



DEPARTMENT OF ENERGY TECHNOLOGY
AALBORG UNIVERSITY

Welcome

Department of Energy Technology

Pontoppidanstræde 101, 9220 Aalborg East

Dear _____

Welcome to the Department of Energy Technology!

We would like to welcome you and let you know that we look forward to an exciting and good working relationship.

Now a bit of practical information:

- **Office**

Building: _____ Room: _____

- **E-mail Account**

We have created an e-mail address for you, which is _____@et.aau.dk. In order to activate your e-mail, please to go: <https://mail.aau.dk>

The first time you need to activate it with this code: ._____. Remember the dots in the beginning and in the end.

IMPORTANT: Please inform us about your CPR. Number, if your stay is more than 3 month.

- **Apartment**

Enclosed please find the contract for your apartment.

- **Leaflet “Get off to a good start in Denmark”**

You need to go to the International Citizen Service in Aalborg – (opening hours: Thursday: 1 - 5 pm and Friday: 9 am – 1 pm) in order to get a Social Security number.

Please read the documentation carefully and sign the enclosed contract. If you need any help with this, please contact us in room XX, and then we will try to assist you.

In this folder you will find useful information. We do hope you will take some time to give it a closer look. Should any questions come to mind – please don't hesitate to ask.

Kind regards,



International Citizen Service North

Address:

Slotspladsen 1, Opgang A

9000 Aalborg

T: + 45 72 56 89 20

E: north@icitizen.dk

WWW: <http://icitizen.dk/>

Opening hours:

Thursdays 13-17 (1pm-5pm)

Fridays 9-13 (9am-1pm)



Introduction to the Department of Energy Technology

Welcome to the Department of Energy Technology at Aalborg University. The aim of this booklet is to introduce you to our department.

The Department	<p>Department of Technology is divided into seven sections:</p> <ul style="list-style-type: none">- Section of Electrical Power Systems (section 1)- Section of Power Electronic Systems (section 2)- Section of Electrical Machines (section 3)- Section of Fluid Power Systems (section 4)- Section of Fluid Mechanics and Combustion (section 5)- Section of Thermal Energy Systems (section 6)- Section – Esbjerg <p>Each of these sections is subdivided into smaller research groups. The department has approximately 200 employees of which approximately 90 are PhD students. The head of the department is John K. Pedersen (jkp@et.aau.dk) who is located in room 42 in PON101. Department of Energy Technology is located in the PON area – 101, 103, 105, 107, 109 and soon 111. The department can be reached by bus 2 and 15, and the bus stop is just outside the door.</p>
Illness (NOT GUESTS)	<p>If you become ill you must contact the department secretariat by sending an email to inst-sekr@et.aau.dk and let your nearest colleague know. You will receive an email with a document which you need to fill out as soon as you get back. Please inform the secretariat (room 40) when you are back and hand in the document.</p>
Vacation (NOT GUESTS)	<p>Before going on vacation it is recommended that you plan your vacation with your supervisor well in advance. Also remember to let the secretariat know when you are planning your vacation and how many days you will be away. Please send an email to inst-sekr@et.aau.dk. An account of remaining vacation is kept.</p> <p>Danish: http://www.hr.aau.dk/ferie-fridage/sarlige-feriedage/ English: http://www.en.hr.aau.dk/holidays/ http://www.en.hr.aau.dk/care-days/</p> <p>Please note that the first year as an employee, you do not have any holiday with salary. If you wish to use holiday anyway, you will be deducted in your salary. You earn holiday from the day you start and until the end of the year. This holiday is released from May 1st. The holiday year is from May 1st until April 30th.</p>
Canteen/coffee room	<p>In Fib 15 the canteen is located. It is open every day from 8am to 2pm, and a selection of food and beverages can be purchased here.</p> <p>Pon 101: The coffee room is located in room 25/27 and it is open every day from 8am to 5pm. If you are in the building before 8 in the morning and after 5 in the evening, you can access the coffee room with your employee card. Please go and see Jan Christiansen in Pon 107, room 13 to get your card coded. If you wish to bring your own lunch etc. it is possible for you to store your food in the refrigerators. Please remember to mark your food with your name and date.</p>



Building Officers	Jan Hansen and Liselotte Krogstrup Jensen are our building officers and they are located in Fib. 16, room 3.101.
AAU Staff card	<p>At Aalborg University all employees must have a personal staff card. Carry this card with you at all times. This card is used to unlock mainly the outer doors at the university, before or after normal working hours. At Pon. 101 the doors are locked from 5pm to 7.30am.</p> <p>Furthermore, the card works as a library card.</p> <p>The card can be obtained at the building officer's office. Please see location details above this. In case the card is lost or gets damaged a replacement can be ordered here as well.</p>
IT/Computer (NOT GUESTS)	<p>When you start your Ph.D. study you will receive a computer for your personal use at work. Either a computer is available for you from the beginning or our IT guy will set one up for you within a couple of days.</p> <p>Upon employment an email account will be made for you. You can always get access to your email box via www.mail.aau.dk. You will from the beginning be included in all relevant mailing lists so you do not miss out on any important information.</p>
Telephone (NOT GUESTS)	As an employee you are offered a cell phone. You have to pay tax of this phone and the phone is only for use in Denmark. You have 20 GB data, free calls and free text messages. Please contact Tina Larsen in Pon. 101, room 40 regarding the phone. She will explain everything for you.
Office	In your office there is a desk, a chair and a set of drawers which can be found in the office supplied - room 60. Internet connection is available in your office.
Office supplies	PON101 You can collect most necessary office supplies in room 60 (across from the coffee room). If you need anything which is not in the supply room, please contact Mette Skov Jensen or Tina Larsen in room 40.
Letters	<p>If you wish to post an external letter to reach an address outside AAU please hand it in, in room 40. All envelopes with the department logo is stamped with "32" and this means that you do not need to buy a stamp or any other postage. This has been taken care of. Department envelopes are ONLY for business purpose and NOT for personal letters.</p> <p>For internal mail special recycling envelopes (A4 size, brown) are used. These can be found in room 40.</p>
Insurance at work	The university has no insurance for you when working in the lab or for your belongings in the office. Please take out your own insurance – but be aware that insurance companies often require a supplementary insurance to cover work in laboratories.
Credit Card	The department has a credit card which can be used for buying small items online including books. Mette Skov Jensen in room 40 is responsible for this.
Travel	Please contact Corina Busk Gregersen in room 120. She will help you with all questions regarding travelling.
Defibrillators	Defibrillators are in PON101 located outside room 40 and outside room 120.
EAN number	5798000420816
VAT number (CVR)	DK29102384



Department cars	The department has three cars available for the staff. In the outlook calendar (PON101 Car) you are able to see if the cars are available on the particular date where you wish to book it. If you wish to book the car, invite the car to “meeting” like you normally do, when you wish to invite someone. Use the email: car@et.aau.dk Your invitation will be accepted by either Flemming Larsen or Jan Christiansen. Please see the department intranet for further information on how to book a car.
Accident	The safety representatives: Technical / administrative staff: Corina Busk Gregersen Electricity: Walter Neumayr Mechanics: Mads Lund Gas: Jessica Hoffmann
Printers (NOT GUESTS, contact your supervisor)	Printers are available in room 20 and 86. Copy machines with build in scanners are available in room 7 and 86.
Fax	The Department fax number is: +45 9815 1411 and it is located in room 31
Library	The main library (AUB) is found at Langagervej 2, where you can be registered as a user using your CPR-number and employee ID. You can also choose to register online (https://signon.portal.aau.dk/cas/newemployee). When registered as a user you can access many of the library resources from your own computer via the internet (the library website can be found at www.aub.aau.dk), and even from outside the university’s network using the supplied login. You can also search for books and order them and find the electronic articles available to the university. The library is open from Monday to Friday from 8am to 9pm, but to get access after 5.30pm you need to have an activated AAU staff card. Library staff is available to help you at the library Monday to Friday from 9am to 5.30pm.
Intranet	You can find useful information on the AAU intranet at http://adm.aau.dk/ . In order to gain full access you must set up a password. To do so please go to https://signon.portal.aau.dk/cas/login?&l=en US and select “Create new user” and follow the instructions. Once you are logged in, you can access the AAU Access Control Website, where you will find the menu “Personal Data System” where you should update your personal details. The Department intranet can be found at http://www.et.aau.dk/ and includes useful information, forms and manuals.
IT support	Hans Ove Manøe hom@its.aau.dk or support@its.aau.dk
Online dictionary	Free use www.ordbogen.dk
For foreigners	Register at the National Register If your stay in Denmark is for more than 3 months, you must register your stay at the National Register (Folkeregister) in the centre of Aalborg. You are to register within 5 days of your arrival. The address is Rantzausgade 6 in the centre of Aalborg. Please bring along your passport and residence permit, if you have one. You will then receive a personal registration number (CPR-number). This may take a few weeks. If your stay is financed by AAU, please inform the Department Secretary of your CPR-no. However, this only applies to you if your stay exceeds 3 months! When you have your CPR-number, you will get a Danish Health Insurance Card.



Please note that when you leave Denmark, you must notify the National Register minimum 5 days prior to departure.

Establish Bank Account

If your employment/stay at the Department is financed by AAU, you will need a Danish Easy Account (Nemkonto). Your monthly salary will be transferred to this account. Go to a random bank in the city and maybe talk to some of the others here at the department, regarding which bank you should choose.

Please note that you can only receive your salary when your account is established.

Tax Card

After you get your CPR number, you must inform Mette Skov Jensen in room 40 and then she will make the application for a tax card and send SKAT Aalborg. She will also need a copy of your passport to send along with the application. **If you do not get a tax card, SKAT will withdraw 60 per cent of your salary in taxes.**

Paying Rent and Deposit

If you have rented a room/flat through the International Accommodation Office (with help from the Department), I have received your tenancy contract, keys for the tenancy and a payment slip for rent and deposit. This must be paid in a bank or post office. When you have read the contract, please sign it and return give it to me, then I will send it to the International Accommodation Office for you.

A departure slip will be handed to you along with the tenancy contract. **Remember to fill in the departure slip with bank information before leaving Denmark in order to get your deposit refunded.**

PAU

At Aalborg University the PhD students have created their own network organization called PAU (PhD Network of Aalborg University). PAU arranges various events of relevance to the PhD students as well as events of social nature to promote the relationship between PhD students from different departments. Once you are on the PhD mailing list, you will receive emails from PAU informing about future events. You can read more about PAU on www.pau.aau.dk.

**SAP - SUPER
ACADEMIC PUB**

SAP is a social club for Aalborg University staff. The club is made especially for new staff members, especially international staff. However, other staff members are of course more than welcome to join the fun. The goal of the club is to create a social forum where staff can get to know each other outside of their work situation. The group has a Facebook page: <https://www.facebook.com/groups/supracademicpub/>.

For those who are not on Facebook, there is a mailing list. Please write sap@hum.aau.dk to be added. SAP events will be announced in both places. Contact persons are Mark Grimshaw and Ståle Stenslie.

**6 months
declaration
(NOT GUESTS)**

Once every 6 months you will receive a declaration form from the Doctoral School. Here you are asked to evaluate the progress of your study and the quality of the supervision you have received. This way the Doctoral School will know whether you are satisfied with your study or if any problems have occurred. Together with this form you will also receive an additional form. This form is used to inform the Doctoral School of which courses you have attended during the past 6 months. If you have not attended any courses during this period, you do not need to return it.

Study plans

During the first year of your PhD study you will need to compose two study plans. The



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(NOT GUESTS)	first one should be submitted after 2 months. An Updated study plan should be submitted after 11 months. Paradigms and descriptions of what they should include can be found on the Doctoral Schools homepage (http://phd.ins.aau.dk/)
Teaching (NOT GUESTS)	During your PhD study you may be asked to do some teaching, either as giving lectures, supervising students or other types of knowledge dissemination. The university is allowed to ask you to spend a maximum of approximately 750 hours on this (this includes time for preparation). It is important that you keep track of the number of hours which you spend on such activities in order to ensure enough time for your own research. The details of any teaching are arranged with your supervisor.
Room booking	You can book meeting rooms here: http://www.et.intranet.aau.dk/room-reservation/

Moving to Aalborg

Citizen Service guides you through the service system and offers you information on a wide range of services.

Citizen Service offer walk-in service at our center in Aalborg. Whenever you need help on how to retrieve forms, tax rates and deduction card, how to register at the day care centre or how to change your address, how to apply for housing subsidy or health insurance - please do not hesitate to ask.

Below is a list of the services we provide. If Citizen Service cannot help, we will direct you to the next office which can.

Citizen Service **only accept Dankort payment card**. The Dankort payment card is the national payment card; you can order the card at your local bank.

Register/CPR

When you register as a resident in Denmark you will receive a CPR number, which is your personal identification number. The CPR number is used in relation to registration and personal identification, e.g. in relation to salary payment, housing purchases, bank transactions, insurance policies and many other situations.

How to register

There are a number of conditions for your registration, you are only allowed to get a CPR number if:

- You stay at least 3 months
- You have a residence permit (Nordic citizens excepted)
- You have a place to live

You must fill in and sign an application form with information about your full name, date of birth, citizenship, marital status etc.

Remember to bring

- Valid registration certificate or residence permit
- Passport/ID card with picture
- Nordic CPR number if entry from a Nordic country
- Marriage certificate, if you are married
- Children's birth certificates, if you have children



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DK 9220 Aalborg East
Tel. 9940 9940
Fax 9815 1411

Remember to deregister

If you are moving abroad, you have to contact Citizen Service, Rantzausgade 6, 9000 Aalborg and notify your change of adress.

Citizen Service offers

- Change of address
- Apply for protection of address
- Drivers license
- Passport (only Danish citizens)

Medical insurance

- New national health insurance card
- Temporary national health insurance card – e.g. when travelling abroad
- Change doctor

Tax

Please be aware of the following guidelines regarding registration at **SKAT** (is the name of the *Danish tax* authority).

Each foreign guest, PhD, employee etc. is required to be registered at SKAT if the person receives salary or other means from another country than Denmark.

Unfortunately, the department cannot specify who are taxable or who are not, since it is an individual decision made by SKAT solely.

It is a matter between the person and SKAT. It depends on whether a double taxation agreement exists between Denmark and the respective country. That is why tax exemption cannot be expected for all foreign employees at the department.

If you are receiving a cell phone or a computer from the department, you need to notify SKAT about it. You shall then pay around 208 DKK every month in TAX.

The registration at SKAT can be done at the "International Citizen Service"- office.



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DK 9220 Aalborg East
Tel. 9940 9940
Fax 9815 1411

Concerning access card to the laboratories at PON

At the Department of Energy Technology, we have a special key system for the laboratory buildings and for the rooms inside them. In order to access these, you need the card which you get from the Caretakers. You must take this card and go see Mr. Jan Christiansen at PON 107, room 13. He will open your card so that you may enter the rooms which you need to enter. But before you go to him, please ask your supervisor at AAU, which labs you need access to.

The reason we have made this system is that a lot of companies have offices and laboratory facilities at the Department of Energy Technology, and they would like to avoid unauthorised people in their rooms.

You cannot enter the laboratory facilities without having your access card opened by Mr. Jan Christiansen.



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Going abroad? Remember Travel Insurance

Are you an AAU staff member and you are going on a mission abroad, you are basically covered by travel insurance scheme at AAU.

Non-employees are not covered by travel insurance service, and must therefore take care of their travel insurance individual.

Before you leave, you must be sure that you have an insurance card. Contact Corina Gregersen in 120 for this.

As of 1 January 2006 Aalborg University is self-insured. This means that you are not to buy travel insurance when you travel abroad on an official journey. The new plastic insurance card can be obtained from Corina Gregersen in room 120. Note that the card must be signed by the traveler and that the university's CVR number must be stated on the card: CVR no. 29102384.

Administration

AAU and the insurance company Europæiske Rejseforsikring have made an agreement whereby Europæiske will administer the system. This means that in case of illness, hospitalization or any other need of immediate assistance abroad you are to contact Europæiske. The contact details on the back of the insurance card are:

European Travel Insurance Co. Ltd., Denmark, Frederiksberg Allé 3, 1790 Copenhagen V. Fax: +45 70 10 90 40. www.er.dk/erhverv. Phones (24 hrs) medical assistance: +45 70 20 98 28. Psychological hotline: +45 70 250 275.

AAU has access to [Europæiske internal pages](#) (in Danish only), here: <http://www.europaeiske.dk>

Customer Number: 32858910 Password: 01985823

Combining official and private journeys

The card must only be used for official journeys. If you prolong your journey for private reasons you must take out a separate private insurance to cover the private part of the journey, for example from Europæiske Rejseforsikring. Definition in Danish (pdf) of private part of a combined official and private journey. Ask your secretary to translate when needed.

Coverage

- illness and home transportation
- medical mistreatment - accompanying person
- break of journey
- ordinary accident insurance
- special accident insurance
- delay of luggage
- luggage



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Persons covered by the insurance

AAU employees receiving salary from AAU where the official journey is wholly or partly paid by AAU (minimum 25% of the travel expenses).

Employees at Aalborg University (incl. AAU's board of directors) conducting official journeys as a part of the conditions of employment, including journeys in connection with grant-financed activities (research council funds, EU-financed projects etc.), where the expense for the official journey is paid for wholly or in part by third party, for example an international organization, incl. the EU.

In connection with previous mentioned official journeys a written approval must be obtained before the journey is conducted stating that it is covered by AAU's insurance (see appendix A), meaning that the journey is conducted as part of the conditions of employment. Approval is obtained from the director of the place of employment.

AAU's Board where the official journey is wholly or partly paid by AAU (minimum 25% of the travel expenses).

Persons NOT covered by the insurance

- Visiting lecturers etc. where AAU possibly pays the travel expenses
- Student's study tours
- Employees' private/private business trips

Damages

In order to claim damages a claim advice is to be filled out and sent to Europæiske Rejseforsikring. One claim advice for luggage and one for illness. Both forms can be found at Europæiske's website. Damages must be claimed immediately upon return of the journey.



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Dear employee/guest

Welcome to the Department of Energy Technology

In order to make things a little easier for you, we have prepared this leaflet including practical and useful information concerning the Department of Energy Technology itself, and also on living in Aalborg, Denmark.

Aalborg University has five faculties:

- The Faculty of Humanities
- The Faculty of Social Sciences
- The Faculties of Engineering, Science and Medicine
- The Faculty of Medicine
- The Danish Building Research Institute (SBI)

The Department of Energy Technology belongs to the Faculties of Engineering, Science and Medicine. The Department is located at Pontoppidanstraede 100, 101, 103, 105, 107 and 109.





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The Department - Management and Committees

Head of Department John K. Pedersen

Department Board John K. Pedersen
Lasse A. Rosendahl
Birgitte Bak-Jensen
Jan K. Christiansen

Contact persons of the 6 research sections

1. Electric Power Systems	Birgitte Bak-Jensen
2. Thermal Energy Systems	Mads Pagh Nielsen
3. Power Electronic Systems	Stig Munk-Nielsen
4. Fluid Mechanics and Combustion	Henrik Sørensen
5. Electrical Machines	Ewen Ritchie
6. Fluid Power Systems	Torben O. Andersen

Department Secretary Tina L. Larsen

Senior Secretary Leni Maria Bergstein / Mette Skov Jensen (maternity leave)

Senior Secretary Corina Busk Gregersen

Senior Clerk Eva Janik

Assistant Gitte Husted



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Project Office

Anna Miltersen
Tina Korup Ravn
Ann Louise Henriksen
Karina Kjeldgaard Ludvigsen
Casper Jørgensen
Birgitte Kudal Guldbæk
Bonnie Steffensen
Jesper Lübeck Ellemann

Information Officers

Hanne Munk Madsen
Maria Hald Friis

Computer Department

Hans Ove Manøe

Laboratory Personnel

Mads Lund
Jan K. Christiansen
Walter Neumayr
Flemming B. Larsen

Study Board

Birgitte Bak-Jensen (Head of Studies)
Henrik C. Pedersen (associate professor)
Mads Pagh Nielsen (associate professor)
Three students



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Study Board Secretary

Gitte H. Christensen

Study Secretaries

Lisbeth Holm Nørgaard & Birgitte Skovsgaard

General Information

Department Cooperation Committee

John K. Pedersen

Stig Munk Nielsen

Tina L. Larsen

Henrik Sørensen

Mads Lund

Casper Jørgensen

Safety Committee

John K. Pedersen (a)

Mads Lund (b)

Henrik Sørensen (a)

Jessica Hoffmann (b)

Walter Neumayr (b)

Henrik C. Pedersen (a)

Mads Pagh Nielsen (a)

Corina Busk Gregersen (b)



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PhD Students

For PhD students, some special rules concerning the study programme are applied, and you may search for information in "The Doctoral School of Engineering and Science", www.phd.teknat.aau.dk

Educations

The Department of Energy Technology educates bachelors and masters of Science engineers in Electrical- and thermal energy, and electro-mechanical system design. Our specializations are:

- Power Electronics and Drives
- Fuel Cells and Hydrogen Technology
- Thermal Energy and Process Engineering
- Wind Power Systems
- Electrical Power Systems and High Voltage Engineering
- Mechatronic Control Engineering

Practical Information

Absence (not guests)

In case of illness, please call the Department Secretary, Tina Larsen at 9240 or to Senior Secretary Mette Skov Jensen at 9250 who will register your absence due to illness. When you return to work, you must inform the Department Secretary and deliver a solemn declaration stating the cause of your illness.

Holiday (not guests)

You must report all holidays to the Department Secretary. If you have a holiday card from your former employer, it must be signed at the Wages Office.

Room Booking

The Department has three meeting rooms (room number 25, 50 and 70). If you want to book one of these, please use Outlook or OWA. A guide explaining how to book the meeting rooms can be found here: <http://et.intranet.aau.dk/room-reservation>. The booking request is sent to one of the secretaries who will handle the request. Once it is accepted it will be visible in the calendar. In addition you will receive a confirmation mail.



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Video Conference

We have video conferences in Pontoppidanstraede 101 – room 50 and 70 and Pontoppidanstraede 107 – room 9.

The Department Cars

The Department has two cars, one with seven seats and a station wagon. You may borrow the cars for official use only. If you want to book one of the cars, please use Outlook or OWA. A guide explaining how to book the cars can be found here:

<http://et.intranet.aau.dk/general-info/department-cars>

Only employees at the Department are allowed to drive the cars.



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Travelling Forms

When you go on official journeys both in Denmark and abroad, you must fill in an electronic form to get your travel expenses refunded. You may find the form here:

http://www.okonomi.adm.aau.dk/om_oekonomiafdelingen/afdelinger/rejseafregning. After filling in the form, give relevant vouchers to Corina Busk Gregersen in room 120. Please remember to keep train- and airline tickets.

Domestic travels of **less** than 24 hrs. are settled according to the vouchers. Domestic travels of **more** than 24 hrs. and international travels are settled by daily allowance. When you go abroad on official duty, you must take out travel insurance, because the Danish yellow health insurance card does not cover official journeys abroad. On the following link, you may find information on travel insurance for AAU employees:

http://es.aau.dk/staff_and_job/for_staff/administrative_aid/research_travel/

If you are a guest, you need to keep all the original receipt for the food you have bought.



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When ordering Products

When you order products, always remember to give your staff no. and the Department EAN number (5798 000 420816). If you are purchasing something from Denmark, please make sure to have the supplier make an electronic invoice for the Department including the mentioned information. Please note that all types of fees for conferences etc. must be included in your travel form; they cannot be paid by the Department credit card.

UniFitness (not guests)

At AAU, we have our own fitness centre called UniFitness. You may attend here for DKK 100 per month. Their website is: <http://www.unifitness.s-et.aau.dk/>

Copy Cards and Transparencies

You may acquire copy cards and transparencies from the Department Secretary or the Project Secretaries

Computer (not guests)

At the Computer Department, you may get your email address and a username for the network. The computer personnel also attends to purchases of new computer equipment.

Keys/Access Cards

All of the buildings in the Pontoppidan area have access control. From Monday to Friday, all outer doors are open between 7.30 am and 5.30 pm. Outside these hours, you must use an access card which you will receive the day to start at the Department. When the alarm is active, windows and glass doors may not be opened beyond the space that the mounted hardware allows. Open doors must be closed within one minute after the access card has been run through the reader.

Please remember to **return** keys and access card to them before you discontinue your employment at the Department.

In order to access the various laboratories, you must take the access card you have had through Mette Skov Jensen or Corina Gregersen to Mr. Jan Christiansen at PON 105, room 1.124. He will link your access card to the doors you need to be able to open.



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Important note: You may **never** lend your keys neither your access card to another person, and it is prohibited to let anyone besides yourself into the buildings.

Coffee Room

The coffee room is situated at Pon. 101, room 25/27. As an employee, you may freely draw coffee etc. from the vending machine. Moreover, every Friday at 10, there will be free rolls and cake. Students are not allowed to use the room.

We kindly ask that you clean up after yourself. We are all individually responsible for cleaning in the coffee room. Therefore, please put your dirty cups and dishes in the dishwasher. Thank you!

Useful Addresses

* Abbreviations:

NJV (Niels Jernes Vej)

FRB (Fredrik Bajers Vej)

Myr (Myrdalstraede)

FIB (Fibigerstraede)

LAN (Langagervej)

PON (Pontoppidanstraede)



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Faculties of Engineering,

Science and Medicine

Niels Jernes Vej 10

Wages Office

Fredrik Bajers Vej 7F

Treasury

Fredrik Bajers Vej 7F

Welfare Work Dept.

Fredrik Bajers Vej 7F

Technical Services Div.

Myrdalstraede 268

Information Office (central)

Fredrik Bajers Vej 5

Information Office (faculty)

Niels Jernes Vej 10

University Book Shop

Fibigerstraede 15

Fredrik Bajers Vej 7A

Libraries

Langagervej 2

Fredrik Bajers Vej 7B

Canteens

Fibigerstraede 15

Fredrik Bajers Vej 7

Caretakers

Fibigerstraede 16, room 3.101, tel. 9666

Jan Hansen &

Mobile, Jan: 2120 5681

Lise Lotte Koustrup

Mobile, Lise Lotte: 2045 9252

Skilled technician

Pontoppidanstraede 107, room 29

Rector

Per Michael Johansen, Fredrik Bajers Vej 5

Study Board

Gitte Hageman Christensen

Pontoppidanstraede 101, Room 44



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Practical Information on living in Denmark and Aalborg

► General Information

Public transportation by bus in Aalborg is well developed and should cover your needs for transportation in this area. An alternative to the busses is riding a bicycle since most things in Aalborg are located within a reasonable distance. Remember always to bring along two lights for the bicycle – white light for the front and red light for the back. According to Danish law, you must use these after dark.

Divisions of Aalborg University are located all over Aalborg with the largest campus in the southeast of Aalborg approximately 6-7 kilometres (4-5 miles) from the city centre.

You may find facts about Denmark on www.odci.gov/cia/publications/factbook/geos/da.html.

► Living Expenses

The cost of living is generally high in Denmark but will, of course, vary according to personal requirements and standards. The estimates below are in Danish currency, called 'Kroner'. One US-Dollar is equivalent to approximately 6.10 Danish Kroner (DKK) and one Euro is equivalent to approximately DKK 7.50.

► Food

Basic food expenses are approximately DKK 2,000-3,000 per month depending on choices and types of food.



► Transportation

A cross-town ticket costs DKK 20. If you travel by bus on a daily basis, you might consider buying a monthly bus pass for the price of DKK around 350 per month. Alternatively, you may buy 'rejsekort', which is cheaper in the long run.



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Please keep in mind that taxi services are quite expensive in Denmark. The phone number for Aalborg Taxi company is 9810 1010.

A new bicycle costs between DKK 1,500-3,000. The local bicycle dealer may have second-hand bicycles for sale at a considerably lower price. You may also attend the police auction for lost properties at the auctioneer house as a way of purchasing a bicycle. This is probably the least expensive way of buying a bicycle, approximately DKK 300-500.

► Accommodation

Renting a 1-room flat usually costs between DKK 3,500-4,000 per month.

► Shopping Hours (may vary)

Monday-Thursday 10 am - 5.30 pm, Friday 10 pm – 6.30 pm

Saturday 10 am - 4 pm (Sundays often closed)

Supermarkets are open Monday – Friday 8 am – 9/10 pm and Saturdays 8 am – 5/6 pm.

► Grocery Shopping

Be aware that most supermarkets close at 9pm or 10pm on weekdays and 5pm or 6pm on Saturdays. Some supermarkets are also open on Sundays. It is a good idea to bring along cash since some supermarkets do not accept credit cards, except Danish.

► Going out

Going out in Aalborg is quite cheap in comparison to other cities in Denmark. An average restaurant meal including wine costs around DKK 200. An average meal including beverages at a café is approximately DKK 100. Pizzas and other fast foods are also cheap.

A beer at a pub in the city centre is approximately DKK 30. Smokers should be aware that cigarettes are rather expensive: around DKK 40 for a packet of 20. In addition, please note that smoking is illegal in restaurants, cafes and bars in Denmark.

► Cinemas

In Aalborg city, there are three cinemas. A movie ticket is app. DKK 85.



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► Phone

If you need to call home at a low cost, you may buy a pre-paid calling card called “Global One” that costs DKK 100. It offers the cheapest price for calling abroad. It may be bought at the post office in the city centre. Regarding mobiles, there is a mobile phone company called “TELMORE” offering cheap rates for calls within Denmark (DKK 0.45 per minute and DKK 0.20 per SMS). You may order a SIM-card on www.telmore.dk. Initial fee for registering with TELMORE is DKK 199. There is no monthly fee, and the DKK 199 includes DKK 199 worth of talk time. You deposit money into your account by using your credit card. Unfortunately the website is only in Danish.

► Recycling Bottles

Each time you return a bottle – soft drinks, beer etc. (plastic, glass or can) – to the supermarket, you will get money in return. Most supermarkets have recycling systems, and you may bring your empty bottles her.

Doctor, Police etc.

► Post Offices

Vestbyen – Dannebrogade 64, 9000 Aalborg (Kvickly)

Open Monday - Friday 10 am - 5 pm

Saturday 10 am -12 pm

Sunday closed

OR

Aalborg City Center – Slotsgade 8 – 14 (Føtex)

Open Monday – Friday 9.30 am – 6 pm

Saturday 9.30 am – 13 pm

Sunday closed



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► **Emergency, Doctor and Dentist**

▪ Emergency (e.g. ambulance, fire, police) dial 112. Also FALCK REDNINGSKORPS tel. 7010 2030

▪ Casualty ward (open 24 hours)

Aalborg Hospital South

Hobrovej, 9000 Aalborg

Tel. 9932 1111

▪ Doctor on-duty

Tel. 7015 0300

Hobrovej 18, 9000 Aalborg

Open Monday - Friday 4 pm - 8 am

Weekends and public holidays open 24 hours

Cash payment

▪ Dentist on-duty

Tel. 7020 0255

They will tell you the address to go to

Open weekends and public holidays 9 -10 am

▪ Police

Aalborg Police Station

Jyllandsgade 27, 9000 Aalborg

Tel. 9630 1448



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► Driving license

If you are living in Denmark and have a driving license issued in a country outside the EU or EEA, you must within 90 days exchange your driving license for a Danish one.

If you are a foreigner with temporary residence in Denmark, you can use an international driving license or a valid foreign driver's license. If you do not have it, you can obtain a tourist driving license at the police station.

Otherwise, you can obtain a Danish Driving license in English here:

Aalborg Køreskole Aps - Danmarksgade 5, 9000 Aalborg

Webpage: www.damkiers.dk

Tel.: 40534093 or 98181520

► Map of Pontoppidanstræde and area



AALBORG



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Hovedafdeling
+45 9940 9400
aub@aub.aau.dk
skype: aalborgunilib
Limited access

Fredrik Bajers Vej
Access 24/7

Juraens Hus
Limited access

Nordkraft
Access 24/7

Strandvejen
Access 24/7

ESBJERG



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Access 24/7

COPENHAGEN



A.C. Meyers Vænge 15
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en.aub.aau.dk/facebook



en.aub.aau.dk/twitter



en.aub.aau.dk

Photo: Adam Lehn

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STAFF INTRODUCTION

The university library supports research and teaching at Aalborg University by providing and supplying relevant information and documentation.

The library gives you 24/7 access to scientific journals, databases etc.

The library provides library courses and instruction to all university staff.

We are happy to cooperate with all study programmes and departments.



THE UNIVERSITY LIBRARY
AALBORG UNIVERSITY

ONLINE ACCESS TO MATERIAL

Aalborg University Library provides online access to scientific journals, databases etc., once you are connected to the campus network. Read more about the university network at wifi.aau.dk.

The library's online resources can be accessed off campus as well – e.g. from home. However, to gain access to journals and databases, you must access via the library's homepage. Read more about remote access on the library's website.

BOOKS, JOURNALS AND DATABASES

Our collections contain vast amounts of scientific literature that relate to the academic disciplines taught and researched at Aalborg University. From the library's homepage aub.aau.dk, you can search the library database Primo, along with a large number of scientific databases. The library's collections of printed material are located at Langagervej, Fredrik Bajers Vej and the AAU Law Library in Aalborg, as well as in Esbjerg.

REGISTER AS BORROWER – USE YOUR AAUCARD

All AAU employees have 24/7 online access to the library's materials both on and off campus.

If you want to borrow printed material, you must register as borrower first. All new AAU employees receive an AAUcard. In order to activate your AAUcard as your library card, you must contact the library. Registration does not occur automatically! You may either contact the staff at one of our branches, call us, or fill in the online form at our website.

DEPARTMENT DELIVERY SERVICE

The library's department delivery service includes delivery and return of library material directly to and from your department. Read more about the service and view a list of registered departments at our website.

INTERLIBRARY LOAN

If you are in need of material that is not in the library's collection, we will help you procure it from another library. Read more about interlibrary loan on our website. Please notice that interlibrary loans must be picked up during manned opening hours.

Alternatively, you may use the national library service Bibliotek.dk at www.bibliotek.dk, which makes it possible to borrow and return material from other libraries at your local library.

AROUND-THE-CLOCK ACCESS (ALMOST!)

The AAUcard makes it possible to access the library outside manned opening hours. However, the AAUcard must be activated for that particular purpose (and building). You can make a request for activation at our website, as well as view further information regarding our branch libraries.

VBN – RESEARCH REGISTRATION

VBN is the research portal of Aalborg University. The purpose of the portal is to draw attention to research publications and research activities, and help pave the way for future contact and collaboration between external partners and the various research environments at AAU.

VBN is the institutional repository of Aalborg University, in which all AAU publications, research projects, research activities and press cuttings are being indexed. The VBN Editorial Office provides introductions and assistance free of charge. Read more at vbn.aau.dk.

SUPPORT TO RESEARCHERS – LIBRARY COURSES AND ASSISTANCE

Aalborg University Library offers courses and assistance to researchers regarding library introductions, publication strategies, information searching, Open Access, VBN and BFI. Read more about support to researchers on our website. Library courses, instructions and assistance is free of charge.

REFWORKS – REFERENCE MANAGEMENT

Aalborg University Library subscribes to the online reference management tool RefWorks. The programme makes it easier to streamline and manage your references, make lists of sources cited, and compile bibliographies. The library offers courses and assistance free of charge. Read more about RefWorks at our website.

COPYRIGHT – WHAT YOU CAN AND CANNOT DO!

Aalborg University Library assists researchers and teachers in matters regarding copyright of material used for research and teaching. Who holds the rights to the material in question, and in which ways are you allowed to use it?

The library's copyright task force is ready to answer your questions regarding copyright, and offers both assistance and introductory courses free of charge. Read more about copyright at your website.

SERVICE TO EXTERNAL PARTNERS

Researchers and other AAU employees, who collaborate with companies and other external partners, can request assistance from the library in matters regarding research overviews, surveys, statistics etc. that relates to the area of cooperation.

The service is free of charge. Please contact AUB Erhvervsservice to learn more.

STAY UP TO DATE

The library's website contains a lot of practical information. You can access to the library's database Primo from our homepage. Stay up to date via the library's profiles on Facebook and Twitter.