



# Welcome to New Staff at the Bioinformatics Research Centre

Dear New Employee / Student

This leaflet has been prepared for you as a new employee to get as good a start as possible at BiRC. It will give you a short introduction to practical everyday life at BiRC, but it does not include all the information about arrival, so please also see 'For new employees' under 'Staff pages'. If you have any comments and/or suggestions regarding this guide, please contact center secretary Ellen Noer, who updates the guide.

## **Contents**

- Aarhus
- Absence
- Building 1110
- Cleaning
- Coffee and tea
- Currency
- Denmark
- Keys and key cards
- Language
- Living and working in Denmark
- Living costs
- Lunch
- Meeting room
- Office supplies
- Parking
- Post
- Public Holidays in Denmark
- Social activities
- Other activities
- The weather
- Working hours

## **Aarhus**

Aarhus is Denmark's second largest city with a population of more than 300,000 people. It has most of the advantages and resources of a big city while keeping to a manageable size, and consequently everything in Aarhus is within biking distance. For more information on the city see <http://www.au.dk/en/exchange/livingindk/thecity/>

## **Absence**

If you become ill, work from home, have a child care day etc, you must report this to your workplace as early as possible by sending an email to your immediate superior and/or to Ellen Noer, BiRC's center secretary, preferably before 9am on the first day of illness. If the absence is planned, you can also list the day(s) in question and cause of absence on the whiteboard on the 3<sup>rd</sup> floor outside Ellen's office.

## **Building 1110**

BiRC occupies the 3<sup>rd</sup> and 4<sup>th</sup> floors of building 1110. The 1st floor is occupied by GEUS (The Geological Survey of Denmark and Greenland), a research and advisory institution in the Danish Ministry of Energy, Utilities and Climate.

The meeting room is found on the 4<sup>th</sup> floor, room 418.

Furthermore there is an auditorium on the 2<sup>nd</sup> floor, room 1110-223, and teaching rooms on the 1<sup>st</sup> floor (1111-100) and on the 2<sup>nd</sup> floor (1110-214).

All rooms must be booked through the Outlook calendar, please contact Ellen if you need any help.

## **Cleaning**

Floors are washed once every week. Desks and other surfaces are wiped once a week, but only if you have removed all papers and other personal belongings. However, as a result of reductions on the cleaning in the office areas, your trashcan will not be emptied. Instead in the office there will be a box for wasted paper only, along with the trashcan for regular waste. It is up to you when you will empty your trashcan or paper box in the nearest trashcan/paper container in the hallway.

## **Coffee and tea**

Coffee and tea are free for employees and students with an office in building 1110. You will find the coffee machine and the electric water boiler in the kitchen on the 4<sup>th</sup> floor.

## **Currency**

The currency in Denmark is the Danish Krone (DKK) - one krone equals 100 øre. 1 Euro is approx.

7.5 Danish kroner - for the latest exchange rate see <https://www.danskebank.com/en-gb/Corporate-Banking/Payments-and-Cash-Management/Markets/Pages/currency-converter.aspx>

You can pay with international credit cards in many places in Aarhus.

## **Denmark**

[Denmark.dk](http://Denmark.dk) is Denmark's official website about Danish society.

## **Keys and key cards**

Building 1110 is open for access all weekdays from 7am till 5pm. If you want to work outside opening hours or at weekends, you must have an admission card/key card with a code. Please ask Ellen Noer to get a key and a key card.

## **Language**

Danes are taught English at school and in general, Danes speak a fairly high level of English. It is possible to get along with English, but on the other hand, it can be difficult to feel integrated at

work or socially if you don't speak any Danish. Aarhus University offers international staff members and their spouses participation in Danish courses at beginner and advanced levels. The courses are free of charge and are planned as a cooperation between Aarhus University and 'Lærdansk Aarhus'. Lærdansk means "learn Danish", and it is the largest network of language centres in Denmark.

### **Living and working in Denmark – from one expat to another**

<http://www.oxfordresearch.dk/media/48201/451880-GuidetilExpats.pdf>

The booklet highlights 'need to know' facts about Denmark as well as the study's most interesting findings about expat life. It draws its information from an analysis of expectations and experiences among expats in Denmark. The study was carried out by Oxford Research, a Scandinavian consultancy focusing on expat issues, and included more than 80 qualitative interviews with expats as well as with national and international experts.

### **Living costs**

The cost of housing, food, transport etc. is relatively high in Denmark in comparison with many other countries. Salaries are, however, also relatively high and many services such as medical treatment and education are paid for via taxes and the Danish welfare system. See more at

<http://ias.au.dk/livingindenmarkaz/livingcosts/>

### **Lunch**

Most employees take their lunch break between 12 and 13. You can either bring your own food and store it in the fridge in the lunch room on the 4<sup>th</sup> floor or you can buy food in one of the canteens on campus. If you prefer to buy your lunch, these are some of the possibilities:

DALE'S CAFÉ, Dale T. Mortensen Building ,Høegh-Guldbergs Gade 4, DK-8000 Aarhus C

THE SCHOOL OF DENTISTRY CAFETERIA, Vennelyst Boulevard 9, DK-8000 Aarhus C

THE CHEMISTRY CAFETERIA, Langelandsgade, DK-8000 Aarhus C

THE MATHEMATICS CANTEEN, Ny Munkegade, Building 1536, DK-8000 Aarhus C

Further suggestions (Danish only) <http://www.studenterhusfonden.dk/kantiner.aspx>

### **Meeting room**

The meeting room 1110-418 is situated on the 4<sup>th</sup> floor. The meeting room must be booked through the Outlook calendar if you want to use it (Ellen can help you with this). When booking through Outlook it is important that you write your name in the subject field in case someone needs to contact you regarding your booking.

### **Office supplies**

You will find a selection of office supplies (pens, paper, batteries, etc.) in Ellen office. Ellen is also responsible for ordering new office supplies, so if you take the last of an item, please let her know. You will also find a letter scale, a lamination machine and a shredder in Ellen's office.

### **Parking**

Campus parking is scarce near building 1110, and if you arrive later than 8am, it will be difficult to find a vacant parking space in front of the building.

## Staff parking

If you are an employee with your primary workplace at AU, you can set up a free parking permit at [au.dk/parkering](http://au.dk/parkering). After you have registered your car, the parking attendant will be able to see that you have a permit to park by scanning the car's number plate. The permit does not apply to the parking spaces at the Steno Museum and Naturhistorisk Museum (Museum of Natural History), these places are for visitors only.

The map shows the areas in the University Park reserved for staff parking: [Staff parking at the University Park](#). Read more about staff parking at [au.dk/parkering](http://au.dk/parkering).

## Guest parking

As a member of AU staff, you can also register parking for guests at '[au.dk/parkering](http://au.dk/parkering)'. This allows your guest to park in one of the parking spaces reserved for AU staff. You can only register parking for visitors for one day at a time.

## Student parking

Students may not use the employee parking spaces. As of 1 February 2018 you as a student have to park at the public parking areas if you want to park close to campus.

## Post

Mail addressed to you is delivered in your pigeonhole in the post room on the ground floor. The post is being delivered once a day. Outgoing post can be placed in the tray for "outgoing post" or you can bring it to Ellen's office.

## Public Holidays in Denmark

New Year's Day	January 1
Maundy Thursday, Good Friday and Easter Monday	Thursday and Friday before Easter Sunday and Monday after Easter Sunday
Labour Day	May 1*
"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	June 5
Christmas Eve	December 24
Christmas Day	December 25
Boxing Day	December 26

\* Employees can take 1 May off by agreement with their immediate superior if the work situation permits.

## Social activities

- **Wednesday morning breakfast.** Every Wednesday at 9am we meet for rolls and coffee in the lunch room on the 4<sup>th</sup> floor. We buy rolls, butter, jam, etc. in turns and are also responsible for tidying up afterwards. Dan Søndergaard administers the rolls list at present, and if you wish to join the Wednesday morning breakfast, so, please contact Dan to sign up for the rolls' list.

The first Wednesday in every month, breakfast is followed by a monthly BiRC Info Meeting. The rest of the Wednesdays, breakfast is followed by short seminars (presentations of max 10 min) where the speaker presents aspects of his or her current research, followed by a short discussion.

- **BiRC Social ~ BiRC FB group**, is a group for doing social stuff at BiRC. The main audience is Ph.D. students, but everybody is welcome(<https://www.facebook.com/groups/104680686270296/>)
- **BiRC summer walk.** Every summer in June we have a BiRC walk to a nearby attraction which is usually finished with a sandwich and beer/soda. In June 2016 our BiRC summer walk went to Egå Engsø, an artificial lake in the north of Aarhus, and in June 2017 we went on a trip to Kalø Castle Ruins. We always welcome ideas for new interesting summer events. Contact Ellen Noer if you have ideas for future events.
- **Christmas lunch.** BiRCs Christmas lunch usually takes place on a Friday in mid-December. A Christmas lunch committee (consisting of staff and students who have arrived since the last Christmas) plan the details. It is a tradition that we start the Christmas lunch with 'æbleskiver' (cakes made of pancake dough and eaten with jam and powdered sugar )and gløgg (warm mulled wine) and make Christmas decorations together for the room.
- **Mols Meetings.** BiRCs yearly Mols Meeting takes place at Molslaboratoriet, Aarhus University's research station located in the beautiful nature close to the nature reserve of the Mols Mountains, approx. 40 minutes' drive from Aarhus. The purpose of the meeting is (i) to present and discuss on-going research projects at BiRC, (ii) to discuss how to make the "daily life" at BiRC even better, and last, but not least, (iii) to have a good time in the beautiful "Mols Mountains". Anybody working at BiRC can participate, BiRC covers food and lodging, and bus transportation to and from Mols will be arranged.

### **Other activities**

**BiRC seminars.** BiRC normally hosts a number of seminar sessions each year, we aim at one per month. The seminars consist of scientific talks covering various aspects of bioinformatics, and each seminar consists of a 45 minute presentation followed by questions and discussion. The seminars usually take place on a Friday from 14.15 – 15.00 in building 1110, they are open to everyone at the university and are announced on the BiRC webpage. After the seminar there will be beer/soda or coffee and the chance for a discussion in the lunch room on the 4th floor.

### **The weather**

Because of the warm Gulf Stream on the west coast, Denmark's climate is relatively mild compared with its Scandinavian neighbours. Nevertheless, expect rain and wind all year round. While it does not tend to snow a lot during winter, heavy rains and strong winds are typical for this time of year. For more information on the weather see [www.dmi.dk](http://www.dmi.dk).

### **Working hours**

The standard work week in Denmark is 37 hours divided over five days. Most people at Aarhus University work their hours Monday - Friday between 8:00am and 5:00pm. Lunch breaks are 30 minutes and in the public sector lunch breaks are paid for as regular working hours.