Computer Science A-Z (for PHD students)

A


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

Administrative Support: Find out who to contact: http://cs.staff.au.dk/administration/tram13/

AU Find: Download the app AU Find for your smartphone and search for buildings, locations, names, numbers etc. at Aarhus University.

AURUS: AU's system for handling expenses. To get an account contact Yasmin Jensen (ymjensen@cs.au.dk), who can also help with your settlement.

B

Bank: To open a bank account you should bring your admission letter, passport and CPR card/temporary slip from Borgerservice.

C

Career Services: PhD Students can get free career counselling and participate in a range of career-related events. Find more information at http://phd.au.dk/career/

Caretakers: Building: Hopper-040. Opening hours: Weekdays 11:00-12:00 and 13:00-14:00. Contact information: driftitby@science.au.dk

Credit card: Employees (PhD students after their qualification exam) can get a credit card for business related expenses. Please contact your research group coordinator (see under R) if you need a credit card. Note that there can be up to 14 days delivery time.

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

Course sign up: mit.au.dk → stads selfservice.

CPR Number: Social security number needed to e.g. open a bank account and get your salary. The international centre can help you get a CPR number at Borgerservice.

CWT: With a CWT account you can book your business trip via the Carlson Wagonlit Travel portal. Contact Jan Frederiksen (jrf@cs.au.dk) to set up an account.

D

Danish course: Aarhus University offers international staff members and spouses participation - free of charge - in Danish courses at beginner and advanced levels. Find more information: http://www.laerdansk.dk/uni.
**E**

**E-boks:** Online mailbox where you will receive your pay slip and other information from the public sector. Log in to [www.e-boks.dk](http://www.e-boks.dk) with NemID (see under N).

**Exemption:** If you wish to be exempted (due to illness or study abroad etc.) from your teaching obligations, please contact our PhD Administrator Sofia Rasmussen ([sofia@cs.au.dk](mailto:sofia@cs.au.dk)). Exemption can be with or without salary reduction.

**Expenses:** All expenses must be approved by your supervisor and then settled in AURUS (see under A).

**F**

**G**

**Going abroad:** [www.phd.au.dk/gradschools/scienceandtechnology/goingabroad/](http://www.phd.au.dk/gradschools/scienceandtechnology/goingabroad/)

**Grants:** List of selected grants [http://phd.au.dk/gradschools/scienceandtechnology/programmes/computerscience/grants/](http://phd.au.dk/gradschools/scienceandtechnology/programmes/computerscience/grants/)

**GSST:** Responsible for the salary, admission, exams and general administration of the PhD programme. GSST Contact for Computer Science is Nanna Pedersen ([nemp@cs.au.dk](mailto:nemp@cs.au.dk), +45 8715 3584). [http://phd.au.dk/gradschools/scienceandtechnology/](http://phd.au.dk/gradschools/scienceandtechnology/)

**H**

**Holidays and registration:** Days of holiday earned must be taken. Arrange with your supervisor when to take holidays. For registration, please contact Tina Rudolph ([rudolph@cs.au.dk](mailto:rudolph@cs.au.dk)).

**Housing:** The international centre can help you find temporary and permanent housing. Find more information: [http://www.au.dk/en/internationalcentre/housing/](http://www.au.dk/en/internationalcentre/housing/)

**I**

**Information Office:** Located in Ada-116 and managed by Tina Rudolph ([rudolph@cs.au.dk](mailto:rudolph@cs.au.dk)). Opening hours: Mon-Fri 9:00-12:00 and 13:00-15:00.

**Insurance:** Employees with an AU insurance card are covered by AU’s insurance on work-related travels like workshops, academic visits etc. Get an insurance card at the Information Office. Please note, activities of private character are not covered, and we highly suggest you sign your own private insurance.

**International centre:** Offers a variety of services for international students, PhDs, and staff. More information: [http://www.au.dk/en/internationalcentre/](http://www.au.dk/en/internationalcentre/)

**Introduction day(s):**

- **Getting started in Denmark** hosted by International centre ([sign up as soon as possible!](http://www.au.dk/en/internationalcentre/)).
- **PhD introduction day** hosted by GSST. Invitation will be sent via email.
- **Introduction Day** by AU HR.

**Illness:** If you get sick, please notify your supervisor and the information office as soon as possible. Registration is managed by Tina Rudolph ([rudolph@cs.au.dk](mailto:rudolph@cs.au.dk)) in the Information Office.

**IT-Help desk:** Located in Nygaard-198. Opening hours: Mon-Fri: 9:00-13:00. Contact: [aarhus.st.it@au.dk](mailto:aarhus.st.it@au.dk) or 87154010.

*Updated: January 2017*
Key: To get a key for your office contact Tina Rudolph (rudolph@cs.au.dk) in the Information Office (Ada-116).

Map of AU buildings: See AU FIND

Maternity or paternity leave: You must notify your department 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. Contact Jan Frederiksen (jrf@cs.au.dk) for more information.

Mail: You have your own personal mail – pigeon hole - tray in the room next to the Information Office (Ada-116).


NemID: NemID is a common secure login on the Internet used by banks and public authorities such as SKAT and e-boks. Order NemID here: https://service.nemid.nu/dk-en/nemid/request_nemid/index.html?execution=e2s1

Nemkonto: The bank account your salary automatically is paid out to. When opening a bank account, inform the bank that the account should be registered as a nemkonto.


Office supplies: You can pick up order supplies in the Turing storage. If you need something that is not on the shelves, please ask Tina in the information office for help.


PhD Administrator: The local PhD administrator at CS is Sofia Rasmussen. Office: Turing-221, phone: 24424345, email: sofia@cs.au.dk. She can help you with with administrative matters relating to your PhD studies.

PhD-planner: All academic matters related to your PhD studies must be entered into the PhD-planner: www.phd.au.dk/gradschools/scienceandtechnology/phdplannerlogin/forstudents/

Psychological help: All PhD students can receive free psychological help for up to five hours, provided there are good reasons to justify this. The aim of the provided service is helping the student to be able to finish the PhD study. To get a referral, you should contact GSST or your research group coordinator.

PURE: Database where all publications must be registered and your personal AU webpage/CV. Please update as a minimum with picture, room number, email and phone number http://medarbejdere.au.dk/pure/. If you need any help with PURE, please contact Librarian Rasmus Thorbjørn Nielsen (rtn@cs.au.dk).
Research Group Coordinator: The Research Group Coordinator (RGC) is your single point of contact in all administrative matters. You can come to your RGC with both personal and professional matters.

- Dorthe Hagen Nielsen: Cryptography & Security, Mathematical Computer Science, Data-intensive systems
- Marianne Dammand Iversen: Ubiquitous Computing and Interaction, Computer Mediated Activity and Participatory Information Centre
- Trine Ji Holmegaard: MADALGO
- Sofia H. Rasmussen: Logic & Semantics and Programming languages

Salary: Paid monthly, on the last weekday, in arrears to your nemkonto (see under N). If you have questions regarding your salary, contact our dedicated Partner at GSST Nanna Pedersen (nme@au.dk).

Salaried work: In your contract, it is stated how many hours of work you must complete during your employment. Failure to do so will result in a salary reduction. Find your teaching portfolio and remaining hours here: https://services.bricks.dk/java/gonzales/#/portfolio (use mitau login).

SKAT: SKAT is the Danish tax authority. You can check and correct your preliminary assessment of income at http://www.tastselv.skat.dk/. You need a NemID (see under N) to sign in.

Travel: Coordinate your travel and expenses with your supervisor and research group coordinator. Always, remember to complete the travel application form before making any reservations.

Travel insurance: see Insurance.


Wifi: You can access AU’s wifi eduroam with your AUID.

Websites: Department website: cs.au.dk, employee portal: cs.staff.au.dk, PhD portal: phd.au.dk.