



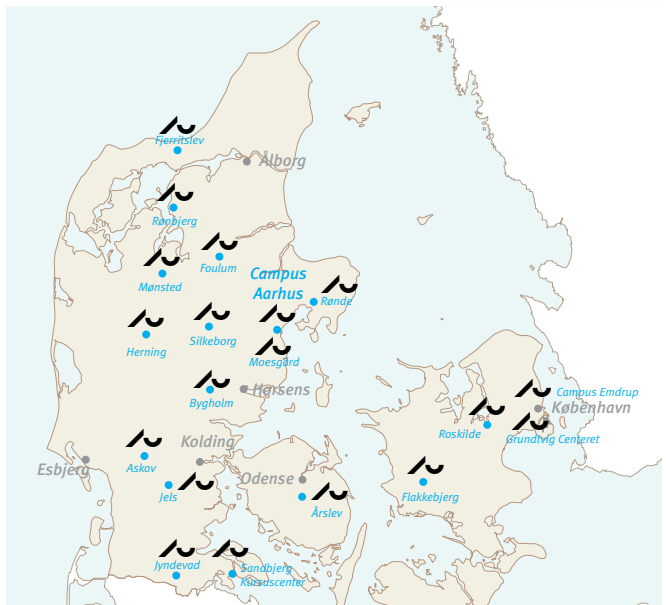
# WELCOME TO ENVIRONMENTAL SCIENCE

## Dear colleague

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

## Organisation/sections

Department of Environmental Science (ENVS) 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, ENVS is located in Roskilde.



# ORGANISATION

ENVS is organised with Head of Department (Carsten Suhr Jacobsen), Deputy Head of Department (Anne Winding), and Head of Secretariat (Jette Donovan Jensen). ENVS has six sections where each section has a Head of Section, a number of VIP's (academic staff) and a number of TAP's (technical and administrative staff).

## Sections

### Environmental Chemistry and Toxicology (MITO)

Head of section: Pia Lassen

### Emission Modeling and Environmental Geography (EMMI)

Head of section: Pia Frederiksen

### Environmental Social Science (SAMI)

Head of section: Berit Hasler

### Environmental Microbiology and Biotechnology (EMBI)

Head of section: Lars Hestbjerg Hansen

### Atmospheric Modeling (ATMO)

Head of section: Jørgen Brandt

### Atmospheric Chemistry and Physics (ATCP)

Divided into Atmospheric Processes (ATPRO) with Head of Section Ole Hertel, and Atmospheric Air Quality (ATAIR) with Head of Section Thomas Ellermann.

## Secretariat

### Jette Donovan Jensen, Head of Secretariat,

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### Ann-Katrine Holme Christoffersen,

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### Klaus Condè Christensen,

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### Charlotte Spang,

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**International Academic Staff Services (IAS)**

[www.ias.au.dk](http://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 ENVS you will be invited to an informal meeting with Klaus. At this meeting you will be informed about the services which 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 ENVS we have flexible working hours. The normal, daily working hours at ENVS 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 your secretary on the first day of absence by calling, preferably before 9 a.m. The absence will be put into the electronic calendar Outlook. Remember to give the secretary at your section the needed access to write, read and make notes in your Outlook calendar – see list of secretaries and their contact information.

## The Outlook calendar

At ENVS 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 ENVS

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 needed 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.envs.medarbejdere.au.dk/en](http://www.envs.medarbejdere.au.dk/en) you will find more information about rules, administrative procedures and social activities at ENVS. Please read "Information for new employees" at the menu "Administrative guidelines and other useful information".

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