

WELCOME TO BTECH

INFORMATION FOR NEW EMPLOYEES



INSTITUT FOR FORRETNINGSUDVIKLING
OG TEKNOLOGI
AARHUS UNIVERSITET

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WELCOME

to the Department of Business Development and Technology (BTECH).

As a new employee, you probably have a lot of questions regarding practical issues which can be confusing for you in the beginning: What should I do if...? Who should I contact in case...?

In this welcome brochure, we will try to answer some of the questions that typically arise.

GETTING STARTED

Key and key card

Your key and key card can be picked up in the reception. By termination of your employment, your key and key card must be returned to the reception.

Pigeonhole/mail compartment

As an employee at AU Herning, you have a pigeonhole/mail compartment where you can pick up your mail, etc. Your pigeonhole is located in the room called the 'repro room' located between the reception and the Studies Administration. You are expected to empty your pigeonhole regularly. If you want to empty it outside opening hours, you need your key card to access the repro room.

IT equipment and software

With permission from your immediate manager, you can buy a computer, a tablet, a mobile phone, other IT equipment and software via Aarhus BSS IT webshop:

<http://medarbejdere.au.dk/en/administration/it/buy-it-equipment-and-software/aarhus-bss-it-webshop/>.



Email signatures

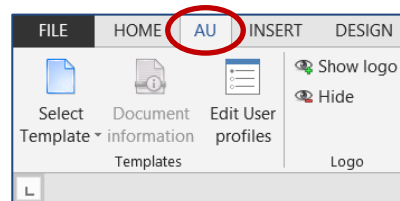
You are able to find a two-step guide to creating email signatures in Outlook here: <https://goo.gl/BwAWx0> (**PC users**) and here: <https://goo.gl/2K5Xxz> (**Mac users**).

Step 1 consists in downloading the email signature template by choosing 'Department of Business Development and Technology' in the drop-down menu. Step 2 guides you through setting up the signature in Outlook.

First and last name	Unit
Title	Aarhus BSS
Academic degree	Aarhus University
	Address (street, number, building)
Tel.: xxxx xxxx	Postal code, city
Mobile: xxxx xxxx	Tel.: xxxx xxxx
Mail: mail@au.dk	Mail: mail@au.dk
http://person.au.dk/xxx@xxx	http://www.bss.au.dk
 	
 	

Office templates

PC users: In Word and PowerPoint, you automatically have access to Aarhus BSS' templates via the AU menu, which is incorporated into Word and PowerPoint. If this is not the case, you are able to download the templates here: <https://goo.gl/AgzhDt>.



Mac users: If you are using a Mac, you must manually download the latest version of the Office templates: <https://goo.gl/RYaCkl>.

If you want to insert accreditation logos into your Word or PowerPoint document, you begin by downloading the accreditation logos. When you have downloaded the accreditation logos, you must access your user profile in Word or PowerPoint and upload a secondary logo, which will be automatically inserted in the document when you have chosen the desired BSS template. Read more here: <https://goo.gl/hddtBE>.

WHAT TO DO IF...

I get sick or I have a sick child?

Call BTECH's reception at 8715 1908
or send an e-mail to btech@au.dk.



I would like a care day?

Send an email to or call Inger
Kristensen in the Department
Secretariat: extension 51 954 or
ingerkr@btech.au.dk.



I have questions regarding my
salary?

Send an email to or call Inger
Kristensen in the Department
Secretariat: extension 51 954 or
ingerkr@btech.au.dk.



I have questions regarding
travelling?

Contact Charlotte Bergdahl in the
Department Secretariat, room 1401,
extension 51 918 or
charlotte@btech.au.dk.



I have questions regarding my IP
phone (instructions, voice mail,
etc.)?

Call Jens Mortensen, Building Services,
room 3123, extension 51 928 or mobile
2186 6367.



I have IT or mobile phone
problems?

Contact IT support, room 3113.
Michael Bsted
Extension 51 934, mobile 2133 7751 or
email michaelbe@au.dk



The photocopier isn't working?
The AV equipment isn't working?

or
Egon Madsen
Extension 51 930, mobile 2486 6366 or
email egon@au.dk.



Read more at btech.medarbejdere.au.dk.

OPENING HOURS

Campus Herning's opening hours

Monday	06.45-21.45
Tuesday	06.45-21.45
Wednesday	06.45-20.30
Thursday	06.45-21.45
Friday	06.45-16.15
Saturday	07.45-13.00

Outside opening hours, you need a key card to access the building.

Opening and telephone hours of the reception

Monday-Thursday	08.00-14.00
Friday	08.00-12.30



Heidi Larsen
Extension: 51 908
Email: btech@au.dk

Opening and telephone hours of the Studies Administration

Monday-Friday	08.00-12.30
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THE STUDIES ADMINISTRATION

The study secretaries handle, among other things, course and examination administration and the day-to-day contact with the students.

MSc in Engineering and Bachelor's Degree Programme in Electronics

Annie Jensen
Extension 51 912
annieje@au.dk



Business Development Engineer (BDE)

Ingrid Poulsen
Extension 51 914
ingridp@au.dk



Economics and Business Administration (HA) and Graduate Diploma in Business Administration (HD), 1st part

Lis Frahm
Extension 51 914
liskf@au.dk



MSc in Marketing and Business Innovation, Global Management and Manufacturing (GMM) and TD

Louise Cleve
Lokal 51 911
louise@au.dk



Economics and Business administration (BSc), Admission Course and exchange

Anne Mette Brodersen
Extension 51 913
annemettebr@au.dk



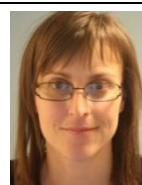
Graduate Diploma in Business Administration (HD), 2nd part

Heidi Larsen
Extension: 51 908
heidi@btech.au.dk



Head of Section

Pia Behrens Gammelgaard
Extension 51 910
piaga@au.dk



HEAD OF STUDIES AND PROGRAMME COORDINATORS

**Head of Programme, Bachelor's
Degree Programme in Electronics**

Per Lysgaard
Mobile 2382 6263
perl@ase.au.dk



**Day-to-day coordinator, Bachelor's
Degree Programme in Electronics**

Henning Slavensky
Extension 66 954
hsl@ase.au.dk



Manager, Admission Course

Mette Ramsing Lindhardtzen
Mobile 4189 3120
mrl@ase.au.dk



**Head of Studies, Bachelor's degree
programmes**
BDE, GMM, HA, BSc and HD and TD

Jan Laursen
Extension 66 972
janl@btech.au.dk



Programme Coordinator
GMM and MSc in Engineering
Head of Studies
MSc in Engineering

Torben Tambo
Extension 66 917
torbento@btech.au.dk



**Programme Coordinator,
business degree programmes**
HA, BSc, DL and MSc in Marketing
and Business Innovation

Inger Mørch Hauge
Extension 66 983
ingerh@btech.au.dk



DEPARTMENT SECRETARIAT

The main task of the Department Secretariat lies in assisting the academic staff. Services include preparation of the Blackboard courses for the coming semester, updates to course descriptions, book lists, translation/proofreading of research papers, conference papers, academic regulations, course descriptions, etc.

Secretariat Manager

Mikkel S. Nørgaard
Extension 51 960
mikkeln@btech.au.dk



Department Secretary

MSc in Marketing and Business Innovation,
HA/BSc, Admission Course and PhD
Research support and language services

Lisa Vestergaard Sørensen
Extension 51 950
lisa@btech.au.dk



Department Secretary

MSc in Engineering and Bachelor's Degree
Programme in Electronics
Research support and language services

Charlotte Kejser Rasmussen
Extension 51 922
charlotter@btech.au.dk



Department Secretary (maternity cover)

BDE, GMM, DL and HD

Nanna Holmgaard
Andersen
Extension 51 917
nannaha@btech.au.dk



Department Secretary

HR, salaries, vacation, personal data, etc.

Inger Kristensen
Extension 51 954
ingerkr@btech.au.dk



Department Secretary

Travel booking and expenses, CRM,
conference support, etc.

Charlotte Bergdahl
Extension 51 918
charlotte@btech.au.dk



Receptionist

Filing and CRM

Heidi Larsen
Extension 51 908
heidi@btech.au.dk



LANGUAGE SERVICES

The department's language services supports and assists, among others, researchers and PhD students at Campus Herning in their internal and external communication. The language services include:

- Language revision of English (and Danish) documents – from proofreading to more extensive text revision
- Translation (primarily from Danish into English)
- Linguistic feedback (e.g. in terms of translation tools and parallel texts)

Examples of text types:

- PhD theses and assessments
- Calls for papers
- Abstracts
- Applications for research projects
- Articles



It is important that you deliver the text as agreed and on time. Texts submitted later or significantly longer than originally agreed will usually be returned later, or, in certain cases, not be accepted.

When booking, please state the following information:

- The desired delivery date (more specific than 'as soon as possible')
- The length of the text
- Any special considerations in terms of the target audience or context
- Whether you prefer British or American English (unless otherwise stated, we use British English spelling and punctuation)
- Contact person in case the language reviewer has questions
- Format: Word, PDF, other?

If you want to make use of our proofreading/translation services, please contact Charlotte Kejser Rasmussen, charlotter@btech.au.dk, or Lisa Vestergaard Sørensen, lisa@btech.au.dk.

For more information about BTECH's language services, please visit the staff portal: <http://btech.medarbejdere.au.dk/en/practical-info-from-a-z/language-services-at-btech/>.

LIBRARY

AU Library, Herning is a public research library. Its primary purpose is to service teachers and students. You will mainly be able to find material within the areas of language, electronics, production and textiles.

Borrowing materials

At www.library.au.dk, you are able to conduct searches in all the material the library has access to, be it books, journals, databases, e-books, etc. In order to borrow material/access databases, you must be a registered user at the library (<http://library.au.dk/en/sign-up/>). You are welcome to contact the library if you have any problems.

Registration of research/PURE

AU Library, Herning will gladly help you register your research in Pure if you need assistance in that regard. In addition to this, AU Library, Herning handles the task of validating the publications registered in PURE. For more information about PURE: <http://medarbejdere.au.dk/en/pure/>.

Staff



Anette Andersen
Extension 51 942
anette@au.dk



Ulla Christensen
Extension 51 946
ullac@au.dk

The library's opening hours

Monday to Thursday: 09.00-15.00
Friday: 09.00-13.00

The library is closed for the summer in week 28, 29, 30 and 31. However, you are able to access the library with your key card at all hours.

STAKBOGLADEN BIRK (THE BIRK BOOKSTORE)

Phone: 9721 6612 or 8716 4707

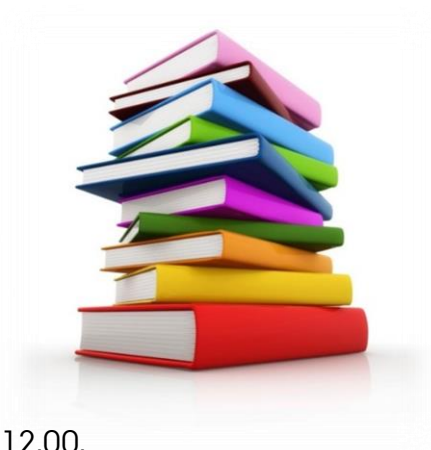
Email: stakbogladen_birk@btech.au.dk

Opening hours

Monday 09.30-15.00

Tuesday 09.30-17.00

Thursday 09.30-15.00



Every other Thursday (even weeks), the bookstore opens at 12.00.

Wednesdays and Fridays: If you need books that are in stock, or if you have books that are ready for collection, please contact Heidi in the reception. She will be able to help you access the bookstore.

THE CANTEEN

At Campus Herning, it is possible to buy hot and cold meals and drinks, etc., in the canteen.



Opening hours

Monday 08.00-13.30

Tuesday 08.00-13.30

Wednesday 08.00-13.30

Thursday 08.00-13.30

Friday 08.00-13.00

The canteen is closed in weekends and during holidays.

NB: The canteen is closed between 10.00 and 10.50 each day in order to prepare for lunch.

You can always buy refreshments in the vending machine next to the bar.

FIND YOUR COLLEAGUES

An overview of Campus Herning is available at the BTECH staff portal under “Practical info from A-Z”. The link is called “Campus overview”.

If you wish to locate a colleague, please click the link ‘Find staff’ at the BTECH staff portal (direct link: <http://btech.au.dk/en/contact/staff/>). This will provide you an overview of the staff at Campus Herning, including email addresses, telephone- and office numbers.

Furthermore, there is a “find person” function under “About AU” at the top of www.au.dk. Direct link: <http://www.au.dk/en/about/organisation/staffdir/>.

ROOM BOOKING

Please submit your timetable changes/wishes to Lis Frahm, herningskema@au.dk. Lis is also available for booking rooms on an ad hoc basis.

You are also able to book classrooms, group rooms and video link rooms yourself through Resource Booker. You can access Resource Booker here: resourcebooker.au.dk. Use your email address and the password that you use to mit.au.dk to log in.

If you have any questions concerning room booking, please contact Pia Gammelgaard (BSS studies – Herning), piaga@au.dk, extension 51910, or Asger Linnet Jessen (Aarhus BSS Administrative Centre), asli@au.dk, mobile 9350 8589.

HOUSE RULES

Today, there are approx. 110 full-time employees, approx. 60 part-time lecturers and approx. 1,800 students at BTECH.

With so many employees, we have established the following guidelines:

When leaving a classroom

When leaving a classroom, please make sure that the windows and doors are closed and the projector and lights are turned off. Make sure to tidy the room before you leave.

When leaving an auditorium

When leaving the auditoriums, all lights and all AV equipment must be turned off and the door must be locked. Make sure to tidy the auditoriums before you leave.

Food and drinks

No food and drinks are allowed in the classrooms, group rooms or auditoriums.

GOOD TO KNOW

Coffee, tea, etc.

All staff at BTECH has access to hot beverages in the canteen's hot drinks machines from 7.30 in the morning. Outside of canteen opening hours (typically after 3 p.m.), coffee will be served in thermos in the staff lunchroom, where you can also make a nice cup of tea. Instant coffee will be available in the evenings and at the weekends.

After 4 pm you need to use your key card to access the lunch room.

Every Friday morning, there will be bread for breakfast, and Mondays and Wednesdays, there is fruit.



Office supplies, etc.

In the educational centre on the 2nd floor in the “high-rise” unit, you can find office supplies, paper, ring binders, pens, etc.

Photo copies

If you need photo copies for your lectures, etc., you can make them in the educational centre on the 2nd floor of the “high-rise” unit or outside room 3113 (IT support).

Massage

In the Innovatorium building (Birk Centerpark 40), you can book a massage treatment on Wednesdays in even weeks. The massage therapist will be there from 08.30-13.00 in the wellness room.

The price for one massage treatment (20 minutes) is DKK 150. You pay the massage therapist in connection with the treatment.

To book a treatment, please contact Lene Thalund at 7020 8911 or email lt@innovatorium.info.

STAFF PORTAL

At BTECH's staff portal, you are able to, among other things:

- Read staff-related news
- See who your LAMU (Occupational Health and Safety Committee) representative is
- Find campus and staff overviews
- Read the minutes from meetings in the Local Liaison Committee (LSU) and the Departmental Forum
- Find out which services the Department Secretariat offers
- Order business cards
- Read various policies for AU and BTECH
- Find guides for research funding, and much more.

You can find the staff portal here: <http://btech.medarbejdere.au.dk/en/>.

BTECH'S VISION AND MISSION

Mission of School of Business and Social Sciences

To be a quality-driven school that contributes to society through delivering leading research in business and social science disciplines and graduates highly valued by national and international job markets.

Vision of School of Business and Social Sciences

To contribute to the welfare of society by creating first-class research and education for the benefit of all our stakeholders.

BTECH's values

BTECH complies with five core values out of respect for people and environment in order to reach towards the fulfilment of our mission and vision.

Close interaction

- with students, the business community, the rest of AU as well as internally at BTECH regardless of reference conditions.

Interdisciplinarity

- in our teaching and research - both areas associated with BSS.

Innovation

- also internally where we stay abreast of developments within AU by being the place where AU implements new procedures and systems.

International environment

- safeguarding Danish values while developing a global view.

Strategic and application-oriented research and development

- which are initially rooted in the region, but have an international impact.

BLACKBOARD

Blackboard is BTECH's system for online course management and e-learning, also known as LMS – Learning Management System.

As a lecturer, you can easily share course material with your students before and after class. Blackboard facilitates forming student groups and providing various cooperation tools to strengthen the students' learning and cooperation. You can easily gain access to the students' work and give them feedback as well as create tests, surveys and tasks.

Furthermore, Blackboard provides an overview of all your classes and makes it easier for you to follow your students.

You can find written manuals, quick guides and video guides as well as the log-in page on <http://medarbejdere.au.dk/en/main-academic-areas/business-and-social-sciences/teaching-and-examination/blackboard/>.

The Department Secretaries create the course structure on Blackboard for all study programmes.

STAFF ASSOCIATIONS

The HIP staff association

At BTECH, we have a staff association (HIP) that arranges different events for the staff. The events are arranged by the board, which is always happy to receive any suggestions for activities.

The HIP board (16.03.2017):

Chairman	Karin H. Andreasen
Treasurer:	Poul Erik Borg
Secretary:	Jan Møller Nielsen
Board member:	Jan Møller Nielsen, Ole H. Jakobsen and Louise Cleve
Alternate member:	Jens B. Mortensen

The Aarhus BSS staff association

All full-time employees at Aarhus BSS are automatically members of the Aarhus BSS staff association, which arranges professional, social and cultural events for all BSS staff across departments and other units at BSS. You are able to read more about the association here: <http://medarbejdere.au.dk/en/faculties/business-and-social-sciences/the-staff-association/>.

TRAVELS

Travel booking

If you are going travelling, please contact Charlotte Bergdahl, extension 51 918, email charlotte@btech.au.dk. She will help you arrange the trip and book the train and plane tickets, the hotel room, etc.

Please note:

- Before travel booking, your travel budget must be approved by the head of department or the deputy head of department.
- Are you travelling abroad, you must have a travel insurance card. Charlotte Bergdahl can assist you in ordering the card.

Travel expense management

You need to manage your travel expenses via the online system AURUS. The Department Secretariat is happy to help you in that regard.

If you have any questions, please contact Charlotte Bergdahl.



Welcome to the Department of Business Development and Technology – we are looking forward to welcoming you into our professional and social community.