Computer Science A-Z (for PHD students)

A

Access card: You can order an access card here: http://medarbejdere.au.dk/en/administration/au-planning/access-card/st-ordering-access-card-aarhus/. Your research group coordinator can help with details.

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/.

Administrative Support:
For matters concerning your PhD study and employment, please contact your PhD Partner Nanna Pedersen at GSST (http://phd.au.dk/gradschools/scienceandtechnology/contact/). For local matter at CS please contact your research group coordinator.

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

AUID: Employee identification number, which is used to log-in to many AU programs and systems.

B

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

C

Car: The department has a car you can borrow for work-related trips. Please contact the information office to book the car.

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

Caretakers: Building: Hopper-040. 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: Before booking, make an agreement with your supervisor about participation and expenses.

Courses offered by GSST:
http://phd.scitech.au.dk/for-phd-students/courses/scientific-courses/
http://phd.scitech.au.dk/for-phd-students/courses/transferable-skills-courses-2019/ (max. 10 ECTS – including Science teaching)

Course registration for master's course: http://phd.scitech.au.dk/programmes/computer-science/courses/

CPR Number: Social security number needed to e.g. open a bank account and get your salary. Please register to get a CPR number as soon as possible. You can register at the International Citizen Service (http://icitizen.dk/) or by participating in the AU International Centre's "Getting Started" (http://ias.au.dk/registration/gettingstarted/).

CWT: With a CWT account, you can book your business trip via the Carlson Wagonlit Travel portal. Contact your research group coordinator (see under **R**) 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 with NemID (see under **N**).
Expenses: All expenses must be approved by your supervisor, and settled in RejsUd (see under **R**).

F

G
Going abroad: www.phd.au.dk/gradschools/scienceandtechnology/goingabroad/
Grants: List of selected grants
http://phd.au.dk/gradschools/scienceandtechnology/programmes/computerscience/grants/
GSST: The Graduate School of Science and Technology (GSST) is the largest graduate school at Aarhus University with almost 750 PhD students enrolled. Each PhD programme has an affiliated PhD Partner who is the one-point-of-contact for the programme's PhD students in connection to all administrative matters concerning the PhD study and employment. Find more information on the GSST website here: http://phd.au.dk/gradschools/scienceandtechnology/ and see under the section "PhD Partner".

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 in the information office (rudolph@cs.au.dk).
Housing: The international center can help you find temporary and permanent housing. Find more information: http://www.au.dk/en/internationalcentre/housing/

I
Information Office: Located in Ada-116 and managed by Tina Rudolph (rudolph@cs.au.dk). Opening hours: Mon-Fri 9:00-12:00 and 13:00-15:00.
Insurance: Please read the GSST quick guide on "Insurance for PhD students" (http://phd.au.dk/gradschools/scienceandtechnology/gsst-quick-guides/) and contact GSST, if you have further questions on this matter. 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 from Tina in the Information Office. Please note, activities of private character are not covered, and we highly suggest you sign your own private insurance.
International center: Offers a variety of services for international students, PhDs, and staff. More information: http://www.au.dk/en/internationalcentre/
Introduction day(s):
• *Getting started in Denmark* hosted by International centre for all employees relocating to Denmark. We recommend you sign up as soon as possible here: http://ias.au.dk/registration/gettingstarted/
• *PhD introduction day* hosted by GSST. The event is mandatory for all PhD students. You will automatically receive an invitation 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). In case of long-term illness, it is important that you contact PhD Partner Camilla Mikkelsen at GSST (http://phd.au.dk/gradschools/scienceandtechnology/contact/) also. See also GSST's quick guide on illness: http://phd.au.dk/gradschools/scienceandtechnology/gsst-quick-guides/

IT-Help desk: Located in Hopper-028. Opening hours: Mon-Fri: 9:00-13:00. Contact: aarhus.st.it@au.dk or 87154010.

J

Juniorklubben: Club for all PhD students at Computer Science and Bioinfoirmatics, which arranges social events.

K

Key: To get a key for your office contact your research group coordinator.

L

M

Map of AU buildings: See AU FIND

Maternity or paternity leave: You must notify both the department (Jan Frederiksen (jrf@cs.au.dk) and GSST (http://phd.au.dk/gradschools/scienceandtechnology/contact/) 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 GSST for more information if you have any questions.

Mail: You have your own personal mail tray – pigeon hole - in the room next to the Information Office. If you have ordered anything please keep an eye out for the package.

N

National holidays: List of Danish national holidays: http://www.timeanddate.com/holidays/denmark/

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://www.nemid.nu/dk-en/get_started/request_nemid/

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.

Newsletters: Sign up for the local newsletter CS Today http://cs.staff.au.dk/cstoday/. You will automatically receive the GSST newsletter for PhD students. List of other relevant newsletters at AU: https://medarbejdere.au.dk/en/nyheder-til-medarbejdere/newsletters-at-au/.

O

Office supplies: You can pick up office supplies in the Turing-2 storage. If you need something that is not on the shelves, please go to the information office for help.

P

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

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 local administrative matters like the Gonzales system for registering teaching obligations, booking rooms for qualifying exam and PhD defences, etc.

PhD Partner: Your PhD partner at GSST is Nanna Pedersen. Nanna will be able to help you with all the PhD related questions you might have both in connect with your PhD study and your employment. Office: 1520-129, phone: 87153584, email: nmep@au.dk

PhD planner: All academic matters related to your PhD studies must be entered into the PhD planner: http://phd.scitech.au.dk/for-phd-students/phd-planner/

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 http://medarbejdere.au.dk/pure/. If you need any help with PURE, please contact Librarian Rasmus Thorbjørn Nielsen (rtni@kb.dk).

Q

R

Research Group Coordinator: The Research Group Coordinator (RGC) is your single point of contact in all administrative matters at the department. You can come to your RGC with both personal and professional matters.

- Dorthe Haagen Nielsen: *Algorithms and Data Structures and Data-Intensive Systems*
- Malene B. B. Andersen: *Cryptography & Security and Mathematical Computer Science*
- Marianne Dammand Iversen: *Ubiquitous Computing and Interaction, Computer Mediated Activity*
- Sofia Hedegaard Rasmussen: *Logic & Semantics and Programming languages*

RejsUd: AU's system for handling expenses. Log-in: https://indfak2.dk/login/#/. Guidelines: https://medarbejdere.au.dk/en/administration/finance/menu2/rejsud/guidelines-rejsud/#c2475767. To get an account contact Søs Markussen (skm@cs.au.dk), who can also help with your settlement.

S

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

Salaried work: In your contract, it is stated how many hours of work you must complete during your employment. Find your teaching portfolio and remaining hours here: https://services.brics.dk/java/gonzales/#/portfolio (use mit.au.dk 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.

T

Teaching exemption: There are three kinds of teaching exemption:

Teaching exemption with no reduction in salary due to stay(s) abroad (up to one semester can be granted – see GSST's Rules and regulations, item 4.5, and con contact PhD Partner Nanna Pedersen for help

Teaching exemption with no reduction in salary (one semester is granted automatically to all PhD students during their PhD study)

Teaching exemption with salary reduction (contact PhD Partner Nanna Pedersen for help).

Translation: Many forms and papers are only available in Danish. If you need help with translation, contact

your research group coordinator (see under **R**).

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 (under **I**).

U

V

W

Web mail: Find manual and information about AU webmail at https://medarbejdere.au.dk/en/administration/it/email-and-calendar/webmail/.

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

Websites: Department website: cs.au.dk, employee portal: cs.staff.au.dk, GSST website: http://phd.au.dk/graduate-schools/scienceandtechnology/.

X

Z