

Welcome to Centre for Urban Network Evolutions Guide for new employees

Welcome to UrbNet! We are thrilled to have you with us and look very much forward to working with you. We hope you will quickly settle in and feel at home with us.

URBNET LOCATION AND ACCESS

UrbNet, Aarhus University
Moesgaard Allé 20, bldg. 4230, 2nd floor
DK-8270 Højbjerg
Denmark

Main doors are **locked**:

- weekdays 17:00-6:00
- weekends
- public holidays

To enter, hold your card against the card reader and then enter your 4-digit pin.

Between 23:00-6:00, the **alarm** is activated, and main doors may not be opened for more than 45 seconds at a time. Windows must stay shut during this time.

PHONE AND EMAILS

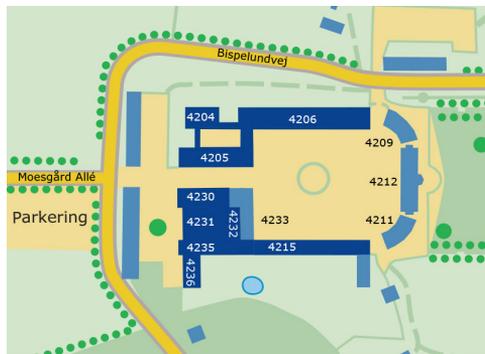
UrbNet directory: <http://urbnet.au.dk/people/>

AU directory: <http://www.au.dk/om/organisation/navnlist/>

Place **AU-internal calls**: dial 5-digit extension (i.e. omit 871)

Place **AU-external calls**: dial '0' followed by phone number

Your personal access card will also grant you free access to Moesgaard Museum.



UrbNet
CENTRE FOR URBAN NETWORK EVOLUTIONS
The Danish National Research Foundation

ORGANISATION

UrbNet is a Centre of Excellence funded by the Danish National Research Foundation for an initial period of 6 years. The centre is based at School of Culture and Society but works across disciplines in the human and natural sciences. UrbNet was inaugurated in 2015 and consists of a core scientific group of nine senior researchers from Archaeology, History, Geoscience and Physics as well as a number of assistant professors, postdoctoral fellows, PhD students, research assistants and student helpers. Some are based at Moesgaard, others in town, and a number of people split their time between UrbNet and our associated labs.

UrbNet director: Professor Rubina Raja

Rubina is a classical archaeologist, who researches urban societies and their manifestation in material and written culture, particularly in the eastern Mediterranean and the Levant. She directs several large-scale projects and excavations around the world, documenting cultural heritage and tracing societal/religious changes based on art-historical remains. Rubina has the overall responsibility for UrbNet. She divides her time between UrbNet, the Nobel Park (AU main campus) and the rest of the world. You are always welcome to knock on her door or book an appointment.

Contact: rubina.raja@cas.au.dk / +45 2718 8390

UrbNet deputy director: Professor Søren M. Sindbæk

Søren's research focuses on early urbanism and urban archaeology in Viking-age Scandinavia and early medieval Europe. He has a special interest in early medieval communication and social networks. He directs a large-scale excavation project in Ribe, Denmark, investigating the exchange of goods and cultural interactions in the earliest city in the North, and he also runs excavations at several other Danish sites.

Contact: farksms@cas.au.dk / +45 4087 8334

UrbNet core group

Professor Bjørn Poulsen (AU)

Professor Charles Leshner (AU)

Assistant professor Gry H. Barfod (AU)

Associate professor Søren M. Kristiansen (AU)

Associate professor Jesper Olsen (AU)

Deputy Director Peter H. Mikkelsen (Moesgaard Museum)

Lecturer Stephanie Wynne-Jones (University of York)



UrbNet vision

Centre for Urban Network Evolutions (UrbNet) explores the archaeology and history of urban societies and their networks from the Ancient Mediterranean to medieval Northern Europe and to the Indian Ocean World.

We are an interdisciplinary research initiative, which integrates new methods from the natural sciences with contextual cultural studies rooted in the Humanities.

Approaching urbanism as a network dynamic, we aim to develop a high-definition archaeology to determine how urban networks catalysed societal and environmental expansions and crises in the past.

Mentoring scheme

All UrbNet junior researchers (assistant professors, postdocs and PhD students) will be assigned a mentor from the UrbNet core group. The intention is to give our employees the opportunity to meet with a senior researcher who is neither their supervisor nor their boss, and we think such conversations – being more informal in nature – would make for some interesting and valuable dialogues. Meetings will be held 3-4 times a year, and there are no fixed topics; mentors are expected to inspire, coach and advise their mentees on an individual basis, and it is thus up to the individual mentee to raise specific topics and prepare relevant questions in order to glean the most valuable information from his/her mentor.

Peer-to-peer

New UrbNet employees will also be assigned a peer contact who will introduce them to relevant networks and colleagues - sometimes at other departments - and make sure newcomers become familiar with the ways of UrbNet and Aarhus University. At the same time, peer contacts can advise on where to get the best meal in town, where to go for Thursday pub quizzes and which sights to visit on weekends.

UrbNet facilities

UrbNet is based at Moesgaard - a charming manor from the 1700s, in the middle of the forest and close to the beach. In February 2016, the centre took over a refurbished floor in the same building as the Moesgaard library.



UrbNet staff day 2016 (Photo: UrbNet).



LIFE AT URBNET

We generally keep an informal tone, and everyone is on first-name terms with each other (as is common in Denmark).

Holidays and illness

We are obliged to register all absence; therefore, please inform Christina if you are not at work.

Holidays (must be pre-registered)

The Danish holiday year goes from 1 May to 30 April. There are two types of holidays: ordinary and special holidays. For each month of employment, you earn the right to:

2.08 ordinary + 0.42 special holidays. This translates into a max. of 25 ordinary holidays and 5 special holidays per year.

You can check your own holiday balance at <https://mit.au.dk>.

- Under "Ferie og fravær/Vacation and absence", select "Ferieoversigt/Vacation overview"
- You will get a balance for both ordinary and special holidays
- Under "Vis ferie/Show vacation", you can select the relevant holiday year

If you wish to change pre-registered holidays, please let Christina know well in advance.

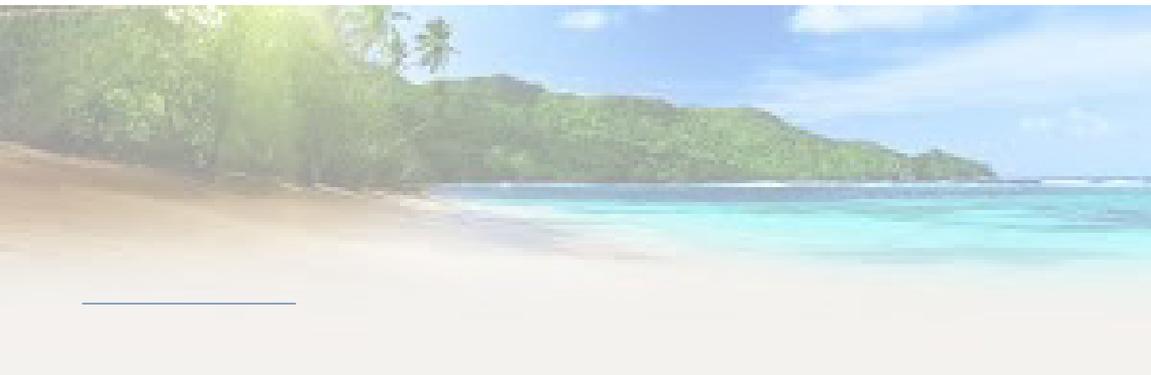
International employees who have chosen the concurrent holiday scheme are free to take their ordinary holidays concurrently with - and even before - they are accumulated. We advise that you, by and large, follow the "normal" schedule outlined in the annual holiday notification from the School of Culture and Society in order to avoid having to take off several months at the very end of your employment.

The special holidays must be taken during the holiday year that follows the accumulation year. Talk to Christina for clarification.

Illness

If you cannot come to work due to illness, please email Christina in the morning of your first day off. When you return to work, stop by Christina's office (or send an email) to say that you are back.

It is also a good idea to make an auto-reply on your email and note in your Outlook calendar that you are off sick.





Activities

Throughout the year, UrbNet runs a busy activity calendar, organising conferences, workshops and lectures. Late Spring until early Autumn constitutes our field season, and during this time, the busyness is shifted from our daily activities to our excavation sites around the world.

You can stay updated on upcoming events on our website:
<http://urbnet.au.dk/events/>.

UrbNet info meetings (Tuesdays at 11:00-11:30)

We have a short info meeting prior to our Tuesday lectures (see below). This is an opportunity to update each other on initiatives, dates, events and the like. If you have agenda items, please forward to Christina (levisen@cas.au.dk) or Assistant Professor Michael Blömer (michael.bloemer@cas.au.dk) by Friday.

UrbNet Lecture Series (Tuesdays at 12:00-13:00)

We interchange between invited guest lecturers (suggestions welcome) and UrbNet researchers presenting their work. Each external lecture is approximately 45 minutes followed by discussion, and internal lectures are organised in pairs. Our postdocs and PhD students take turns chairing sessions and "caring" for guest speakers. If you have suggestions for external speakers, please contact Assistant Professor Federica Sulas (sulas@cas.au.dk).

UrbNet journal club

Approximately every fortnight, junior researchers meet for journal club to discuss articles; it can be articles on new and ground-breaking results, articles of relevance for upcoming conferences/lectures, or papers in progress by centre members. If you have suggestions for articles, please talk to Assistant Professor Thomas Birch (t.birch@cas.au.dk).

UrbNet residential scholar series (Mondays at 12:00-13:00)

Every year, we invite an internationally renowned researcher to come to the centre as visiting professor/residential scholar for 6 weeks. During this time, the visitor delivers a lecture series on an urban topic, based on which he/she writes a book which gets published in a book series initiated by UrbNet.

Social events

FoodClub (Mondays at 18:00-)

This is a dinner club organised by PhD student Hanna Dahlström where people take turns cooking (usually in pairs), and those who eat share the costs of the meal. If you want to volunteer for the cooking task, please talk to Hanna (hanna.dahlstrom@cas.au.dk).



UrbNet website

On the UrbNet website (<http://urbnet.au.dk>), you will find news, events, contact information and much more. Under 'Information for employees', you can download UrbNet templates, read about holidays, travel, registration of publications, library facilities etc.

Do keep in mind that the website is always hungry for news stories and achievements to flash - however big or small! Therefore, do notify Christina whenever you have new publications, have given conference papers or appeared in media.



Weekly infomail

We try not to spam our employees with irrelevant, untimely information; however, every Friday, we send out an internal UrbNet infomail which we expect everyone to read carefully. If you have information you would like to have included (e.g. new publications, media coverage, funding opportunities etc.), please forward to Christina no later than Thursday.

Applying for lab time/analyses at UrbNet

If you wish to apply for UrbNet funding for lab time/analyses, please use the following application form. Please submit applications to Christina Levisen, and the UrbNet core group will look at the application on an ad hoc basis (typically at the following meeting).

Download application form: <http://urbnet.au.dk/employees/lab-timeanalyses/>

MIT.AU.DK

Mit.au.dk (My AU) is AU's self-service system. Here, you can access your holidays and absence balance, request access to AU buildings and change your email name etc. Your "wayf"-credentials also allow you to access many other AU systems, e.g. AU Library, PURE etc.

You can log in at: <https://mit.au.dk>.

IT SUPPORT

UrbNet is serviced by the Arts IT Department, which is located at Tåsingsgade, Aarhus campus (bldg. 1442-215).

Map: <http://www.au.dk/om/organisation/find-au/bygningskort/?os=279>.

You can create a case by writing an email to arts.it@au.dk. For urgent matters, you can call the helpdesk at ext. 5 0911.

Opening hours: weekdays 8:00-15:30.



Wifi

To connect to the wireless network Eduroam, follow these steps:

- Download the Eduroam installer: cat.eduroam.org
- Username: AU<AUID>@uni.au.dk (e.g. AU173680@uni.au.dk)
- Password: the same as for mit.au.dk

VPN

If you want to access AU's IT services and servers remotely, you can connect via the VPN connection AU-ACCESS.

You can install the VPN client here: <https://remote.au.dk>.

- Group: select AU-ACCESS
- Username: AU<AUID>@uni.au.dk (e.g. AU173680@uni.au.dk)
- Password: the same as for mit.au.dk
- Click Login to start the installation

URBNET PRINTER

The printer is located in the copy room right next to the entrance (ID: 4230-212- C-1). You install the printer as follows:

- Make sure you are connected to the cabled network
- Click on "Start" and type \\print.uni.au.dk
- A list of available printers will appear
- Select 4230-212-C-1

The printer also has a "secure" function (in case you need to print sensitive materials) and a scan function that allows you to scan documents directly to your email or a USB.

PUBLICATIONS AND RESEARCH ACTIVITIES

PURE is a system used for registering publications and research activities. The system is used by all Danish universities, and you may also know it from abroad. If you have previously registered publications/activities in the system, you can import these instead of entering them anew.

It is mandatory to register publications.

We encourage you to also register research activities such as conference organisation/participation, lectures, research visits, editorial tasks, outreach activities etc., as these, too, will then be shown on your personal staff page and paint a nice portrait of who you are as a researcher.

You can also generate a CV and list research projects and media appearances etc.

Read more and log in at: <http://pure.au.dk>.

Acknowledgement of the DNRF

All articles resulting from DNRF funding must include a DNRF acknowledgement, as well as a reference to the UrbNet funding ID (DNRF119), e.g.:

“Research funded by the Danish National Research Foundation (DNRF119)”

Open access

All Danish public-sector research councils and foundations have agreed on an Open-Access (OA) policy.

As a result, all peer-reviewed scientific articles resulting from UrbNet/DNRF funding which have been accepted for publication must be made freely available to the public via Open Access, either immediately or after an initial embargo period imposed by the journal (6-12 months depending on the research area).

Therefore, when submitting an article for approval, authors need to apply to retain the rights to publish an OA version of the article. Templates from the DNRF for such letters can be downloaded from the DNRF website: <http://dg.dk/en/about-us/open-access-policy/>.





LIBRARY SERVICES

AU Library is spread across a number of locations; however, you can search and order materials from all service locations.

Create a user account

At <http://library.au.dk/>, you can "sign up" to become a library user (top right-hand corner). Use your credentials from mit.au.dk.

To order materials, search the library database, add the relevant item(s) to your basket and choose your 'favourite pick-up location' (e.g. Moesgaard Library).

State and University Library

To order library materials, go to the website: www.statsbiblioteket.dk. You can have items delivered directly to Moesgaard Library.

Moesgaard Library

Moesgaard Library holds a large collection of Anthropology and Archaeology materials as well as materials from Moesgaard Museum. The library gets deliveries from the State Library on a daily basis.

Opening hours:

Monday-Thursday: 07:00-17:00

Friday 07:00-14:00

Weekends closed

For assistance, contact librarian Michael Qvotrup (Phone: +45 8716 2671 / bibmq@au.dk).

Interlibrary loans

If AU Library does not hold the materials you need, you can search a database containing items from all Danish libraries at: www.bibliotek.dk. When asked to indicate your home library, select "Statsbiblioteket" (State and University Library). The order will then automatically be delivered to your 'favourite pick-up location' (e.g. Moesgaard Library).

UrbNet library

UrbNet has a small collection of books in the meeting room. If you want to borrow a book, remove the label inside the book and leave it in one of the plastic holders on the bookshelf. When you return the book, put the label back. If you have suggestions for books that might be of relevance to several UrbNet employees, let Christina know.

On the UrbNet website, you will also find a Quick Guide for how to borrow materials: <http://urbnet.au.dk/employees/library/>.

INTERNATIONAL EMPLOYEES

Getting started in Denmark

This is an event organised by the International Centre, providing you with important on-arrival information and the opportunity to register with all the relevant public authorities for your civil registration number (CPR no.), tax card etc. Sign up for the next event at: <http://ias.au.dk/gettingstarted>.

International Academic Staff (IAS)

The IAS is a sub-division of the International Centre. They provide useful information about all practical matters for foreign staff and students:

www.ias.au.dk/international-academic-staff-ias/

Address:

Dale T. Mortensen Building,
Høegh-Guldbergs Gade 4, 8000 Aarhus C.

Opening hours:

Weekdays 10:00-14:00.

Relocation Service

The Relocation Service offers personalised assistance to international researchers relocating to Denmark for a position at AU as assistant professor or above.

For more information, please contact the Relocation Officers at relocation@au.dk.

University International Club (UIC)

UIC provides a social and cultural meeting platform for foreign staff members and their families: www.ias.au.dk/uic/

Address:

Dale T. Mortensen Building,
Høegh-Guldbergs Gade 4, 8000 Aarhus C.

International Community

International Community (IC) offers support to international employees and their families during their stay in the Aarhus region. IC creates social and professional networks to the benefit of expats through a wide range of events, seminars and online activities.

IC counts more than 3,100 people, incl. companies, international employees, accompanying family and internationally-minded Danes.

International Community website: <https://internationalcommunity.dk/en-US/Forside>

Language

The official language of Denmark is Danish; however, most people can communicate in English as well, including in shops and at restaurants. Aarhus University, in cooperation with LærDansk, offers free Danish courses to foreign researchers and their spouses.

Types of courses offered

Full semester course: 2 x 2 lessons per week; 5 semesters of 50 lessons = 250 lessons in total.

Crash course: 2-week intensive course, equivalent to a beginner level (first 50 lessons).

Read more at: www.laerdansk.dk/aarhus/

hygge

(n.) a complete absence of anything annoying or emotionally overwhelming; taking pleasure from the presence of gentle, soothing things

NemID

NemID is your digital signature, which is required to access public websites, online banking etc. It consists of the following three elements:

- your user ID (typically your CPR no.)
- a password
- a one-time password from a code card

Read more and order NemID: <https://www.nemid.nu/dk-en/>

Bank account

Once you receive your CPR no. (civil registration no.), you will be able to open a Danish bank account. It is a good idea to bring a copy of your contract/admission letter when going to the bank for the first time.

Aarhus houses a number of banks, most of which offer some services in English.

List of banks: http://internationalcommunity.dk/Files/Filer/IC%20pdf/Overview%20of%20Banks%20in%20Denmark%202014_09_ny.pdf

Regular banking hours:

Weekdays 9:30–16:00

Thursdays 9:30–18:00

Weekends closed



NemKonto

A NemKonto (Easy Account) is an account into which you will receive all payments from the public sector, incl. your salary. If you only have one account, that will be your NemKonto; if you have more than one account, you assign one of them as your NemKonto.

E-boks

E-boks is your personal, electronic mailbox, in which you will receive correspondence from public authorities, your insurance company, your bank etc.

You need NemID to log in.

Read more and log in: <https://www.e-boks.com/danmark/da>

Living expenses

The cost of living in Denmark is quite high compared to most other countries, as wages are also higher. The general income tax level is approximately 50%, but as a result of the high taxes, Denmark offers a range of services for free, e.g. schooling and health care.

Currency and payment

Denmark is a member of the European Union but has its own currency: Danish Kroner (DKK). 1 EUR is approximately 7.5 DKK.

Most shops and restaurants accept major foreign credit cards, but smaller shops may only accept 'Dankort' (Danish debit card). Ask your bank how to apply for a Dankort when you open an account. More and more shops also welcome electronic payment via a smartphone (Mobilepay).



Health

When you register with the Danish authorities, you will be asked to choose a GP. To book a consultation with your GP, call between 8:00 and 9:00. Most GPs also offer online booking and email consultations.

Emergency calls: 112

Emergency room/emergency doctor service: 7011 3131

Emergency room address:

Aarhus University Hospital, Nørrebrogade 44, 8000 Aarhus C, bldg. 7.

In the event of acute illness or injury, you must call before going to the emergency room.

Weekdays 8:00-16:00: call your own GP

Weekdays 16:00-8:00, weekends and public holidays: call the emergency doctor service. Have your yellow health card ready when you call.



PUBLIC HOLIDAYS

Nytårsdag (New Year's Day): 1 January
Skærtorsdag (Maundy Thursday)
Langfredag (Good Friday)
Påskesøndag (Easter Sunday)
2. Påskedag (Easter Monday)
Thursday before Easter Sunday
Friday before Easter Sunday
Easter Sunday
Monday after Easter Sunday



Store Bededag (General Prayer Day): Fourth Friday after Easter
Kristi Himmelfartsdag (Ascension Day): 1½ week before Pentecost
Pinsedag (Whitsunday)
2. Pinsedag (Whitmonday): Monday after Pentecost
Monday after Pentecost
Grundlovsdag (Constitution Day): 5 June
Juleaftensdag (Christmas Eve)
1. Juledag (Christmas Day)
2. Juledag (Boxing Day): 24 December
25 December
26 December

AU GYM

If you want to join the AU gym, download a registration form at: www.motion.au.dk/.

Complete the form and send it to FMAU@live.dk.

Membership: 75 DKK/month

The membership fee is automatically deducted on your payslip each month.

Address:

Katrinebjergvej 89B, 8200 Aarhus N

14

TRANSPORTATION

To go to UrbNet from Aarhus, take Bus 18 or Bus 100. A single fare is 20 DKK (2 zones). Once you have a CPR no., you can apply to get a "Rejsekort", which can be used for all public transportation.

Read more and apply: <https://www.rejsekort.dk/>.

You can also buy an electronic multi-ride ticket if you download the Midttrafik app.

Bus 18 is a yellow city bus, which leaves from Park Allé by the railway station 3 times an hour (direction: Moesgård). Enter the bus through the back or the middle door and purchase your ticket at the ticket machine. Get off at "Moesgård Museum" (end station) - the ride takes approximately 25 min. From there, it is only a 300 m walk to UrbNet.

Bus 100 is a blue regional bus, which leaves from the railway station every 10 minutes (direction: Odder). Enter the bus through the front door and purchase your ticket from the bus driver. Get off at "Oddervej/Moesgård Allé" - the ride takes approximately 15 min. From there, it is a 1 km walk to UrbNet.

Trains are operated by DSB or Arriva. You can book tickets at www.dsb.dk.

"Journey planner" helps you plan your trip by means of public transportation. Enter your departure and destination addresses, as well as time of day you want to depart/arrive, and you will get the relevant timetables for trains and busses.

Website: www.rejseplanen.dk

City bikes are available throughout Aarhus 1 April – 31 October. They can be used free of charge. Insert a 20-DKK coin to unlock a bike (you will get it back upon return of the bike to any of the city bike stands).

Taxis:

DanTaxi: +45 7025 2525

Aarhus Taxa: +45 8948 4848

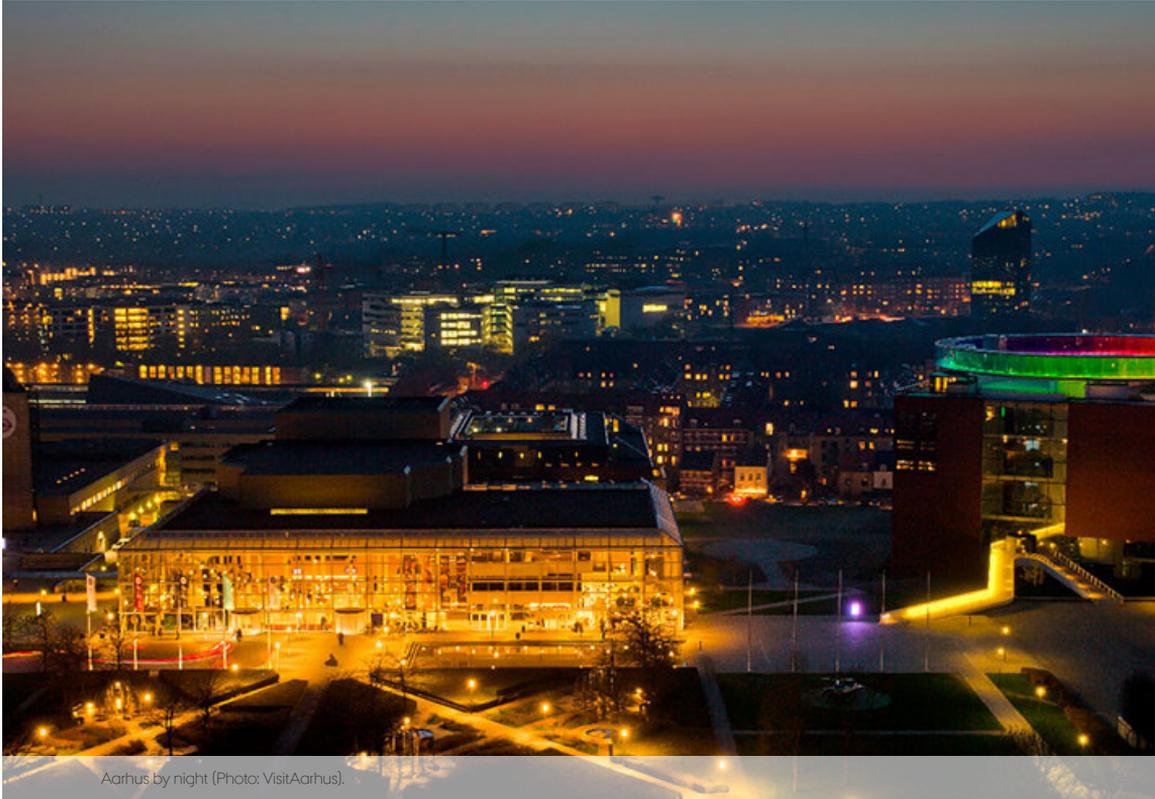


ABOUT AARHUS

Aarhus is the second largest city in Denmark, located on the peninsula Jutland (Danish: Jylland). 315,000 people live in Aarhus and 1.2 million people live in the greater Aarhus Area. Beach, harbour and forest are all within a 15-minute bike ride. Being a university city, Aarhus is the youngest in Denmark measured by average age, but historically one of the oldest. Thus, the atmosphere is a vibrant mix of youthful energy and blasts from the past.

Aarhus has world-renowned attractions, Michelin restaurants, music & art and much more. Aarhus is also the European Capital of Culture in 2017.

For more inspiration:
www.visitaarhus.dk



Aarhus by night (Photo: VisitAarhus).



Contact information

Centre for Urban Network Evolutions (UrbNet)
Aarhus University
Moesgård Allé 20, bldg. 4230, 2nd floor
DK-8270 Højbjerg
Denmark
<http://urbnet.au.dk>

Centre director

Professor Rubina Raja
+45 2718 8390 / rubina.raja@cas.au.dk

Deputy director

Professor Søren M. Sindbæk
+45 4087 8334 / farksms@cas.au.dk

Centre administrator

Christina A. Levisen
+45 4087 8516 / levisen@cas.au.dk

Aerial photo of Ribe (Photo: Museum of Southwestern Jutland).

