



Dear colleague

Welcome to the Department of Bioscience (BIOS) at Aarhus University (AU). With this information folder you will get a short presentation of the Department of Bioscience and information about important practical issues.

Organisation/sections

Department of Bioscience (BIOS) is a department under Science and Technology (ST) at Aarhus University. AU has research facilities/centres, experimental farms and administration throughout Denmark (see map) with the main administration and most departments located in Aarhus. BIOS is located in Roskilde, Kalø, Silkeborg, and Aarhus.



ORGANISATION

For locations in Roskilde, Kalø and Silkeborg, Peter Henriksen is Head of Department and for Aarhus it is Hans Brix.

Each location has a Deputy Head - Roskilde: Mikkel P. Tamstorf, Kalø: Flemming Skov, Silkeborg: Christian Kjær, Aarhus: Peter Teglbjerg Hansen. Head of Secretariat: Camilla Nissen Toftdal.

Each location has sections (see list for Roskilde below). The sections each have a Head of Section, a number of 'VIPs' (academic staff) and a number of 'TAPs' (technical and administrative staff).

Sections in Roskilde

Applied Marine Ecology and Modelling

Head of section: Karen Timmermann

Marine Diversity and Experimental Ecology

Head of section: Karsten Dahl

Arctic Environment

Head of section: Peter Astrup

Arctic Ecosystem Ecology

Head of section: Niels Martin Schmidt

Marine Mammal Research

Head of section: Jacob Nabe-Nielsen

Secretariat

Camilla Nissen Toftdal, Head of Secretariat,

cnt@bios.au.dk, +45 8715 6513

Anne van Acker,

ava@bios.au.dk, +45 8715 8631

Bodil Bærentzen,

bodil@bios.au.dk, +45 8715 8635

Charlotte Hviid,

ch@bios.au.dk, +45 8715 8717

Conni Lund Nielsen,

clin@bios.au.dk, +45 8715 8609

Winnie Grynnerup,

wig@bios.au.dk, +45 8715 8472

International Academic Staff Services (IAS)

www.ias.au.dk provides assistance and services to international academic staff and PhD scholars at AU. At their website you will find useful information regarding permission to reside and work in Denmark, e.g. taxation, insurance, pension, spouse and children as well as general information about living in Denmark, and other important and useful information. Their office is located in Aarhus, but AU Roskilde has its own local International Helpdesk.

International Helpdesk AU Roskilde

Klaus Condè Christensen (KCC) is the local International Coordinator at the Helpdesk at AU Roskilde. Shortly after your arrival to BIOS you will be invited to an informal meeting with Klaus. At this meeting you will be informed about the services the helpdesk provides. Klaus can help you with all questions related to being an international staff member in Roskilde. Read more about the Helpdesk here: <http://ias.au.dk/roskilde-help-desk/>

Klaus Condè Christensen,
kcc@envs.au.dk,
+45 8715 8456,
located in office B2.14.



PRACTICAL INFORMATION

Flexible working hours

At BIOS we have flexible working hours. The normal, daily working hours at BIOS are 7 hours and 24 minutes (for example from 8:00 to 15:24). This includes a paid 25 minutes lunch break.

Absence

All absence should be reported to Winnie Grynnerup on the first day of absence by calling, preferably before 9 a.m. You can leave a message on the telephone answering machine. The absence will be put into the electronic calendar Outlook. Remember to give all secretaries access to write, read and make notes in your Outlook calendar – see list of secretaries and their contact information.

The Outlook calendar

At BIOS we use the electronic calendar system in Outlook and all employees are obliged to keep their calendar updated with meetings, holidays, etc.

Reception/telephones

The main reception for AU Roskilde is open from 9 a.m. to 4 p.m. Monday to Thursday and from 9 a.m. to 3 p.m. on Fridays. The main reception in Roskilde does not have a direct number, but you can call the main reception in Aarhus at +45 8715 0000. If you wish to contact an employee directly the number is +45 8715 followed by their local number. When inside AU, you need only dial the local number (5 digits) to contact another member of the staff. To make an external telephone call you need to dial '0' before dialling the number.

Help to international staff arriving at BIOS

The secretary and colleagues in your section will help you with the following matters:

- Introduce you to our intranet and show you where to find the full information regarding our department
- Keys and admission card to AU Roskilde
- Introduction to all administrative systems
- Show you where to find your paper mail and other written messages and where to find pens, notepads, templates etc.
- Introduce you to the time registration system
- Professional and technical help in relation to PhD education
- Show you around in the laboratory and help you with questions in relation to this and introduce you to safety rules

At www.bios.medarbejdere.au.dk you will find more information about rules, administrative procedures and social activities at BIOS. Please read "For new employees" in the main menu "Employee handbook".
