

Quick guide for PhD students at The Department of Physics and Astronomy

A

AU Find: Get the app AU Find in App Store and search for buildings, location, names, numbers etc. You can also use the website: www.au.dk/en/about/organisation/find-au/buildingmap/

AURUS: AU's system for handling travel expenses. Ask your group's secretary for help regarding forms and guidance.

Admittance card: Issued by Building Service - caretakers. Get a form and sign it by Ann-Berit Porse Stærkær, 1520-632.

Activities: The PhD House Activity Group organizes both social and academic events for both Danes and internationals. Read more at www.phd.au.dk/phdhouse/phd-house-activity-group/

B

C

CWT: You can book your trip via the Carlson Wagonlit Travel portal, but your travel profile must be activated before you can get access to this. Ask your group's secretary for help.

Caretakers: Building 1532, 3. floor, email: stbyg2service.okoplan@au.dk, phone: 871 50526. The office is open Tuesdays 10:00 – 11:00.

Committees: An overview of the committees at Physics and Astronomy can be found here: www.phys.au.dk/en/profile/committees/

Computer: Ask your supervisor.

Conferences: Make an agreement with your supervisor about participation and expenses.

Course catalogue:

www.phd.au.dk/gradschools/scienceandtechnology/courses/scientificcourses/ and www.phd.au.dk/gradschools/scienceandtechnology/courses/transferableskills

Communication: AU Dictionary, AU Translate, Guidelines etc.:

www.medarbejdere.au.dk/en/administration/communication/sprogportal/

Courses - sign up: mit.au.dk →stads selfservice.

D

E

Employee service: At: **www.medarbejdere.au.dk/en/administration/hr/** you will find useful information related to your job.

F

Forms: Most of AU's forms are unfortunately in Danish. Ask your group's secretary for help.

Friday bar: Find our own Friday Bar on the 2nd floor, building 1525.

G

GSST: Graduate school of Science and Technology. **www.phd.au.dk/graduate-schools/scienceandtechnology/** Find rules and regulations, quick guides, forms and templates, news etc.

Going abroad: **www.phd.au.dk/gradschools/scienceandtechnology/goingabroad/**

H

Holiday, holiday registration and holiday forms: Days of holiday earned must be taken. You agree with your supervisor as to when to take holidays. The contact person at the department for registration is Heidi Pedersen, email: heidi.pedersen@phys.au.dk. Read about the rules at: **www.medarbejdere.au.dk/en/administration/hr/holiday/**

HR: Most HR services for PhD students are covered by our graduate school. Contact PhD partner Karen Konradi, email: konradi@au.dk, phone 871 53261, building 1520, room 128.

I

IAS: Website for international academic staff. **www.ias.au.dk/international-academic-staff-ias/**

IT- HelpDesk: HelpDesk is situated in building 1521, room 310. Phone: 871 54010, email: aarhus.st.it@au.dk. Find out more about IT services at:
www.medarbejdere.au.dk/administration/it/

Illness: On your first sick day you must report it to your supervisor and to the department if you are employed. Please notify GSST if you take long-term sick leave. The contact person at the department is Heidi Pedersen, email: heidi.pedersen@phys.au.dk.

Insurance: The rules for insurance, who is covered, how and when are explained here:
www.phd.au.dk/fileadmin/grads.au.dk/ST/Quick_guides/Guidelines_forsikring_UK_2015.pdf

International Centre: International centre offers a wide range of services. Take a look at their website: www.au.dk/en/internationalcentre/

International club: The Aarhus University International Club. Read more about it here:
www.au.dk/UIC

J

K

Key: If you need a key to your office you can contact Ann-Berit Porse Stærkær, 1520-629. Students pay a deposit for a key.

L

Library: AU Library, building 1532, 2. floor, email: nymunkegade.library@au.dk,
www.library.au.dk/betjeningssteder/ny-munkegade/

M

Mail tray: You have your own mail tray in the room behind the Information.

Maternity leave or paternity leave: You must notify your department or section and GSST no later than three months before the expected date of delivery for the mother and one month before the expected date of delivery for the father. Special forms are available for this purpose on www.medarbejdere.au.dk/en/administration/hr/parentalleave/

Mit.au.dk: Self-service site with log in – ask your group's secretary

N

News and useful links: Check out news, events and useful links at www.phd.au.dk/gradschools/scienceandtechnology/newsandevents/

O

Office supplies: If you are employee you can ask at the Information desk for office supplies.

P

PHAUST: The PhD Association at Science and Technology. More information at: www.phaust.dk

PhD-Planner: General information about the purpose of the PhD planner can be found here: www.phd.au.dk/fileadmin/grads.au.dk/ST/Quick_guides/Quick_guide_PhD_plan_and_PhD_planner.pdf. The log on site to the planner which also includes both a Quick Guide and a Comprehensive guide is here: www.phd.au.dk/gradschools/scienceandtechnology/phdplannerlogin/forstudents/

Photo: All employees are encouraged to get their picture taken. Ask your group's secretary for help. She will also upload the photo to your contact information on AU's website.

PS!: Join PSI, the association for staff and students at Physics and Astronomy, by contacting the treasurer Ruth Laursen or your group's secretary. Get a leaflet at the Information desk.

Psychological help: All PhD students can receive psychological help for up to five hours, provided there are good reasons to justify this. Please note however, that the aim of the provided service is helping the student to be able to finish the PhD-study. Aarhus University has a contract with Prescriba, which means that you are referred to Prescriba to be paid by GSST (Graduate School of Science and Technology). To get a referral, you should contact the PhD partner responsible for sick leave (see the GSST contact list on their website).

Prescriba can provide psychological counselling in connection with stress, working relationships or similar matters that have an influence on your work.

Q

R

S

Salary: If you have questions regarding your payslip etc. you can contact the Payroll Office by email at: lonST.hr@au.dk. Other contact information can also be found here (look under Team Science and Technology) www.medarbejdere.au.dk/en/administration/hr/payroll/your-payroll-case-manager/

Software: Contact AU IT. Look under IT HelpDesk.

Study place: The committee for study places allocates the available desks twice a year. Contact Alexander Holm Kiilerich, email: Kiilerich@phys.au.dk or Kenneth Klochmann Hansen, email: Klochmann@phys.au.dk.

T

Travels: Coordinate your travel with your supervisor and your group's secretary.

U

W

Webmail: Find manual and domain information to log on to webmail at www.medarbejdere.au.dk/en/administration/it/email-calendar-and-email-addresses/webmail/

Website: The Department of Physics and Astronomy: www.phys.au.dk/en/

Work environment and safety: Find List of contacts, safety-at-work representatives and links to relevant security issues at www.phys.medarbejdere.au.dk/en/work-environment-and-safety/

Working hours: Coordinate your work schedule with your supervisor.