

Workzone for academic staff

Enquiries from external parties – what should I file?

Under the case ‘Enquiries from external parties’, members of academic staff should file important and relevant enquiries from (and any subsequent correspondence with) external parties not already filed by others at Aarhus University (e.g., the Technology Transfer Office, Research Support Office, AU Finance etc.). For oral enquiries, a memo should be filed. As a general principle, when members of academic staff initiate correspondence with an external party, a single case should be created specifically for this correspondence.

Please note that some enquiries may develop in such a way that they require the creation of a specific single case in Workzone.

From whom: you should file *important* and *relevant* enquiries from the following external parties:

- Public authorities
- Companies
- Organisations
- Private individuals (incl. students)
- The press (when receiving frequent press enquiries, a separate case should be created)

What: general filing principles (‘important’ and ‘relevant’)

- Filing should relate to your employment at AU (‘private’ agreements/assignments are not filed). Ask yourself:
 - o Am I using working hours or are any expenses reimbursed by AU? Or
 - o Is the work linked to an expert status that is closely associated with my employment at AU (e.g. acting as an expert witness during a court case)?
- Enquiries that could result in a case, such as freedom of information requests, should always be filed

Examples of enquiries to be filed by academic staff:

- Enquiries from journalists if:
 - o an agreement is reached, including approval of interviews or similar
 - o the enquiry is rejected but the member of staff assesses that it may result in a case
- Enquiries about co-authoring a book/article/book review/review if it involves the use of AU working hours and/or resources
- Enquiries concerning an appearance as an expert witness at a court case or similar
- Enquiries regarding participation (as a representative of AU) in boards, committees, associations, networks etc. ¹
- Enquiries concerning visiting researchers²





- Enquiries about acting as an external PhD supervisor/assessor if an agreement is reached
- Enquiries about co-examiner activities where remuneration involves AU
- Enquiries from students if assessing that they may result in a case
- Enquiries from private individuals if assessing that they may result in a case
- Invitations from external parties

Examples of enquiries that, as a general principle, do not need to be filed by members of academic staff:

- Enquiries that are neither important nor relevant, such as notice of a meeting
- Enquiries from school students
- Enquiries from students (however, please refer to exceptions above)
- Unsolicited job applications: for guidelines on handling unsolicited applications, please refer to the relevant section on the university's website <https://medarbejdere.au.dk/en/informationsecurity/data-protection/for-administrative-staff-and-managers/for-managers/handling-of-applications>

¹ When an agreement is reached, a separate case should be created, perhaps in the form of a consolidated case, primarily for filing documentation of your appointment.

² When an agreement is reached, a separate case should be created.