



**DEPARTMENT OF ECONOMICS
AND BUSINESS ECONOMICS**
AARHUS UNIVERSITY

WELCOME TO THE DEPARTMENT OF ECONOMICS AND BUSINESS ECONOMICS





**DEPARTMENT OF ECONOMICS
AND BUSINESS ECONOMICS**
AARHUS UNIVERSITY

WELCOME

Dear new colleague

Welcome to the Department of Economics and Business Economics.

As a new employee you probably have a lot of questions regarding your new workplace. Hopefully you will find the answers to most of your questions in this guide.

You may also find relevant information online at the AU staff portal: medarbejdere.au.dk/en and at ECON's intranet: econ.medarbejdere.au.dk, which is where you will find information that is of special relevance to the Department of Economics and Business Economics.

This folder will be updated regularly. To see the latest version, please go to: econ.medarbejdere.au.dk/information-for-new-employees.

Welcome!

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MANAGEMENT

The management team

Head of Department

Niels Haldrup
Professor
nhaldrup@econ.au.dk

**Head of Administration**

Lene Bavnbek Enevoldsen
MA in Corporate Communication
len@econ.au.dk

**Head of Section – Accounting and Finance**

Claus Holm
Professor
hoc@econ.au.dk

**Head of Section – Econometrics and Business Statistics**

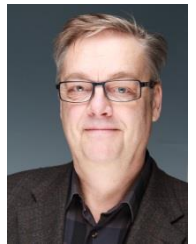
Hans Jørn Juhl
Professor
hjj@econ.au.dk

**Head of Section – Logistics**

Kim Allan Andersen
Professor
kia@econ.au.dk

**Head of Section - Industrial Organisation and Trade**

Tor Eriksson
Professor
tor@econ.au.dk

**Head of Section - Labour and Public Policy**

Marianne Simonsen
Professor
msimonsen@econ.au.dk

**Head of Section - NCRR**

Preben Bo Mortensen
Professor
pbm@econ.au.dk



Director of Studies oecon/soc., Head of Section – PhD, Director of PhD Programme, Deputy Head of Department

Bo Sandemann Rasmussen
Professor
brasmussen@econ.au.dk



Head of Bachelor Programmes – HA, Deputy Head of Department

Mogens Dilling-Hansen
Associate Professor
dilling@econ.au.dk



Head of Master Programmes - cand.merc., Deputy Head of Department

Thomas Quistgaard Pedersen
Associate Professor
tqpedersen@econ.au.dk



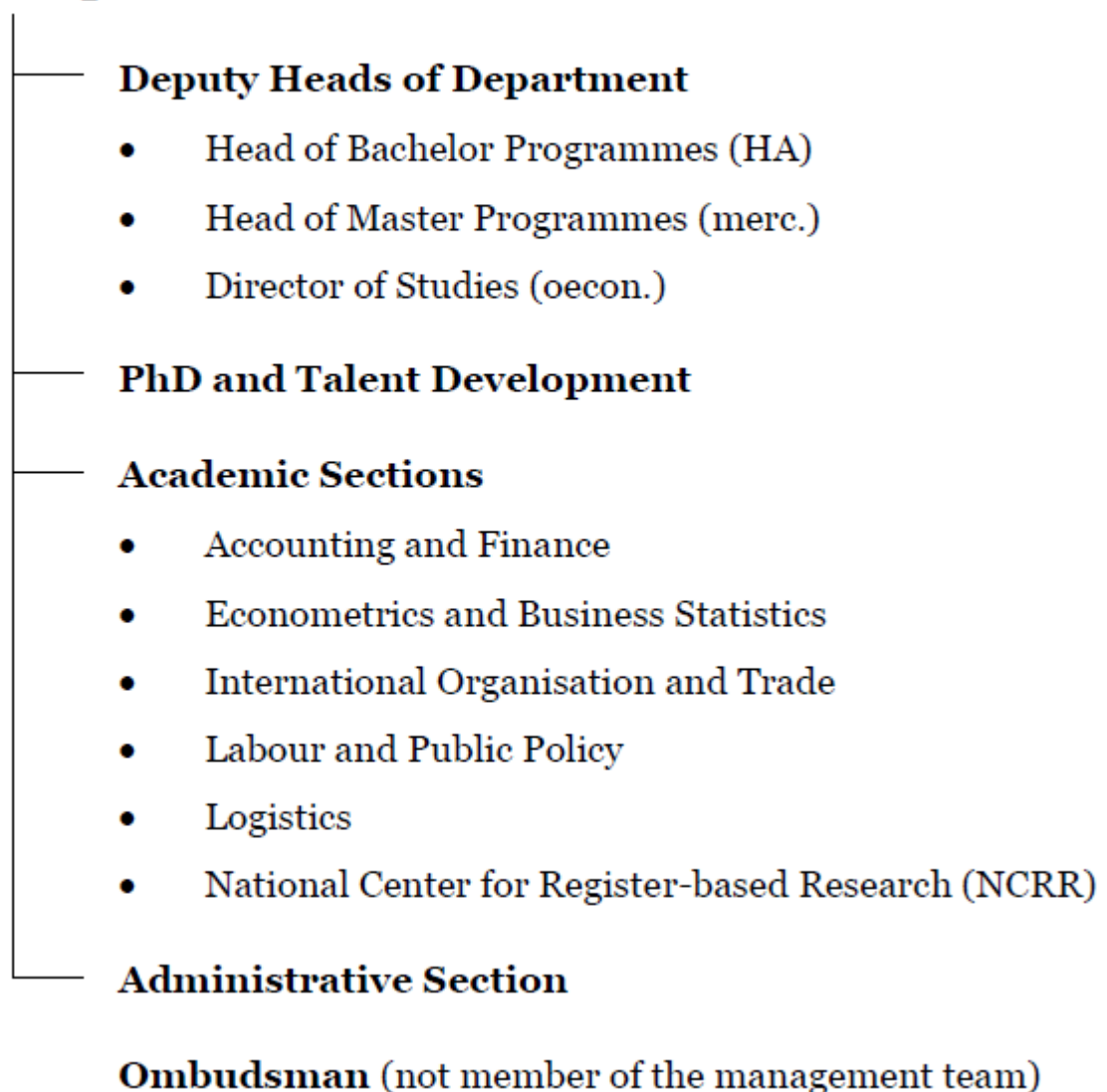
Head of Talent Development

Nabanita Datta Gupta
Professor
ndg@econ.au.dk

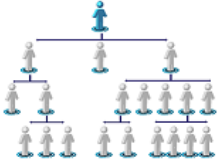


ORGANISATION OF THE DEPARTMENT

Head of Department



Sections, teaching groups and research groups



The organization operates with three entities in which faculty members are associated:

- Sections,
- teaching groups, and
- research groups.

A section is used internally at the Department to manage e.g. coordination of teaching and research activities. A section contains faculty members who share general research or teaching interests. Each faculty member is member of one, and only one, section.

A teaching group is defined by a portfolio of courses and the members of the teaching group teach, or wish to teach, one of the courses in the portfolio. The definition of a teaching group is done by management, but membership is decided by each faculty member. A faculty member can be a member of several teaching groups.

A research group is established by the initiative of faculty members. A research group is constituted by faculty members who share specific research interests. A faculty member can be a member of several research groups.

Read more about the organization of the Department here: econ.medarbejdere.au.dk/the-department/organization-of-the-department.

RESEARCH CENTRES

Research centres at the Department

We have the following research centres at the Department. Read more on the website: econ.au.dk/research/researchcentres.



CIRRAU - Centre for Integrated Register-based Research



CREATES - Center for Research in Econometric Analysis of Time Series



NCRR - National Centre for Register-based Research



TrygFonden's Centre for Child Research



The Tuborg Research Centre for Globalisation and Firms

RESEARCH

External funding



The Department and the AU Research Support Unit will facilitate the process of applying for external funding as much as possible. Read more here: econ.medarbejdere.au.dk/research/external-funding.

The Department's contact persons at AU Finance and Planning in connection with externally financed projects are:

- Yadigar Akbulut, Project Finance Administrator: yat@au.dk, tel.: 87152212, mobile: 2341 9025
- Mia Just Pedersen, Project Finance Administrator: mia.just@au.dk, tel.: 8715 2213, mobile: 5194 5253.
- Stine Vindfeldt Tobiesen, Business Controller: stine.tobiesen@au.dk, tel.: 8715 2206.
- Anders Gjervig Iversen, Project Finance Administrator, anders.iversen@au.dk, tel. 8716 2753, mobile 6061 0488

Registration of publications



New publications must be registered in the PURE system. In PURE you can also register your research activities as well as update your personal webpage. All new employees will receive a username and password for the PURE system. PURE: pure.au.dk

If you have any questions regarding registration of publications in PURE you should contact one of the research secretaries of your section (econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/) or the department's contact person at the AU Library Fuglesangs Allé, Helle Vinbæk Stenholt: hes@au.dk, tel.: 87 15 24 38.

Please note that it is mandatory to register your publications in PURE. The Department's economy is influenced by your PURE registrations so it is extremely important that you register your publications.

Seminars



We have the following seminar series at the Department:

- Accounting Research Lunch Seminars
- CORAL Seminars
- Distinguished Speaker Seminar Series
- Econometrics Seminar Series
- Economics Seminar Series
- Experimental Research in Social Science
- Finance Seminar Series
- Joint Econometrics-Finance Lunch Seminars
- Labour and Public Policy Seminars
- Markets, Organisation and Behaviour (MOB) seminar series
- Trygfonden's Child Research Seminar Series
- Tuborg Research Centre Seminars

See the seminar website: econ.au.dk/research/seminars.

TEACHING

Classrooms



Classrooms

If you need to book a classroom during the semester, please contact your programme administrator. See the list of programme administrators here: econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/assignment-allocation/ or you may contact the Planning Office :

- BSc and MSc in Business Administration, Economics and Management: Kristian Winther: krw@au.dk, tel.: 87 15 34 06.
- BA and MA in Languages and Communication, BAMMC, MACC, HD-studies: Dorrit Winther Rasmussen: dwr@au.dk, tel.: 87 15 23 69.

There is wireless network in all classrooms. To log on to the wireless network, you need a new Eduroam configuration: eduroam.au.dk/en/ny.

Lecturers are also able to go online by means of a cable available in all classrooms.

If you experience any problems logging on to the wireless network, contact IT-support: 8715 0933 or bss.it@au.dk.

There are stationary PCs in all lecture halls, but not in all classrooms. Therefore, all lecturers are recommended to bring their own portable PC or MAC.

If you are unable to bring your own computer, it is possible to borrow one for teaching purposes. Please contact IT-support: 8715 0933 or bss.it@au.dk.

In most rooms, you will find instructions for how the IT equipment is to be used.

If you experience any problems using the IT equipment, please contact IT-support: 8715 0933 or bss.it@au.dk.

Contact persons – BSS Study Administration



Contact persons at Business and Social Sciences in connection with administrative matters regarding teaching and exams:

- Sidse K. J. Nielsen (tel.: 87153426, e-mail: skjn@au.dk): Bachelor (HA, HA-jur, BScB).
- Pernille Hasselflug (tel.: 87153296, e-mail: pernille@au.dk): Master (Cand.merc.), Programmes at Department of Economics and Business Economics: Finance (FIN), Finance and International Business (FIB), Auditing (AUD), Logistics and Supply Chain Management (LOG), Management Accounting and Control (MAC), International Economic Consulting (IEC).

- Julie R. Carstens (tel.: 87152382, e-mail: julie@au.dk): Master (Cand.merc.)
- Mariann Holmslykke (tel.: 2165 7664, e-mail: mar@au.dk): Single-subjects, Exchange programmes, Summer University / Winter School, HD (r), AU additional qualification package, Top-Up
- Mariann Holmslykke (tel.: 2165 7664, e-mail: mar@au.dk): Bachelor: Oecon, Soc
- Runa Kortsen (tel.: 87152375, e-mail: runa@au.dk): Master: Oecon, Soc, IMSQE

Danish grading scale



The Danish grading scale has seven grades of which five are passing grades and two are failing grades as is seen below.

Danish mark	Grade description
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.
7	For a good performance displaying good command of the relevant material but also some weaknesses.
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.
02	For a performance meeting only the minimum requirements for acceptance.
00	Is given for a performance which does not meet the minimum requirements for acceptance (Failure).
-3	For a performance which is unacceptable in all respects.

E-learning platforms



Blackboard is an interactive web-based communication tool. Lecturers use the platform to create and administer course pages. Students and course participants can read messages and documents etc., take tests, upload assignments and participate in discussion fora, chat etc.

Blackboard: aarhus.blackboard.com/webapps/portal/frameset.jsp.

Programme coordinators



The Department teaches a number of degree programmes. The following persons act as programme coordinators of the different programmes:

Bachelor's (HA) and Master's (cand.merc.) degree programmes in Economics and Business Administration:

- Director of Studies: [Lars Esbjerg](#) (MGMT)
- Programme coordinator Financial Accounting and Auditing (Revision/AUD) – HA and cand.merc.: [Frank Thinggaard](#), Programme administrator: [Annia Hoffmeyer](#)
- Programme coordinator HA Economics: [Jan Bentzen](#), Programme administrator: [Ann-Marie Gabel](#)
- Programme coordinator Finance (FIN) - HA and cand.merc.: [Thomas Quistgaard Pedersen](#), Programme administrator: [Berit Jensen](#)

- Programme coordinator Finance and International Business (FIB) - cand.merc.: [Thomas Quistgaard Pedersen](#), Programme administrator: [Berit Jensen](#).
- Programme coordinator International Economic Consulting (IEC) - cand.merc.: [Christian Bjørnskov](#), Programme administrator: [Ann-Marie Gabel](#).
- Programme coordinator Logistics and Supply Chain Management (LOG) - HA and cand.merc.: [Jens Lysgaard](#), Programme administrator: [Charlotte Sparrevojn](#)
- Programme coordinator Statistics and Quantitative Methods (HA) and Business Intelligence (cand.merc.): [Hans Jørn Juhl](#), Programme administrator: [Anne Lisberg Johansen](#)
- Head of Bachelor Programmes - HA: [Mogens Dilling-Hansen](#)
- Head of Master Programmes - cand.merc.: [Thomas Quistgaard Pedersen](#)

Bachelor's and Master's degree programmes in Economics and Management (oecon.) and Business Administration (soc.):

- Director of Studies: [Bo Sandemann Rasmussen](#)
- Programme coordinator Finance: [Thomas Quistgaard Pedersen](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Programme coordinator Accounting: [Karina Skovvang Christensen](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Programme coordinator Economics of Business: [Kristina Risom Jespersen](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Programme coordinator Econometrics: [Morten Berg Jensen](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Programme coordinator Macroeconomics: [Anders Rosenstand Laugesen](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Programme coordinator Microeconomics: [Julia Nafziger](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)
- Support theses - BSc oecon/MSc oecon/soc: [Anne de la Cour](#)

Bachelor's and Master's degree programmes in Public Policy

- Coordinator Public Policy: [Lars Skipper](#), Programme administrators: [Anne de la Cour](#) (BSc) and [Christel Brajkovic Mortensen](#) (MSc)

Bachelor's (BSc Oecon) and Master's (cand.scient.oecon.) degree programmes in Mathematics-Economics:

- Coordinator Mathematics-Economics: [Kim Allan Andersen](#), Programme administrator: [Anne de la Cour](#)

Graduate Diploma in Business Administration (HD):

- Programme coordinator HD 1st part: [Michael Christensen](#), Programme administrator: [Annia Hoffmeyer](#)
- Programme coordinator HD 2nd part, Supplementary subject: [Finn Schøler](#), Programme administrator: [Karin Vinding](#)
- Programme coordinator HD Accounting: [Finn Schøler](#), Programme administrator: [Karin Vinding](#)
- Programme coordinator HD Finance: [Michael Christensen](#), Programme administrator: [Karin Vinding](#)

Summer University:

- Programme coordinator Summer University: [Mogens Dilling-Hansen](#)

Study programmes



The study programmes can be divided into six overall study programmes: Oecon/Soc, Ha, Merc, MBA, HD and Masters. These study programmes contain a series of specializations. Furthermore, the Department provides courses to other study programmes e.g. Political Science, Math/Econ and HA-Law.

Read more about teaching at the Department here: econ.medarbejdere.au.dk/teaching.

PHD

PhD contact persons



Head of the PhD programme in Economics and Business:
Bo Sandemann Rasmussen, brasmussen@econ.au.dk, tel.: 8716 5551.

Bo Sandemann Rasmussen is also Head of the PhD Unit at the Department.

PhD secretary at the Department:
Susanne Christensen, sch@econ.au.dk, tel.: 8716 5121.

PhD administrators at the Graduate School of Business and Social Sciences:
Stine Birk Kristensen, stinebk@au.dk, tel.: 87152397
Anne Arnfeldt Källberg, aak@au.dk, tel.: 8715 2456.

PhD courses



PhD courses offered at the Department will be announced on the following website: econ.au.dk/talent-development/phd-programme/phdcourses.

Useful PhD links



The Graduate School of Social Sciences

The Graduate School of Social Sciences is responsible for the administration of the PhD programme in Economics and Business Economics. See their homepage: phd.au.dk/gradschools/businessandsocialsciences/organisation

PhD Planner

PhD Planner is used by PhD student to update the PhD plan, and by supervisors to approve PhD plans and semi-annual evaluations etc. Login to PhD Planner: phd.au.dk/graduate-schools/businessandsocialsciences/phdplannerlogin.

Rules and regulations

You may find the rules and regulations of the Graduate School of Social Science here: phd.au.dk/graduate-schools/businessandsocialsciences/rulesandregulations

DEPARTMENT ADMINISTRATION

Assistance



Each faculty member is member of a research section and each research section has to research secretaries who will assist in matters concerning:

- Language revision and translation
- Travel planning, booking and settlement
- Updating in PURE (including your personal homepage)
- Answering your telephone when you are absent
- Planning of meetings, workshops, conferences etc.
- Recording of teaching hours
- Planning, coordinative tasks related to education
- Etc.

The departmental support comprises all practical, planning and coordinative tasks related to teaching (not undertaken by the BSS Study Administration) and research.

Note that PhD students have limited access to administrative support. This implies that language revision will only be offered in connection the PhD thesis and papers which are to be submitted to journals.

For more information about the Department Administration, i.e. contact details etc., please see the staff portal: econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/assignment-allocation/

PRACTICAL INFORMATION

Absence



You must inform Betina Sørensen: reception@econ.au.dk if you are absent due to illness, holiday etc., and it is important that you also remember to notify Betina when you are well again and back at work.

PhD students – illness

For PhD students it is important in connection with illness that you inform Betina as this has an impact on whether or not your PhD study can be prolonged due to long-term illness. If you do not report to Betina that you are ill, then your PhD study cannot be prolonged. Please note that it is important that you also notify Betina when you are well again and back at work. It is not enough to tell your supervisor that you are ill.

Caretakers at Fuglesangs Allé



The caretakers at Fuglesangs Allé are located in building 2628(M), office 24. See their website: medarbejdere.au.dk/administration/bygninger/bygningservice/aarhus-bss-bygningservice/fuglesangs-alle.

Opening hours:

Monday to Thursday: 07:00 - 21:30
Friday: 07:00 - 17:30
Saturday: 07:30 - 13:30

Opening hours during summer:

June & August: 07:00 - 18:00
July: 07:00 - 17:00
Saturday: closed

Jesper Bihmann

Skilled Workman

E-Mail: jebi@au.dk

Tel. : 87 16 41 13

Mobile : 20 51 92 30

Tasks:

- Vehicles
- Watchman during office hours
- Caretaker/maintenance



Henning Underbjerg Grøn

Skilled Workman

E-Mail: hung@au.dk

Tel. : 87 16 41 13

Mobile: 40 45 89 31

Tasks:

- Carpenter
- Caretaker/maintenance



Jesper Herstal

Skilled Workman

E-Mail: jewh@au.dk

Tel. : 87 16 41 13

Mobile : 30 36 07 42



Tasks:

- Access control
- Watchman during office hours
- Caretaker/maintenance

Lars Ove Jung

Caretaker

E-Mail: lju@au.dk

Tel. : 87 16 41 13

Mobile: 40 38 50 20



Tasks:

- Electrician
- Watchman during office hours
- Caretaker/maintenance

Jan Müller

Skilled Workman

E-mail: tekjm@au.dk

Tel.: 87 16 41 13

Mobile: 21 62 94 87

**Henrik Møller**

Skilled Workman

E-Mail: hml@au.dk

Tel. : 87 16 41 13

Mobile : 20 14 64 84



Tasks:

- Gardening
- Watchman during office hours
- Caretaker/maintenance

Colin George Regardsoe

Skilled Workman

E-Mail: colr@au.dk

Tel. : 87 16 41 13

Mobile : 30 59 58 03



Tasks:

- Gardening
- Watchman during office hours
- Caretaker/maintenance

Knud Simonsen

Building Inspector

E-mail: knsi@au.dk

Office: 2628(M)-22

Tlf.: 87 15 24 84

Mobile: 21 18 62 74



Tasks:

- Supervisor
- Building maintenance
- Fire, safety
- Energy optimization

Steffen Stærk-Nielsen

Caretaker

E-Mail: sts@au.dk

Tel. : 87 16 41 13



Tasks:

- Service

Van Thu Tran

Caretaker

E-Mail: vtt@au.dk

Tel. : 87 16 41 13



Tasks:

- Service

Car parking



You may park your car in the staff parking garage in the basement of building 2632(L) (requires a "bombizz") or you may park behind building 2636(U) or use the parking garage in building 2610(S). Please note that parking in front of the K- and L-buildings is time limited.

Read more about parking and buy a Bombizz via this link: medarbejdere.au.dk/en/administration/au-planning/bygningsservice/aarhus-bss-building-services/parking/.

Contact persons – Administrative centres



Aarhus BSS HR

- Lene Hauschildt: lhauschildt@au.dk, tel.: 8715 3548/2162 6269.
- Ulla Bjørn: upb@au.dk, tel.: 8715 2179.

Aarhus BSS Communication

- Communication: Ingrid Marie Fossum: if@au.dk, tel.: 8716 5327, mobile: 21583874
- Head of BSS Communicaton: Aase Bak: aasebak@au.dk, tel.: 8715 2221, mobile: 2183 4687

Aarhus BSS Studies

- Information and counselling: Lone Wraa: low@sinodanishcenter.dk, tel.: 8715 2398, mobile: 2199 8632
- Teaching and exams: Mariann Holmslykke: mar@au.dk, tel.: 2165 7664
- Head of Study Administration: Anni Bækgaard Langberg: abl@au.dk, tel.: 8715 2403, mobile: 2335 6857
- Programme quality and study board service: Klaus Tolstrup Petersen: ktp@au.dk, tel.: 8715 2164

Aarhus BSS Finance

- Stine Vindfeldt Tobiesen, Business Controller: stine.tobiesen@au.dk, tel.: 8715 2206
- Yadigar Akbulut, Project Finance Administrator: yat@au.dk, tel.: 8715 2212
- Marian Korsgaard Klit, Project Finance Administrator: marian.klit@au.dk, tel.: 8716 2753

AU Talent Development

PhD administrators at the Graduate School of Business and Social Sciences:

- Stine Birk Kristensen, stinebk@au.dk, tel.: 8715 2397
- Anne Arnfeldt Källberg, aak@au.dk, tel.: 8715 2456.

See also: medarbejdere.au.dk/fakulteter/bs/aarhus-bss-administrative-center.

Credit card



All full-time faculty and staff at AU, including PhD students may apply for a Mastercard. Read more about the credit card and how to apply for one at the staff portal: econ.medarbejdere.au.dk/index/purchases/credit-card/

Evacuation



The evacuation procedure of the Department of Economics and Business Economics follows the guidelines of Aarhus University regarding evacuation.

Any employee can (and should) assume the role of evacuation leader or meeting point manager in the event of an emergency evacuation.

Evacuation boxes containing evacuation vests and instructions for the evacuation leaders and meeting point managers are located in all the Department's office buildings.

All employees must make sure that they know where the nearest evacuation box is located.

Read more about evacuation here: econ.medarbejdere.au.dk/index/evacuation/

Events



All events at the Department (i.e. workshops, seminars, courses etc.) will be announced on the following website: econ.au.dk/currently/events

Holiday



Employees who have been employed during the whole calendar year are entitled to 25 "ordinary" holidays and 5 "special" holidays. The holidays must be taken in the subsequent holiday year, which runs from 1 May to 30 April.

As a general rule you are expected to take all 25 holidays and 5 special holidays.

Standard holidays will be registered automatically at the beginning of the holiday year (i.e. in May) as follows:

- 3 weeks summer holiday in July (weeks 28, 29 and 30)
- 1 week at Christmas and New Year
- 2 days during the autumn holidays (in week 42)
- 3 days before Easter

This is to make sure that all holidays are registered for all employees. If you wish to change this, you should contact reception@econ.au.dk stating when (dates) you would like to take your holidays.

Your five special holidays can be registered at any time during the holiday year – contact reception@econ.au.dk and state when you wish to take your special holidays.

Certain circumstances make it possible to transfer max. 5 ordinary and 5 special holidays to the next holiday year, but such transfers call for special reasons and approval from the Head of Administration, [Lene Bavnbeek Enevoldsen](#). Any remaining special holidays from the previous holiday year will be paid out automatically.

How to check your holiday balance:

- Log-in to mit.au.dk
- Choose "Vacation overview"

If you have any questions regarding holidays, please contact Betina Sørensen: office: 2632(L)-228, e-mail: reception@econ.au.dk, tel.: 871 64995.

Read more about holiday here: econ.medarbejdere.au.dk/index/holidays-and-other-absence/

HR



The Department's contact persons at the HR Department at Business and Social Sciences are:

Lene Hauschildt: lhauschildt@au.dk, tel.: 8715 53548/2162 6269.

Ulla Prisholm Bjørn: upb@au.dk, tel.: 8715 2179

Maternity/paternity leave: You must notify the Department (and PhD students also the graduate school) 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 Aarhus University's website:

medarbejdere.au.dk/en/administration/hr/parentalleave

Read more about HR at AU here: medarbejdere.au.dk/administration/hr

International staff



International Academic Staff Services

The International Academic Staff Services provide assistance and services connected to international academic staff and PhD students at AU. Their website contains useful information about practicalities for expats, residence and work-permits, social life, cultural events, practicalities when going abroad etc. Their target group is international academic staff and PhD students, covering both internationals at AU as well as Danes going abroad. See their website: ias.au.dk/international-academic-staff-ias.

International Centre

The International Centre maintains international partnerships and offers a variety of services for international students, PhD students and staff. See their website: www.au.dk/en/internationalcentre.

University International Club

The International Club at AU provides a social and cultural meeting platform for international staff members and/or their spouses, single international staff members, guest employees and visitors from abroad, as well as Danish staff members and their spouses. It is a perfect place to gain knowledge, to exchange mutual experience, to connect with foreign employees etc. The International Club organizes seminars, presentations, excursions etc. and once a month they invite you to participate in the UIC Dinner Club. See their website: ias.au.dk/uic.

IT-support



IT-support is located in building 2628(M), room 21.

Contact:

Phone 8715 0933

E-mail: bss.it@au.dk

Opening hours:

Monday – Thursday: 8.00 – 21.00

Friday: 8.00 – 19.00

Saturday: 9.00 – 15.30

Sunday: 10.00 – 16.00

Website: medarbejdere.au.dk/en/administration/it/main-academic-areas/aarhus-bss-it-support.

Key and access card



All new employees will be provided with a key and access card. Please contact the reception if you experience problems with your key or access card:

- Ingrid Lautrup: inl@econ.au.dk, tel.: 8716 5372
- Charlotte Sparrevohn: chars@econ.au.dk, tel.: 8716 5214

The Department's reception is located in building 2620(A), office 1.

Library



The AU Library at Fuglesangs Allé is located in building 2623(D). At the library you may make reservations or borrow books that will be brought directly to your "pigeon hole" in the mail room (2632(L)-152). Reservations may also be made online via the library's website: fuglesang.library.au.dk/en.

You may return books by putting them in the tray "Outgoing mail Aarhus University" in the mail room (2632(L)-152).

The Department's contact person at the library is Gertrud Stougaard Thomsen: e-mail: gst@au.dk, tel.: 8715 2217.

Mail



The Department's mail room is located in 2632(L)-152 and is administered by Bodil Krog: bkrog@econ.au.dk. Each employee has a shelf with his/her name on.

Outgoing mail is picked up from the mail room Monday-Thursday at 3 pm, Fridays at 2 pm.

Meeting rooms



All meeting rooms must be booked through the Outlook calendar. We have the following meeting rooms at the Department:

- 2621(B)-04
- 2621(B)-122
- 2630(K)-101
- 2630(K)-102
- 2630(K)-104
- 2632(L)-161
- 2632(L)-163
- 2632(L)-242
- 2632(L)-261
- 2632(L)-263

How to book in Outlook:

To get access to book the meeting rooms, follow these instructions:

- Open the Outlook Calendar

- In the top menu choose "Open Calendar"
- Choose "From Room List"
- Choose (for example) "2632-L161 (12)"
- Press "Rooms ->"
- Press "OK"
- Now go to your own calendar
- Choose "New Meeting" in the top menu
- Under "Location" press "Rooms..."
- Find the meeting room that you wish to book and press "Rooms ->" and "OK"
- Fill in the time and date of the meeting and press "Send"

Questions:

If you have any questions regarding the meeting rooms or if you have problems booking, contact one of the research secretaries of your section (econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/section-administration/research-secretaries/) or the reception:

- Ingrid Lautrup: inl@econ.au.dk, tel.: 8716 5372, office 2620(A)-1.
- Charlotte Sparrevohn: chars@econ.au.dk, tel.: 8716 5214, office 2620(A)-1.

If you experience problems with the AV-equipment in a meeting room, you should contact the building inspectors: 8716 4113, knsi@au.dk.

Please note that if you move the tables and chairs in a meeting room, you must move them back to their original position after your meeting.

Newsletter: ECON News



ECON News is the internal newsletter of the Department of Economics and Business Economics. It is sent out by e-mail to all staff at the Department every second Monday. The newsletter contains information about events at the Department, seminars, new publications, new staff members, grant applications, grants awarded, calls for papers, general practical announcements and much more.

If you have input for the newsletter, please contact Birgitte Højklint Nielsen: bhoejklint@econ.au.dk.

See previous newsletters here: econ.medarbejdere.au.dk/current/nyheder/econ-news.

Newspapers



The Department has a newspaper lounge in 2620(A)-02. Here you may find various magazines and the following newspapers: Financial Times, International New York Times, Berlingske, Børsen, Politiken, Jyllands-Posten, Aarhus Stiftstidende, Kristeligt Dagblad, Information and Weekendavisen.

If you have any questions regarding the newspapers, you should contact Bodil Krog: bkrog@econ.au.dk.

Office supplies



Office supplies are available in 2632(L)-252. If you have special requests regarding office supplies, please contact Margit Sommer: msommer@econ.au.dk, then she will check whether it is possible to fulfil your request.

Opening hours



The opening hours of the buildings at Fuglesangs Allé are as follows:

Building 2632(L): Monday-Thursday: 7:30 – 17:00, Friday: 7:30 – 16:00, Weekends: Closed.

All other buildings: Monday - Friday: 7:30 – 16:00, Weekends: Closed.

Outside opening hours you must use your access card to enter the buildings.

Personal homepage



It is mandatory for PhD students, postdocs, assistant professors, associate professors and full professors to have an updated personal website. Your website must also include an updated CV in English. Your website is created and updated in PURE.

PURE: medarbejdere.au.dk/en/pure.

Read more about the minimum requirements for your personal webpage here: econ.medarbejdere.au.dk/research/personal-homepage.

Postal address



The postal address of the Department of Economics and Business Economics is:

Department of Economics and Business Economics
Fuglesangs Allé 4
8210 Aarhus V
Denmark

Tel.: 8716 5372

Aarhus University's main telephone number: 87 15 00 00.

Webpage: econ.au.dk.

Printers



Here is a list of the printers at the Department:

Building 2620(A):
2620-101-C-1 (colour)

Building 2621(B):
2621-006-B-4
2621-006-C-2 (colour)

Building 2622(C):
2622-100-B-1
2622-100-B-3

Building 2630/31(K):

2630-121a-B-1
 2630-162-c-1 (colour)
 2631-138-B-1
 2631-138-C-1 (colour)

Building 2632(L):

1st floor, room L151:
 2632-151-B-2
 2632-151-C-2 (colour)
2nd floor, room L251:
 2632-251-B-2
 2632-251-C-2 (colour)
 2632-251-C-2-SH

Building 2640(R):

2640-118-b-1
 2640-118-C-1 (colour)
 2640-218-B-1
 2640-218-C-1 (colour)

How to add a new printer

- Type \\print.uni.au.dk in the search field in the start menu in the bottom left corner of your screen.
- Double click on the printer that you wish to add and wait until it has been installed.
- Close the dialogue box that appears.
- The printer has now been added to your computer.

Support

If you experience problems with the printers or copying machines, you should contact IT-support:
bss.it@au.dk/8715 0933.

Projectors, pointers etc.



The Department has a number of laptop computers, projectors, clickers etc. that can be borrowed on an ad hoc basis.

Where to borrow what:

[Thomas Stephansen](#) (2632(L)-230): Projector, Mp3 recording devises, pointers.
[Ingrid Lautrup](#) (2632(L)-103): Laptop computers, Dymo machine.
[Bodil Krog](#) (2632(L)-135): Clickers.

Public holidays

**Danish public holidays:**

- New Year's Day: 1 January
 - Maundy Thursday, Good Friday and Easter Monday: Thursday and Friday before Easter Sunday and Monday after Easter Sunday
 - "Store Bededag" (Danish Rogation Day): Fourth Friday after Easter
 - Ascension Day: 1½ weeks before Pentecost
 - Pentecost Sunday and Monday (Whitsun): Sunday and Monday after Pentecost
-

- Constitution Day: 5 June
- Christmas Eve: 24 December
- Christmas Day: 25 December
- Boxing Day: 26 December

Purchase



Each section has its own account and an amount each year where you can apply for coverage of expenses to conferences, minor travel expenses for meetings, books, submission fees etc.

If you want to apply for funding from your section, you need to fill in an application form (via the link below) and send it to your head of section, who, if it is approved, will sign your application.

If you are a PhD student and would like to make a purchase of e.g. a book, you should get approval from your supervisor and then apply by sending the form to Bo Sandemann Rasmussen.

You cannot commit to any expenses (i.e. order, buy or pay anything) before you have applied and obtained approval from your head of section (unless you choose to do so at your own risk).

Read more about purchase and how to apply here: econ.medarbejdere.au.dk/index/purchases/

Staff list



A list of all staff at the Department can be found here: econ.au.dk/contact/facultyandstaff.

Staff photo



As a new employee you must have your photo taken for your personal website. The photo shoot takes place at Tåsingevej 3, building 1443, room 312.

Please contact **Ingrid Marie Fossum**: if@au.dk/8716 5327 to arrange a date for the photo shoot.

See the website: econ.medarbejdere.au.dk/index/staff-photo/

You may also choose to have your photo taken by Niels Relsted who has been so kind as to let us exploit his expertise as an amateur photographer. If you would like Niels to take your photo, you should contact him by e-mail: nrelsted@econ.au.dk to arrange a photo session. Niels' office is in building 2632(L), room 208.

Staff portal (Intranet)



On the Department's staff portal: econ.medarbejdere.au.dk you will find useful information relevant for employees at the Department. Most of the information given in this folder can also be found on the staff portal.

Travelling



Travel booking may be done directly with the airline or through Carlson Wagonlit Travel.

You may contact CWT via their web portal: <https://sso.carlsonwagonlit.com/login.do>, or by e-mail: au.dk@contactcwt.com or telephone: 3363 7744.

AURUS is the university's travel and expense settlement system. When returning from a trip you must settle your travel expenses in the AURUS system: <https://aurus.au.dk/bwtem> within 2 weeks after your return. You can do this yourself or you can ask one of the research secretaries of your section (econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/section-administration/research-secretaries/) to do it for you. All original tickets, receipts etc. must be handed in when settling the expenses.

If e.g. another university or external partner is paying for your trip, you must inform one of the research secretaries of your section (econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/section-administration/research-secretaries/)

Read more about travel booking, funding, settlement of expenses and insurance on the ECON staff portal here: econ.medarbejdere.au.dk/conferences-guests-and-travel/travel.

Visiting researchers



If you would like to invite a guest/seminar speaker and the Department is supposed to pay the expenses, please send an application to Margit Sommer by e-mail: msommer@econ.au.dk. The application should specify who the guest is, the time and purpose of the visit, and a budget for all expenses (travel, hotel, dinner etc.). The application shall be sent a.s.a.p., and always prior to the visit.

You should contact Ingrid Lautrup (inl@econ.au.dk) if you are expecting a guest who needs to use a guest office and have internet access during his/her visit. Please make sure to notify Ingrid well in advance before the guest arrives so that she has time to find and set up an office for your guest.

Webmail



Check your mail from home using Outlook or AU webmail. You will find AU webmail on mail.au.dk.

NICE TO KNOW

AU Exercise Centre



The exercise centre at the Aarhus University is located at Katrinebjergvej 89c. The centre has a wide variety of modern exercise machines for body building and fitness training, a small cafe with coffee machine, sauna, scales and changing facilities. The centre provides instruction and trial lessons by instructors and physiotherapist prior to registration.

Read more about the AU exercise centre: motion.au.dk/en

Breakfast Rolls every Friday



Breakfast rolls are served in the staff lunch room (2632(L)-141) at 9.00 am every Friday.

Coffee machines



You may find coffee machines at the following locations at the Department:

- Building 2620(A)-02: The Faculty Lounge
- Building 2621(B) - in the kitchen
- Building 2628(L) - in the lunch room (L141), in the hall and in the lounge on the 1st floor
- Building 2631(K)

The coffee is free for employees at the Department.

Fruit



Fresh fruit is delivered to the Department's lunch room 2632(L)-141 on Mondays and Wednesdays.

Staff Association



The Staff Association at Business and Social Sciences is for all employees at Business and Social Sciences. The association has more than 1000 members. Every month the association arranges social and cultural

events to bring together faculty and staff from across departments. Previous events arranged by the association have been movie nights, table tennis, champagne tasting, various family events and lots more, and the last Friday of every month, the association invites its members for a drink in Klubben, Fuglesangs Allé.

As an employee at the Department you are automatically a member of the staff association.

Read more about the staff association: medarbejdere.au.dk/en/faculties/business-and-social-sciences/the-staff-association.

Staff lunch room



Lunch can be bought in the canteen "Caf'Inn" in building 2610(S), or at Dittens or the Sandwichbar - both located a few minutes' walk from Fuglesangs Allé at Viborgvej.

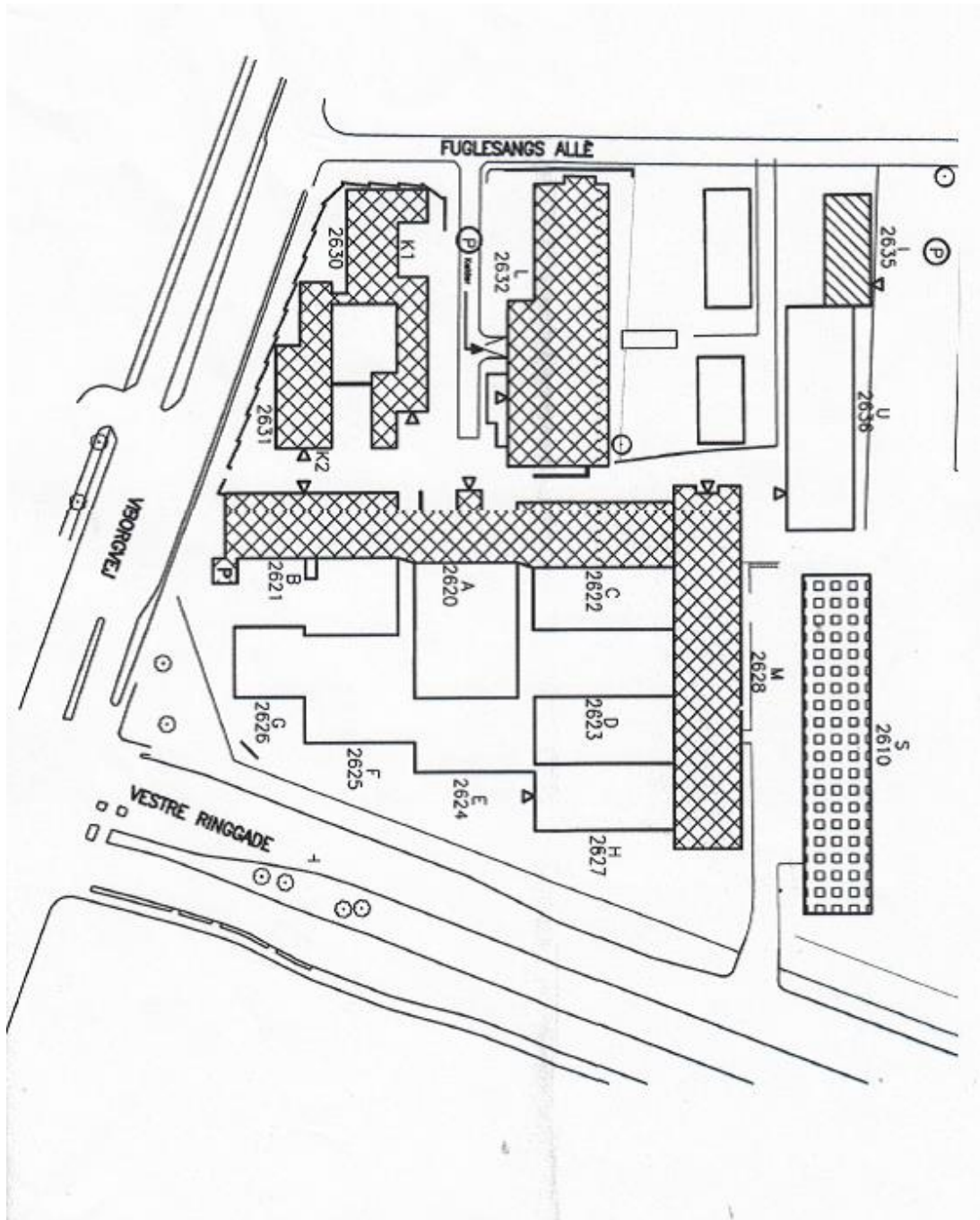
The Department's lunch room is in 2632(L)-141.

If you have guests for lunch, you should contact your administrative assistant, who will order for you from one of our suppliers. Please make sure to state the name of your guest(s), date, occasion and project number (if another project than the Department will pay).

USEFUL LINKS

What	Link
Department webpage	econ.au.dk
AU webpage	www.au.dk/en
Department staff portal	econ.medarbejdere.au.dk
AU staff portal	medarbejdere.au.dk/en
ECON Administration	econ.medarbejdere.au.dk/the-department/econ-administration/organisation-of-the-administration/assignment-allocation/
AU HR at BSS	medarbejdere.au.dk/en/administration/hr/aboutuhr/au-hr-bss
AU Finance at BSS	medarbejdere.au.dk/administration/oekonomi/oekonomi-paa-fakulteterne/oekonomi-paa-aarhus-bss
Webmail Check your e-mail from home	mail.au.dk
Templates (AU) Letters, Power Point etc.	medarbejdere.au.dk/en/faculties/business-and-social-sciences/visual-identity
IT-support	medarbejdere.au.dk/en/administration/it/main-academic-areas/aarhus-bss-it-support
Library	fuglesang.library.au.dk/en
Course Catalogue	studerende.au.dk/en/studies/subject-portals
Black Board	blackboard.au.dk
International Academic Staff Services	ias.au.dk/international-academic-staff-ias
PhD portal	phd.au.dk/graduate-schools/businessandsocialsciences/phdplannerlogin
Carlson Wagonlit Travel Travel booking	https://sso.carlsonwagonlit.com/login.do
AURUS Settlement of travel expenses	https://aurus.au.dk/timeout
PURE Registration of research and personal homepage	pure.au.dk
Map of Fuglesangs Allé	econ.medarbejdere.au.dk/fileadmin/Employees/Economics_Business/Relocation/Map_Fuglesangsalle.pdf

MAP



Last update:
1 November 2017

Department of Economics and Business Tlf.: 87165372
Economics econ.au.dk
Aarhus University
Fuglesangs Allé 4
DK-8210 Aarhus V
Denmark