
We welcome you as a new PhD student at the Department of Physics and Astronomy

Address: Department of Physics and Astronomy,
Aarhus University
Ny Munkegade 120
8000 Aarhus C

Head of Department is Lars H. Andersen

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You can read about the organization of the institute, employees, committees etc. at:
www.phys.au.dk/en/profile/

Specific information relevant for your job **www.medarbejdere.au.dk/en/** and
www.studerende.au.dk/en/studies/subject-portals/physics/

Your daily work

Who can help you?

Your supervisor

- You coordinate your work schedule, holidays and potential time in the lab with your supervisor
 - You should also confer with your supervisor for computer and software, books and other expenses related to your work, travels, participation in conferences, seminars, workshops etc.
 - If you have any questions you can't seem to answer, start out by asking you supervisor
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Your group's secretary

- Your secretary can help you with PURE, AURUS, IndFak and other AU systems
- She can also help you if you have any questions regarding the rules for travels, policies, payments, group events and so on

GSST – The PhD school

- GSST (Graduate School of Science and Technology) deals with issues related to employment, contract, salary, leave, study delay etc.
- Most HR services for PhD students are covered by the graduate school
- Find useful information in GSST's Quick Guides
www.phd.au.dk/gradschools/scienceandtechnology/gsst-quick-guides/
- Contact information: PhD Partner for Physics and Astronomy, Karen Konradi, email:
Konradi@au.dk

Your study secretary

- Can help you if you have questions related to courses, exams, print, insurance, illness, or if you need help finding the right contact person. Your secretary is Ann-Berit Porse Stærkær, email:
aps@phys.au.dk

In case of illness or holiday

- Report to your supervisor. A declaration of absence (in case of illness) or a holiday registration form must be handed in to secretary Heidi Pedersen, Information Office, building 1520. Days of holiday earned must be taken.

Information desk at Physics and Astronomy

- Here they can help you book rooms, and if you are employee acquire paper and pencils etc.

IT HelpDesk

- IT HelpDesk is located in 1521-310 / telephone 87154010
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Activities and committees

- The PhD committee at Physics and Astronomy consist of the following members:

Lars Bojer Madsen, Head of the committee

Karsten Riisager

Brian Julsgaard

Frank Grundahl

Georg Bruun substitute for Axel Svane

Jesper Halkjær Jensen, PhD student

Jonatan Melkær Midtgaard, PhD student

The program committee members are available for discussing issues, progress etc. related to your PhD project.

- Read about AU's meeting point for PhD students: www.phd.au.dk/phdhouse/
- PhD-association, PHAUST: www.phaust.dk
- Sport club: <http://motion.au.dk/en/>
- Friday bar is open: Every Friday from 16:00, room 1525-229
- PS! Staff association at Physics and Astronomy. Find out more at: www.phys.medarbejdere.au.dk/foreninger/ps/ (in Danish)

Tips and links

- Find a person or building using 'AU Find' – an app for smartphone or use: www.au.dk/en/about/organisation/find-au/buildingmap/
- GSST's website – www.phd.au.dk/gradschools/scienceandtechnology
- Information in English for employees - www.medarbejdere.au.dk/en/administration/hr/
- Information for International Academic Staff – www.ias.au.dk/international-academic-staff-ias/
- Keep updated on www.newsroom.au.dk