GETTING STARTED IN DENMARK

Orientation and registration

International Academic Staff Services (IAS)
AU, International Centre

Ms Anne Pletschette Langer, International Coordinator, apl@au.dk
Ms Vibeke Tyrre Pedersen, Relocation Officer, relocation@au.dk
Agenda for this morning

› 08:15 Welcome and submission of requested documents to the public authorities
› 09:15 3 orientation sessions and registration:
   1. Welcome to Denmark by Work in Denmark
   2. New employee at AU by International Academic Staff Services
   3. Danish courses by Lærdansk
› 10:30 Individual questions
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Where to get help

**International Academic Staff Service (IAS)**
International Centre
Høegh-Guldbergsgade 4A
Building 1650, 8000 Aarhus C
Registration, insurances, housing, partner, children etc.
Monday – Friday 10:00-14:00, Thursday 10:00-13:00
www.ias.au.dk / ias@au.dk – CLOSED 22 Dec-1 Jan

**Welcome to Aarhus University**
AU website for new employees. Info, sign-up, links.
www.au.dk/en/newemployee

**AU HR department / Graduate Schools**
Contractual issues, holiday rules, working hours
www.medarbejdere.au.dk/en/administration/hr
www.phd.au.dk/gradschools
Survival kit!

International in Denmark

Employee at AU

International Employee at AU

See online versions at www.ias.au.dk/publications

Grocery Dictionary
Introduction Day at AU
For new employees

22 January 2018 8:30 - 12:45 at Aarhus University

› Meet **senior management team**
› **Fair** with information stands
› **Networking** opportunities
› **Guided tour** around University Park

Further information and sign-up:
www.medarbejdere.au.dk/newemployee
Non-EU/EEA citizens

› **Residence cards**: contact IAS if no card within 4 weeks of registration

› **Re-entry permit**: necessary if you leave Denmark before you receive the residence card

› **Extension**: remember to apply for an extension, before your permit expires

› **New position?** You might need a new permit
  Please contact your HR-partner or IAS

See: www.ias.au.dk/permits
Salary and Payslip

› **Register** with SKAT (tax authorities) in advance (if not, you’ll be taxed 55%!!)

› **Tax** deducted before salary is paid

› **Bank account** needed for salaries

› **Salary** paid on the last banking day of the month

› **Payslip** sent to your digital mailbox a few days before salary is paid

› **AU contributes to your pension**…
  › PhD students 17.10 % of 85 % of salary
  › Researchers 17.10 % of total salary
<table>
<thead>
<tr>
<th>Concurrent holiday</th>
<th>Pension paid out with salary</th>
<th>International pension scheme</th>
<th>Researchers tax scheme</th>
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<tbody>
<tr>
<td>Research assistant</td>
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<td>PhD fellow</td>
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<td>Postdoc</td>
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<td>Assistant professor*</td>
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<td>Head of Department</td>
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<td>• Maximum duration of up to five years</td>
<td>• Non-Danish citizenship</td>
<td>• Employed in accordance with the Collective Agreement concerning Academic staff employed by the state</td>
<td>• Not tax liable to DK for the last 10 yrs</td>
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<tr>
<td>• Employed in a fixed term or permanent position</td>
<td>• Fixed-term employment of maximum five years</td>
<td>• Recruited from outside Denmark</td>
<td>• Recruited from outside DK</td>
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<tr>
<td>• Recruited from outside Denmark</td>
<td>• Recruited from outside Denmark</td>
<td>• A degree within one of the fields represented by the pension funds UNI-pension, JØP or DIP</td>
<td>• Newly arrived to DK (max 4 weeks)</td>
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*: Including Assistant and Associate Professors employed according to the Job Structure for the Bachelor Engineering Programme and the Global Business Engineering Programme.
AU Insurance Cover

**Personal on-the-job injury insurance** for AU employees and guests.

**Official business travel insurance**
- Covers against *acute illness* while working abroad for AU
- Ask for the **AU Travel Insurance Card**

**NB:**
- *Not* covered by AU travel insurance when on vacation
- Guests are only covered by AU travel insurance if part of their travel expenses are covered by AU

**European Health Insurance Card** for **EU/EEA citizens** and accompanying partners and children

Contact Citizen service (or ICS) in your Danish municipality to order a new EHIC

See [www.ias.au.dk/insurance](http://www.ias.au.dk/insurance)
Taxation

For questions regarding taxation, please contact:

» **Special researcher tax scheme**: Your HR-partner
   www.medarbejdere.au.dk/en/administration/hr/aboutauhr

» **Tax info**: The Danish tax authority SKAT
   Personal assistance – by appointment only
   Phone number: 72 22 18 18. Web: www.skat.dk

» **Tax advice**: PWC (at your own or your department’s expense)
   www.ias.au.dk/taxation/tax-assistance

» **Tax seminar**: UIC tax seminar twice a year (March and November)
   www.ias.au.dk/uic

» **Also see**: www.ias.au.dk/taxation

From SKAT.dk:
If you stay in Denmark for more than six months you must, as a general rule, pay tax on all your income in Denmark and from abroad.
Working hours
for employees with a contract with AU

› 37 hours a week = full time position

› Usually you are not entitled to overtime pay

› Half an hour paid lunch break

› 6 weeks of paid holiday

› Normally full pay during sickness

› Paid leave for the first two days of sickness of a child

See: www.medarbejdere.au.dk/en/administration/hr
Paid Public Holidays 2017

Paid holidays regardless of how long you have been employed:

› 1 January New Year’s Day
› 13-14 April Maundy Thursday and Good Friday
› 16-17 April Easter Sunday and Easter Monday
› 12 May "Store Bededag" (Danish Rogation Day)
› 25 May Ascension Day
› 4-5 June Whitsunday and Whit Monday (Pentecost or Pinse)
› 5 June Constitution Day
› 24-25 December Christmas Eve and Christmas Day
› 26 December Boxing Day
› 31 December New Year’s Eve
Looking for long-term accommodation?

› [www.au.dk/en/internationalcentre/housing/housingsite](http://www.au.dk/en/internationalcentre/housing/housingsite): Find or post advertisements for free if you are seeking or renting out accommodation.

› [www.boligportal.dk](http://www.boligportal.dk): Denmark’s largest housing portal. Site in English, but most ads are in Danish.

› [www.lejebolig.dk](http://www.lejebolig.dk): In English.

› Networking: This is often the best opportunity!

› **Introduction** to housing in Aarhus *Where should I live? How much should I pay?*:

How do I get around Aarhus?

Local and regional transport (trains and buses)

› Buy 10-trip bus pass (“klippekort”) on Midtrafik app

› Single tickets can be bought on buses but **not on trains** (coins only, no credit cards)

Monthly pass (**periodekort**) (bus / commuter trains)

› DKK 365 (travel within the city) for 30 days
› Buy at Aarhus Bus Station
› www.middttrafik.dk

**Rejsekortet** – travel card for all public transport in Denmark

› www.rejsekort.dk
How do I get around Denmark?

National connections (train/bus)
› www.dsb.dk (trains), DSB app or www.abildskou.dk (bus)
› Buy tickets in advance (online), seat reservations are recommended

Penalty fee: 750 DKK!

Planning your journey
www.JourneyPlanner.dk or app

Be like a Dane – get a bike!
› Bike rentals or buy a new bike at a cheap price at large convenience stores
Networking, Socializing, International Clubs and Associations

University International Club (UIC)
› Meetings every week, all year around (usually Wednesdays)
› Program in the Welcome Package and at www.ias.au.dk/uic

PhD & Postdoc Activity Group
› The group organizes events of interest to PhDs and postdocs
› Web: www.phd.au.dk/phdhouse/phd-house-activity-group
› Facebook: PhD and Postdoc Activity Group at Aarhus University

AU Exercise Centre on campus
› Membership subscription fee DKK 75.00 /month, www.motion.au.dk/en
INTERNATIONAL COMMUNITY
- Your Network of Opportunities

International Community supports you by offering the following services:

• 100 events and seminars a year
• Weekly newsletter
• Spouse Community Aarhus
• Personal support
• Matching with clubs and associations
• Online Guidance in “Your Guide to Denmark”
• Mentoring program
• And much more – for free!

Go to internationalcommunity.dk or follow us on Facebook to learn more

www.internationalcommunity.dk
Newsletters!

› **IAS Newsletter** (monthly)
  Practicalities & events for internationals at AU – Sign up via link in the follow-up email

› **UIC Newsletter** (twice-weekly)
  Current affairs, UIC events & What’s going on in Aarhus this week?

› **International Community newsletter** (weekly)
  Activities, upcoming events in and around Aarhus, Danish insights, job openings and much more - Visit the International Community stand and sign up
Our follow-up

Within a few days we will send you two follow-up emails:

› Today’s presentation
› Link to a survey to fill out about today’s event

A month before Introduction Day you will get another email from us:

› Sign-up for AU Introduction Day

Keep an eye out for these emails!
Thank you for your attention!

Ms. Anne P. Langer, International Coordinator, apl@au.dk
Ms. Vibeke Tyrre Pedersen, Relocation Officer, relocation@au.dk
Ask us now if you missed this info:

› Nem-ID / bank
› Digital post
› Researcher taxation scheme
› Driver’s licence
› Yellow health insurance card
› Pink residence card
› Unemployment insurance
› Insurances
› Danish courses

} Remember name on your mailbox