WELCOME TO
THE DEPARTMENT OF CULTURE AND SOCIETY
Welcome brochure for new employees at the Department of Culture and Society
## CONTENTS

**Welcome**

About the Department .......................................................................................................................... 6

Management .......................................................................................................................................... 6

Organisation .......................................................................................................................................... 6

Councils and Boards ............................................................................................................................ 6

Department Committee ....................................................................................................................... 6

Research Committee ............................................................................................................................ 6

Board of Studies and Degree Programme Committee .......................................................................... 7

Liaison Committee ............................................................................................................................... 7

Work Environment Organisation .......................................................................................................... 7

House Committees ............................................................................................................................... 7

Research

Research Programmes .......................................................................................................................... 8

Assistance with External Research Applications .................................................................................. 8

PhD Students and PhD Programmes .................................................................................................... 8

Degree Programmes

Practical Information

Employees .............................................................................................................................................. 9

International Academic Staff .............................................................................................................. 9

Human Resources ............................................................................................................................... 9

Absence ............................................................................................................................................... 10

Salary .................................................................................................................................................. 10

Employee Benefits ............................................................................................................................. 10

Computer Glasses .............................................................................................................................. 10

Administrative Systems ....................................................................................................................... 10

Access to the Self-service Facility and WAYF ................................................................................... 10

PURE (Publication & REsearch platform) ............................................................................................ 10

Vipomatic ........................................................................................................................................... 11

Finances ............................................................................................................................................. 11

Procurement ..................................................................................................................................... 11

Procurement (INDEFAK) ................................................................................................................... 11

Travel funding .................................................................................................................................... 11

Travel Reservations and Expenses (CWT and AURUS) .................................................................... 12

AU Credit Card & Travel Insurance Card ........................................................................................... 12
# Services

- IT Support: ............................................................... 12
- Student Assistants ..................................................... 12
- Business Cards .......................................................... 12
- AU Stationery and PowerPoint Templates .......................................... 12
- Conferences, Seminars, Workshops ...................................................... 12
- Meals ................................................................... 12
- Language Services .................................................................. 12
- Visitor Accommodation ....................................................... 12
- Printing Office ................................................................ 13
- Mail Delivery and Consignments .................................................. 13
- Official Cars, Arts .............................................................. 13
- Official Cars, Moesgård ............................................................ 13

## Practicalities, Nobelparken

- Keys and Code Cards .......................................................... 13
- Opening Hours ................................................................ 13
- Nobel Cafeteria ................................................................... 13
- Aarhus University Library, Nobel ..................................................... 13
- Parking ........................................................................... 13
- Meeting Rooms .................................................................. 14

## Practicalities, Moesgård

- Keys and Code Cards .......................................................... 14
- Opening Hours ................................................................ 14
- Moesgård Canteen ............................................................... 14
- Aarhus University Library, Moesgård ..................................................... 14
- Parking ........................................................................... 14
- Meeting Rooms .................................................................. 14

## Secretariat

- Duties ........................................................................... 15
- Department, general (Bldg. 1467) .................................................. 15
- Theology and Study of Religion (Bldg. 1451/53) ..................................... 16
- History, Classical Studies and European Studies Incl. International Studies (Bldg. 1461/63) .................................................. 16
- Philosophy, History of Ideas, Asian Studies, Arab and Islamic Studies (Bldg. 1465/67) ........................................ 17
- Archaeology and Anthropology (Moesgård) .......................................... 17

## Abbreviations

-........................................................................ 18
Dear new colleague

Welcome as a new member of staff at the Department of Culture and Society. With this welcome brochure, you are introduced to the procedures of the department, and we hope for it to be your guide to knowing where to go at the department or the administration in order to gather further information.

At your arrival, we hope that you will stop by the local secretaries in the building and say hello. Prior to your arrival, we have been hard at work securing your workstation, requesting an allocation of email address and set-up in various administrative systems (all of which you will be able to learn more about below). We may also have been in contact regarding your PC or laptop preferences. If the notice of your accession was delayed, you and the local secretary may have things to work out, when you first meet.

**Remember:** If in doubt about anything, the local secretaries are happy to help - either in person or by telling you where to direct your questions.

We hope that you will find yourself at home at the department.
ABOUT THE DEPARTMENT

The Department of Culture and Society is concerned with the research and education pertaining to the interplay between culture and society in time and space throughout history. The subject range covers: Anthropology (incl. Human Security), Archaeology (Prehistoric, Medieval and Renaissance), Asian Studies (Chinese, Japanese, Southeast Asian Studies and Arab and Islamic Studies), Philosophy and History of Ideas, History and Classical Studies (Classical Archaeology and Classical Philology), European Studies (incl. International Studies and East European Studies), Study of Religion and Theology.

The official abbreviation is CAS – Department of Culture and Society, but you may also come across the abbreviation IKS – Institut for Kultur og Samfund. The employees are housed in Nobelparken or at Moesgård.

Management

Head of the department is Bjarke Paarup. He is advised by the head of secretariat, the director of studies, the heads of section and the research programme directors, cf. organisational directory.

Enquiries to the head of department should be directed at head.cas@au.dk Every two weeks the head of department issues an electronic newsletter. If you’re not receiving the newsletter, please address Camilla Dimke. Furthermore an invitation to a two-hour long staff meeting is issued a few times during every semester. Department meetings are to the greatest extent possible placed on Wednesdays.

Organisation

The secretariat is decentralised with offices in all complexes in order to accommodate all local enquiries. A directory is found at the end of this brochure.

The course and examination administration, PhD programmes, finances, IT and other matters are handled by central units with front offices at Arts level. A manageable access to the Arts administration is found on the AU (Aarhus University) website ‘for staff’.

Councils and Boards

Department Committee
The Department Committee of Culture and Society is an advisory body answering to the head of department. It is in charge of securing idea development, quality, transparency and legitimacy in all decisions and academic matters. Simultaneously it has to secure the department’s professional and social identity. More information and minutes can be found on CAS intranet

Research Committee
The Research Committee is in charge of advising and assisting the head of department, who’s responsible for the department’s research strategy and research production.
Board of Studies and Degree Programme Committee
There are two Boards of Studies within the department:

- Culture and Society (all subjects apart from Theology)
- Theology

Beneath the Boards of Studies you will find the Degree Programme Committees (uddannelsesfagudvalg, UFU) for one or more associated degree programmes. The committees exist to strengthen the quality control and advancement of the degree programmes. The Degree Programme Committees consist of lecturers and students and is headed by Head of Section.

<table>
<thead>
<tr>
<th>Board of Study</th>
<th>Degree Programme Committee (UFU)</th>
<th>Head of Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culture and Society</td>
<td>Anthropology (incl. Human Security)</td>
<td>Ole Haeris</td>
</tr>
<tr>
<td></td>
<td>Archaeology (incl. Prehistoric Archaeology, Medieval and Renaissance Archaeology)</td>
<td>Mette Svart Kristiansen</td>
</tr>
<tr>
<td></td>
<td>Philosophy and History of Ideas</td>
<td>Thomas Schwarz Wentzer</td>
</tr>
<tr>
<td></td>
<td>History and Classical Studies (incl. Classical Archaeology and Classical Philology)</td>
<td>Claus Møller Jørgensen</td>
</tr>
<tr>
<td></td>
<td>Asian Studies, Arab and Islamic Studies</td>
<td>Anemone Platz</td>
</tr>
<tr>
<td></td>
<td>European Studies (incl. International Studies and East European Studies)</td>
<td>Peter Bugge</td>
</tr>
<tr>
<td></td>
<td>Study of Religion</td>
<td>Lene Kühle</td>
</tr>
<tr>
<td>Theology</td>
<td>Theology</td>
<td>Peter Lodberg</td>
</tr>
</tbody>
</table>

Liaison Committee
Information on the local Liaison Committee (samarbejdsudvalg, LSU) is found on CAS intranet.

Work Environment Organisation
The current Work Environment Organisation consists of the following levels:

- The Main Work Environment Committee at Aarhus University (Hovedarbejdsmiljøudvalget, HAMU)
- Work Environment Committees on the main academic areas (FAMU/AAMU)
- Work Environment Subcommittees and Department Committees (LAMU)
- Work Environment Groups (Arbejdsmiljøgrupper, AMG)

For further information on the composition of the committees and for minutes please contact one of the following secretaries:

- Nobelparken: Jytte Ringtved or Mikkel Pade
- Moesgård: Anne-Mette Christensen

House Committees
The House Committees consist of representatives from VIP (researchers), TAP (administrative personnel) and the student body. They attend to the allocation of VIP workstations and consider the use of conference rooms, student lounges, hallways, etc.

House committees have been appointed for the following buildings:

- Nobelparken bldg. 1451 – 1453 (contact: secretary Bente Kejser)
- Nobelparken bldg. 1461 – 1463 (contact: secretary Leanne Arberg)
- Nobelparken bldg. 1465 – 1467 (contact: secretary Tina Elgaard)
Research Programmes

The research at the Department of Culture and Society is organised in a network structure based on 9 research programmes (forskningsprogram, FP) and an interdisciplinary research centre. The FP’s may be divided into smaller research units that work together on specific research projects or specific subject areas. Constituting the Department Research Committee are the research programme management, the research centre director, the head of department and the research programme committees.

Staff with research hours must be affiliated to a research programme, but may also have secondary affiliations to other programmes. As a main rule PhD students are affiliated to the same research programme as their principal supervisor. You register for a research programme by mailing the research programme director and cc-ing the research consultant Signe Larsen. The email should contain your name, email address and occupation (PhD. Stud., postdoc, associate professor etc.). New co-workers must be affiliated to a programme within the first three months of their employment at CAS.

<table>
<thead>
<tr>
<th>Research Programme</th>
<th>Research Programme Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Ethnography</td>
<td>Nils Ole Bubandt</td>
</tr>
<tr>
<td>Cultural Dynamics</td>
<td>Jens Krasilnikoff</td>
</tr>
<tr>
<td>Philosophy and Intellectual History</td>
<td>Asbjørn Steglish-Petersen</td>
</tr>
<tr>
<td>Modern Europe</td>
<td>Thorsten Borring Olesen</td>
</tr>
<tr>
<td>Interdisciplinary Research in Religion</td>
<td>Anders Klostergaard Petersen</td>
</tr>
<tr>
<td>Christianity and Theology in Culture and Society</td>
<td>Eve-Marie Becker</td>
</tr>
<tr>
<td>Transnational Modernities</td>
<td>Niels Brimnes</td>
</tr>
<tr>
<td>Classical Antiquity</td>
<td>Anders-Christian Jacobsen</td>
</tr>
<tr>
<td>Materials, Culture and Heritage</td>
<td>Helle Vandkilde</td>
</tr>
<tr>
<td>Interacting Minds (Center)</td>
<td>Andreas Roepstorff</td>
</tr>
</tbody>
</table>

Assistance with External Research Applications

The Research Support Office helps researchers with the composition of applications for external research funding and the appertaining budgets. Signing up for the Research Supports Office’s newsletter is recommended, as it contains information about the research calls for proposal. Email Jakob Feldtfos Christensen to be placed on the mailing list. Remember to contact research consultant Signe Larsen, if you wish to apply for research funding or already received a grant. She will be of assistance with letters of agreement for applications and other types of approvals, budget confirmations or letters of support from the head of department, and setting up approved research projects.

PhD Students and PhD Programmes

All PhD students are enrolled at The Graduate School of Arts in a PhD programme, which is not the same as a research programme. The three PhD programmes and their respective directors are:
The programme administrators at The Graduate School of Arts, Anders Gade and Bodil Bjerring, are ready to assist the department’s PhD students with anything during the entire PhD programme. This includes exchange programmes, illness, parental leave, etc. For contact information please follow this link.

DEGREE PROGRAMMES

The PROGRAMME OVERVIEW holds information on the department’s degree programmes. This includes bachelor and graduate programmes, supplementary subjects as well as continuing and further education.

On the website ACADEMIC REGULATIONS you will find the regulations of all programmes.

All programmes have specific contacts within the STUDY ADMINISTRATION, ARTS, who, for instance, tend to the planning of classes and exams. The updated list of professional teams is found here (in Danish).

Once students have signed up for next term’s classes (1st-15th of May for fall and 1st-15th of November for spring), schedules for the individual programmes are prepared. Once it has been worked out, ultimo June and December, your personal TIMETABLE with times and locations will be available.

BOOKING OF ROOMS takes care of inquiries regarding singular reservations of rooms for classes (ad hoc reservations). Inquiries should be addressed to plan@asb.dk and not the individual staff members.

All exam results must be registered by examiners (internal and external) on the STADS-VIP online system.

Go to the STUDY PORTAL for practical information for the students of ARTS on teaching and exams.

PRACTICAL INFORMATION

Employees

International Academic Staff
Assistance and services connected to international academic staff and PhD Scholars are found here. We also recommend checking out the International Centre and the University International Club. The International Club (UCI) offers a host of activities and is a great place to meet other internationals, Danes and their families.

Human Resources
General information regarding HR is found on the HR website.

<table>
<thead>
<tr>
<th>PhD programme</th>
<th>PhD programme director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology, International Area Studies and the Study of Religion</td>
<td>Marianne Fibiger</td>
</tr>
<tr>
<td>History, Archaeology and Classical Studies</td>
<td>Rubina Raja</td>
</tr>
<tr>
<td>Theology, History of Ideas and Philosophy</td>
<td>Jan Dietrich</td>
</tr>
</tbody>
</table>
Absence
Registration of sickness absence, reporting fit for duty, childcare days and holidays is taken care of by your local secretary. Notice of cancellation of classes must be announced on AULA. Alternatively, contact the local secretary in order to have a notice of cancellation placed on the door.

In case of long-term illness with a duration of more than 2 weeks your head of section must be informed. HR Arts will summon you for a sickness absence interview.

In case of parental leave and adoption please inform your head of department and local secretary well in advance. You will find information on parental leave here. HR supporter Tina Gustafsson is ready to help on matters relating to parental leave.

Information on other types of leave of absence, with or without pay, may be obtained from HR supporter Marianne Birn.

Salary
Questions on your salary, if a salaried staff member, should be directed at your local HR supporter Marianne Birn. If you are a public servant, PhD employee or paid by the hour please contact the Salaries office, Team Arts and Administration.

Employee Benefits
Information on the employee benefits of the university is found here (in Danish).

Computer Glasses
If you are in need of computer glasses, please contact your local secretary.

Administrative Systems

Access to the Self-service Facility and WAYF
The Self-Service Facility (mit.au.dk) offers a range of services. From the website it is possible to request a password, which will be sent to your email address.

Functions in the self-service facility
- In the column “personal information” you will have some options, for example changing your password
- Under “Applications” you will have access to research fund application forms

On the self-service site it is also possible to access WAYF - Where Are You From – a link between your login at Aarhus University (or another educational institution) and external web services. That means that it is possible to use your individual username and password from mit.au.dk to gain access to other sites – in short: one username and one password allow for easy access to several services. And, as long as you are logged on, it is possible to switch between the different services without having to log on again. It is, for instance, your gateway to the State and University Library (Statsbiblioteket).

On the site ‘Staff Service’ you will find the most common administrative tools for employees at Aarhus University.

PURE (PUblication & REsearch platform)
PURE is a registration system with two main functions:
• Registration of publications, research areas and activities for members of the academic staff
• Presentation of all employees with CV, photo, office hours and other information of relevance

Login and guides are found on PURE’s website.

Vipomatic
In the main part of the department’s academic environments work hours are registered in a system called Vipomatic. This includes teaching, exams, student guidance and administration.

Finances
The department supplies you with a workstation with phone and standardised computer equipment installed. You are free to use the photocopier and printers. Office supplies are available at the local secretaries.

Procurement
Acquisitions other than the above-mentioned require one of the following:

• Having an external grant covering the purchase
• Having been granted the funds needed by the degree programme director, the research programme director or the board of studies
  - or
• The expense is a direct result of representing the department in an official context, and thus the department head has granted funds for that purpose (request via head.cas@au.dk)

Purchases on behalf of Aarhus University must always comply with the purchasing agreements, etc., which the university is subject to. Thus, travels must be purchased at Carlson Wagon Lit Travel (see below), books at Factum Books, etc. For more information on procurements please go here.

Purchasing agreements apply whether or not Aarhus University is invoiced directly – or you initially pay and subsequently get reimbursed for your expenses.

Procurement (INDFAK)
The university only accepts electronic invoices from Danish companies. At purchases, please ask the supplier to send the invoice to the department’s EAN-nr: 5798000418301 with the name of your local secretary clearly indicated on the invoice. Invoices are handled in the system INDFAK.

Travel funding
The following employees at the department have research travel funding:

• Professors, senior associate professors, associate professors, assistant professors have DKK 30,000 available in three years
• Post-docs with a third year of assistant professorship have DKK 10,000 available in the year of assistant professorship (the last year of the process)
• PhD 4+4 have DKK 10,000 available in the first 2 years (part A) and DKK 20,000 available in the last 2 years (part B). Seeing as you won’t have an AU credit card as a 4+4 on part A, you will have to contact the secretary of your building. The local secretary will help you book the trip and applying for advances.
• PhD 5+3 have DKK 30,000 available in three years
• Teaching assistant professors and Teaching associate professors have a travel funding amounting to DKK 20,000 in three years for competency development.

As soon as possible after your engagement you will receive the account number for your travel account.
Travel Reservations and Expenses (CWT and AURUS)
Travels are booked at Carlson Wagon Lit Travel via the CWT Portal.

Once employed you are set up for booking via the CWT Portal, and your password will be emailed to you. You are also set up for doing reimbursements for travel and other expenses in AURUS. A login will be supplied. Your local secretaries can also help you with AURUS reimbursements.

AU Credit Card & Travel Insurance Card
Prior to travels: It is recommended that you get an AU credit card as well as a travel insurance card. Please forward the applications to Secretary Camilla Dimke (camilladimke@cas.au.dk)

Prior to going abroad: Due to insurance regulations, travels abroad must be approved by the head of department. Therefore, please send an email to head.cas@au.dk with information on destination, purpose and period of time. You will receive an email as confirmation. You are only covered by the travel insurance if purpose and destination of the trip have been approved by the head of department. If the Ministry of Foreign Affairs of Denmark advises against trips to the destination in question, approval is not given.

Services

IT Support:
Email: arts.it@au.dk - Tel.: 871 50911
Website: http://medarbejdere.au.dk/en/administration/it/it-at-the-main-academic-areas/

Student Assistants
When having to prepare compendiums for subjects help may be acquired from the student assistants of the unit. Contact your local secretary for more information. If help from student assistants is needed for other tasks, please make arrangements with Jytte Ringtved.

Business Cards
Business cards are ordered online (in Danish). Please contact your local secretary for assistance.

AU Stationery and PowerPoint Templates
Official AU stationery is available at the local secretariat. The electronic stationery, found in Word, is commonly used. If it hasn’t been installed on your computer, the template is available for download here (in Danish). The AU PowerPoint template is found in the same location.

Conferences, Seminars, Workshops
Conference support is available at AU Communication. The support includes booking of rooms, booking hotels and trips, preparation of programme, registration and payment, ordering conference materials, etc. Please contact Gitte Grønn Munk on this subject. The local secretaries of the department, possibly in cooperation with a student assistant, may support you in the planning and execution of workshops, meetings and smaller conferences.

Meals
Food and refreshments for meetings, seminars, etc. are ordered by the secretaries – please remember to state occasion, number of participants and where to post the expenses (project number).

Language Services
Language services offer assistance with English terminology, copyediting and translation.
PhDs should go to the PhD administration for support on copyediting dissertations in English.

**Visitor Accommodation**
Aarhus University has visitor accommodation available on campus.

**Printing Office**
Health and Arts have a shared printing office, where you can order compendiums, newsletters, brochures and other supplies.

**Mail Delivery and Consignments**
Ask your local secretary for the location of your in-tray and the drop-off point for consignments.

**Official Cars, Arts**
At Arts Aarhus official cars are available. The cars can be booked via the Outlook address book under the following:

1. Bil Aarhus Arts bus Opel Vivaro YE22432
2. Bil Aarhus Arts bus Opel Vivaro AA40861
3. Bil Aarhus Arts VW Passat ZP51659

Rules and guideline for booking can be found [here](#) (in Danish).

**Official Cars, Moesgård**
Official cars, Moesgård are only available for employees at Anthropology and Archaeology. Guides and access to reservations are found [here](#) (in Danish).

**Practicalities, Nobelparken**

**Keys and Code Cards**
Forms for key and code cards are handed out to you by the secretaries. Code cards are for entry outside the buildings’ regular opening hours.

**Opening Hours**
Buildings in Nobelparken are open all work days from 07.00-18.00/20.00.

**Nobel Cafeteria**
Placed in building 1481 it is open:

- Monday – Thursday 08.00 – 19.30
- Friday 08.00 – 14.30

**Aarhus University Library, Nobel**
The Nobel Library is placed in building 1461 and is available at all times with a code card.
The library is staffed at the following hours:

- Monday – Thursday 08.00 – 16.00
- Friday 08.00 – 15.00

**Parking**
Parking facilities are free in Nobelparken – out in the open as well as basement parking.
Meeting Rooms
Meeting rooms are available in all buildings in Nobelparken. The meeting room available are:

- 1451-331 Camera Biblica (16 persons)
- 1451-515 Capitol (15 persons and videolink)
- 1451-518 Angkor Wat (12 persons)
- 1453-415 Bed og Arbeid (30 persons)
- 1453-513 Karnak (20 persons)
- 1461-516 (25 persons)
- 1461-616 (15 persons)
- 1463-515 (15 persons)
- 1467-316 (16 persons)
- 1467-517 (8 persons)
- 1467-616 (16 persons and videolink)

The meeting room can be booked in the Outlook calendar or by contacting your local secretary.

Practicalities, Moesgård

Keys and Code Cards
Please contact Poul Erik Rasmussen, Administration of buildings.
Office hours: Mornings per (not Wednesdays)

Opening Hours
The Moesgård buildings are open:
- All work days from 7.00-17.00
Outside opening hours, please use your key card.

Moesgård Canteen
The canteen is placed in the educational wing and is open every day from 9.00-13.45

Aarhus University Library, Moesgård
The Moesgård Library is available at all times with a code card.

Parking
Parking is free on the parking lot placed on Moesgård Allé.

Meeting Rooms
There are 3 meeting rooms:

- 4215-032 (16 persons)
- 4215-034 (10 persons)
- 4235-133 (10 persons)

The rooms can be booked in the Outlook calendar.
Secretariat

Duties
The secretaries of the department handle several different jobs. The individual secretary’s special tasks are mentioned in the directory below.

The local secretaries are happy to help you with odd jobs such as:

- Consignments, physical and electronic notices
- Assistance at events: booking meals, rooms, etc.
- Purchase of office supplies, stocking of supply rooms
- Accepting inquiries for the house committees, who assign workstations, etc.
- Assisting degree programme directors and research programme directors with notifications of meetings, websites, etc.
- Ordering business cards
- Handing out forms for keys and code cards
- Requesting student assistants
- Reporting faulty photo copiers
- Guidance and support in connection with production of compendiums
- Setting up employees in the administrative systems

You are more than welcome to ask your local secretaries for help.

Department, general (Bldg. 1467)

<table>
<thead>
<tr>
<th>Jytte Ringtved</th>
<th>Jens Chr. Skous Vej 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Secretariat</td>
<td>Bldg. 1467, rm. 425</td>
</tr>
<tr>
<td>Management support</td>
<td><a href="mailto:jytte.ringtved@cas.au.dk">jytte.ringtved@cas.au.dk</a></td>
</tr>
<tr>
<td>Coordinator department and administration</td>
<td>Tel. 871 62152</td>
</tr>
<tr>
<td>Registration of publications (PURE)</td>
<td>Cell. 2942 5537</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Camilla Dimke</th>
<th>Jens Chr. Skous Vej 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Secretary</td>
<td>Bldg. 1467, rm. 426</td>
</tr>
<tr>
<td>Secretary to the department management team</td>
<td><a href="mailto:camilladimke@cas.au.dk">camilladimke@cas.au.dk</a></td>
</tr>
<tr>
<td>Secretary to the department committee, LSU and AMG</td>
<td>Tel. 871 62749</td>
</tr>
<tr>
<td>Communication: websites, newsletters etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gitte Pappe Ludvigsen</th>
<th>Jens Chr. Skous Vej 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Secretary</td>
<td>Bldg. 1467, rm. 423</td>
</tr>
<tr>
<td>Recruitment</td>
<td><a href="mailto:gittepappe@cas.au.dk">gittepappe@cas.au.dk</a></td>
</tr>
<tr>
<td>Leave, internships, etc.</td>
<td>Tel. 871 62768</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------</td>
</tr>
</tbody>
</table>
| Signe Larsen          | Research Consultant               | Jens Chr. Skous Vej 7 Bldg. 1467, rm. 424
                              | • Secretary to the Research Programme management   | saelarsen@cas.au.dk
                              | • External research applications and grants        | Tel. 871 62816
                              | • Management services                            |                                                          |
| Peter Thuborg         | Special Consultant                | Jens Chr. Skous Vej 7 Bldg. 1467, rm. 422
                              | • Secretary to the Education Committee             |                                                          |
                              | • Assistance in planning and evaluation of teaching|                                                          |
                              | • Management services                         |                                                          |

Peter will be working at CAS as of September 15th, 2014

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Bente Langballe Kejser| Secretary                        | Jens Chr. Skous Vej 3 Bldg. 1451, rm. 319
                              | • IndFak: handling invoices       | bente.kejser@cas.au.dk
                              | • Hourly wages                   | Tel. 871 62447                                           |
                              | • PURE: support for personal sites|                                                          |
| Sita Jensen           | Secretary                        | Jens Chr. Skous Vej 3 Bldg. 1451, rm. 321
                              | • AURUS: support and settlement of accounts; booking trips for visiting scholars | sita.jensen@cas.au.dk
                              | • CWT: support in the use of the CWT portal | Tel. 871 62449                                           |
                              | • Support to specific societies and journals |                                                          |
| Mikkel Pade           | Secretary / AV staff             | Jens Chr. Skous Vej 3 Bldg. 1451, rm. 319
                              | • Procurement                     | mp@cas.au.dk
                              | • Websites                        | Tel. 871 62487                                             |
                              | • Compendiums                     | Cell. 2042 7855                                           |

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<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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</thead>
</table>
| Anja Elley            | Secretary                        | Jens Chr. Skous Vej 5 Bldg. 1463, rm. 417
                              | • Holidays/absence                | ae@cas.au.dk
                              | • AURUS: support and settlement of accounts | Tel. 871 62662                                           |
                              | • Updating research programme websites |                                                          |
### Philosophy, History of Ideas, Asian Studies, Arab and Islamic Studies (Bldg. 1465/67)

<table>
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<tr>
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<th>Position</th>
<th>Responsibilities</th>
<th>Address</th>
<th>Contact</th>
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<tbody>
<tr>
<td>Rikke Bjørn Jensen</td>
<td>Secretary</td>
<td>Holidays/absence, AURUS: support and settlement of accounts, booking trips for visiting scholars, CWT: support in the use of the CWT portal</td>
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<td><a href="mailto:rikkebj@cas.au.dk">rikkebj@cas.au.dk</a> Tel. 871 62817</td>
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### Archaeology and Anthropology (Moesgård)

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<th>Address</th>
<th>Contact</th>
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<tr>
<td>Anne-Mette Christensen</td>
<td>Secretary</td>
<td>Pay Authorisation, CWT: support in the use of the CWT portal, IndFak: handling invoices</td>
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<td><a href="mailto:ambchristensen@cas.au.dk">ambchristensen@cas.au.dk</a> Tel. 871 62516</td>
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</tbody>
</table>
Abbreviations

AAMU – Administrationsarbejdsmiljøudvalg (work environment committees on the main academic areas, Administration)
AMG – Arbejdsmiljøgrupper (work environment groups)
AU – Aarhus University
AURUS – Aarhus Universitets rese- og udgiftsafregningsystem
CAS – Department of Culture and Society
CWT – Carlson Wagon Lit Travel
FAMU – Fakultetsarbejdsmiljøudvalg (work environment committees on the main academic areas, Faculties)
FP – Forskningsprogram (research programme)
HAMU – Hovedarbejdsmiljøudvalget (The Main Work Environment Committee)
IKS – Institut for Kultur og Samfund (Department of Culture and Society)
INDFAK – Statens INDeks- og FAKturasytem (the purchasing and invoicing system used by AU)
LAMU – Lokalarbejdsmiljøudvalg (work environment subcommittees and department committees)
LSU – Lokalt samarbejdssudvalg (liaison committee)
PURE – Publication & Research platform
TAP – Teknisk-administrativt personale (administrative personnel)
UFU – Uddannelsesfagudvalg (degree programme committee)
UCI – University International Club
VIP – Videnskabeligt personale (researchers)
WAYF – Where Are You From (link between your AU login and external web services)

For more university abbreviations go here. For an Arts specific dictionary go here. Both are in Danish.
[Bagside - Citat]