



# SCHOOL OF CULTURE AND SOCIETY

*Focus on the interplay of culture and society in time and space*



**WELCOME TO  
THE SCHOOL OF  
CULTURE AND SOCIETY**

## TABLE OF CONTENTS

<b>DEAR NEW COLLEAGUE</b> . . . . .	<b>4</b>		
<b>ABOUT THE SCHOOL</b> . . . . .	<b>6</b>		
<b>Management and Organisation</b> . . . . .	<b>6</b>		
<b>Councils and Boards</b> . . . . .	<b>6</b>		
School Committee . . . . .	6		
Research Committee . . . . .	7		
Liaison Committee . . . . .	7		
Work Environment Organisation . . . . .	7		
House Committees . . . . .	7		
<b>RESEARCH</b> . . . . .	<b>8</b>		
<b>Research Programmes</b> . . . . .	<b>8</b>		
Assistance with External Research Applications . . . . .	9		
PhD Students and PhD Programmes . . . . .	9		
		<b>DEGREE PROGRAMMES</b> . . . . .	<b>11</b>
		Board of Studies and Degree Programme Committees . . . . .	11
		Brightspace . . . . .	12
		<b>PRACTICAL INFORMATION</b> . . . . .	<b>14</b>
		<b>Information Security</b> . . . . .	<b>14</b>
		Staff-related matters . . . . .	14
		Human Resources . . . . .	14
		Absence . . . . .	14
		Holidays . . . . .	14
		Salary . . . . .	15
		Employee Benefits . . . . .	15
		Screen Glasses . . . . .	15
		<b>Administrative Systems</b> . . . . .	<b>15</b>
		PURE . . . . .	15
		Registration of working hours . . . . .	15
		Outlook . . . . .	15
		Finances . . . . .	16
		Procurement . . . . .	16
		Travel funding . . . . .	16
		Travel reservations and expenses . . . . .	16
		AU Credit Card & Travel Insurance Card . . . . .	17
		<b>Services</b> . . . . .	<b>17</b>
		IT Support . . . . .	17
		Business Cards . . . . .	17
		Conferences, Seminars, Workshops . . . . .	17
		Language Services . . . . .	17
		Catering . . . . .	17
		Visitor Accommodation . . . . .	17
		Printing Office . . . . .	17
		Student Assistants . . . . .	17
		Mail Delivery and Consignments . . . . .	17
		Official Cars . . . . .	17
		Moesgård . . . . .	18
		<b>Practicalities, Nobelparken</b> . . . . .	<b>18</b>
		Keys and access Cards . . . . .	18
		Opening Hours . . . . .	18
		Nobel Cafeteria . . . . .	18
		Aarhus University Library, Nobel Park . . . . .	18

Parking . . . . .	.18
Meeting Rooms . . . . .	.18
<b>Practicalities, Moesgård . . . . .</b>	<b>.19</b>
Keys and access Cards . . . . .	.19
Opening Hours . . . . .	.19
Moesgård Canteen. . . . .	.19
Aarhus University Library, Moesgård	19
Parking . . . . .	.19
Meeting Rooms . . . . .	.19

# WELCOME

## DEAR NEW COLLEAGUE

Welcome to the School of Culture and Society. This booklet introduces you to the organisation and the procedures at the School of Culture and Society. Upon your arrival, we will have your AU email address and your office ready for you. Please stop by the local secretaries' office to get further information about the buildings, offices, office supplies, email address, etc.

Remember: The local secretaries are happy to assist you with any question you might have.

We hope you will find yourself at ease at the institute.



AARHUS UNIVERSITET





## ABOUT THE SCHOOL

The focus of the teaching and research activities of the School of Culture and Society is the interplay of culture and society in time and space: from the classical research fields of theology and the humanities to applied social research through history from the earliest times to issues of topical interest from familiar Danish forms of culture to other and very different worlds from local issues to global challenges.

The official abbreviation is CAS – School of **Culture and Society**, but you may also come across the abbreviation IKS – Institut for **Kultur og Samfund**. We are situated in [Nobelparken](#) and at [Moesgård](#).

### **Management and Organisation**

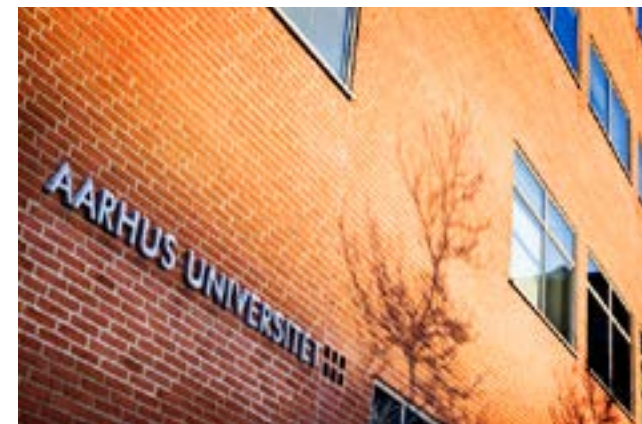
Head of School is Andreas Roepstorff who is advised by Deputy head of School for HR and communication Marie Vejrup Nielsen, Head of secretariat Jesper Sølund Hansen, Director of studies Liselotte Malmgart, the Heads of Departments and the research programme directors, cf. [organisational directory](#).

Enquiries to the head of School should be directed at [head.cas@au.dk](mailto:head.cas@au.dk). Twice a month, the head of School issues an [electronic newsletter](#) with important information concerning the School. Please contact [Camilla Dimke](#) if you do not receive the newsletter. Furthermore, a two-hour long staff meeting is scheduled a few times during every semester. School meetings are on Wednesdays.

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

The course and examination administrati-

on, PhD programmes, finances, IT and other matters are handled by central units with front offices at Arts level. [Here](#) you can find an overview of Staff Service at AU as well as [here](#). You can find a description of the organisation of the Faculty of Arts [here](#).



## Councils and Boards

### **School Committee**

CAS School committee is an advisory body, reporting to the head of School. Its mission is to ensure the development of ideas, quality, transparency and legitimacy in all decisions and academic issues. At the same time the committee must ensure the academic and

social identity of the department. More information and minutes can be found [here](#).

### **Research Committee**

The research committee of the School of Culture and Society is responsible for advising and assisting the head of School, who is responsible for the overall research strategy and research production of the School. More information and minutes can be found [here](#).

### **Liaison Committee**

The current liaison organisation consists of the following levels:

- The main liaison committee at AU (HSU)
- The faculty liaison committee (FSU)
- The local liaison committee (LSU)

Information on the local liaison Committee can be found [here](#).

### **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)

Further information can be found [here](#).

### **House Committees**

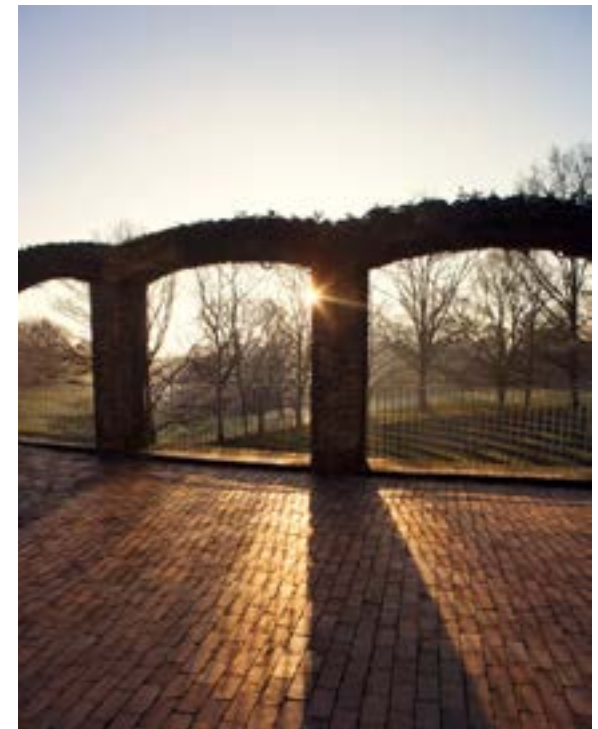
The House Committees consist of representatives from VIP (researchers), TAP (administrative employees) and the student body. They attend to the allocation of VIP workstations and consider the use of conference rooms, student lounges, hallways, etc.

House committees have been appointed for the following buildings:

- Nobelparken bldg. 1451 – 1453
- Nobelparken bldg. 1461 – 1463

- Nobelparken bldg. 1465 – 1467
- Moesgård

Please contact your local secretary for further information





# RESEARCH

## Research Programmes

The research at the School of Culture and Society is organised in a network structure based on 8 research programmes (forskningsprogram, FP) and three interdisciplinary research centers. The FP's may be divided into smaller research units that work together on specific research projects or specific subject areas. The FP's follow - with exception of the two centers and the special programme of the classical studies - the School's sub-departmental level. However, employees are free to apply for any secondary connection with another relevant research programme. Employees and research units must contact their research programme director, if they wish to apply for funds for disciplinary and interdisciplinary activities. The Research program



### Research Programme

### Research Program Management

The Anthropology research programme

----- Marie Louise Tørring

Classical antiquity and its Heritage

----- Troels Myrup

The research programme at the Department of Philosophy and History of Ideas

----- Jens Christian Bjerring

The research programme at the Department of Global Studies

----- Derek Pardue

The research programme at the Department of History and Classical studies

----- Karen Gram-Skjoldager

The research programme at the Department of Theology

----- Bo Holm

Materials, Culture and Heritage

----- David Harvey

The research programme at the Department of the Study of Religion

----- Lene Kühle

Interacting Minds Centre

----- Christine Parsons

Centre for Urban Network Evolutions

----- Rubina Raja

Grundtvigcentret

----- Katrine Frøkjær



director is also responsible for planning academic events for the entire program. New employees will be affiliated with a research programme by sending an e-mail to the relevant research programme director.

### ***Assistance with External Research Applications***

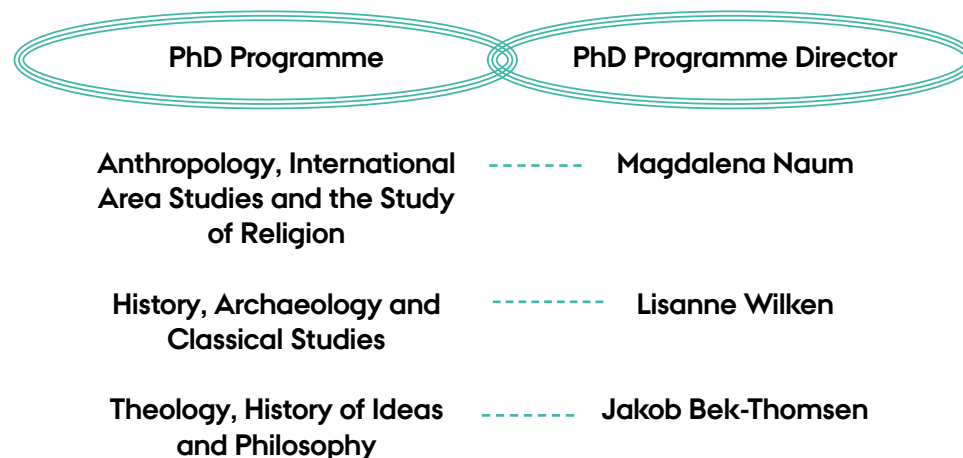
The Research Support Office helps researchers with the composition of applications for external research funding and the appertaining budgets. Arts Economy division will assist you with calculation and the budgets when applying for internal funding at Aarhus University Research Foundation.

Please remember to notify research consultant [Thomas Erslev](#) if you wish to apply for research funding and when you receive a grant. He will provide you with advice and administrative support for the preparation of applications and for the management of research projects. All budgets must be approved by the head of school before applying for funding, so please contact Signe Larsen early in the process.

Thomas Erslev and a representative from Research Support Unit offer individual meetings with the school's researchers about application strategy and planning. Please contact [Thomas Erslev](#) for more information.

### ***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 re-search 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 Schools's PhD students 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 School'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](#).

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 completed, ultimo June and December, your personal [TIMETABLE](#) with times and locations will be available.

For reserving classrooms for extra curriculum meetings please contact [lokalebooking.arts@au.dk](mailto:lokalebooking.arts@au.dk) (ad hoc reservations).

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

Students of ARTS can find practical information on teaching and exams [here \(Study Portal\)](#).

## Board of Studies and Degree Programme Committees

There are two Boards of Studies within the School:

- [Culture and Society](#)  
(all subjects apart from Theology)
- [Theology](#)

Beneath the Boards of Studies you will find the Degree Programme Committees for one or more associated degree programmes. The committees exist to strengthen the quality control and to advance the degree programmes. The Degree Programme Committees consist of lecturers and students and is headed by the head of department.

BOARD OF STUDY	DEGREE PROGRAMME COMMITTEE	HEAD OF DEPARTMENT
<b>Culture and Society</b>	Anthropology Archaeology Philosophy and History of Ideas History and Classical Studies Global Studies The Study of Religion CCC	Susanne Højlund Marcello Mannino Asbjørn Stechlich Petersen Nina Koefoed Uwe Skoda Marianne Fibiger Joshua Skewea
<b>Theology</b>	Theology	Kirstine Helboe Johansen

### ***Brightspace***

Brightspace is the University's learning management system (LMS). It is used for learning activities and course material. First and foremost, it is a system that provides the opportunity for contact between teacher and student outside of normal teaching. Brightspace is a focal point for course material and serves as a forum for online learning and student activities.

Learn more [here](#).  
Login [here](#).







# PRACTICAL INFORMATION

## *Information Security*

Please read the University's policy regarding university's information security [here](#). Please note that your network drive should be your primary storage place. If you use your PC's own drive to your working documents, you are vulnerable to losing data.

## *Staff-related matters*

New Employees

Here you can find the [Welcome Package](#) for new employees with important information. It is available in Danish and in English. Please

sign up for the [Introduction Day](#) where you can get familiar with your new workplace.

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 lot of activities and is a great place to meet other EXPATS, Danes and their families.

## *Human Resources*

General information regarding HR is found on [the HR website](#).

## *Absence*

Registration of sickness absence, reporting fit for duty, childcare days and vacation is taken care of by your local secretary. Notice of cancellation of classes must be announced on Blackboard. Alternatively, contact the local secretary in order to have a note of cancellation placed at the door of the class room.

In case of long-term illness of more than 2 weeks your head of department and HR secretary [Gitte Pappe Ludvigsen](#) must be informed. HR Arts will arrange an absence meeting with you. PhD students are also asked to inform the PhD administration in case of long-term absence.

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. Blanks and forms must be addressed to HR secretary Gitte Pappe Ludvigsen.

Information on other types of leave (with or without pay) can be found [here](#).

## *Holidays*

Please pay attention to the Schools holiday announcement which is determined by the local liaison committee. If you have any questions regarding your holidays, please contact your local secretary. The School holiday announcement also applies for PhD students. You can find more information regarding holidays [here](#).

## **Salary**

Questions on your salary should be directed to 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 can be found [here](#) (in Danish).

## **Screen Glasses**

Do you need screen glasses? Information and application form can be found [here](#).

## **Administrative Systems**

Access to the Self-service Facility and WAYF [The Self-Service Facility](#) (mit.au.dk) offers a range of services, for example:

- Changing or adding personal information (email address, password, display name, etc.)
- Vacation overview
- Blackboard access

- Change in passwords
- Access to the research foundations 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.

This means that it is possible to use your individual username and password from [mit.au.dk](#) to gain access to other sites. As long as you are logged in you can switch between different sites without logging in again. 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 VIPs
- Presentation of all employees with CV, photo, office hours and other information

of relevance

Login and guides are found on [PURE's web-site](#).

## **Registration of working hours**

[Vipomatic](#) is the electronic system used to register working hours including teaching, exams, student guidance and administration. After each semester the lecturer receives a statement for review and approval.

## **Outlook**

It is the university's policy that the employees must have access to see each other's calendars. It facilitates planning of meetings etc. Everyone is therefore encouraged to register their activities in Outlook. Find guidance to Outlook and the courses available [here](#).

## **Finances**

The School supplies you with a workstation including phone and standardised computer equipment. Photocopiers and printers are located on each floor for your convenience. Office supplies are available. Please ask the local secretary.

## **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 School in an official context, and thus the Head of School has granted funds for that purpose (request via [head.cas@au.dk](mailto:head.cas@au.dk))

Purchases on behalf of Aarhus University must always comply with the purchasing agreements, etc., which the university is subject to. More information on procurements is available [here](#).

The university only accepts electronic invoices from Danish companies. Please ask the supplier to send the invoice to the School's EAN-nr: 5798000418301 with the name of your local secretary clearly indicated on the invoice. Invoices are handled in the system [IndFak2](#).

## **Travel funding**

The following employees at the School 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).
- 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.

## **Travel Reservations and Expenses (CWT and REJS-UD)**

Travels are booked directly through the airline company or through CWT. You can contact CWT via phone # 33637744 or email [au.dk@contact.cwt.com](mailto:au.dk@contact.cwt.com). You can also contact your local secretary for assistance or use CWT's traveling portal.

Reimbursements for travel expenses and other expenses will be managed through the system called [REJS-UD](#). Accounts for CWT and REJS-UD will be set up for you upon your arrival and the login information will be conveyed via email. The secretaries can help you with reimbursements in REJS-UD.

If you have further questions, please contact your local secretary.

## ***AU Credit Card & Travel Insurance Card***

Prior to travels: It is recommended that you apply for an [AU credit card](#)

Prior to going abroad: Due to insurance regulations, travels abroad must be approved by the Head of School. Therefore, please send an email to [head.cas@au.dk](mailto:head.cas@au.dk) with information on destination, purpose and time frame. 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 School. 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](mailto:arts.it@au.dk) - Tel.: 871 50911

Website: <http://medarbejdere.au.dk/en/administration/it/main-academic-areas/>

### ***Business Cards***

You can order business cards through your local secretary.

## ***Conferences, Seminars, Workshops***

[AU Communication, Arts](#) offers support in connection with conferences with a minimum of 25 participants. Please contact [Gitte Grønning Munk](#) at least four months prior to the conference or earlier. Check out the basic conference package [here](#). For smaller conferences, workshops or meetings please contact the local secretary who will assist you with booking rooms and refreshments. Please have the following information ready: occasion, date, number of participants, project number.

## ***Language Services***

[Language services](#) offer assistance with English terminology, copyediting and translation. PhDs can contact the PhD administration for support on copyediting dissertations in English.

## ***Catering***

Catering for meetings, seminars, etc. are requested by the local secretaries. Please remember to state occasion, participants and from where the expense must be paid. Read more about the rules for catering [here](#).

## ***Visitor Accommodation***

Aarhus University has [visitor accommodation](#) (in Danish) available on campus.

## ***Printing Office***

AU has a [shared printing office](#), where you can order compendiums, newsletters, brochures and other supplies.

## ***Student Assistants***

A student assistant of the School might be able to assist you with preparing compendiums for teaching.

Contact your local secretary for more information. If help from student assistants is needed for other tasks, please make arrangements with [Jytte Ringtved](#).

## ***Mail Delivery and Consignments***

Ask your local secretary where your in-and-

outgoing mailbox is located.

## **Official Cars**

At Nobelparken cars for official use are available and can be booked via the Outlook. Rules and guideline for booking can be found [here](#).

## **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 access Cards**

Key for your office is ordered through your local building secretary and access cards for the buildings can be ordered [here](#). Access cards must be used outside the normal opening hours of the buildings

### **Opening Hours**

The buildings at Nobelparken are open on work days from 07.00-18.00/20.00. After

opening hours and on the weekends please use your access card to access the buildings.

## **Nobel Cafeteria**

The cafeteria is placed in building 1481 and is open:

Monday – Thursday	08.00 – 14:00
Friday	08.00 – 13.30

Room number 1483-117 is a staff room available for your convenience. Please use your access card to access the staff room.

## **Aarhus University Library, Nobel Park**

Jens Chr. Skous Vej 5, [Building 1461-63](#)

Opening hours:

Monday – Thursdays	09.00 - 17.30
Fridays	09.00 - 15.00

After opening hours you have access to the Nobel Library with your access card.

## **Parking**

Parking facilities are free in Nobel, but you must register your car [online](#) to get a parking permit. Underground car park is available by use of access card.

## **Meeting Rooms**

Meeting rooms are available in all buildings at Nobelparken see list below:

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

Meeting rooms can be booked in the Outlook calendar.



## Practicalities, Moesgård

### *Keys and access Cards*

Key for your office and access card for the building is ordered through your local secretary. Access cards must be used outside the normal opening hours of the buildings

### *Opening Hours*

The Moesgård buildings are open on work days from 7:00 – 17:00. After opening hours you can access the buildings with your access card. Find a map of the facilities [here](#).

### *Moesgård Canteen*

The canteen is located in the educational wing and is open:

Monday – Thursday 8.00-14.00

Friday 8.00-13.30

### *Aarhus University Library, Moesgård*

You can always access the Moesgård Library with your access card.



AU foto/ Lars Kruse

### *Parking*

Parking is free on the parking lot on Moesgård Allé.

### *Meeting Rooms*

There are 2 meeting rooms:

**4215-032 (16 personer)**

**4235-133 (10 personer - videolink)**

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



# SCHOOL OF CULTURE AND SOCIETY

*Focus on the interplay of culture and society in time and space*



School of Culture and Society  
Jens Chr. Skous Vej 7, 4. etage  
8000 Aarhus C

Moesgård Allé 20  
8270 Højbjerg  
Phone: 8715 0000

EAN-number: 5798000418301