DANISH SCHOOL OF EDUCATION
AARHUS UNIVERSITY

WELCOME!

Dear new employee,

As the head of the Danish School of Education, I would like to offer you my warmest welcome.

We hope that compiling this information will help introduce you to your new workplace. DPU is a large workplace with sites in both Copenhagen and Aarhus. It can take some time for new employees to become familiar with all the different parts of the organization you might encounter as part of your job. We have therefore compiled useful information concerning the school's organization, resources, and rules, and regarding where to turn when in need of help and assistance.

Remember: if you have any questions, the secretarial staff will be happy to help or to put you in touch with someone who can.

I hope you will feel at home.

Yours sincerely

Head of school

Claus Holm

Contents

ABOUT THE SCHOOL

The Danish School of Education (known in Denmark as DPU) is one of three departments at the Faculty of Arts, Aarhus University.

The Danish School of Education constitutes Denmark's largest university environment for basic and applied research within the field of education and educational theory (pedagogics). The school has locations in Copenhagen and Aarhus.

The school currently employs approximately 150 full-time research staff with approximately 3,500 students enrolled at either bachelor's or master's level and a further 80 (approximately) doctoral students.

Contact:

Aarhus University central switchboard: 8715 0000

The Danish School of Education's reception in Copenhagen: 8716 3553

Addresses:
The Danish School of Education
Campus Copenhagen
Tuborgvej 164
2400 Copenhagen NV
edu@au.dk

Campus Aarhus
Nobelparken, building 1483
Jens Chr. Skous Vej 4
8000 Aarhus C
aarhus@dpu.dk

Management

The Danish School of Education is headed by Claus Holm. The additional members of the school's management team are the deputy head of school and director of studies, the deputy head of school and director of research, the head of secretariat, the head of Campus Aarhus, and the six heads of department. The management team can be contacted at institutledelsen.edu@au.dk.

Meet the school management team

Strategy

The great interest in and importance of DPU's research and research-based teaching within the field of education and educational theory in an increasingly globalized context are reflected in the school's strategic focuses for the period 2015-2020.

See DPU's strategy for 2020-25.

Organization

The Danish School of Education consists of six departments framing employees' activities centred on research, teaching, and dissemination of knowledge. In addition, eight priority research areas have been identified and organized within corresponding research programmes. Finally, the secretarial team provides administrative support for the school's activities.

See Departments

See Research programmes

See the secretarial team or visit them on the second floor of building A in Copenhagen or in Aarhus Nobelparken, building 1483, room 517.

Other administrative areas such as study and exam administration, IT, HR, finance etc. are handled by central administrative centres at the faculty level. You can find clear gateway to the administration on AU at 'staff service'.

News

Once a month, the head of school publishes an electronic newsletter. Please contact Charlotte Wilsbech Andersen if you do not receive them. The head of school also invites all employees to participate in staff meetings once each semester, providing opportunities for dialogue.

Boards and committees

School council

The school council acts in an advisory capacity to the head of school. Comprised of employee and student representatives, the school council is tasked with ensuring innovation, quality, transparency, and legitimacy in all decisions and academic matters. The school council also helps protect the school's academic and social identity. Further information regarding the school council (in Danish) can be found on the school's staff portal.

Research council

The research council's role is to advise and assist the head of school who, as head of research, is responsible for the school's research strategy and production. Further information regarding the research council (in Danish) can be found on the school's staff portal.

Board of studies

The board of studies is responsible for the academic development and quality assurance of the school's degree programmes and has appointed a number of degree programme committees (in Danish), which undertake this task within the individual degree programmes. The board of studies deals with applications for accreditation, preapprovals, and special exemptions. Further information is available here.

Liaison committee

LSAU is the Danish School of Education's local liaison and works committee. For further information:
http://edu.medarbejdere.au.dk/om-dpu/udvalg-naevn-og-fora/lsau/ (in Danish)

At Aarhus University, liaison committees exist at the following levels:

- The main liaison committee (HSU) at AU
- The faculty liaison committee at Arts (FSU)
- The local liaison committee at DPU (LSAU) (in Danish)

Occupational health and safety

Occupational health and safety at Aarhus University is organized at the following levels:

- The main occupational health and safety committee at Aarhus University (HAMU)
- The occupational health and safety committees at faculty and administrative department levels (FAMU/AAMU)
- The local occupational health and safety committees (LAMU)
- Occupational health and safety groups (AMG)

For further information regarding members of the various committees and minutes from their meetings, see the portal for occupational health and safety.

Find your union representative here:

http://medarbejdere.au.dk/en/administration/hr/recruitment-and-employment/find-your-union-representative/

RESEARCH

Research programmes

At the Danish School of Education, research is founded on robust scientific perspectives on education and educational theory:

- Didactic (subject didactics and general didactics)
- Psychological
- Sociological
- Philosophical
- Anthropological

To these can be added cross-disciplinary research focused on specific and clearly defined educational domains, where schools and early childhood education and care are among the largest and most important. See here for further information regarding research programmes, centres, and units

Support in applying for external research funding

Researchers at the Danish School of Education can receive support regarding the administrative and financial aspects of funding applications, grants, contracts, and cooperation agreements.

Contact Henrik Nitschke in plenty of time to ensure optimal service and thereby avoid administrative and non-research related tasks. For further information, see research support (in Danish).

PhD students and doctoral studies programmes

All PhD students are enrolled in a doctoral studies programme at the Graduate School of Arts; this is not the same as a research programme. At the Danish School of Education, there are the following two doctoral studies programmes:

Didactics – PhD programme director Lars Emmerik Damgaard Knudsen

Learning and Education – PhD programme director Hanne Kirstine Adriansen

The PhD administrator at the Graduate School of Arts Minna Elo provides support to the school's PhD students throughout their studies, including study periods abroad, in the event of illness, parental leave etc. Find contact information here.

EDUCATION

An overview of study programmes offered at the Danish School of Education can be found here and the corresponding academic regulations here.

All study programmes have affiliated liaison officers within the study administration responsible, for example, for the planning of courses and examinations.

At AU, the study system Brightspace is used to communicate with students.

Once students have enrolled in courses for the upcoming semester, a teaching plan is compiled for each study programme. Once this work has been completed, respectively at the end of June and December, personalized timetables, including times and room numbers, are made available via Art's site for timetabling.

Should you need to change the time or date of a specific class or book a room for additional classes (ad hoc booking), please contact team6.uvaeka.arts@au.dk.

All exam results are registered by the examiner and external examiner in the online system Digital Exam.

Practical information regarding teaching and examinations can often be found on the study portal for students at Arts.

A special section for teaching staff can be found on the staff portal.

PRACTICAL INFORMATION

Data security

Please review the university's policy for data security here.

Note in particular that your network drive should be used as primary storage to ensure data backup. Using the computer's own drive for document storage leaves employees vulnerable to data loss.

Evacuation

In the event of fire, accident, or other life-threatening situations, call 112 (emergency services) and 8715 1617 (Aarhus University's alarm central). In some areas, no speakers are installed providing instructions to leave the building. Instead, various materials are provided for use in the event of evacuation, marked by a green square with a star. Here, you will find two vests, one yellow and one orange, with two corresponding information cards.

In the event of an evacuation, we all have a shared responsibility; that is to say, anyone can assume responsibility and take charge of the evacuation.

The person who puts on the yellow vest is in charge of the evacuation process in that particular area and ensures that everyone leaves the building. This is done by attracting people's attention and delegating tasks.

The person who puts on the orange vest is in charge of the reception of evacuees in an agreed location outside the building.

Find instructions for how to handle emergencies in practice – or advise others about how to do so here

Staff-related matters

General information concerning staff-related matters is available on HR's homepage.

Staff policy at AU:

Read about AU's staff policy here.

Absence

All reports of absence due to illness, absence due to the illness of a child, absence due to family days (in Danish: omsorgsdage), subsequent return to work, and holidays should be made to and registered by the secretariat. Notification to students of any cancellations should be posted on Brightspace. Illness should be reported to sygdom@dpu.dk and your head of department at start of working hours on the first day of illness.

In the event of long-term illness lasting more than two weeks, you should inform your head of department. You will then be asked to attend a sickness absence interview. PhD students should additionally contact the PhD administration in cases of long-term illness/leave.

In cases of parental leave and adoption, your head of department and departmental administrator should be given sufficient notice. Information regarding absence due to parental leave and adoption, as well as relevant forms, is available here. Completed forms are to be submitted to HR.

Other information concerning leave of absence is available here.

Holidays

The department's holiday notice for monthly-paid employees is set by liaison committee (LSAU). When the notified periods have been registered in advance, an email will be sent to everyone.

You must report holiday at ferie@dpu.dk. Holiday and changes to registered holiday are agreed with your head of department and must always be reported until holiday the start of the period. It is your responsibility to ensure that your holiday is registered correctly.

As a monthly paid employee, you can check your holiday balance at mitHR and see what has been added for you.

Salary

Questions regarding salary should be addressed to HR.

Staff benefits

Coffee and fruit

Free coffee/tea and fruit are provided.

AU holiday foundation

The AU holiday foundation was established in 1979 with the objective of offering holiday accommodation to university employees. The foundation has 10 holiday homes in Denmark at its disposal, as well as holiday apartments abroad and apartments in Copenhagen.

https://auferiefond.bookhus.dk/account/login .

Associations

For an overview (in Danish) of the university's staff benefits, see here. For staff at Campus Copenhagen, there are a number of different offers such as (in Danish):

- Fitness club
- Physiotherapy
- Wine club

Screen glasses

Do you need [screen glasses](#)?

Administrative systems

Access to self-service, mitHR and WAYF

Self-service via "Min profil" in the top right-hand corner on https://medarbejdere.au.dk/en/ and https://mit.au.dk/ provides a number of services including:

- Creating/changing an email address
- Access to Blackboard
- Changing password
- Access to application forms from AU research foundation

The self-service portal also provides access to WAYF – Where Are You From – which links your Aarhus University (or other institution) profile with external web services.

This means that you can use your username and password to access many other sites; i.e., one username and one password provides access to a multitude of services. As long as you remain logged in, you can switch between services without needing to log in again.

[MitHR](#) offers one point of entry to all your HR-related staff data, including:
- Terms of employment
- Holiday and absence (e.g. illness, parental leave or child care days)
- Reporting relationship (who your managers are)
- Organisational affiliation and address book

On the [staff service](#) portal, you will find the most common administrative gateways at for employees at Aarhus University.

PURE (PUblication & REsearch platform)

PURE is a registration system with two primary functions:

- Registration of publications, research areas, and activities for research staff
- Presentation of employees with CV, photo, office hours, and other relevant information.

To log in and for a user guide, please refer to [the portal for PURE](#).

Information registered in PURE is also used in conjunction with the [supervision of research at the Faculty of Arts](#).

Vipomatic

Working hour standards for research staff are registered for teaching, examinations, student supervision, administrative tasks etc. in accordance with [the agreement on working hours at the Faculty of Arts](#).

You will find further information regarding [Vipomatic on the staff portal](#).

https://vipomat.hum.au.dk/iup/login.htm

Finance

The Danish School of Education provides office space and standard IT equipment. Mobile phones are made available to permanent academic staff members and technical/administrative staff.

 Staff have free access to photocopying and printing equipment and office supplies are available in the printer room or on request from the reception.

General procurement

Any additional acquisitions require either:

- external funding
- that your head of school has granted the necessary funding.

If you making a purchase on behalf of Aarhus University, you must always ensure the relevant purchase agreements are upheld. For further details on procurement policies, see here.

DPU's procurement coordinator is Else Thousig.

Purchase agreements apply regardless of whether AU is invoiced directly or you initially pay yourself and are subsequently reimbursed expenses (for more on reimbursement of expenses, see here).

Invoicing (INDFAK)

The university only accepts electronic invoices from Danish companies. When purchasing a good or service, you should ask the provider to send an invoice to the school's EAN number: 5798000426450. This invoice should also be clearly marked with your name. Invoices are managed within the INDFAK system.

Travel grants

Applications for grants to participate in conferences etc. where expenses are not covered by a project should be submitted to the head of department with a copy to the departmental administrator.

Travel booking and expense claims (CWT and RejsUd)

Travel *must be booked* either directly with the operator (SAS, Lufthansa etc.) or with Carlson Wagonlit Travel (CWT). CWT can be contacted via tel. 3363 7744 / au.dk@contact.cwt.com. Travel can also be ordered using CWT's portal.

Upon your employment you can get a profile for orders for booking via CWT and received an email with a password.

You should also have been given access to RejsUd, the university's system for travel and expense claims, and received login details. Maibritt Wraa Nielsen at Campus Copenhagen can offer assistance in creating a profile for CWT and/or RejsUd. For employees at DPU in Aarhus, please contact Susanne Hammer Samuelsen.

Information regarding travel booking and expense claims can be found on AU's staff portal for travel booking and expense reimbursement.

For transport between campuses for teaching purposes and meetings, a digital app for smart phone can be obtained in the secretariat 2nd floor in the A-building, Copenhagen or by mail to togbilletter@edu.au.dk.

The Danish School of Education's guidelines concerning travel expenses between campuses in Aarhus and Copenhagen are available here. For all other journeys, transport using personal vehicles will only be reimbursed in exceptional circumstances, subject to prior authorisation (write to institutledelsen@edu.au.dk).

AU credit cards and travel insurance cards

Employees at the Danish School of Education can obtain an AU credit card for work-related expenses, which are accounted for in RejsUd. Find more anbut AU credit cards.

A travel insurance card should be ordered well in advance. This is managed by Hanne Ryge Nielsen (Copenhagen) and Susanne Hammer Samuelsen (Aarhus).

Services

IT Support:

Portal: http://medarbejdere.au.dk/en/administration/it/main-academic-areas/

Contact information and opening hours:

- Tåsingegade, Aarhus
- Copenhagen

Registering an assignment with Building Services:

- Registering an assignment at Arts' Building Services in Emdrup or Aarhus

Business cards

Business card scan be ordered via **B** … Business cards in the "Staff Service at AU" index.

AU stationery and PowerPoint templates

AU has a Microsoft Office-based template solution, Templafy. You can find Template Guide Template Guide at office.au.dk. Here you download the templates and use them in Word and PowerPoint on PC or Mac.

Conferences, seminars, workshops

If you are planning a research conference with papers, you can get administrative help from Arts Conference Support (au.dk) (more than 25 participants). If you are planning a communication conference, you can get administrative help from DPU'S secretariat. In Emdrup, you should contact the Else Thousig at DPUkonferencer@edu.au.dk and in Aarhus, you are contacting Susanne Hammer Samuelsen.

13

Catering

Catering for meetings, seminars etc. at Campus Copenhagen can be ordered from the reception dpu@edu.au.dk no later than two working days in advance. At Aarhus Campus, student assistant make coffee etc. for meetings with fewer than 25 participants. Coffee, tea, jug water, cookies can be ordered via ekspedition.aarhus@edu.au.dk. See also the procedure for ordering refreshments for meetings at the Danish School of Education, Aarhus Campus (in Danish).

Proofreading and language services

Language Services, Faculty of Arts offer to proofread articles written in English and intended for publication in a peer-reviewed journal. Each researcher has an annual quota of 18,000 words. Please see the above link for details on the booking process.

Supplementary proofreading and language revision of academic texts for international publications is available to the research staff and PhD students at DPU without external funding via the secretariat. Please contact Simon Rolls in good time with details on the intended publication, approximate length, deadline and any preference for British or American English.

When external funding is available, proofreading services can be purchased via an external supplier – for instance, many of the major international publishing houses offer their own language services. You are welcome to contact Simon Rolls for advice.

Please note that the above applies to proofreading of academic texts written in English. Translation of academic texts can be purchased from external suppliers in cases where funding has been set aside for this purpose, for example as part of a research grant.

Guest accommodation

Aarhus University can provide guest accommodation at Campus Aarhus.

Student assistants

When compiling compendia for the courses you teach, the student assistants employed at the school can offer assistance in copying texts.

DPU, Copenhagen: Student assistants in room A316 (dpu@edu.au.dk, ph. 21654401)
DPU, Aarhus: Student assistants in room 1483-532 (ekspedition.aarhus@edu.au.dk / ph. 871 61302).

Aarhus University Library, Campus Copenhagen

Aarhus University Library, Campus Copenhagen is located by the main entrance, Tuborgvej 164.

The library is staffed at the following times:
Monday – Friday   09.00 – 18.00
At all other times students and employees can access the library with a key card.

Sign up: https://www.kb.dk/en/become-library-user

Meeting rooms

Meeting rooms are booked using the Outlook calendar (in Danish) or by contacting your departmental administrator. All meeting rooms at Campus Copenhagen begin with "Emdrup".

If there is a video link option in the room, see the room number.

Booking of video link room at DPU in Aarhus via the Outlook calendar: 1483-523, 1483-525 and 1483-556. The provided key fits the lock.

Booking of meeting / guidance sessions at DPU, Aarhus:

Booking of meeting rooms without video link is done on a paper calendar at the reception in room 1483-535 or via mail
ekspedition.aarhus@edu.au.dk

Parking in Copenhagen and Aarhus

Currently, parking is unrestricted in Copenhagen. In Aarhus you can create a parking permit if your primary employer is Aarhus University and your workplace is in an AU building.

Canteens

Copenhagen

- Jespers Torvekøkken, Campus Emdrup / Ordering (in Danish)

Nobel Park

- Food & Co., Nobelparken (in Danish)

Secretariat

You can see the roles and responsibilities of the secretarial team on DPU's staff portal.

15