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

› 07:45  Welcome and submission of requested documents to the public authorities
› 08:00  3 orientation sessions:
   1. Welcome to Denmark by Work in Denmark
   2. New employee at AU by International Academic Staff Services
   3. Danish courses
› 09:00  Registration and 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

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 Employee at AU

Employee at AU

Grocery Dictionary

International in Denmark

See online versions at www.ias.au.dk/publications
Introduction Day at AU
For new employees

5th October 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](http://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>
<td>Research assistant</td>
<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>Associate professor*</td>
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<td>Professor</td>
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<td>Head of Department</td>
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<td>• Maximum duration of up to five years</td>
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<td>• Employed in a fixed term or permanent position</td>
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<td>• Recruited from outside Denmark</td>
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<td>• Non-Danish citizenship</td>
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<td>• Fixed-term employment of maximum five years</td>
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<td>• Recruited from outside Denmark</td>
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<tr>
<td>• Employed in accordance with the Collective Agreement concerning Academic staff employed by the state</td>
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<td>• A degree within one of the fields represented by the pension funds UNI-pension, JØP or DIP</td>
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<tr>
<td>• Not tax liable to DK for the last 10 yrs</td>
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<tr>
<td>• Recruited from outside DK</td>
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<tr>
<td>• Newly arrived to DK (max 4 weeks)</td>
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<td>• Max period of 84 months</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
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 2018

**Paid holidays regardless of how long you have been employed:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Description</th>
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<tbody>
<tr>
<td>1 January</td>
<td>New Year’s Day</td>
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<tr>
<td>29-30 March</td>
<td>Maundy Thursday and Good Friday</td>
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<td>1-2 April</td>
<td>Easter Sunday and Easter Monday</td>
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<td>27 April</td>
<td>&quot;Store Bededag” (Danish Rogation Day)</td>
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<td>10 May</td>
<td>Ascension Day</td>
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<td>20-21 May</td>
<td>Whitsunday and Whit Monday (Pentecost or Pinse)</td>
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<td>5 June</td>
<td>Constitution Day</td>
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<td>24-25 December</td>
<td>Christmas Eve and Christmas Day</td>
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<tr>
<td>26 December</td>
<td>Boxing Day</td>
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<tr>
<td>31 December</td>
<td>New Year’s Eve</td>
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Looking for long-term accommodation?

- **www.au.dk/en/internationalcentre/housing/housingsite**: Find or post advertisements for free if you are seeking or renting out accommodation.

- **www.boligportal.dk**: Denmark's largest housing portal. Site in English, but most ads are in Danish.

- **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?**:

  www.au.dk/en/internationalcentre/housing/international-staff/aarhus/guestresearcher/introduction
How do I get around Aarhus?

Local and regional transport (trains, light rail, and buses)

› Buy 10-trip bus pass ("klippekort") on Midttrafik 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.midttrafik.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
- 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
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

Sign-up at www.ias.au.dk/news-and-events/newsletter
Learn Danish Your Way
Crash Course

The fast track to basic and useful everyday Danish language skills for international professionals

Connect with other internationals and learn to speak with your Danish colleagues

- 3 hours Monday to Friday
- 2 intensive weeks

Next up
Contact us for information on upcoming classes
Full Course

Gain professional proficiency in Danish language and get insight in Denmark and the Danes

Become a fluent speaker and interact seamlessly with your work and local living environments

- 4-8 lessons per week
- Morning, afternoon and evening options
Online Course

Join our convenient online lessons with qualified feedback from a real teacher

You receive individual instructions and interactive assignments about topics that match your level and your interests

• Study anytime and anywhere you like
• 5 or 10 lessons per week

Next up
New students each week on a continuing basis
Sign up at www.netdansk.eu
Your way

Lærdansk is much more than traditional courses and classes

Supplement your course of choice with an array of voluntary learning facilities

• Taldansk Café and Taldansk Online
• Language Lab and Library
• Computer Corner
• International Choir
...and much more
From 1 July new government rules require payment for Danish Education

Lær dansk is introducing an alternative offer called FVU which is aimed at participants who already know some Danish. FVU is free of charge.

You can change to FVU after module 1 of DU3.

Danish Education will cost 2000 DKK per module from 1 July. FVU is free of charge.
www.laerdansk.dk/signup

Andrei Păduroiu • Campus Coordinator • uni@laerdansk.dk • +45 26 79 07 33
At our Danish language courses you will get:

- Flexible courses that fit your schedule
- Location: as close to your location as possible
- Teaching materials and educational content targeted at each participant and designed for highly trained professionals
- Teachers that focus on your needs
- Introduction to Danish society, values and mind-set
- Digital learning center
- Special Danish courses for spouses

The goal is to enable you to work, live and speak Danish.
How to register

For questions regarding the Danish courses or to register for a course, contact A2B at 24 88 48 15.

Marie Steiness
Phone: 27 61 16 39
Mail: mste@a2b.dk
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