

**Welcome** at Department of Clinical Medicine. We have collected this information to help you get the best possible start in your new position. We have gathered the information you need about the vital elements of your employment. We hope that you find it useful and find what you are looking for – otherwise, please feel free to contact us at the secretariat.

### Department of Clinical Medicine

The management and the secretariat at Department of Clinical Medicine have offices at Aarhus University Hospital – Building A. The management is made up by the head of department, the deputy head of department for research and talent, the deputy head of department for education, the deputy head of department for regional collaboration and the head of secretariat.

You can find our contact information for the management, secretariat and our other staff members on [the department website](#).

You can expect to be invited to an introductory meeting with your immediate supervisor. The meeting can be used as a mutual balancing of expectations where you also will be able to have any questions you might have, both professional and practical, answered.

Find the department's organisation chart on [our website](#).

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### Staff conditions

Department of Clinical Medicine follows the overall staff policy at Aarhus University.

You can read more about the overall staff policy for all employees at Aarhus University [here](#). Furthermore you can read more on the [department's own website for staff](#).

At Department of Clinical Medicine we are obligated to conduct staff development interviews (in Danish: 'MUS') and you will thus be invited for a staff development interview with your immediate supervisor once a year. For some part time positions, e.g. clinical associate Professors the interviews can be conducted as team performance appraisals (in Danish: 'GRUS').

### Work environment and your trade union representative

The work environment organization at the Department of Clinical Medicine is made up of 6 work environment groups with a work environment leader and a number of work environment representatives. You can find your work environment group and representatives via a drop down menu on the [department's work environment website](#).

You can find Aarhus University's norms for daily working life [here](#).

Find your union representative [here](#).

### Holiday and absence

At the Department of Clinical Medicine you are expected to take your five weeks of holiday as well as one week of special holiday (=6<sup>th</sup> week of holiday), as it is not possible to have days of holiday

paid out or transferred to the following year. The only exception is if you have been sick for a longer period of time or have been on maternity/paternity/parental leave – in that case you can have your days of holiday transferred to the following year.

You need to inform your local holiday and absence administrator, usually the department's secretary to the professor and chair, about any and all changes regarding holiday, sick days and other absence, i.e. care days and child's first and second sick days as they need to be registered.

You can login to [our staff page](#) – 'My profile' in the upper right hand corner – here you can go to 'Holiday and absence' and see the registered days: days of holiday, sick days, care days as well as child's first and second sick days.

You can read more about Aarhus University's overall rules for holiday [here](#).

### The association for professors

The association for professors is a network established and driven by professors themselves. As a professor at Department of Clinical Medicine/Aarhus University Hospital you are a member of the association – you can withdraw from the association by contacting the board. Invitations for the association meetings will be send to your @clin.au.dk mail address. The association works to support the professors' professional, organisational and collegial interests.

You can read more about the association [here](#).

### Staff social club: CLICK

As an employee of Department of Clinical Medicine you can join the staff social club: CLICK. The club works for common social events across departments and professions.

Read more and join on [CLICK's website](#).

### International Centre

As an employee at Aarhus University you have access to International Centre(IC). IC can help assist you plan stays at foreign universities as well as help with housing for visiting researchers both short and long term. You can read more about IC's services on [their website](#).

### International Academic Staff Services

As an international employee at Aarhus University, you have access to a range of services and resources to help you (and your accompanying partner) relocate and settle in Denmark. The services include relocation services, housing and an Expat Partner Programme to name a few.

Find more information on [International Academic Staff Services' website](#).

### Communication

#### Internally

In connection with your employment you have been assigned an employee email, which ends with @clin.au.dk. You will receive an email on the email address you listed in your application with

information on how to activate the email account and to choose what it will be called before the @.

All information from the department will be sent to your @clin.au.dk email. It is therefore important that you check your inbox regularly to be able to keep up with the information from your employer.

The department management sends out its newsletter approximately once a month to all the employees at the department with information on what is happening, new initiatives etc. – these are also sent to your @clin.au.dk mail address.

In addition you are automatically added on the mailing list for the Faculty of Health's newsletter. You can sign up for the newsletters from [The Graduate School of Health](#) and Aarhus University's newspaper [Omnibus](#).

#### Externally

You will get a personal profile page on Aarhus University's website, which you need to update via the system [Pure](#).

You are obligated to keep your profile updated with your research, contact information as well as a current photo. You can have your photo taken by Aarhus University's photographer – [read more here](#). The Department of Clinical Medicine has a Communications partner whom you can contact if you have questions regarding press coverage, nominations etc. You can read more [here](#).

#### The department's websites

Department of Clinical Medicine has two website – one internal and one external. The internal is aimed at the department's employees – here you can find information on teaching, working environment

etc. At the moment the website is only in Danish – [you can find it here.](#)

The external website is aimed at collaborators, other universities and the industry. The website is in English and promotes the Department's research areas. The website was relaunched in September 2021 - [you can find it here.](#)

### Logo and branding

At Aarhus University we have a design programme that ensures a consistent and professional presentation of anything from Aarhus University. We have a logo generator – and we have guidelines for using the logos, as well as font, layout of posters, PowerPoint templates, use of photos etc. – you can [find all the information here.](#)

### Finances

As an employee at the Department of Clinical Medicine you are expected to place your grants at Aarhus University, Department of Clinical Medicine. Aarhus University does not charge an administration fee for any grants – but any accompanying overhead will go to the department.

A project finance administrator will be attached to your grants, who will assist you in the administration of the grants. You can find contact information on your project finance administrator, [here.](#)

All your grant applications for more than DKK 100,000, which will be placed at Aarhus University, and the result of the application has to be registered in ReAp. This is also required for the head of the department to be able to sign a budget or other material needed for an application.

If you need to assign a secretary to your applications in ReAp you can name the person as a delegate in the system so that they get full access to your applications. You do so by logging in and clicking on 'Edit delegates' – where the person then can be added. [Log in: ReAp.](#)

### IT and phone

You can order IT equipment and a phone, using Aarhus University's IT webshop, which you can access [here.](#) Please be aware that you can only use the webshop with AU administrated funds – either from an external project or your department's ordinary funds (FUM). It is not possible to have the cost of the purchase forwarded to an account outside of Aarhus University, e.g. Region Midt. If you need IT support, you can find the contact information for Health's IT Support, [here.](#)

You can find general guidelines for IT, web and phones on the department's [website.](#)

### Teaching

The Master's degree programme in Medicine is the department's primary teaching responsibility. You can read more about the Master's degree programme and see an excerpt of the other teaching responsibilities that the department undertakes [here.](#)

If you have any concrete questions please contact your professor and chair. If you have questions regarding practicalities or administration, please find the secretariat's contact information [here.](#)

Aarhus University uses Brightspace as our Learning Management System, which you, as a teacher, has to use to interact with the students.

Find information on Brightspace as well as guidelines and help to get set-up in the system [here](#).

### Research support office

The Research support office provides help for researchers who applies for external funding and helps with the management of larger grants.

Among other things you can get help when you:

- [Want to apply for external funding](#)
- [Need help with project management](#)

Find contact information for our department's research adviser [here](#).

### Protection of personal data - GDPR

If you work with sensitive personal data it is very important that they are stored and deleted in compliance with the legislation regarding these data.

You can read more about GDPR and what you need to do to handle sensitive personal data correctly on [AU's page on data protection](#).

### Other facilities

As an employee at Department of Clinical Medicine you have access to a lot of resources and facilities; both locally at the department but also from the university.

You can find more information here:

- [General researcher support at Department of Clinical Medicine](#) (Clinical Trial Unit, Redcap, research manager etc.)
- [Core facilities at Health](#)
- [Animal facilities](#)
- [How to make better applications for funds](#)
- [Medical illustrator](#)
- [Official car and booking of rooms](#)

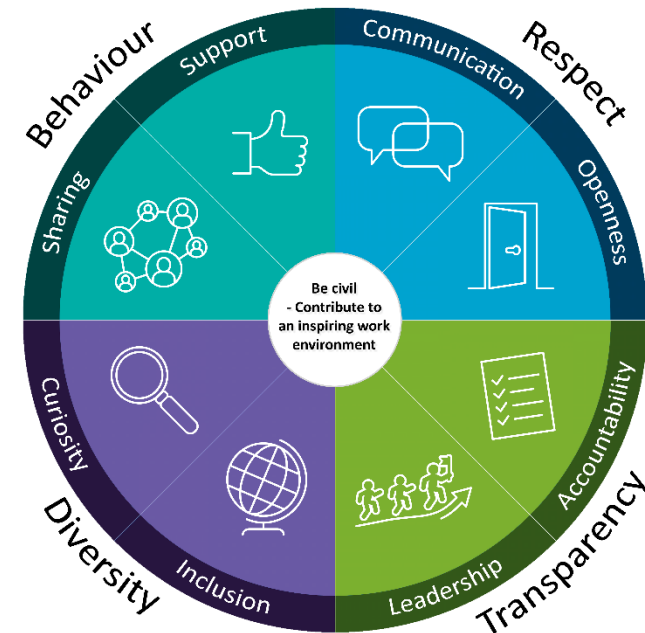
## Responsible conduct of research and civil tone in the research environments

As a researcher at Aarhus University your work is governed by a number of guidelines to ensure a good and responsible conduct of research. You can read more on the subject, [here](#).

All researchers are also obligated to complete the online course: 'Research Integrity at AU'. The course consists of two modules and lasts approximately an hour. You will receive a link to access and participate in the course. If you have already completed the course 'Responsible conduct of research' as part of your PhD education, you can be exempt from completing the online course on research integrity. If that is the case please send your course diploma to [clin@au.dk](mailto:clin@au.dk).

Department of Clinical Medicine is working explicitly with attitude and norms for a good research culture in the research environments. If you experience a rough and/or unpleasant tone or experience any unacceptable behaviour it is important that you take it up with your immediate manager and/or your trade union representative. We also encourage you to contact our secretary manager Emil Kvist Enggaard, [eke@clin.au.dk](mailto:eke@clin.au.dk) / phone: 9350 8275.

The department of Clinical Medicine's key concepts for civility are illustrated on the opposite side.



The illustration has been produced by vice head of research and talent Anne-Mette Hvas, head of graduate programme Kamille Smidt Rasmussen and PhD student Signe Vogel.