



(updated Feb 2020)

Welcome to New Staff/students at the Bioinformatics Research Centre

This A – Z leaflet has been prepared for you as a new employee/student to get as good a start as possible at BiRC. It gives you a short introduction to practical everyday life at BiRC. If you have any comments and/or suggestions regarding the leaflet, please contact center secretary Ellen Noer, who updates the guide.

A

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 should list the day(s) in question and cause of absence on the whiteboard on the 3rd floor outside Ellen's office.

Access card

Building 1110 is open for access all weekdays from 7am until approx. 6pm. If you want to work outside opening hours or at weekends, you must have an access card with a pin code. You can also use your student card. When you receive your card, it must be activated - ask Ellen regarding this. You can order an access card here: <https://medarbejdere.au.dk/en/administration/au-planning/access-card/st-ordering-access-card-aarhus/#c2219214>

Activities

Social activities

- **Wednesday morning breakfast.** Every Wednesday at 9am we meet for rolls and coffee in the lunch room on the 4th floor. We buy rolls, butter, jam, etc. in turns and are also responsible for cleaning up afterwards. Dan Søndergaard administers the rolls list at present, and if you wish to join the Wednesday morning breakfast, 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, and 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 – see <https://birc.au.dk/activities/birc-summer-trips/> for more info.

- **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.

Work-related activities

- **BiRC seminars.** BiRC 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.
- **BiRC Mols Meetings.** BiRCs yearly 2-day 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. The purpose of the meeting is (i) to present and discuss on-going research projects at BiRC, (ii) to discuss future ideas and visions for BiRC, and last, but not least, (iii) to have a good time in the beautiful "Mols Mountains". Anybody working at BiRC can participate.

<https://birc.au.dk/activities/mols-meetings/>

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.

Building 1110

BiRC occupies the 3rd and 4th floors of building 1110, C.F. Møllers Alle 8. The 1st and 2nd floors are 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, room 1110-418, is located on the 4th floor. Furthermore there is an auditorium on the 2nd floor, room 1110-223, and teaching rooms on the 1st floor (1111-100) and on the 2nd floor (1110-214). All rooms must be booked though the Outlook calendar, please contact Ellen if you need any help.

C

Cleaning

Floors are washed every second week, but your trashcan will not be emptied. Instead in the office you will find a box for waste paper only, along with the trashcan for regular waste. You empty your trashcan or paper box in the 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 4th floor. If you take the last item of something, please notify Ellen.

Credit card

Employees (PhD students after their qualification exam) can get a credit card for business related expenses. Please contact Ellen if you need a credit card. Note that there can be up to 14 days delivery time.

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>



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**).

Emergency

In case of an emergency dial 112 (for police, fire, ambulance) - if you call from a stationary university phone, dial 0 before 112.



Holidays and registration

Days of holiday earned must be taken. Arrange with your supervisor when to take holidays. For registration, please contact Ellen (elno@birc.au.dk).



International center

Offers a variety of services for international students, PhDs, and staff. More information: <http://www.au.dk/en/internationalcentre/>

IT-Help desk: Contact IT support here: Ny Munkegade 120, Building 1521, room 310. Contact: aarhus.st.it@au.dk or phone 87154010. Opening hours: Monday – Thursday: 8.30 – 14.30. Friday: 8.30 – 12.30.



Key

Please ask Ellen Noer to get a key for your room. If you are a student and have a desk in the 'library', you won't need a key.



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 4th 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) <https://www.au.dk/om/organisation/kantiner/>

M

Mail

If you are an employee, you have a pigeonhole for letters in the post room next to room 1111-100.

Meeting room

The meeting room 1110-418 is situated on the 4th floor. The meeting room must be booked through the Outlook calendar if you wish 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.

N

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.

O

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 lamination machine and a shredder in Ellen's office.

P

Parking

You can create a parking permit if your primary employer is Aarhus University and your workplace is in an AU building. Your parking permit expires automatically when you no longer have AU as your primary employer. Read more here <https://medarbejdere.au.dk/en/administration/au-planning/employeeeparking/>

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.

Post

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

Public Holidays in Denmark

List of Danish national holidays: <https://www.timeanddate.com/holidays/denmark/>

Employees can take May 1/Labour Day off by agreement with their immediate superior.



RejsUd

AU's system for handling expenses. Log-in: <https://indfak2.dk/login/#/>

If in doubt, Ellen can help with your settlement.



Salary

Paid monthly, on the last weekday, in arrears to your Nemkonto (see under **N**).

SKAT

SKAT is the Danish tax authority. You can check and correct your preliminary assessment of income at <https://www.skat.dk/skat.aspx?oid=3099>. You need a NemID (see under **N**) to sign in.

Smoking

At Aarhus University, smoking indoors has been prohibited throughout the entire campus since 2008. The smoking ban also includes e-cigarettes. Smoking outdoors is permitted in accordance with local guidelines. It is not allowed to smoke near the main entrance of building 1110 and the windows facing the main entrance.



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. For more information on the weather, see www.dmi.dk.

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.

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.