denmark advises against travelling to the destination in question, it cannot be approved.

Trips made based on external funding or special divisional financial statement 1 grants must be approved by AU’s financial controller on the project (the grant recipient or project owner).

Travel expenses are settled in AURUS (see above). In this connection, you must enter the following numbers if the expenses are covered by the school:

- Location: 1411
- Project: 12155 (external projects have their own project numbers, which must be used)
- Activity: 82101 (tickets, hotel accommodation and meals)

If a trip is financed by external funds, or if you are a PhD student, other project and activity numbers are used. Contact your secretary or project finance administrator for further information.

PhDs must follow the graduate school’s guidelines and rules on trips and settlement of travel expenses – [find info here](#).
6. SERVICES

Arts IT Support
Email: arts.it@au.dk
Telephone: +45 8715 0911
See website for Arts IT Support.

Business cards
You can order business cards on the AU staff portal.

AU templates
In Microsoft Word, you can find templates for AU stationery. If you cannot find the AU templates in the top tool bar when opening Microsoft Word, or if you need other templates for posters, ads, publications, presentations or notes, for example, you can find them here. If you want your unit to be displayed in the letterhead, you must find your unit number in the Guide to organisation units.

Conferences, seminars and workshops
Arts Communication offers support in connection with planning conferences with a minimum of 25 participants. The support includes consultancy, setting up and maintaining a conference website, if relevant, internal advertising, booking of rooms, media contact, graphic work etc. Please contact Arts Communication at least four months prior to the conference, but ideally before.

Read more and find your contact person.

The school’s secretaries can often help organise workshops, meetings and minor conferences (usually together with student assistants). If you need help in connection with events, please contact the secretaries well in advance.

Refreshments
Refreshments to be served at meetings, seminars and academic events can be ordered through the secretaries, or alternatively through affiliated student assistants in connection with external projects. Remember to state occasion, number of participants and posting (project number + activity number).
Specific rules apply to refreshments in connection with internal meetings and entertainment. Find the applicable rules here before ordering refreshments:
  • Entertainment expenses
  • Refreshments at internal meetings

The rules provide the approval framework of the head of school, and the expenses for entertainment and refreshments at internal meetings must be approved in advance by
the head of school or head of department. An application stating the purpose, number of participants and budget must be sent to head.cc@au.dk or the head of department.

Entertainment expenses and refreshments in excess of what is mentioned under ‘Refreshments at internal meetings’ may in special cases be approved by the head of school. Please contact: head.cc@au.dk. The rules also apply in connection with externally financed projects.

**Books for teaching and research**
Books for use in teaching or research are paid by the individual members of the academic staff. Agreements on free copies can often be made with the publishing company.

**Communication**
Arts Communication offers services within research communication, media, websites, graphic design, conference support and marketing as well as language services. Read more and contact your communication partner here.

**Language Services**
Language Services provides help in connection with English terminology, language revision and translation – read more here. You can also find help online via AU Dictionary and AU Translate.

**Visitor accommodation**
Aarhus University offers visitor accommodation on campus. Read more here (in Danish).

**Printing Service**
The faculties Health and Arts have a joint printing office, where you can order compendiums etc. Read more at trykkeri.au.dk.

**Delivery and shipments**
Find your mail room under ‘Practical information’ for the individual locations, and see from where you can send both internal and external mail – or ask your secretary.

**Official cars at Arts**
There are official cars available at Arts in Aarhus, which can be booked via the Outlook calendar.

Find guidelines and rules on car booking here.
Practical information, Nobel Park (building 1481)

Access cards for building 1481
Between 07:00 and 18:00, you have access to the building through the side entrance or the cafeteria. Outside this period, you can gain access by means of an access card, which you can order here: [http://medarbejdere.au.dk/en/administration/au-planning/access-card/](http://medarbejdere.au.dk/en/administration/au-planning/access-card/)

(Choose “Access card for Arts”). Remember to have a portrait photo ready before you begin to order. The card must be activated after receipt. Follow the same link as above. Martin Stigaard in 1481-468 can help if there are any problems.

Office and keys
Contact Jane Lücke Didriksen (room 1481-439).

Ordering of IT equipment and software
Contact the IT department (arts.it@au.dk – tel. +45 8715 0911) or Marianne (rasmussen@cc.au.dk).

Access to network and computer

Once you are registered in AU's personal database, the IT department will send you your user name and password for your computer.

In case of problems or IT challenges, please contact Arts IT Support on tel. +45 871 50911 or arts.it@au.dk or at Tåsingegade, building 1442, office 019 (opening hours are Monday to Friday 08:00-15:30).

Cafeteria and kitchen facilities
The cafeteria is on the ground floor, in the neighbouring building (1482). In addition, kitchen facilities are found on every floor with, e.g., a fridge and coffee machines. Coffee and tea are reserved for the university staff. Emptying the dishwasher is a joint responsibility. Fridges must be emptied of food before weekends and holidays.

Mail room
Mail is delivered in the respective ‘pigeon holes’, which are found on the fourth floor, across from office 442, where library books are also collected/delivered on a daily basis. External mail is not franked, but simply placed in the ‘outgoing mail’ tray. Mail is collected/delivered once a day, at approx. 10:15.

Wastepaper basket
The wastepaper basket in your office is for paper only, and you must empty it yourself in the paper container in the nearest printer room. Wet waste and plastic goes into the kitchen waste bin. If you want an extra waste bin in your office, your secretary can help you obtain one.

Parking
There is free parking for staff who follow the instructions below.
Register your car through digital parking:

Click ‘Register your car’ and log in to digital parking. Once you are logged in, choose the area where your registration will apply. Choose ‘Trøjborgvej, Tåsingegade and Nobel Park’ and enter the registration number of your car and then click ‘Save’.

Once you are registered, you are free to park in the parking spaces in the green and grey areas – see map of the areas here:

You can also use the underground car park in the Nobel Park: Drive down into the basement east of building 1485 and open the gate with your access card and pin code.
For more parking information, see:

Libraries
AU Library, Nobel Park, Jens Chr. Skous Vej 3 (1461-1463) and the Royal Library (State and University Library), Victor Albecks Vej 1. See http://library.au.dk/en/aarhusuniversitylibraries/
Practical information, Nobel Park (building 1485)

**Access cards**
Outside opening hours (7:00-18:00), you can access the building by means of an access card, which must be ordered here: 
http://medarbejdere.au.dk/en/administration/au-planning/access-card/

(Choose ‘Access card for Arts’). Remember to have a portrait photo ready before you begin to order. The card must be activated after receipt – follow the same link as above.

**Office keys**
Please contact Nelly Dupont (room 339).

**IT equipment**
IT equipment is ordered by contacting Nelly Dupont (room 339). Additional questions regarding IT equipment can be directed to Arts IT Support (arts.it@au.dk – tel. +45 8715 0911).

**Cafeteria and kitchen**
On the third floor in building 1485, we have a lunch room for staff and a kitchenette also for staff. Here you are free to use the fridge and the coffee machines.

**Mail room**
The mail room is also located on the third floor in room 335. Internal mail must be sent in brown envelopes for internal use. External mail should not be franked here, but simply be placed on the ‘mail cabinet’, from where the mail will be collected by our internal mail carriers every day at 10:00. Private mail must be franked before being placed on the top of the ‘mail cabinet’. Office supplies can also be found in the cabinets in the mail room.

**Parking**
There is free parking for staff who follow the instructions below. Register your car through digital parking here: http://medarbejdere.au.dk/en/administration/au-planning/digital-parking/

It is also possible to park your car in the underground car park, where you must use your access card with a pin code.

**Libraries**

**Further questions**
If you have any questions about absence (holiday, illness etc.), please contact Ethel Møller. If you have any other practical questions, you are always welcome to contact the secretaries Nelly Dupont (office 339) or Ethel Møller (office 337).
Practical information, Kasernen

**Keys and access cards**
Handed out by caretaker Ivan Smidt in building 1580, ground floor, room 013.

**Cafeteria**
Kaserne Caféén in building 1585 (foyer) offers a small selection of sandwiches, rolls, cake, coffee and so on. Cafeterias with a larger selection can be found on the other side of Langelandsgade at the Department of Mathematics and the Department of Chemistry.

**Library**
At Kasernen, you will find the Aesthetics Library (building 1582). You can find an overview of other libraries at the university here: [http://library.au.dk/en/aarhusuniversitylibraries/](http://library.au.dk/en/aarhusuniversitylibraries/)

**Parking**
There is free parking at Kasernen.

**IT equipment**
Questions can be directed to Morten Brockhoff, building 1580, third floor, room 327. Or to Arts IT Support, Tåsingegade, 8000 Aarhus C, building 1443, room 215, arts.it@au.dk. Opening hours: Monday-Friday, 8:00-15:30.

**Conference rooms**
You can book conference rooms at Kasernen in Outlook.  
Search for the main building: 1580-113; 1580-249; 1580-349; 1580-414.  
Forskerhuset: 1586-114.

**Mail room**
In building 1580, fourth floor, room 429. Internal mail must be sent in a brown envelope for internal use and placed in the yellow box labelled ‘Udgående intern post’. External mail should not be franked here, but simply be placed in the yellow box labelled ‘Udgående ekstern post’. Mail is delivered and collected once a day at 9:15.  
If you do not have a mail room, you can contact the secretaries Betina Ramm and Pia Burgaard Madsen, Kasernen, building 1580, room 226.

**Kitchen/lunch room**
In building 1580 on the fourth floor, there is a shared kitchen/lunch room for staff, where many people meet for lunch at noon. Among other things, there is a fridge and a vending machine with coffee, cocoa, cappuccino etc. The vending machine is reserved for staff and can be used freely.

**Office supplies**
Located in building 1580, second floor, room 235. Alternatively, office supplies can be ordered from Betina Ramm on the second floor in room 236.
Practical information, Katrinebjerg

**Keys and access cards:**
When you contact the secretariat in the Wiener building (room 020), a form is completed for handing out keys. Keys are handed out at the operating office in the Hopper building (building 5346), room 040. For access cards, complete the following form: [http://medarbejdere.au.dk/administration/bygninger/adgangskort/st-kortbestilling-aarhus/#c2213359](http://medarbejdere.au.dk/administration/bygninger/adgangskort/st-kortbestilling-aarhus/#c2213359)

**Opening hours:**
The buildings at Katrinebjerg – Wiener (building 5347), Turing (building 5341) and Nygaard (building 5335) – are open from 8:00 to 15:30 on weekdays. The secretariat is open to the public from 9:00 to 15:00 – however, it may be closed for half an hour between 12:00 and 13:00.

**Cafeterias – lunch room – kitchenettes:**
There are cafeterias on the ground floor at INCUBA (building 5520) and on the ground floor in the Nygaard building. Furthermore, there is a lunch room for staff in the Nygaard building, second floor, as well as kitchenettes in both the Nygaard building, second floor, and on all three floors in the Wiener building.

**Library:**
The library is located in the Nygaard building, first floor. Opening hours: weekdays 8:00-15:00.

**Parking:**
It is possible to park in the courtyard between Hopper and Nygaard, as well as in the basement below Nygaard – the underground car park can be accessed with a key card in agreement with the operating staff. It is also free to park at most locations at Katrinebjerg and at the Storcenter Nord shopping centre.

**Conference rooms:**
It is possible to book conference rooms in the Outlook calendar – for assistance, please contact the secretariat, which also can book the conference rooms.

**Delivery and shipments:**
In the copy room in the Wiener building, room 024, you can place mail for both internal and external shipment. There are signs in the room stating the times for collection of mail. You can (on request) set up a mail room in the Wiener building, room 113, where mail and books sent to you will be placed for collection.

**IT equipment**
If you need help to book IT equipment, please contact the secretariat. For questions about IT equipment, please contact Arts IT Support: arts.it@au.dk.

**Office supplies:**
You can find office supplies in the copy room in the Wiener building, room 124. Alternatively, office supplies can be ordered via the secretariat.

**Additional information:**
If you have any further questions, you are always welcome to visit the secretariat.
Map of campus