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  2 orientation sessions:
   1. Welcome to Denmark by Work in Denmark
   2. New employee at AU by International Academic Staff Services + information about Danish courses
› 09:00  Registration and individual questions
› 10:30  IAS staff says goodbye
Welcome to Aarhus University
Where to get help

International Academic Staff Service (IAS)
Registration, insurances, housing, partner, children etc.
International Centre
Høegh-Guldbergsgade 4A
Building 1650, 8000 Aarhus C
Monday – Friday 10:00-14:00
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 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

4 October 2019 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.au.dk/en/newemployee
Cultural awareness: Living and Working in Denmark

For new international employees and their spouses

Cultural training with two workshops:

Training:  
May 2nd from 9:00-12:30  
May 23rd from 9:00-12:30

Location:  
International Center – Conference room 2 (basement)  
Høegh-Guldbergs Gade 4A, 8000 Aarhus C

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. Inform HR about CPR

› **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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<tr>
<td>Research assistant</td>
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<td>PhD fellow</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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<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](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
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 2019

Paid holidays regardless of how long you have been employed:

› 1 January    New Year’s Day
› 18-19 April  Maundy Thursday and Good Friday
› 21-22 April  Easter Sunday and Easter Monday
› 17 May       ”Store Bededag” (Danish Rogation Day)
› 30 May       Ascension Day
› 5 June       Constitution Day
› 9-10 June    Whitsunday and Whit Monday (Pentecost or Pinse)
› 24-25 December Christmas Eve and Christmas Day
› 26 December  Boxing Day
› 31 December  New Year’s Eve
Looking for long-term accommodation?

- [http://international.au.dk/life/locations/housing/auhousing/austaffhousingportal/](http://international.au.dk/life/locations/housing/auhousing/austaffhousingportal/): Find or post advertisements for free if you are seeking or renting out

- [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, 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 375 (travel within the city) for 30 days
› Buy at Aarhus Bus Station
› www.midxtrafik.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 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!

› **UIC Newsletter** (twice a month)
Practicalities & events for internationals and accompanying partners at AU – Sign up via link in the follow-up email

› **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
Danish courses

General rules:

- **Danish Education**: 6 modules, 2,000 DKK per module, deposit of 1250 DKK.

- **5 years**: All in all you have a 5 year time limit to finish the Danish Education.
Flexible courses

With all our courses, you will gain professional proficiency in Danish and get insight into Denmark and the Danes.

We offer flexible schedules in order to match your needs:

- 2-9 lessons per week
- Morning, early afternoon, late afternoon, evening or Saturday
- Online or in class
- DU at AU Campus or Ready.Steady at Lærdansk premises

NEXT UP
New beginner course after Easter: Tuesday/Thursday at 18:00-19:30
Sign up by contacting
Ann.Eelveberg@adm.laerdansk.dk

Ann Elveberg | Læransk AU Coordinator
A2B Danish language course

What’s in it for you?

• Flexible courses that fit your schedule – located at your institute

• Materials and content designed for highly trained professionals and individual needs

• Online learning center

• Introduction to Danish society, values and mind-set

• Special Danish courses for spouses
How to register

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

Or international coordinator at A2B: Marie Steiness
Phone: 27 61 16 39
Mail: sproggaardhus@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