



AU SUMMER UNIVERSITY 2012

LECTURER PRE-ARRIVAL GUIDE

BE MORE AT
AU SUMMER UNIVERSITY
DENMARK



AARHUS UNIVERSITY

www.au.dk/summeruniversity

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INTRODUCTION

WELCOME TO AARHUS UNIVERSITY.

We are delighted you have chosen to come to Aarhus University to spend part of your summer teaching at our institution. The International Centre is here to help you both before and throughout your stay. We aim to provide you with the best possible services in order to make your stay a positive experience both academically and personally, and we look forward to welcoming you in person. In the meantime, this online brochure will help you plan your arrival and your teaching.

Our lecturer guide 2012 will be distributed on arrival and will also be available online at www.au.dk/summeruniversity from mid-May. You may find it helpful to read it before arrival, as it does contain useful and more detailed information on events, services and facilities available during AU Summer University 2012.

Sincerely,
AU Summer University Team
Aarhus University



PLANNING YOUR STAY IN AARHUS

VISA

As an international employee at Aarhus University staying in Denmark for less than 3 months you will not need to obtain a residence and work permit before coming to Denmark. However, citizens from some countries may be requested to hold an Entry Visa in order to enter Denmark. You can read more about visa requirements here:

www.nyidanmark.dk/en-us/coming_to_dk/visa/

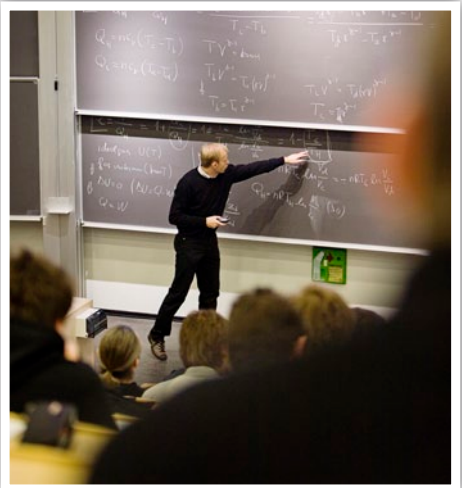
The International Centre at Aarhus University will provide you with a letter of invitation and employment in order for you to apply for the Entry Visa. Please contact Lotte at los@adm.au.dk no later than 15 April in case you need assistance with the visa application. We request that you apply for an Entry Visa immediately after you have received the letter of employment /invitation from us, since obtaining the Entry Visa for some countries may take more than 2 months.

INSURANCE

Please note that you MUST be properly insured during your stay in Denmark. Your insurance must as a minimum include: Third party liability, dental injuries, transportation to your home country in case of illness, as this is NOT included in the Danish health insurance scheme. Please consult

your travel agency, insurance company or other in your home country to make sure that you are properly insured. Nationals from the Nordic countries are covered by the Nordic Convention. EU nationals are covered by the European Health Insurance Card. Be aware that transportation to your home country in case of illness is NOT covered by the European Health Insurance and the Nordic Convention.

Also remember that you are responsible for all of your personal belongings whilst teaching at AU Summer University, so you should arrange for a home insurance in case of theft.



TRAVELLING TO AARHUS

THE MOST COMMON WAYS OF REACHING AARHUS ARE:

Flying to Copenhagen Airport, then taking a connecting flight to Aarhus Airport (30 minutes), and then the airport shuttle to Aarhus city centre (Central Train Station). The bus ride is approx. 45 minutes.

Flying to Copenhagen Airport and then taking a train from Copenhagen Airport directly to Aarhus. The train ride is approx. 3 hours.

Flying to Billund International Airport and then taking the airport shuttle (1½ hours) to Aarhus city centre (stops outside the SAS Radisson Hotel/Scandinavian Centre).

Taking the train all the way to Aarhus.

Taking the bus all the way to Aarhus (e.g.Eurolines).

Driving by car to Aarhus.

AARHUS AIRPORT – TIRSTRUP

Location: 45 km north-east of Aarhus
Aarhus Airport is mainly a domestic airport with connections to Copenhagen, but it also has a connection to London.

Shuttle service: There is an airport shuttle between the airport and Aarhus central train station (Banegården). Note that the shuttle mainly connects with SAS flights. The ride is 45 mins and costs DKK 100. It is possible to pay with major credit cards and currencies such as US dollars and Euro. www.aar.dk

BILLUND INTERNATIONAL AIRPORT

Location: 100 km south-west of Aarhus, right next to Legoland. The main airline at Billund Airport is Maersk Air: www.maersk-air.dk

Shuttle service: There is an airport shuttle between the airport and the SAS BLU RadissonHotelinAarhus(Margrethepladsen). Timetables are available on www.bll.dk.

The ride is 1½ hours and costs DKK 180. It can often be booked in connection with the plane ticket. It is also possible to pay with major credit cards and currencies such as US dollars and Euro on the bus. www.bll.dk

COPENHAGEN AIRPORT – KASTRUP

Location: Copenhagen.
The main airline at Copenhagen Airport is SAS: www.scandinavian.net

Shuttle service: There is a free shuttle between the international and domestic airport. The price for a plane ticket from

Copenhagen to Aarhus is approx. DKK 400-500 (one-way). Call SAS-domestic for information and reservations. Note that it is often cheaper if you book it with your ticket to Denmark www.cph.dk

FROM COPENHAGEN BY TRAIN

If you wish to take the train to Aarhus and enjoy the Danish landscape you may catch a train either directly from the airport in Copenhagen (Kastrup) or from Copenhagen central train station to Aarhus. The trip to Aarhus from Copenhagen central train station takes just under 3 hours by high-speed train and 3 hours and 15 minutes by normal train. There is at least one departure every hour between Aarhus and Copenhagen, and also good connections to the north and to the south (for instance Hamburg, Germany).

Seat reservations are not required for most services in Denmark but are recommended if you travel on busy days such as Fridays and Sundays, or with a lot of luggage. A one-way ticket on the normal train costs approx. DKK 360. Tickets are available from the DSB ticket office above the railway station in Terminal 3. To book tickets and check timetables online, go to: www.dsb.dk

ARRIVAL INFORMATION

As soon as you know your estimated time of arrival please inform us about it so we may arrange for picking you up. Please inform Lotte at los@adm.au.dk



HOUSING

The housing office at the International Centre has been in contact with you regarding where to live during your stay. You will receive more detailed information from the housing office in April when they will send specific housing offers to you according to your requests. Please contact the housing office and talk to Natalya Sandal in case you haven't booked accommodation yet or if you have any further questions. Please use this email: housing@adm.au.dk

TEMPORARY ACCOMMODATION IN AARHUS

HOTELS

SAS RADISSON BLU

Margrethepladsen 1 (500m from the train station, adjacent Aarhus Music Hall).
Prices from DKK 1035 for a single room.
Phone: +45 86 19 20 55
<http://www.radissonblu.dk/hotel-aarhus>

CAB INN AARHUS

Kannikegade 14 (1 km from the train station, by the canal). Open 24 hours.
Price: from DKK 495 for a single room, DKK 625 for a double room.
Phone: +45 86 75 70 00
Fax: +45 86 75 71 00
www.cab-inn.dk

BEST WESTERN HOTEL RITZ

Banegårdspladsen 12 (right outside the central train station).
Prices from DKK 650 DKK for a single room.
Phone: +45 86 13 44 44
www.hotelritz.dk

SCANDIC HOTEL PLAZA

Banegårdspladsen 14 (right outside the central train station).
Prices from DKK 650 DKK for a single room.
Phone: +45 87 32 01 00
www.scandichotels.com



GETTING READY TO TEACH

COURSE DATES

AU Summer University courses will start/end:

Term 1, 2012

2-20 July (5 ECTS)

2-27 July (10 ECTS)

Term 2, 2012

16 July - 3 August (5 ECTS)

16 July - 10 August (10 ECTS)

Term 3, 2012

30 July - 17 August (5 ECTS)

30 July - 24 August (10 ECTS)

COURSE MATERIALS AND TIME SCHEDULES

The library at your department will help you with the necessary teaching materials for your course. Below you can find information about what teaching material to hand in and when to hand it in.

LIST OF LITERATURE

The courses are taught very intensively so it is important that the students know rather precisely what they have to prepare for each class and thereby for the whole course. So if you have a long list of articles and other teaching material, we strongly recommend that you divide it into a compulsory part which will be possible for the students to

DAY 1 PROGRAMME

The first day in each term is reserved exclusively for practical matters and classes will start on day two.

This means, that you can arrive on Saturday, Sunday or Monday before the classes begin. Monday we have arranged the following programme for international guest lecturers.

08:00 – 12:00

Informal drop-in service where you can meet the team, ask questions, rent a bike etc.

12:00 – 13:00:

Welcome to AU Summer University at the International Centre. Joint lunch for all guest lecturers at Dale's Café.

13:00 – 14:00:

Guided tour around AU Campus and introduction to The Main Help Desk and your teaching room.

14:00:

Introduction to AU intranet at the International Centre.

buy and an optional part. The optional part may also be very important for the students in case they want to write their final thesis on the subject.

ARTICLES ETC

If you want to use an electronic and printed course pack for your course, we will assist in obtaining electronic copies of your material. You have to send a detailed list of the teaching material, no hard copies and electronic copies, to Lotte at the Summer University administration. The library will collect and upload the electronic course pack to CampusNet, the student intranet, so the students can download and print it.

The printed course pack can be bought in our bookstore. Please note that not all articles and only a certain percentage of any given book may be used according to copyright regulations. Please see information about copyrights below.

CASES

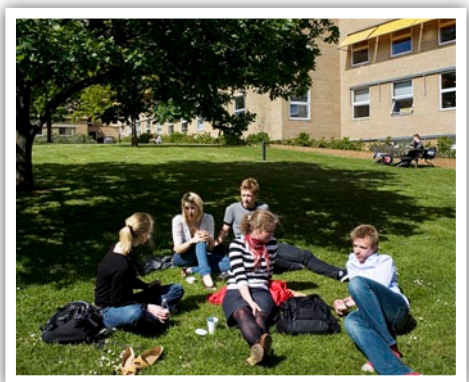
If you want to use cases for your course, we will assist you in providing copyrights for all students. There will be a maximum of how many cases can be provided per course depending on the overall costs of the specific course. We recommend a maximum of three cases.

In order to be able to prepare the course packs and order books and cases before the course begins, please send the list of literature no later than 1st May 2012.

COPYRIGHT

The Danish Copyright Law does not allow Fair Use or Fair Dealing which is used in the Anglo American copyright tradition. In the Nordic and Continental European copyright tradition you will have to seek permission from copyright holders if you want to use copyright protected material for the use of students attending your courses. The library provides a service of supplying literature for courses at AU Summer University which is based on three copyright principles:

1. The Danish Copyright Law
<http://tinyurl.com/danishcopyright>
2. Educational license with CopyDan Writing
<http://www.tekstognode.dk/en/kunde.aspx>
3. Specific contract agreements with major publishers



If you select pages from a printed book you are allowed to use a specified number of pages according to the total number of pages in the book and the publication year - according to the Library's Educational license with CopyDan Writing.

TIME SCHEDULE AND COURSE OUTLINE

You are free to design your own time schedule for the course, but please note, that day 1 in each term is reserved for practical matters and introductions. We recommend that courses in general take place every day in the morning - 5 ECTS courses two weeks of teaching from 09:00-12:00 and 10 ECTS courses three weeks of teaching from 09:00-13:00.

The total number of teaching hours per course equals 27/54 hours each of 45

minutes and a total workload of 110/220 hours per course. We will assume that you use the recommended time schedule if nothing else is stated. You must hand in your time schedule with references to the readings to Lotte no later than 1st May 2012.

It is important that you keep the deadlines in mind as some students want to start their preparation before the beginning of the course. Please send all the above to Lotte at los@adm.au.dk. Sending the list of literature has first priority so please send it as soon as possible. If you have any questions, please don't hesitate to contact us.

SOCIAL ACTIVITIES

Aarhus University will host a welcome dinner at the beginning of each term as well as a meeting about exams and related procedures. Details of these meetings will be announced later.

We will also offer a social programme and arrange a weekly meeting point for guest lecturers and AU staff. You will receive a detailed programme for all social activities and information about where to meet in the lecturers guide.



PAYMENT INFORMATION

Please send the following information to Lotte: los@adm.au.dk

- Private address + country
- Date of birth
- Bank Name
- Bank address + country
- SWIFT/BIC (8 or 11 characters)
- IBAN no. (18 characters)
- BLZ/SC etc. (8 characters)
- Copy of Passport – if you have been here before we have a copy of your passport and you do not need to resend unless your passport has been renewed since your last visit.

REIMBURSEMENT OF TRAVEL COSTS

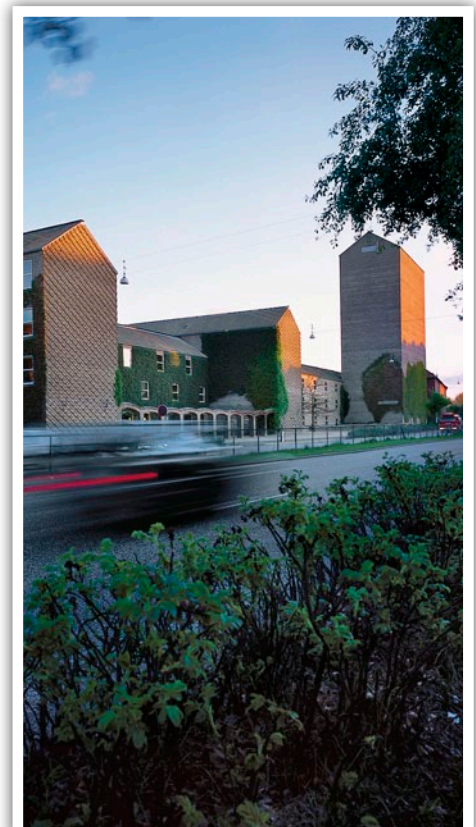
Your travel costs will be transferred directly to your account once we have received all original receipts – in paper, as well as the banking information mentioned above.

SALARY

Your salary and terms and conditions of employment at AU Summer University will be stated in your contract which you will receive prior to your arrival. The International Centre will apply for tax exemption at the local authorities on your behalf.

Normally there are no issues, but it can take some time. The International Centre will

inform your host department and the AU Salary Department of the outcome of the tax exemption.



CHECKLIST AND USEFUL LINKS

PRACTICALITIES BEFORE ARRIVAL

- Visa (non-EU only)
- Health insurance
- Personal and belongings insurance
- Housing

IMPORTANT DEADLINES

- 15th April, notification if you need assistance with visa
- 1st May, banking information etc.
- 1st May, copy of passport for tax exemption
- 1st May, list of literature
- 1st May, time schedule for your course

The Official Portal for Foreigners and Integration

» www.newtodenmark.dk

Tourist Guide of Aarhus

» www.visitaarhus.com

Studenterhus Aarhus

» www.studenterhusaarhus.dk

The Official Website of Denmark

» www.denmark.dk

The Royal Danish Ministry of Foreign Affairs

» www.um.dk

Study in Denmark

» www.studyindenmark.dk

VisitDenmark – Danish Tourist Board

» www.visitdenmark.com

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