WELCOME TO THE SCHOOL OF CULTURE AND SOCIETY

Focus on the interplay of culture and society in time and space
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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.
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 Bjarke Paarup who is advised by Deputy head of School for HR and communication Marie Vejrup Nielsen and Deputy Head of School for research Andreas Roepstorff, Head of secretariat Jytte Ringved, Director of studies Liselotte Malmgård, 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
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.

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 (contact: secretary Rikke Jensen)
- Nobelparken bldg. 1461 – 1463 (contact: secretary Hanne Ahlers)
- Nobelparken bldg. 1465 – 1467 (contact: secretary Tina Elgaard)
- Moesgård (contact: secretary Anne-Mette Christensen)
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

- The Anthropology research programme
  - Cameron Warner
- Classical antiquity and its Heritage
  - Troels Myrup
- The research programme at the Department of Philosophy and History of Ideas
  - Jakob Bek-Thomsen
- The research programme at the Department of Global Studies
  - Jeremy Morris
- The research programme at the Department of History and Classical studies
  - Bertel Nygaard
- 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
  - Andreas Roepstorff
- Centre for Urban Network Evolutions
  - Rubina Raja
- Grundtvigcentret
  - Katrine Frøkjær
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:

**PhD Programme**

- Anthropology, International Area Studies and the Study of Religion
  - Lisanne Wilken
- History, Archaeology and Classical Studies
  - Charlotte Appel
- Theology, History of Ideas and Philosophy
  - Ulla Schmidt

The programme administrators at The Graduate School of Arts, Anders Gade and Bodil Bjerring, are ready to assist the School’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 (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.
### Blackboard

Blackboard 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. Blackboard is a focal point for course material and serves as a forum for online learning and student activities.

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

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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**
"my profile" on medarbejdere.au.dk gives you access to 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 "my profile" 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 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 website.

**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. See student 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)

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. 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 get an [AU credit card](#) as well as a [travel insurance card]. Please forward the applications to Secretary Camilla Dimke.

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.cos@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 - Tel.: 871 50911

Website: [http://medarbejdere.au.dk/en/administration/it/main-academic-areas/](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 Grenning 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:

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)

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.

**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.
General School Secretariat (Bldg. 1467)

Jytte Ringtved
Head of Secretariat
Jens Chr. Skous Vej 7
Bldg. 1467, room 425
jytte.ringtved@cas.au.dk
Tlf. 871 62152
Mobil: 2942 5537

- Management support
- Coordinator and administrator
- Registration of publications (PURE)
- Work environment representative

Camilla Dimke
Secretary
Jens Chr. Skous Vej 7
Bldg. 1467, room 426
camilla.dimke@cas.au.dk
Tlf. 871 62749

- Secretary for the Head of the School, for the School committee, LSU and LAMU
- Communication: websites, newsletter, etc.

Signe A. E. Larsen
Research Consultant
Jens Chr. Skous Vej 7
Bldg. 1467, room 428
signe.larsen@cas.au.dk
Tlf. 871 62816

- Secretary for the research programme management
- External research applications and grants
- Management support

Gitte Pappe Ludvigsen
Secretary
Jens Chr. Skous Vej 7
Bldg. 1467, room 423
gitte.pappe@cas.au.dk
Tlf. 871 62749

- Recruitment
- Leave, internship, maternity/paternity leave, sabbatical, vacation etc.
  - vacancies
  - Sick leave and support conversations

Peter Thuborg
Educational Consultant
Jens Chr. Skous Vej 7
Bldg. 1467, room 426
thuborg@au.dk
Tlf. 40 56 21 70

- Secretary for the School management team
- Assistance for education planning and evaluation
- Management support

Terkel Sigh
Educational Consultant
Jens Chr. Skous Vej 7
Bldg. 1467, room 422
terkel.sigh@cas.au.dk
Tlf. 51377661

- Secretary for the School management team
- Assistance for education planning and evaluation
- Management support
### Department of Philosophy and History of Ideas

**Tina Elgaard**  
Secretary  
Jens Chr. Skous Vej 7  
Bldg. 1467, room 417  
telgaard@cas.au.dk  
Tlf. 871 62293

- Work environment representative  
- Web support and info screens  
- CWT support (travel arrangements)

### Department of European and International Studies

**Anja Elley**  
Secretary  
Jens Chr. Skous Vej 5  
Bldg. 1463, room 519  
aje@cas.au.dk  
Tlf. 871 62662

- REJS-UD support  
- CWT support (travel arrangements)  
- Web support and info screens

### Department of Global Studies

**Annette F. Holst**  
Secretary  
Jens Chr. Skous Vej 7  
Bldg. 1467, room 419  
anette.holst@cas.au.dk  
Tlf. 871 63627

- Vacation/absence registration  
- REJS-UD support (travel arrangements)  
- CWT support (travel arrangements)  
- Web support and info screens

### Department of History and Classical Studies

**Hanne Ahlers**  
Secretary  
Jens Chr. Skous Vej 5  
Bldg. 1463, room 517  
haah@cas.au.dk  
Tlf. 871 62191

- Vacation/absence registration  
- REJS-UD support  
- CWT support (travel arrangements)  
- Web support

### Department of Philosophy and History of Ideas

**Anne Marie Olesen**  
Department coordinator  
Jens Chr. Skous Vej 7  
Bldg. 1467, room 628  
filamo@cas.au.dk  
Tlf. 871 63627

- Department management support

### Department of Global Studies, History and Classical Studies

**Anna Sønnichsen**  
Department coordinator  
Jens Chr. Skous Vej 5  
Bldg. 1463, room 521  
sønnichsen@cas.au.dk  
Tlf. 22534685

- Department management support
## Department of the Study of Religion

**Lotte Varnich**  
Secretary  
Jens Chr. Skous Vej 3  
Bldg. 1451, room 319  
lottevar@cas.au.dk  
Tlf. 871 62447  

- REJS-UD support  
- CWT support (travel arrangements)  
- Web support  
- Vacation/absence registration

## Department of Anthropology

**Anne-Mette Christensen**  
Secretary  
Moesgård Allé 20  
Bldg. 4235, room 120  
amchristensen@cas.au.dk  
Tlf. 871 62516  

- Hourly wages  
- CWT support (travel arrangements)  
- Work environment representative

## Department of Theology

**Rikke Jensen**  
Secretary  
Jens Chr. Skous Vej 3  
Bldg. 1451, room 319  
rikkebi@cas.au.dk  
Tlf. 871 62817  

- Vacation/absence registration  
- REJS-UD support  
- CWT support (travel arrangements)  
- Web support  
- Work environment representative

## Department of Archaeology

**Leanne Arberg**  
Secretary  
Moesgård Allé 20  
Bldg. 4235, room 122  
la@cas.au.dk  
Tlf. 871 62867  

- Vacation/absence registration  
- REJS-UD:support  
- CWT support (travel arrangements)  
- Web support

## Department of Theology and the Study of Religion

**Kristine Ørnsholt**  
Department coordinator  
Jens Chr. skous vej 3  
bygning 1453, 524  
kristine oe@cas.au.dk  
Tlf. +4593521526  

- Department management support

## Department of Archaeology and Anthropology

**Sofie Raun**  
Department coordinator  
Moesgård Allé 20  
Bldg. 4235, room 132  
sofie.ru@cas.au.dk  
Tlf. +4593522313  

- Department management support
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

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