

A

Access card must be ordered online by filling out the [access card form](#) or uploading your self portrait to mit.au.dk under the “Studies” tab in the upper green panel. This will allow you to order a student id, which can later be activated as an access card by the Student helpers.

Activities are organized by the [PhD House Activity Group](#). They organize both social and academic events for both Danish and international students.

The **administrative team** at iNANO will be happy to help you with for instance, credit and insurance cards, registration of holidays, and so forth. First, try to look up the administrative service at the [iNANO staff website](#) and if you cannot find an answer here, you are more than welcome to contact Ditte Høyer Engholm in office 1590-230 or by [email](#).

Annual meetings are always held in January. It will be announced by email with a link to the registration.

AU find is an app you can download to your smartphone to search for buildings, locations, names, numbers and so forth here at the university. You can also use the [AU find website](#).

AU mail is your email address at AU. You will receive an email with information about how to choose your username when HR has created your personal entry in the AU database.

AURUS is the travel and expense claim system at Aarhus University. You can find the access form to create a user profile at the [AURUS website](#).

Autumn School is an annual weekend get-a-way for the iNANOschooL PhD students in October. PhD students can earn 2 ECTS points for participating. However, a maximum of 6 ECTS points will be accepted in the PhD planner.

B

Bank accounts for foreign students can be opened, if you bring your admission letter, passport, and CPR card/temporary slip from Citizens’ service. Remember to

have the account registered as a Nemkonto. You can also contact the International Academic Staff services if you are in doubt.

C

Career counselling for PhD students is provided free of charge by [AU Career PhD & JR](#). They offer individual career counselling, host workshops and seminars, and provide a mentor programme.

Citizens' service is located on Dokk1 by the harbour. You can visit the [Dokk1 website](#) for more information and opening hours.

Credit cards can be issued to employed PhD students. You can read more about the issuance of credit cards on the [AU credit card website](#).

Coffee is available from the Nespresso machine in the foyer for payment. At the Student Helpers' office, you can buy single coffee capsules. If you use the coffee machine regularly, it is also possible to purchase coffee cards or key rings that can be used to buy 10 cups of coffee or more, one at a time. You can pay either by cash or MobilePay.

A **computer** may be provided by your supervisor. Please ask to find out.

Conference participation is recommended for PhD students as part of their education. We recommend that you talk to your supervisor about participating in relevant conferences and how to cover the costs.

Courses for PhD students can be found through [GSST's course website](#). Courses provided by the iNANOschooL is announced at the [iNANOschooL website](#) as well.

CPR number is your social security number. The CPR number is used when opening a bank account, going to the doctor and dealing with the public authorities in general. You can read more about the CPR number on the [International Academic Staff website](#) where you will also find information about how to register for a CPR number.

CWT is short for Carlson Wagonlit Travel, the travel agency used by the university. To be registered as a user for CWT, you will have to use the same form as for

AURUS. To read more about booking through CWT, please visit the [AU website about airline tickets](#).

D

Danish courses are offered free of charge to international staff members and spouses. Courses both at a beginner and advanced levels are available through [Lærdansk](#).

E

E-boks is your online mailbox where you will receive your pay slip and other information from the public sector. You can log in to [e-boks](#) with your NemID.

Expenses must always be approved by your supervisor and reimbursed through AURUS.

F

Foyer booking is offered by iNANO free of charge for PhD students in connection with their qualification exam and PhD defence. You can read more about booking the foyer at the [iNANOschoo website](#).

Friday bars take place at many institutes around the university campus. The iNANO Friday bar is organized by [NanoRama](#) (only in Danish).

G

Getting started in Denmark is an event organized by the International Academic Staff services. It will cover most of the topics that international students need to know to settle in Aarhus and ensure that you are registered with the public authorities. Please sign up in advance by using the links on the [website](#) to ensure that you can participate soon after your arrival.

Going abroad should be work in different scientific environments should be planned for all PhD students. At iNANO, this research environment exchange should be at least 7 weeks long in total. There are several things that you should be aware of in connection with going abroad such as insurance and teaching exemption. You can read more on the [GSST website](#).

Grants are available for going abroad. They include [Knud Højgaards Fond](#), [Augustinus Fonden](#), [Danmark-Amerika Fondet](#), and [Oticon Fonden](#). Also, the [GSST grant for going abroad](#) can be applied for without a deadline.

GSST is the Graduate School of Science and Technology. GSST is responsible for salary, enrolment of PhD students, exams and general administration of the PhD programme. Depending on, who your supervisor is, your contact person at GSST, will either be [Rikke Ljungmann](#) or [Helle Karvonen](#). Here at iNANO they have office hours every Monday from 12.30-15.30.

The **GSST quick guide** provides an overview of many of the practicalities regarding your PhD study. Among other things, [the quick guide](#) contains information about illness, insurance, and the PhD planner.

H

Holidays must be registered by contacting [Trine Møller Hansen](#). You should arrange with your supervisor when to take holidays before registering you holiday. If you do not actively register any holiday, you will be assigned standard holiday. It is important that you do not work in the laboratory when you are registered to be on holiday, because you will not be covered by AU insurance during your holiday.

Housing, both temporary and permanent, for international students can be mediated by the [International Centre](#).

I

By **illness** you should notify [Trine Møller Hansen](#) if you are employed. What you should do, depends on if you are employed and if so where you are employed. You can read more about the rules for reporting sick leave on the [GSST quick guide about illness](#).

The **iNANO registration [form](#)** should be filled out before you arrive. This will speed up most of the administrative tasks that we need to go through for new PhD students.

Insurance for AU employees is covered by AU's insurance on work-related travels such as workshops, academic visits etc. if they have an insurance card. You can read more in the [GSST quick guide about insurance](#) or at the [AU travel insurance website](#) for more elaborate information. To obtain an insurance card you have to fill in the [travel insurance form](#), get the signature of your supervisor, and pick up the card at [Annette Wandahl's](#) office.

The **International Academic Staff services** and **International Centre** can help you both pre-arrival, on arrival, when you have to settle in to life in Denmark, and when you are leaving Denmark. The [International Academic Staff services](#) can help you with many different matters including housing, registering for a CPR number and so forth. We highly recommend that you sign up for the [Getting Started in Denmark](#) event. It is also worth taking a look at their [Guide for International Academic Staff](#)

International community in Aarhus is a great opportunity to strengthen your network in Aarhus. You can read more about their activities on the [international community website](#).

Introduction days are hosted by both the [International Academic Staff services](#), and [AU HR](#). Furthermore, GSST will invite you to a PhD introduction day by email when you arrive.

An **introductory meeting** will be arranged for you, your supervisor, and the head of the PhD school approximately one month after your starting date.

IT-Helpdesk can be reached by either phone (+45 8715 4010) or by [email](#). Furthermore, [Jens Ole Jensen](#) is our on-site It supporter. You can reach him most Tuesday in office 1590-222.

J

K

Keys are handed out by the Student Helpers in office 1590-218.

L

Labbook is an online logbook that you will have access to when you have been assigned an AU email.

M

Matching expectations is important when starting a PhD. You can find guidelines for matching expectations on the [PHAUST website](#) or more extensive ones at the [GSST website](#).

Maternity or paternity leave must be reported to your supervisor and GSST. You can read the extensive rules at the [GSST website](#).

Mit.au.dk is [AU's self-service](#) site where you can change your personal information and see your registered holidays.

MobilePay is a Danish app you can download for your smartphone. You connect a credit card to the app, which you can then use to transfer money to others (by typing in their phone number in the app) and pay in some shops.

N

A list of **National Danish holidays** is available [online](#).

NemID is a common secure login on the internet used by banks and public authorities such as SKAT and e-boks. You can read more about obtaining a NemID on the [official website](#) and you obtain it at the Citizens' service at Dokk1 by the harbour.

Nemkonto is the bank account that your salary is automatically paid out to. When you open a bank account you should inform the bank that the account should be registered as a Nemkonto.

O

Office supplies are available on request in the Student Helpers' office in 1590-218.

P

PHAUST is the PhD Association at Aarhus University - Science and Technology. You can read more at the [PHAUST website](#).

Your **PhD administrator** at iNANO is [Maria Kragelund](#). She is currently on maternity leave. Her substitute is [Ditte Høyer Engholm](#). You are always more than welcome to contact your PhD administrator if you have any questions regarding the practicalities of your PhD.

The **PhD planner** is an online tool for registering all academic matters relating to your PhD studies. You can login from the [PhD planner website](#). PHAUST has a [quick guide](#) for how to use the PhD planner.

A **portrait photo** is welcomed for our internal database. It will not be publically displayed.

Posters can be printed at the University's printing service [AUTRYK](#). You can either pay in cash or, if you have an agreement that your supervisor will pay, provide an account number when ordering your poster.

If you win a first prize for best poster at a conference, we would like to encourage you to exhibit the poster in the iNANO foyer. You can send the poster to the PhD administrator, who will make sure it is exhibited.

Psychological help for PhD students at AU is available for up to five hours free of charge, provided that there are good reasons to justify this. The aim is to help students finish the PhD study. You can get consultation on referral or anonymous counselling. You can read more about [AU's psychological counselling scheme](#).

PURE is the 'PUBlication and REsearch' database where all publications **must** be registered. It is also your personal AU website (<http://au.dk/en/xxx@inano>, where xxx is the username from your email account) and online CV. You should as a

minimum update it with a picture, room number, email, and phone number through the [PURE website](#).

Q

R

S

Salary is paid monthly in arrears, on the last weekday, to you Nemkonto

SKAT is the Danish tax authority. You can check and correct your preliminary assessment of income at [SKAT's website](#). You sign in with your NemID.

Some **software** for work computers not issued by your supervisor is available through the IT service. They have a [list of software](#) that is freely available or can be purchased with discount.

Student helpers' office is in 1590-218. They will be able to help you with office supplies, printers, paying for coffee for the Nespresso machine, and much more.

T

Teaching and communication assignments should be carried out with reference to your employment contract. Your PhD administrator will ask you about your wishes for teaching assignments before each semester and will try to meet your wishes but you may be assigned other tasks. You can check the status of your teaching assignments in our [internal database](#).

Teaching exemption (due to illness or study abroad etc.) can be granted by your [PhD partner at GSST](#). Depending on the reason and the timing of your requested teaching exemption, it may be with or without salary reduction.

Travel booking of airline tickets must be done through CWT or the Airline company directly – booking through other travel agencies is not allowed. For more information see CWT.

U

The **University International Club**, also known as [UIC](#), meets on a weekly basis to network, learn something new, and just have fun.

V

Visit Aarhus is the [official website for Aarhus](#) providing information about what to see and do in Aarhus.

W

WAYF-login (short for Where Are You From) is the connection between your login at AU and external web services, such as PURE. With WAYF you only need to remember the username and password for mit.au.dk. When you are logged on, you can switch between the various web services without a revalidation of the login.

A **welcome package**, especially for international students, should be received upon arrival. It contains information about AU, Aarhus, and about being an international citizen in Aarhus.

Webmail is your online email account at AU and can be accessed through the [webmail login page](#).

Wifi can be accessed through eduroam using you AUid on the AU premises.

The **work environment** is especially important when working in the laboratory. When you start working in the lab, make sure that you get a through guidance of the safety procedures before you start your project.

X

Y

Z