WELCOME TO AARHUS UNIVERSITY IN AU FOULUM

AU Foulum is part of Aarhus University and is home to most of the university’s research in food and agriculture. Research areas include plants, animals, food, organic farming, bioenergy, environment, climate, soil genetics and technology. At the centre you will find:
- The Department of Animal Science
- The Department of Agroecology
- Research groups from the Department of Food Science
- Research groups from the Department of Molecular Biology and Genetics
- Research groups from the Department of Engineering
- DCA – the Danish Centre for Food and Agriculture – is based at AU Foulum and is a supporting body for the collaboration with industry, organisations and authorities.

ICROFS – International Centre for Research in Organic Food Systems.

In close proximity to AU Foulum are also the Agro Business Park and the Cattle Research Centre, DKC, which both have close links to scientists at AU Foulum. The Agro Business Park is a science park and home to 15-20 innovative and knowledge-intensive companies.

DKC is a state-of-the-art cattle research farm that functions both as research centre and a demonstration facility.

FOULUM INTERNATIONAL HELPDESK

Contact: Helle Karvonen, e-mail: hk@au.dk, mobile no: 40265495.
Office hours: Tuesdays, Wednesdays and Fridays 8:00 – 15:00 in build. A14, room 3081.
http://ias.au.dk/contact/foulum-help-desk/

Foulum Helpdesk is a local extension of the International Academic Staff (IAS) help desk in Aarhus. On the IAS website, you may get practical and administrative help to solve any problem arising in connection with your studies and work at Aarhus University or your residence in Denmark. Foulum Helpdesk co-operates closely with the International Academic Staff department in Aarhus and PhD secretaries and Helle Karvonen can quickly establish contact with the right person in IAS.

The service in Foulum is personal and aimed at international employees, their families, and guests connected to Foulum. Helle Karvonen is able to assist you in the following areas: registration with the public authorities, opening of a bank account, tax issues/getting a tax card, residence- and work permit, housing, pension, insurance, getting a driving licence and Danish courses.

Foulum International Helpdesk arranges relevant seminar throughout the year, such as: Welcome to Denmark, Pension, cultural understanding, holiday rules, unions etc.

Permanent events
- Meet the Danes
- Getting started in Foulum
- Theory lessons for driving licence
- Danish course in Foulum.
Foulum Helpdesk also has a close cooperation with Agro Business Park. The Business Park functions as an incubator. Hence they offer facilities, guidance, and network for knowledge-based start-up businesses in the agro-science sector.

GETTING STARTED IN FOULUM
The International service Helpdesk offers common transport to Viborg Citizen Service, in order to be registered at the Citizen Service. The event Getting Started is held every Wednesday leaving from the main entrance in Foulum. Back in Foulum you can contact Helle Karvonen (build. A14, room 3081) and she will help you if you need to get a tax card and/or to open an account in a Bank (Nemkonto).

INTRODUCTION DAY AT AU IN AARHUSS
If you are interested in an overall introduction to Aarhus University you or a colleague from the department can register for the introduction day.

- Meet the senior management at AU
- Receive a guided tour around the University Park
- The University’s overall strategies and values
- Rules and guidelines for employees at AU
- Opportunity for creating your network of colleagues

Further information and sign-up: Employee introduction http://medarbejdere.au.dk/administration/hr/rekruttering-og-ansaaettelse/medarbejderintroduktion/

INTERNATIONAL CLUB
Contact: Alastair Ward, e-mail: Alastair.ward@eng.au.dk
The International Club is a part of the Staff Club in Foulum. The club aims at promoting a social environment for both internationals and Danes. The Club plans, organizes and initiates English language activities for the benefit of foreign and Danish staff and international employees.

The International Club arranges a variety of activities throughout the year, i.e. excursions, cooking classes, movies, table tennis tournaments etc.

You can find information about Foulum International Club at: http://ias.au.dk/contact/foulum-help-desk/

STAFF CLUB
The objective of the Staff Club is to create a good framework for activities contributing to the well-being, health and development of employees, and to strengthen social bonds at Foulum. The membership fee is DKK 25 per month. Register with Gitte Hald Kristensen: ghk@food.au.dk

If you are a member of the Staff Club, you are automatically a member of the International Club.

The Staff Club House is situated in building F 32 and if you are a member, it is possible to use the fine fitness tools, and it is also possible to book an appointment for a massage or craniosacral massage.

During the winter time, you may attend yoga lessons for free and other gymnastics teaching.
INSURANCE
Please read this website, which guide you through the different most important insurances in Denmark:
http://ias.au.dk/insurance/
Aarhus University cooperate with the private insurance company ihi Bupa: http://ias.au.dk/insurance/

ACCOMMODATION
It is possible to put your name down for a room at:
- Merkur Residens (Merkur kollegiet), contact: fou.recep.st.oko.au@list.au.dk
- an apartment in Foulum, or an apartment in Ørum city contact: fou.recep.st.oko.au@list.au.dk
- Nørrese Residens (Nørresekollegiet) please contact: Inge Duedahl; nkv@mail.tele.dk, phone: 86 67 18 11.

Media License
In Denmark you are legally obligated to register with DR License when you are of legal age. You need to register within 14 days of procurement (or moving to Denmark), whether you own, lease or borrow your appliances; and regardless of whether you make use of DR’s services or not. If you move within Denmark, you do not need to do anything; the fee will move with you. DR = The National Broadcasting company in Denmark.

Cleaning
Please make sure to clean your home regularly. Furthermore, you are asked to ensure procurement of household articles. The towels, bed linen etc. in the houses in Foulum belongs to Aarhus University, but you need to do the washing yourself. “Nørrese Kollegie” also provides bed linen and 2 towels in the rooms, which belongs to them and you need to do the washing yourself and return everything when you leave.

HOW TO GET TO FOULUM BY PUBLIC TRANSPORT
Route 62 and 928X: Randers – Viborg

RECEPTION
The main reception is open from 8:00 to 16:00 Monday to Thursday and from 8:00 to 15:00 Fridays. The telephone number is +45 871 followed by their local number (XXXXX). When inside AU you only need to dial the local number (the last 5 digits) to contact another member of the staff. To make an external telephone call you must dial ´0´ before dialing the number.

USEFUL ADDRESSES
Citizen Service in Viborg, Prinsens Allé 5, 8800 Viborg.
Phone: 87 87 87 20. E-mail: viborg@viborg.dk

Midt- og Vestjylland Police, Nørreport 1, 7500 Holstebro.
Phone: 96 14 14 48. E-mail: mvjyl@politi.dk.

SCHOOLS
- Viborg private Realskole International School, Trekronervej 10-14, 8800 Viborg. Phone: 86 62 08 88. E-mail: vpr@viborgrealskole.dk
- Houikaerskolen, Skaldehøjvej 14, 8800 Viborg. Phone: 87 87 22 00. E-mail: skole.houikaer@viborg.dk
- Learning center, Danish as your second language. Viborg Katedralskole international Baccalaureate - phone: 86 62 06 55. E-mail: vikbat@vikbat.dk.
- Sprogcenter Viborg, Vævervej 10, 8800 Viborg. Phone: 87 87 87 87.

DIFFERENT BANKS IN VIBORG
There are many different banks in Viborg. You are free to choose the bank of your choise. I have picked those who have an English website:

ID-CARDS AND SECURITY
For security reasons the external doors to the departments are always locked. On your first day at work you will receive an ID-card with your photo on it. You will need this card to open the external doors and are required to wear the card in a visible place when at work. Outside working hours, you will need a pin code in addition to the security card to get in. Main entrances have security cameras fitted that are switched on after working hours. To get an ID-card, ask the secretary at the department.
PRACTICAL ASSISTANCE
Foulum has a department of service staff. They can assist in connection with practical things like putting up chairs/tables etc. in the meeting rooms. They can also answer questions related to the Faculty cars and they are also the ones to contact in case of burglary, fire and technical problems.

If you need to stay overnight in connection with ongoing trials you must contact one of the caretakers below:
Søren Ravn 40 80 82 25
Ebbe Birch 20 80 34 24
Morten Andersen 22 29 17 20.

IC LENDING LIBRARY
English-language newspapers, magazines, The Murmur – Newspaper in English about Danish news and books are available in the IC Lending Library at the lunch room area.

THE LIBRARY
The library is here to help you and can give you individual support and help for literature search. You just have to contact your librarian for a personal introduction to the system: Anne Mette Navntoft, phone: 87 15 60 95 or e-mail: annemetteemdal.navntoft@au.dk

BOOK A FACULTY CAR OR A MEETING ROOM
If you want to book a faculty car or a meeting room, you may use Pro-Nestor which is the local booking system at Foulum. The secretary at the department can help you to log in to the system. Please be aware the Faculty cars can only be used for business purposes and that you need to have a driver’s licence valid in Denmark to drive the car.
Important: Not-employed have to contact the department.

GUIDED TOURS IN FOULUM
Approximately twice a year, guided tours for all employees at AU Foulum are arranged by Ejner Serup from AU Communication. You will hear about the different facilities at AU Foulum. The tours are announced by e-mail and are in both Danish and English. Guided tours for international employees and their families to places of interest in Denmark will also be arranged. They are also announced by e-mail.

DANISH WORK ETIQUETTE
Dos and Don’ts of Danish work etiquette. The work environment at Aarhus University is informal, and dialogue between lecturers and students is considered central to the learning experience. The following Do’s and Don’ts of Danish work etiquette may help you to settle in at your new workplace.

Meeting etiquette
• Appointments are necessary and should be confirmed in writing
• Try not to schedule meetings between mid-June and mid-August as many Danes are on vacation
• You should arrive at meetings on time
• The Danes you are meeting will generally be punctual
• Telephone immediately if you will be delayed for more than five minutes
• It is customary to shake hands with everyone upon arriving and leaving. Handshakes should be very firm and rather short. Maintain eye contact while shaking hands.
• Business cards can be exchanged
• Danes rarely use professional titles to address one another and move quickly to first names.

BUSINESS NEGOTIATION
• Send an agenda before the meeting and work from it without too much deviation
• Decisions are made after consulting with everyone involved
• Presentations should be well-organised and factual. Use facts, figures and charts to back up statements and conclusions
• It is customary to maintain eye contact while speaking
• Danes prefer to get down to business quickly, with a minimal amount of small talk
• Communication is direct. That is, you are expected to put your opinion forward regardless of position or gender.
TRAFFIC RULES
If you are walking on the road, please remember to walk against the traffic. Please see link with traffic rules:

http://www.thecopenhagenbook.dk/practicalinfodetails.aspx?id=5

PUBLIC HOLIDAYS/LABOUR DAY – special rules
• New Year’s Eve and New Year’s Day: 31 December and 1 January.
• Maundy Thursday and Good Friday: Thursday and Friday before Easter.
• Easter Sunday - Easter Monday: The Monday following Easter Sunday.
• Labour Day – 1 May – Special rules: To be agreed with your leader.
• “Store Bededag” (Danish Rogation Day): The fourth Friday after Easter.
• Ascension Day: Ten days before Whitsun.
• Whitsunday and Whit Monday (Pentecost or Pinse): Fifty days after Easter.
• Constitution Day: 5 June.
• Christmas Eve: 24 December.
• Christmas Day: 25 December.
• Boxing Day: 26 December.

THE CANTEEN
The canteen is situated in building A10. It can be used all day but is only staffed for lunch from 11:15 to 12:45. From 8:10 to 10:00 it is possible to buy breakfast. An assortment of snacks, fruit etc. may be bought in the afternoon from 13:15 to 14:00.

Monday and Wednesday free fruit is available outside the canteen, two pieces two times a week.
LOCAL LIAISON COMMITTEE – DK LSU
LSU is a forum for dialogue between management and employees. The workplace development and future is the center of the dialogue. LSU consists of representatives from management and employees. The committee meets regularly to discuss workplace issues.

The LSU work efforts must involve employees in the process of workplace goals and strategy. Further it should encourage and motivate the achievement of workplace goals by means of:
• Competency
• Good working
• Optimum working conditions
LSU will discuss some of the issues that fall under the management’s responsibility. Leadership must be exercised in cooperation with the employees in a motivating and stimulating way. The dialogue must ensure that employees actively contribute to the development of the workplace.

There is one LSU in each department: [http://scitech.medarbejdere.au.dk/raad-og-naevn/lokale-samarbejdsudvalg-lsu/](http://scitech.medarbejdere.au.dk/raad-og-naevn/lokale-samarbejdsudvalg-lsu/).

WORK ENVIRONMENT COMMITTEE – DK LAMU
At Aarhus University work environment and safety performance is handled by the various parties in AU’s occupational health and safety organization.

A healthy psychological work environment is imperative to ensure job satisfaction and well-being in the workplace. A healthy psychological work environment means that there is a balance between the demands made on the employee and the resources and skills he or she possesses to meet what is required.

In many cases, problems associated with the psychological work environment may in fact be connected to entirely different influences, for example, a poor indoor climate or other adverse physical conditions. In order to resolve issues related to the psychological work environment, it is therefore important to identify all potential contributory factors in the initial stages.

There is one LAMU in each department: [http://scitech.medarbejdere.au.dk/raad-og-naevn/fakultetsarbejdsmiljo.udvalgs.famu/](http://scitech.medarbejdere.au.dk/raad-og-naevn/fakultetsarbejdsmiljo.udvalgs.famu/)
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