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/
Table of contents

BTECH’s mission and vision........................................................................................................ 1
Getting started.............................................................................................................................. 2
What to do if ............................................................................................................................... 3
Opening hours............................................................................................................................ 4
Studies administrators .............................................................................................................. 5
Directors of studies and programme coordinators.............................................................. 6
Department Secretariat........................................................................................................... 7
Management team .................................................................................................................. 8
Research sections and centres .............................................................................................. 9
Language services.................................................................................................................... 10
Library.................................................................................................................................. 11
Important information about copyright.............................................................................. 12
Good to know.......................................................................................................................... 13
BTECH committees and Staff Development Dialogues.................................................. 16
Digital tools............................................................................................................................. 18
Sending secure emails – communication with external examiners............................ 19
BTECH’s mission and vision

<table>
<thead>
<tr>
<th>Mission of School of Business and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision of School of Business and Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>To contribute to the welfare of society by creating first-class research and education for the benefit of all our stakeholders.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Values of BTECH</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Close interaction</th>
<th>Interdisciplinarity</th>
<th>Innovation</th>
<th>International environment</th>
<th>Strategic and application-oriented research and development</th>
</tr>
</thead>
<tbody>
<tr>
<td>... with students, the business community, the rest of AU as well as internally at BTECH regardless of lines of responsibility.</td>
<td>... in our teaching and research.</td>
<td>... also internally where we stay abreast of developments within AU by being the place where AU implements new procedures and systems.</td>
<td>... safeguarding Danish values while developing a global view.</td>
<td>... which are initially rooted in the region, but have an international impact.</td>
</tr>
</tbody>
</table>
Getting started

Key and access card
Your key and access card can be picked up in the reception. As of 1 February 2020, you must order your access card through this website: https://medarbejdere.au.dk/en/administration/au-planning/access-card/#c2213293. By termination of your employment, your key and access card must be returned to the reception.

Pigeonhole/mail compartment
As an employee, 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 behind the reception. 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, other IT equipment and software via the Aarhus BSS IT webshop: http://medarbejdere.au.dk/en/administration/it/buy-it-equipment-and-software/aarhus-bss-it-webshop/.

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, including guides for MAC as well as PC users, here: http://medarbejdere.au.dk/en/administration/communication/guidelines/design/microsoft-office-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

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  
✉️ ingerk@btech.au.dk  
📍 Room 1401

I have questions regarding my IP phone (instructions, voice mail, etc.) or the electric installations act up?

Jens B. Mortensen  
📞 +45 8715 1928 / +45 2186 6367  
✉️ jensbm@au.dk  
📍 Room 3123

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 mobile phone problems?  
The photocopier or AV equipment isn’t working?

Michael Bested  
📞 +45 2133 7751  
✉️ michaelbe@au.dk  
📍 Room 3003

Egon Morten Madsen  
📞 +45 2486 6366  
✉️ egon@au.dk  
📍 Room 3003

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

Benny Andersen  
📞 +45 8715 1925  
✉️ benny@au.dk  
📍 Room 3110

Read more at btech.medarbejdere.au.dk/en/.
## Opening hours

### Campus Herning

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>06:45-21:45</td>
</tr>
<tr>
<td>Tuesday</td>
<td>06:45-21:45</td>
</tr>
<tr>
<td>Wednesday</td>
<td>06:45-20:30</td>
</tr>
<tr>
<td>Thursday</td>
<td>06:45-21:45</td>
</tr>
<tr>
<td>Friday</td>
<td>06:45-16:15</td>
</tr>
<tr>
<td>Saturday</td>
<td>07:45-13:00</td>
</tr>
</tbody>
</table>

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

### The reception

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>08:00-14:00</td>
</tr>
<tr>
<td>Friday</td>
<td>08:00-13:00</td>
</tr>
</tbody>
</table>

### Stakbogladen Birk (the Birk Bookstore)

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>09:30-15:00</td>
</tr>
<tr>
<td>Wednesday</td>
<td>09:30-16:00</td>
</tr>
<tr>
<td>Thursday</td>
<td>09:30-16:00</td>
</tr>
</tbody>
</table>

Tuesdays 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>08:00-14:00</td>
</tr>
<tr>
<td>Friday</td>
<td>08:00-13:30</td>
</tr>
</tbody>
</table>

The canteen is closed in weekends and during holidays.

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

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*Heidi Larsen*  
☎ +45 8715 1908  
✉️ heidi@au.dk  
✉️ The reception
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 Tåsingegade 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**

Mariann Holmslykke

+45 2165 7664

mar@au.dk

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**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

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Campus Herning is also the location of three Bachelor of Engineering programmes (Elektrisk energiteknologi, Elektronik and Maskinteknik) as well as Admission Course, which are offered by Aarhus University School of Engineering.
Directors of studies and programme coordinators

**Director of Studies, BDE and HD**

Jan Laursen  
☎ +45 8716 6972  
✉ janl@btech.au.dk

**Programme Coordinator, MSc in Information Technology**

Anne Gammelgaard Ballantyne  
✉ anne@btech.au.dk

**Director of Studies, MSc in Engineering**

Torben Tambo  
☎ +45 8716 6917  
✉ torbento@btech.au.dk

**Programme Coordinator, HA, BSc and DL**

Inger Mørch Hauge  
☎ +45 8716 6983  
✉ ingerh@btech.au.dk

**Director of Studies, GMM**

John Bang Mathiasen  
☎ +45 8716 6949  
✉ johnbm@btech.au.dk

**Programme Coordinator, MSc in Economics and Business Administration**

Jean-Paul Peronard  
☎ +45 8716 6897  
✉ jeanpaul@btech.au.dk

**Programme Coordinator, Business Specialisation**

Jane Flarup  
☎ +45 4189 3320  
✉ jfl@btech.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 offered by Aarhus University School of Engineering.
The main task of the Department Secretariat lies in assisting the academic staff. Services include examination planning, preparation of the Blackboard courses for the coming semester, updates to course descriptions, book lists, translation/proofreading of research papers, conference papers, course descriptions, travel booking and expenses, holiday registration, new appointments, etc.
Management team

Head of Department

Anders Frederiksen
☎ +45 6162 0207
✉ afr@btech.au.dk

Deputy Head of Department

Jan Laursen
☎ +45 8716 6972
✉ janl@btech.au.dk

Section Head, the management and business section

René Chester Goduscheit
✉ goduscheit@btech.au.dk

Section Head, the engineering and technology section

Allan Gross
☎ +45 8716 6918
✉ agr@btech.au.dk

Head of Secretariat

Mikkel Nørgaard
☎ +45 8715 1960
✉ mikkeln@btech.au.dk
BTECH conducts research within a variety of fields, including business and organisational development, management, digital technologies, energy systems and microplastics.

BTECH has two research sections and three research centres:

### Research sections

<table>
<thead>
<tr>
<th>section</th>
<th>Research areas</th>
<th>Section head</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIROD</td>
<td>Organisational development, strategy and management</td>
<td>René Chester Goduscheit, <a href="mailto:goduscheit@btech.au.dk">goduscheit@btech.au.dk</a></td>
<td><a href="http://btech.au.dk/en/airod">http://btech.au.dk/en/airod</a></td>
</tr>
<tr>
<td>EngTech</td>
<td>Technology and engineering</td>
<td>Allan Gross, <a href="mailto:agr@btech.au.dk">agr@btech.au.dk</a>, +45 87166918</td>
<td><a href="http://btech.au.dk/en/engtech">http://btech.au.dk/en/engtech</a></td>
</tr>
</tbody>
</table>

### Research centres

<table>
<thead>
<tr>
<th>centre</th>
<th>Research areas</th>
<th>Centre director</th>
<th>Web</th>
</tr>
</thead>
<tbody>
<tr>
<td>CET</td>
<td>New and innovative energy systems for business and consumers</td>
<td>Benjamin Sovacool, <a href="mailto:benjaminso@btech.au.dk">benjaminso@btech.au.dk</a></td>
<td><a href="http://btech.au.dk/en/cet">http://btech.au.dk/en/cet</a></td>
</tr>
<tr>
<td>DBD</td>
<td>Business development and digital technologies</td>
<td>Annabeth Aagaard, <a href="mailto:aaa@btech.au.dk">aaa@btech.au.dk</a></td>
<td><a href="https://btech.au.dk/en/dbd">https://btech.au.dk/en/dbd</a></td>
</tr>
</tbody>
</table>
The department’s Language Services supports and assists, among others, researchers and PhD students at Campus Herning in their internal and external communication.

Language services

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 8715 1950
✉ 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/.
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 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: https://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.


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 Blackboard upload. Please contact the library for more information.

Library

Staff

Anette Andersen
📞 +45 9135 6454
✉️ anan@kb.dk

Ulla Christensen
📞 +45 9135 6480
✉️ ulch@kb.dk

Opening hours

Monday-Thursday 09:00-15:00
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), you can check whether the library’s license agreement with the publisher allows this by looking up the article on library.au.dk and follow our guide on how to check for license information.

Blackboard
Use Blackboard 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.

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 Blackboard; see the instruction. If uploading is not allowed, go to step 2.2.
3.1 Scan the material and upload it to Blackboard. 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

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.


Room booking

Please submit your timetable changes/wishes to Lis Frahm, liskf@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, piaga@au.dk, mobile +45 2182 9825, or Asger Linnet Jessen, asli@au.dk, mobile +45 9350 8589, from the Aarhus BSS Studies Administration, Study Planning.

House rules

Today, there are approx. 120 full-time employees, approx. 35 part-time lecturers and approx. 1,800 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.

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/.
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 or the deputy head of department.

Are you travelling abroad, you must have a travel insurance card. Janni Salomonsen can assist you in ordering the card.

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. The Department Secretariat is happy to help you in that regard.

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

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” building or outside room 3003 (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 +45 7020 8911 or lt@innovatorium.info

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 card with the chip card reader. Outside of canteen opening hours (typically after 2.30 pm) and in the weekends, you are able to make a nice cup of tea or instant coffee in the staff lunchroom.

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.

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.
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:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Nanna Holmgaard Andersen</td>
</tr>
<tr>
<td>Deputy chairperson</td>
<td>Jan Møller Nielsen</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Karin Andreasen</td>
</tr>
<tr>
<td>Ordinary members</td>
<td>Janni Ørskov Salomonsen Ole Hørmann Jakobsen</td>
</tr>
</tbody>
</table>

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.

BTECH committees and Staff Development Dialogues

Occupational health and safety group

Aarhus University meets the expectations in the Danish working environment legislation, which applies to all work on the ground and, in particular, work performed for an employer. The central part of the Act is the extended safety and health concept, which means that all factors causing accidents, sickness and attrition must be taken into consideration in the prevention work. Please contact your local representative if you experience any problems in regards to the working environment.

As of 1 February 2020, the occupational health and safety group at BTECH consists of:

**Offices and classrooms**

Christina Uldum
- +45 8716 6963
- christina@btech.au.dk
- Room 1305

Mikkel Nørgaard
- +45 8715 1960
- mikkeln@btech.au.dk
- Room 1412

**Laboratories**

Allan Gross
- +45 8716 6918
- agr@btech.au.dk
- Room 1212

Michail Beliatis
- 9350 9072
- mibel@btech.au.dk
- Innovatorium, DBD

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. The dialogues are IT-supported by AU’s staff administrative system, AUHRA.

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

**Blackboard**

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

Blackboard login page: https://blackboard.au.dk.

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 login page on https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/blackboard/.

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

The Centre for Teaching and Learning (CTL) arranges various Blackboard workshops, including a workshop for new employees that provides insight and skills in the use of essential functions and tools of Blackboard.


**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/.


The Department Secretariat assigns the examiners to the relevant flows, which will then appear from the individual examiner’s flow overview.
Sending secure emails – communication with external examiners

Currently, Aarhus University’s employees and the external examiners correspond through unsecure emails when marking examination assignments. As these assignments cannot be completely anonymized during the marking procedure, unsecure emails are a problem in relation to GDPR compliance.

26 September saw the release of an Outlook update that allows Aarhus University’s employees 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/.

In future, 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/.