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 stuff.

Structure/organisation/sections

Department of Environmental Science (ENVS) is a department under the Faculty of 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. Department of Environmental Science has its main locations in Roskilde.
ORGANISATION

ENVS is organised with a head of department (Niels Kroer) and a deputy head (Anne Winding).

Five department secretaries, one Head of Secretariat and six sections (see list 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

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: Ulrich Bay Gosewinkel

Atmospheric modeling (ATMO), Head of section: Jørgen Brandt

Atmospheric chemistry and physics (ATCEP). Divided into Atmospheric Processes (ATPRO) with section leader Ole Hertel, and Atmospheric Air Quality (ATAIR) with head of section Thomas Ellermann

Secretariat

Ann-Katrine Holme Christoffersen, akc@dmu.dk, +45 8715 8583

Charlotte Spang, csp@dmu.dk, +45 8715 8548

Christel Ege-Johansen, cej@dmu.dk, +45 8715 8867

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Winni Eia Esbensen, wee@dmu.dk, +45 8715 8508
International Academic Staff Services (IAS)
www.ias.au.dk provides assistance and services connected 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
Winni Eia Esbensen (WEE) is the local International Coordinator/Help desk at AU Roskilde. Shortly after your arrival to ENVS you will be invited to an informal meeting with WEE. At this meeting you will be informed about the services which the helpdesk provides. WEE 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/.

Winni Eia Esbensen
wee@dmu.dk, +45 8715 8508, located in office B2.14.
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 am. Your absence will be put into the electronic calendar Outlook. Remember to give the secretary of 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 Outlook. All employees are obliged to keep their calendar updated with meetings, holidays, etc.

Telephones
The main reception at AU Roskilde is open from 9 am to 4 pm Monday to Thursday and from 9 am to 3 pm on Fridays. The number is +45 8715 5000. If you wish to contact an employee directly the number is +45 8715 followed by their extension 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 dialing the number.

Help to international staff arriving at ENVS
The secretary and colleagues in your section will help you in 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 you will find more information about rules, administrative procedures and social activities at ENVS. Please read “Information for new employees” in the menu “Administrative guidelines and other useful information”.

PRACTICAL INFORMATION