

Information for new employees

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, you will find answers to some of the questions that typically arise.



Read more: btech.medarbejdere.au.dk/en/

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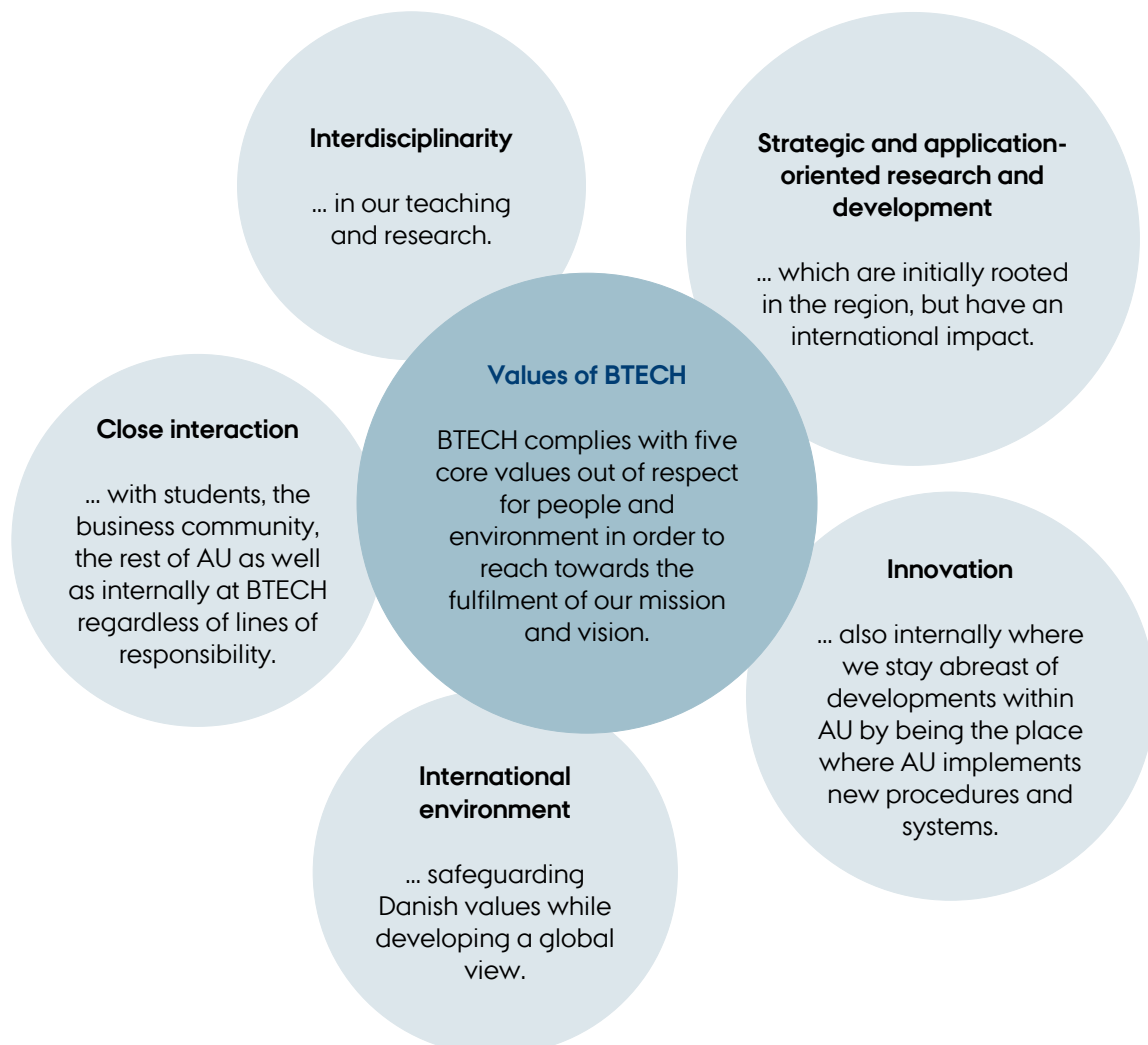
BTECH's mission and vision

Mission of School of Business and Social Sciences

To offer high-quality research and research-based education within and across the fields of business and social sciences, and produce highly skilled graduates who will form the future workforce and create value for society and stakeholders.

Vision of School of Business and Social Sciences

We contribute to the conditions for society's welfare and development by aspiring to the highest international quality in education, research and collaboration.



Getting started

Key and access card

Your key and access card can be picked up in the reception. Please order your access card through: <https://medarbejdere.au.dk/en/administration/au-planning/access-card/bss-ordering-accesscard-herning/>. By termination of your employment, your key and access card must be returned to the reception.

Mail

Building Services is responsible for mail distribution, and any mail coming your way will be delivered to your office.

IT equipment and software

With permission from the head of the secretariat, you can buy a computer, other IT equipment and software via the Aarhus BSS IT webshop: <https://medarbejdere.au.dk/en/administration/it/buy-it-equipment-and-software/>.

Microsoft Office templates

If your PC is joined to the AU network, the templates are integrated in Word and PowerPoint.

Find more information about the Microsoft Office templates as well as the Templafy solution here: <http://medarbejdere.au.dk/en/administration/communication/guidelines/design/microsoft-office-templates/>.

Email signatures

You are able to find a two-step guide to creating email signatures in Outlook here: <https://medarbejdere.au.dk/en/faculties/business-and-social-sciences/logo-design-and-templates/email-signatures/>.

Please note that there are different guidelines for PC and 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.

Business cards

To order business cards, please visit <http://medarbejdere.au.dk/en/administration/communication/business-cards-envelopes-and-merchandise/business-cards/>.

Please note that it takes up to 10 working days from placing your order until you receive it.



What to do if ...

I would like a care day, take a holiday or have questions regarding my salary?



👤 Inger Kristensen
☎ +45 8715 1954
✉ ingerkr@btech.au.dk
🏠 Room 1401

I need assistance in relation to the physical surroundings at campus (the building/the interior)?



👤 Allan Kristensen
☎ +45 8715 1925 / 📱 +45 2122 6090
✉ allan@au.dk
🏠 Room 3110

I get sick or have a sick child?



🗂 The reception
☎ +45 8715 1908
✉ btech@au.dk

I have questions regarding travelling?



👤 Janni Ørskov Salomonsen
☎ +45 8715 1918
✉ janni@btech.au.dk
🏠 Room 1401

**I have IT or phone problems?
The photocopier or AV equipment isn't working?**



👤 Michael Bsted
☎ +45 2133 7751
✉ michaelbe@au.dk
🏠 Room 1003



👤 Egon Morten Madsen
☎ +45 2486 6366
✉ egon@au.dk
🏠 Room 1003

Read more at btech.medarbejdere.au.dk/en/.

Opening hours

Campus Herning

Monday	07:00-19:00
Tuesday	07:00-19:00
Wednesday	07:00-21:30
Thursday	07:00-19:00
Friday	07:00-17:00
Saturday	08:00-14:00

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

After 16:00, the access card must be used to access the lunchroom as well as the elevator.

The reception

Monday-Thursday	08:00-15:00
Friday	08:00-13:00



 Heidi Larsen
 +45 8715 1908 /  +45 9350 8607
 heidi@au.dk
 The reception

Ask BSS Student Services

Monday-Thursday	08:00-15:00
Friday	08:00-13:00

 +45 8715 1908
 studentservices.bss@au.dk

Stakbogladen

You will find the Stakbogladen store in building B at VIA in Birk Centerpark.

The store is open Mondays (08.00-15.00), Tuesdays (08.00-12.00), Wednesdays (09.30-15.00) and Thursdays (08.00-12.00).

You can also order books at www.stakbogladen.dk or through the following email address or phone number:



 +45 9721 6612 /  +45 2076 4168

 stakbogladen_birk@stakbogladen.com

The books will then be delivered to your office.

The canteen

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

Monday-Thursday	08:00-14:00
Friday	08:00-13:30

The canteen is closed in weekends and during holidays.

You can always buy refreshments in the vending machines located in building 8003.

Studies administrators

The studies administrators are part of the unit at the administrative centre called the Aarhus BSS Studies Administration. The Aarhus BSS Studies Administration handles tasks anchored in the Student Self-Service (STADS) system as well as tasks related to the students' examination registrations and withdrawals.

The study administrators are located in Aarhus, at Tåsingevej 3, building 1443, room 021.

If you need to contact the studies administrators, please use the shared mailboxes, which you will find on the right.

Head of section

 Gitte Lilliendahl Nielsen

 +45 9352 1639

 giln@au.dk

Bachelor's programmes: BDE, GMM, HA and BSc

 bachelor.bss@au.dk

Master's programmes: MSc in Economics and Business Administration, MSc in Engineering and MSc in Information Technology

 kandidat.bss@au.dk

Continuing and further education: HD

 evu.bss@au.dk

Exchange

 Heidi Larsen

 8715 1908

 heidi@au.dk

Campus Herning is also the location of three Bachelor of Engineering programmes (Elektrisk energiteknologi, Elektronik and Maskinteknik) as well as Admission Course, which are part of the Faculty of Technical Sciences.

Directors of studies and programme coordinators

Programme coordinator, HD



👤 Jan Laursen
☎ +45 8716 6972
📱 +45 6162 0208
✉ janl@btech.au.dk

Programme Coordinator, HA, BSc and DL



👤 Inger Mørch Hauge
☎ +45 8716 6983
📱 +45 2429 3239
✉ ingerh@btech.au.dk

Director of Studies, MSc in Information Technology



👤 Maja Due Kadenic
📱 +45 4189 3125
✉ maja@btech.au.dk

Programme Coordinator, Business Specialisation



👤 Jeanette Møberg
📱 +45 9352 2129
✉ jfl@btech.au.dk

Director of Studies, MSc in Engineering



👤 Torben Tambo
☎ +45 8716 6917
📱 +45 4025 4416
✉ torbento@btech.au.dk

Director of Studies, BDE



👤 Ulrich Bjerre
☎ +45 8716 6956
✉ ulrichbjerre@btech.au.dk

Director of Studies, GMM



👤 John Bang Mathiasen
☎ +45 8716 6949
📱 +45 2177 2524
✉ johnbm@btech.au.dk

Department Secretariat

The main task of the Department Secretariat lies in assisting the academic staff. Services include examination planning, preparation of the Brightspace courses, updates to course descriptions, translation/proofreading of research papers, conference papers, course descriptions, travel booking and expenses, holiday registration, new appointments, etc.

Head of Secretariat



👤 Mikkel Nørgaard
☎ +45 8715 1960
📱 +45 2486 6362
✉ mikkeln@btech.au.dk

HA and BSc / research support and language services



👤 Lisa Vestergaard Sørensen
☎ +45 8715 1950
📱 +45 9350 8162
✉ lisa@btech.au.dk

MSc in Engineering / research support and language services



👤 Charlotte Kejser Rasmussen
☎ +45 8715 1922
✉ charlotter@btech.au.dk

BDE, GMM, HD and PhD



👤 Christina Nørgaard Kuhr
☎ +45 8715 1917
✉ christinaku@btech.au.dk

MSc in Information Technology / booking and payment of external examiners



👤 Karin Hørup
☎ +45 8716 6914
✉ kah@btech.au.dk

Receptionist / exchange and DL



👤 Heidi Larsen
☎ +45 8715 1908
📱 +45 9350 8607
✉ heidi@au.dk

Communications consultant



👤 Lene Weyergang
📱 +45 2829 2105
✉ lenew@btech.au.dk

Department Secretariat

Travel booking and expenses



👤 Janni Ørskov Salomonsen
☎ +45 8715 1918
✉ janni@btech.au.dk

Career consultant



👤 Kimm Gullev
☎ +45 2064 3563
✉ kgul@btech.au.dk

Project employee



👤 Emilie Mathilde Jakobsen
☎ +45 2840 9367
✉ emiliemj@btech.au.dk

HR, salary, vacation, personal data, etc.



👤 Inger Kristensen
☎ +45 8715 1954
✉ ingerkr@btech.au.dk

Centre administrator, CET



👤 Emily Tynes
☎ +45 4189 3353
✉ emily@btech.au.dk

Project employee



👤 Gitte Kingo Andersen
☎ +45 9352 1905
✉ gika@btech.au.dk

Management team

Head of Department



👤 Anders Frederiksen

📞 +45 6162 0207

✉️ afr@btech.au.dk

Head of Secretariat



👤 Mikkel Nørgaard

📞 +45 8715 1960

📞 +45 2486 6362

✉️ mikkeln@btech.au.dk

Deputy Head of Department and Head of Section, the management and business section



👤 Anne Gammelgaard Ballantyne

📞 +45 6167 5313

✉️ anne@btech.au.dk

Head of Section, the engineering and technology section



👤 Mirko Presser

📞 +45 3049 0976

✉️ mirko.presser@btech.au.dk

Research sections and centres

BTECH conducts research within a variety of fields, including business and organisational development, management, digital technologies and energy systems.

BTECH has two research sections and one research centre:

Research sections

AIROD



Organisational development, strategy and management



Anne Gammelgaard Ballantyne,
anne@btech.au.dk, +45 6167 5313



<http://btech.au.dk/airod/>

EngTech



Technology and engineering



Mirko Presser, **mirko.presser@btech.au.dk**,
+45 3049 0976



<http://btech.au.dk/engtech/>

Research centres

CET



New and innovative energy systems for business and consumers



Georgios Fotis, **gfotis@btech.au.dk**,
+45 9352 1672



<http://btech.au.dk/cet/>

Language services



The department's Language Services supports and assists, among others, researchers and PhD students at BTECH 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:

- Calls for papers
- Abstracts
- Applications for research projects
- Articles

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?

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.

If you want to make use of our proofreading/translation services, please contact Language Services:



Charlotte Kejser Rasmussen

+45 8715 1922

charlotter@btech.au.dk



Lisa Vestergaard Sørensen

+45 9350 8162

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, economics, electronics, production and textiles.

Borrowing materials

At <https://library.au.dk/en/>, 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. You are able to sign up here: www.kb.dk/en/blivbruger.

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.

For more information about PURE:
<http://medarbejdere.au.dk/en/pure/>.

Reading List Service

In cooperation with the individual lecturers, the library prepares a list of verified references with links to online resources. The reading lists, complete with online links, are sent to the lecturers for Brightspace upload. Please contact the library for more information.

Staff



👤 Eva Krause Jørgensen

☎ +45 2034 5251

✉ evkr@kb.dk



👤 Steffan Mulle Markussen

☎ +45 9135 6480

✉ stmm@kb.dk



👤 Maj-Britt Kousgaard

✉ mbka@kb.dk



👤 Martin Hauge Zeuner

☎ +45 4188 1652

✉ maha@kb.dk

Opening hours

Monday-Thursday	09:00-14:00
Friday	09:00-13:00

The library is closed for the summer in week 28, 29, 30 and 31.

As an employee at BTECH, you are able to access the library with your key card at all hours.

Important information about copyright

Copying, printing and scanning

If the original is a printed book, an article from a printed journal or material from a freely accessible web page, then Aarhus University's [Copydan agreement \(Copydan Writing\)](#) applies.

You are permitted to copy, print or scan:

Up to **20%** of any single item, provided this does not exceed **50 pages**, per student per semester.

If the original is an e-book or an article from one of AU Library's e-journals, then you may print up to 20% of the item, provided this does not exceed 50 pages of the e-book or journal volume. These printed pages may be incorporated into printed course packs as well. If you need to print more than 20% (50 pages), then you must obtain permission directly from the rights holder and/or the publisher. You could contact [Copydan Writing](#) first, as they can often help you obtain this consent.

Brightspace

Use Brightspace when you need to share material with your students. Do not use Dropbox, Facebook, e-mails, etc., to share copyright-protected material.

If you want to link to the databases, e-journals and e-books to which AU Library subscribes, you need to make sure that the library's proxy server is imbedded in your links. It is the proxy server that provides remote access to the electronic resources. You can find a guide [here](#).

Find information and relevant links here:
<https://library.au.dk/en/teachers/copyright/>.

Electronic reading lists (e-compendiums)

The library can help with preparing a reading list that takes into account the copyright rules. You can see an example of such a list [here](#) and read more about the Reading List Service [here](#).

Quick guide to the relevant rules

1. Search for the material on library.au.dk.

Does the library have online access to the material?

2. Yes	3. No
2.1. Check if you are allowed to upload the article or e-book chapter to Brightspace. If uploading is not allowed, go to step 2.2.	3.1 Scan the material and upload it to Brightspace. NB: You are permitted to scan up to 20% of an item (max. 50 pages in total). Read more here.
2.2. Give your students a link to the material - see how to make sure that the link also works outside campus.	3.2. Copy the material and hand it out to your students. NB: You are permitted to copy up to 20% of an item (max. 50 pages in total). Read more here.
	3.3. Contact your local AU Library service location, and ask them to place the material on the semester shelf so that the students can copy from it.

Questions

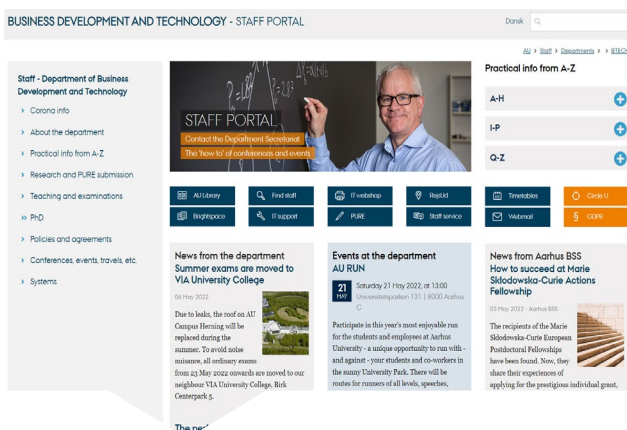
You are able to find an FAQ [here](#), and you are also welcome to contact the staff at AU Library, Herning.

Good to know

Getting started as a new employee at AU

Find a collection of useful information for new employees here: <https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/newemployeeatau/>.

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
- Discover which services the Department Secretariat offers
- Order business cards
- Read various policies for AU and BTECH
- Find guides for research funding, etc.

<http://btech.medarbejdere.au.dk/en/>.

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 at: <http://www.au.dk/en/about/organisation/staffdir/>.

Room booking

The reception, btech@au.dk, is available for booking rooms on an ad hoc basis.

If you have any questions concerning room booking, please contact Studieplan at studieplan.bss@au.dk.

Cancellation of classes due to illness or unexpected events

The lecturer informs the students of the cancellation through Brightspace and subsequently informs the reception by email, btech@au.dk, or phone, 8715 1908.

Timetable changes

If the change in question only concerns a few replacement lessons, the lecturer can arrange these directly with Heidi Larsen, the reception.

If it is necessary to cancel or reschedule a larger number of lessons, the lecturer must contact the relevant director of studies or programme coordinator in order to discuss the options.

House rules

Today, there are approx. 150 full-time employees, approx. 35 part-time lecturers and approx. 1,200 students at BTECH.

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

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

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.

Travel booking and expense management

If you are going travelling, please contact Janni Salomonsen, +45 8715 1918, janni@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.

All employees at Aarhus University are covered by AU's travel insurance policy for Danish government employees at Europæiske. You can print a physical copy of your insurance card [here](#).

You might also like an AU credit card, so you don't have to pay expenses out of your own pocket while travelling. Contact Janni Salomonsen to get an AU credit card application.

Travel expenses are managed via the online system RejsUd: <https://medarbejdere.au.dk/en/administration/finance/expense-and-travel-reimbursement/rejsud>. The Department Secretariat is happy to help you in that regard.

If you have any questions or need assistance, please contact Janni Salomonsen.

Procurement

When making purchases on behalf of AU, there is a number of rules and procedures to observe.

Please contact BTECH's purchasing coordinator Mikkel Nørgaard, mikkeln@btech.au.dk, if you have any questions, or read more about AU's purchasing agreements: <https://medarbejdere.au.dk/en/administration/finance/procurement/purchasing-agreements>.

In case of research project purchases, you must always contact BTECH's purchasing coordinator.

Office supplies, etc.

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

If you need something specific, please contact the reception.

Photocopies

If you need photocopies for your lectures, etc., you can make them in the educational centre on the second floor of the "high-rise" building.

Massage

In the Innovatorium building (Birk Centerpark 40), you can book a massage treatment every other Wednesday. The massage therapist will be there between 08.00-12.00 and 12.30-14.00 in the wellness room.

The price for one sports massage treatment (25 minutes) is DKK 350, and the price for one massage therapy treatment (55 minutes) is DKK 550.

To book a treatment, please use the link <https://backtolife.dk/virksomhedslogin/> and the code 'Backtolife24'.

Coffee, tea, etc.



All staff at BTECH has access to hot beverages in the canteen's hot drinks machines from 7 in the morning. All you have to do is use your ID card with the chip card reader. You are also able to get a cup of coffee or hot water for tea in the automat in the staff lunchroom.

After 4 pm, you need to use your key card to access the lunchroom.

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

Staff associations

The CHIPS staff association

At BTECH, we have a staff association (CHIPS) 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 CHIPS board:

Chairperson	Jeanette Ejning Moberg
Deputy chairperson:	Janni Ørskov Salomonsen
Treasurer:	Karin Andreasen
Ordinary members:	Maj-Britt Flindt Allan Kristensen Mette Bak Odder Morten Opprud Jakobsen Ole Hørmann Jakobsen

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.

<https://medarbejdere.au.dk/en/faculties/business-and-social-sciences/staff-association>.

Expat in Herning & Ikast-Brandø

Learn about Herning and the opportunities offered by the city and the surrounding area in the expat guide: <https://expat-in.dk/>.

Waste disposal

Paper waste goes into the box for paper, while other waste is disposed of in the trash bins.

Holiday registration

At the department, all accrued holiday is preregistered.

In case you wish to take your holiday on dates other than those preregistered, please contact Inger Kristensen, ingerkr@btech.au.dk, who will then change the dates.

See which days are preregistered plus learn more about the accrual and use of scheduled holidays: <https://btech.medarbejdere.au.dk/en/holiday-registration>.

Department calendar

We have a calendar in Outlook called "AU Herning – husets kalender" (in Danish) that allows us to keep up to date on what is going on at the department.

When you invite people to a major event or meeting, we therefore encourage you to invite the department calendar to the event. In this way, the reception can quickly and professionally guide guests in the right direction.

Instructions on how to access the calendar (or other employees' calendars) can be found here: <https://support.microsoft.com/en-au/office/open-another-person-s-exchange-calendar-2257f515-408f-48ea-9363-11d0d5848c77>.

Psychological counselling service

Psychological counselling is available to all members of AU staff who experience work-related problems.

Read more at: <https://medarbejdere.au.dk/en/administration/hr/workingenvironment/psychological-work-environment/psychological-counselling-service>.

BTECH committees and Staff Development Dialogues

Occupational health and safety groups

Aarhus University meets the expectations in the Danish working environment legislation aims at preventing accidents and diseases at the workplace. Please contact your local representative if you experience any problems in regard to the working environment.

The occupational health and safety groups at BTECH consist of:

Offices and classrooms

	👤 Jeanette Ejsing Møberg ☎ +45 9352 2129 ✉ jem@btech.au.dk 🏠 Room 3101
	👤 Mikkel Nørgaard ☎ +45 8715 1960 ✉ mikkeln@btech.au.dk 🏠 Room 1412

Laboratories

	👤 Mirko Presser ☎ +45 3049 0976 ✉ mirko.presser@btech.au.dk 🏠 Room 209, Innovatorium
	👤 Michail Beliatas ☎ 9350 9072 ✉ mibel@btech.au.dk 🏠 Room 209, Innovatorium

Departmental Forum

Departmental Forum meets two times a year (one time each semester) to discuss, advice and support the head of department in academic and strategic issues.

Overview of members, standard rules of procedure, annual cycle of work and minutes are available on the staff portal:
<http://btech.medarbejdere.au.dk/en/about-the-department/departmental-forum/>.

Local Liaison Committee (LSU)

The local liaison committee (LSU) is a collective body comprised of management and employee representatives from the department. The Cooperation Agreement lays down the framework for cooperation between management and employees with a view to involving the employees in the formulation and fulfilment of the workplace's goals and strategy.

On the staff portal, you are able to find further information about the Local Liaison Committee:
<http://btech.medarbejdere.au.dk/en/about-the-department/local-liaison-committee-lsu-herning/>.

Here you are, among other things, able to find member list, agendas and minutes.

Staff Development Dialogues (SDDs)



The purpose of SDDs is to reconcile mutual expectations and ensure clarity in relation to objectives, tasks, well-being, cooperation and professional and personal development.

The SDD is the dialogue that can link the employee's professional and personal competence development with the development of the workplace.

SDDs are held once a year, typically in the period September-November.

On the staff portal, you'll find overviews of who is responsible for the SDDs according to the individual employee groups:
<http://btech.medarbejdere.au.dk/en/practical-info-from-a-z/staff-development-dialogues-sdd/>.

Digital tools

Brightspace

Brightspace is BTECH's system for online course management and e-learning.

Brightspace login page: <https://brightspace.au.dk>.

As a lecturer, you can easily share course material with your students before and after class. Brightspace 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, Brightspace provides an overview of all your classes and makes it easier for you to follow your students.

You can find written manuals and video guides as well as the login page on <https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/brightspace/>.

The department secretaries create the course structure on Brightspace for all study programmes.

The Centre for Educational Development (CED) arranges various Brightspace workshops, including a workshop for new employees that provides insight and skills in the use of essential functions and tools of Brightspace.

Find more information about CED's Brightspace workshops here: <https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/brightspace/workshops/>.

WISEflow

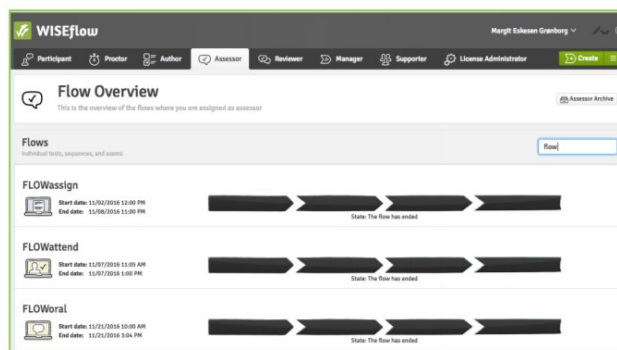
Aarhus BSS uses the WISEflow system to manage oral and written exams, on-site exams and take-home assignments.

WISEflow login page: <http://au.wiseflow.dk/>.

WISEflow FAQ:

<https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/wiseflow>.

The Department Secretariat assigns the examiners to the relevant flows, which will then appear from the individual examiner's flow overview.



Register publications etc. in PURE

PURE, <https://medarbejdere.au.dk/en/pure>, is AU's research registration system, where you register research publications, activities and projects.

In addition, all academic employees are required to create a CV in PURE and annually disclose any sideline employment that has a professional connection to their employment at AU.

Examinations

Written examinations

As for written examinations, please consider the following:

- Is the examination assignment aligned with the content of the course, including learning objectives, literature, assignments and lectures? And does it comply with the examination criteria outlined in the course description?
- **You can under no circumstances reuse exam assignments from one exam to another.**
- For all written onsite examinations with the same reexamination form, both the ordinary examination assignment and the reexamination assignment are handed in to the relevant programme supporter at the same time before the regular exam period.
- For all written examinations, it is mandatory to have a colleague review the examination assignment before sending it to the relevant programme supporter. It is the examiner's responsibility to send the examination assignment for review.
- As a *reviewer*, your task is, among other things, to assess if the length of the examination assignment is appropriate, and if the individual questions are clear and unambiguous. You provide your feedback to the examiner and, if relevant, review new versions of the examination assignment. It is not your task to verify that the examiner has addressed all your feedback.
- As an *examiner*, it is your task to address the feedback from the reviewer where relevant. Also note that it is your responsibility alone to ensure that the examination assignment satisfies the criteria outlined above.
- In connection with written onsite examinations, you must be reachable by telephone during the first hour of the exam. For take-home examinations, the students are allowed to send you emails with questions to any *unclearities* in the examination assignment, and you must send the answer(s) to all students via Brightspace.

Oral examinations

You can expect the following at oral examinations at AU Herning:

- A notice at the reception lists the day's examinations, including the programme, course, room and time. This to guide students and examiners/co-examiners to the correct rooms.
- A green tablecloth is available in the room, which may be used if desired. Please return dirty tablecloths to the reception desk. If a tablecloth is missing, a new one can be requested at the reception desk.
- There is a yellow note on the door to the examination room and a green note on the door to any preparation room.
- Examiners must ask students to present identification in the form of a student ID card, other photo ID or a confirmation of enrolment.
- Marks for oral examinations must be entered and registered on the day of the examination, as it may affect the student if the mark is registered on a wrong date.
- For exams with internal co-examination, coffee is available from the vending machine in the canteen, and a pitcher of water can be provided for students if needed. Please contact the kitchen staff.
- For exams with external co-examination, a tray with refreshments can be collected from the canteen/kitchen. The tray will be handed out when you state which room the examination is in. The tray will include breakfast and lunch vouchers. The lunch vouchers can be used in the canteen in the Innovatorium building across the street.
- When you return from lunch, a tray will be ready in the kitchen with afternoon coffee and cake if the exam lasts until after 2 pm. Trays must be returned to the kitchen when the exam is over.

If you have any questions or need anything, please contact Heidi at the reception, either in person, by telephone on 8715 1908 or by email at heidi@au.dk.

Information about GDPR, close personal relationships and secure emails

GDPR

If you handle personal data as part of your research, it is important that you comply with relevant legislation.

Get an overview of what you need to know about GDPR:
<https://medarbejdere.au.dk/en/informationsecurity/data-protection/for-scientific-staff/>.

You are also welcome to contact BTECH's GDPR coordinator:



 Anita Krogsøe Skou

 +45 6162 0207

 anita.krogsoe@btech.au.dk

Close personal relationships

Aarhus University is a large workplace, and it will often be possible for staff with close personal relationships to carry out their separate functions at the university. However, in some cases, the personal relationship and the professional roles involved may be so close that working in close proximity, either organisationally and/or geographically, is neither possible nor appropriate. The same applies to close relationships between staff and students.

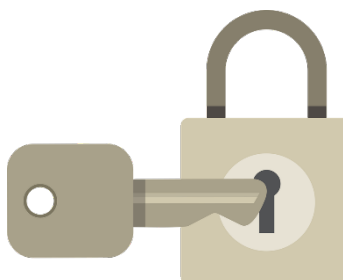
You can find the main principles here:
<https://medarbejdere.au.dk/en/administration/hr/recruitment-and-employment/close-personal-relationships>.

Secure emails

Aarhus University's employees are able to send secure emails to companies and private persons from their personal Outlook account, even though the receiver does not have a secure email, e.g. @gmail.com, @hotmail.com and the like.

On the following page, you will find guidelines on how to install secure emails:
<https://medarbejdere.au.dk/en/administration/it/email-and-calendar-office-365/send-secure-email/>.

When sending emails that contain personal information or documents that has only been pseudonymised (e.g. examination assignments), the secure email plug-in must be used (guidelines above).



Aarhus BSS IT support can help you set up the secure email plug-in: <https://medarbejdere.au.dk/en/administration/it/main-academic-areas/aarhus-bss-it-support/>.