



# AU SUMMER UNIVERSITY 2014

## LECTURER PRE-ARRIVAL GUIDE

BE MORE AT  
AU SUMMER UNIVERSITY  
DENMARK



AARHUS UNIVERSITY

[www.au.dk/summeruniversity](http://www.au.dk/summeruniversity)

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# INTRODUCTION

## WELCOME TO AARHUS UNIVERSITY

We are delighted that 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 2014 will be distributed on arrival and will also be available online at [www.au.dk/summeruniversity](http://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 2014.

Sincerely,  
**AU Summer University Team**



# 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.

The International Centre at Aarhus University will contact lecturers who need a visa and provide you with a letter of invitation in order for you to apply for the Entry Visa. We request that you apply for an Entry Visa immediately after you have received the letter of 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 home insurance in case of theft.

You can read more about visa requirements here:

[http://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/visa.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/visa/visa.htm)

# 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 912X (1½ hours) to Aarhus city centre.

Taking the train all the way to Aarhus.

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](http://www.aar.dk)

## BILLUND INTERNATIONAL AIRPORT

Location: 100 km south-west of Aarhus, right next to Legoland.  
[www.bll.dk](http://www.bll.dk)

Shuttle service: There are airport shuttle busses between the airport and Aarhus Central Bus Terminal. Timetables are available on [www.bll.dk](http://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](http://www.bll.dk)

## COPENHAGEN AIRPORT – KASTRUP

Location: Copenhagen.  
The main airline at Copenhagen Airport is SAS.  
[www.sas.dk](http://www.sas.dk)

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](http://www.cph.dk)

AARHUS

### 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 highly recommended. A one-way standard class ticket train costs approx. DKK 400. 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.journeyplanner.dk](http://www.journeyplanner.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 and driving you to your residence.

Please inform Lotte at [los@adm.au.dk](mailto:los@adm.au.dk)

# HOUSING

The housing office at the International Centre will be in contact with you regarding where to live during your stay. You will receive more detailed information with specific housing offers regarding your request by early May where 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 filled in the accommodation form yet or, if you have any further questions. Please use this email: [housing@adm.au.dk](mailto:housing@adm.au.dk).

## TEMPORARY ACCOMMODATION IN AARHUS: HOTELS

### SAS RADISSON BLU

Margrethepladsen 1 (500m from the train station, adjacent to Aarhus Music Hall).  
Prices from DKK 965 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 675 for a double room.  
Phone: +45 86 75 70 00  
Fax: +45 86 75 71 00  
[www.cabinn.com](http://www.cabinn.com)

### BEST WESTERN HOTEL RITZ

Banegårdspladsen 12  
(right outside the central train station).  
Prices from DKK 745 for a single room.  
Phone: +45 86 13 44 44  
[www.hotelritz.dk](http://www.hotelritz.dk)

### SCANDIC HOTEL PLAZA

Banegårdspladsen 14 (right outside the central train station).  
Prices from DKK 740 for a single room.  
Phone: +45 87 32 01 00  
[www.scandichotels.com](http://www.scandichotels.com)



BEST WESTERN HOTEL RITZ



## PAYMENT INFORMATION

### IN ORDER FOR US TO HANDLE ALL FINANCIAL MATTERS, WE NEED THE FOLLOWING DOCUMENTATION:

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

- Banking information. We will send you a form for this
- 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 incl. boarding passes in paper, as well as the banking information mentioned above.

### SALARY AND TAXATION

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 on your behalf. Normally there are no issues, but it may take some time. The International Centre will inform your host department and the AU Salary Department of the outcome of the tax exemption.

### PAYMENT OF HOUSING

According to your type of accommodation and time of arrival there may be different deadlines and modes of payment. You will be asked to pay for the rent yourself approx. one week prior to arrival. The rent will not be deducted from your salary as Aarhus University is no longer permitted to make an outlay on your behalf.

# GETTING READY TO TEACH

## COURSE DATES

AU Summer University courses will start/end (exam week incl.):

### Term 1, 2014

2-23 July  
(5 ECTS)

2-30 July  
(10 ECTS)

### Term 2, 2014

16 July - 6 August  
(5 ECTS)

16 July - 13 August  
(10 ECTS)

## TIME SCHEDULE AND COURSE OUTLINE

You are free to design your own time schedule for the course. 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.

## TEACHING MATERIALS

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

## ARTICLES ETC

If you want to use an electronic 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 or electronic copies, to Lotte at the Summer University administration.

The library will collect and upload the electronic course pack to the departments' intranet, so the students can download and print it.

## 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

Please note that not all articles and only a certain percentage of any given book may be used according to copyright regulations.  
You are allowed to use 20% - although max. 20 pages of a publication per student, per semester. Read more here: <http://library.au.dk/en/researchers/copyright/scanning/#c62465>





### INTRODUCTION DAY FOR LECTURERS AT THE INTERNATIONAL CENTRE

All lecturers are invited for a welcome lunch at the International Centre. You will get to meet the team and fellow lecturers, and we will give you an introduction to the Main Help Desk, the intranet at your department and the wireless internet on campus. We offer a guided campus tour, and if you want to inspect your class room this is also possible.

**Dates:**

Term 1: 2 July

Term 2: 16 July

Details about the introduction will be announced later.

### 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 on your arrival.

# HOW TO GET AROUND IN AARHUS

As you will soon find out, Danes are very fond of bicycles. Even during the winter, you will see most Danes using their bikes as a means of transport. However, the local bus network is well developed and the yellow city buses will take you all over the city. If you bring your own car, you will be able to find parking both in the city centre and on campus. Whilst parking on campus is free, you will need to pay on the streets outside of campus. Once you find your parking space, you need to locate the closest parking meter in order to pay for a parking ticket. Please note the parking fines are expensive in Denmark. If you need to get somewhere fast and easily, you can always call one of the city taxis although they are quite expensive relative to other countries.

## BICYCLES

It is possible to buy second-hand bikes at reasonable prices. Ask at the Help Desk for advice. Many of the bike shops in Aarhus also sell second-hand bikes.

## RENT A BIKE

It is possible to rent a bicycle for a shorter stay in Aarhus:

Bikes4rent

Phone: +45 20 26 10 20

The shop is located a bit outside the city centre but just call them, and they will deliver the bike to the city centre.

»» [www.bikes4rent.dk](http://www.bikes4rent.dk)

## STUDENTERHUS AARHUS (AARHUS STUDENT HOUSE)

Studenterhus Aarhus is also renting out bikes to those involved with AU Summer University. Renting a bike will cost you DKK 200 per week, DKK 250 for 2 weeks, DKK 300 for 3 weeks, and DKK 600 in deposit which will be returned to you upon returning the bike. Any repairs on the bike will be deducted from the deposit.

<http://www.studenterhusaarhus.dk/>

Welcome.aspx

## 450 FREE CITY BIKES IN AARHUS

There are 450 city bikes in Aarhus free of charge 24 hours a day between May and October. You can find them located around the city in 30 specially allocated bicycle stands. Each bicycle has a coin slot (just like shopping trolleys in Danish supermarkets). Insert a DKK 20 coin in the slot and press the "key" into the other slot to unlock and release the bike from the bicycle stand.

Your coin will be returned when you press the "key" back into the slot at any bicycle stand.

# THE LOCAL BUS SYSTEM

The city bus network of Aarhus is well developed. The yellow city buses can take you all over the city – from 05:00 to 00:00. There are also night buses on Fridays and Saturdays. Midttrafik is the bus company that runs the yellow buses and on their website you will find the timetables for the different bus routes. <http://www.midttrafik.dk/Kundeservice/In+English>

If you plan to take the bus every day, we recommend you to buy a multi-ride ticket valid for 10 rides (“Klippekort”) for DKK 140. One-way tickets can be bought from a ticket machine at the back of the bus for DKK 20. You can buy a multi-ride ticket at the central train station, the busstation or at most newsstands and supermarkets.

To go from the central train station to the Main Help Desk at International Centre by bus, you can take buses No. 1A, 12, 13, 14, 17, 18 and 20, all departing from Park Allé by the town hall and get off at the ‘Nørreport’ stop.

- Bus 1A (direction Lystrup/Trige)
- Bus 12 (direction Mejlbj/Gl. Kaløvej or Hjortshøjvangen)
- Bus 13 (direction Vejlbj/Stenagervej)
- Bus 14 (direction Skejlbyparken)
- Bus 15 (direction Skejlbj/Nordlandsvej)
- Bus 17 (direction Studstrup)
- Bus 18 (direction Mejlbj/Gl.Kaløvej)
- Bus 20 (direction Åkrog strandvej)

Buses on average leave every 10–20 minutes during the day and every 1/2 hour during the evening until midnight. For planning your journey in Aarhus, or for travelling within Denmark, the website [Rejseplanen.dk](http://Rejseplanen.dk) provides an excellent tool – just type in departure and destination points and you will get suggestions for the best possible travel options by bus, train and walking.

[www.rejseplanen.dk](http://www.rejseplanen.dk)

## TAXI

In Denmark, taxis are relatively expensive in comparison to other countries. However, they are safe, reliable, and comfortable.

**Aarhus Taxa:** +45 89 48 48 48

**Taxamotor Aarhus:** +45 70 33 83 38

**Aarhus Mini Taxi :** +45 40 20 35 03

# LIVING IN AARHUS

## WEATHER

Because of the warm Gulf Stream on the west coast, Denmark's climate is relatively mild compared to its Scandinavian neighbors'. During the summer temperatures can be a pleasant 20–25 degrees Celsius, but nevertheless, expect rain and windy days, with temperatures dropping to around 15 degrees Celsius. You can check out the weather forecast for Denmark here: [www.dmi.dk/eng/index/forecasts.htm](http://www.dmi.dk/eng/index/forecasts.htm)

## SUPERMARKETS IN AARHUS

In the central part of Aarhus you will find many supermarkets. The cheapest are called "Netto", "Rema 1000", "Kiwi" and "Fakta". These supermarkets have relatively low prices compared with the more expensive ones such as "Føtex", "Super Brugsen" and "SuperBest". You will be able to find almost everything in the cheaper supermarkets, but sometimes special ingredients or foods may not be found here. It is quite expensive to buy food in Denmark, so it is a good idea to look at the bottom shelves as the cheaper foods are always placed here.

## ELECTRICITY

The electric current in Denmark is 230 V, 50 Hz. Electrical outlets in Denmark use a two-prong plug typical for continental Europe. Make sure the adapter you buy is suitable especially for Denmark (some outlets are deeper than European standard.) Look for plug types C, F, or K, they have the correct size of two round prongs.

## POSTAL AND INTERNET SERVICES

The public communication network in Denmark is highly developed. The postal service is efficient and you can find a post office in all towns. You can buy stamps in kiosks and department stores. The mail boxes in Denmark are bright red and they are emptied at least once a day. Most residences have Internet connections and there is access to computers at your department and Internet access in all libraries. There is also wireless Internet access across all the University campuses.

## SAMPLE PRICES IN SUPERMARKETS

- Milk DKK 6 / litre
- Bread DKK 5–30 / loaf
- Butter DKK 18 / package
- Cheese DKK 50 / 600g
- Beef DKK 30 / 400g
- Chicken DKK 35 / 400g
- Rice DKK 18 / kg
- Newspaper DKK 20
- Wine DKK 30–150 / bottle
- Beer DKK 6–10 / 33cl
- Cinema DKK 80

# MEET THE DANES

Once in Denmark, you will undoubtedly form your own opinion about the Danes, and so you should. It is, after all, one of the reasons why you are here. We do not intend to supply you with a whole set of views in advance but only give you a few hints that may make your stay a bit easier in the beginning. It may seem difficult to engage with the Danes, but this is most likely because Danes are concerned about bothering other people and do not want to impose themselves on strangers. However, do not hesitate to talk to them. Most Danes will be happy to help you and to practice their English.

Danes usually fulfill their social needs in a tight circle consisting of family, colleagues, and close friends. The home is a central concept in the life of a Dane, and the Danes put a lot of effort and money into making their homes comfortable and “hyggelige” (cosy). “Hygge” (cosiness) is a keyword in Danish - the concept means focusing on enjoying the simple things in life. Young people like to meet their friends in one of the many cafés in Aarhus to have a cup of coffee or a beer. Denmark’s northern location means that summer days are long and pleasant and winter days are short and dark. However, the Danes have established festive traditions that bring life to the darker season.

Spending most of their time indoors, the Danes make the winter cosy with candles, movies, dinners, etc., whereas in the summer they move outside to spend more of their time in parks, outside cafés, on the beach, outdoor concerts, etc. The Danish language is difficult to learn. It has some strange vowels, but you will find that many words resemble English and German. But don’t worry: 95% of the population speak and understand English!

## For more information on Denmark and the Danes:

the official version of Denmark and the Danes:

[www.denmark.dk](http://www.denmark.dk)

useful inside information from a German expat in Denmark:

[www.worktrotter.dk](http://www.worktrotter.dk)

For a quick and very entertaining introduction: ‘The Xenophobe’s Guide to the Danes’ by Dyrbye, Harris and Golzen

For the more scholarly approach: Richard Jenkins: ‘Being Danish’  
Stephen M. Borish: ‘The Land of the Living’

# GLOSSARY

It is always nice to know just a few words of the local language when you visit another country. Below we have made a short list of the most commonly used phrases and words we imagine you will need as a visitor in Denmark.

DANISH	ENGLISH	DANISH	ENGLISH
En	1	Hej	Hello
To	2	Hvordan går det?	How is it going?
Tre	3	Hvordan har du det?	How are you?
Fire	4	Hvordan finder jeg...?	How do I find...?
Fem	5	Hvordan kommer jeg til...?	How do I get to...?
Seks	6	Sygehus/hospital	Hospital
Syv	7	Jeg er faret vild	I am lost
Otte	8	Jeg vil gerne købe/bestille	I would like to buy/order
Ni	9	Tak	Thank you
Ti	10	Bibliotek	Library
Aarhus Universitet	Aarhus University	Cykel	Bicycle
En øl tak	A beer please	Bil	Car
Øl	Beer	Bus	Bus
Brød	Bread	Avis	Newspaper
Ost	Cheese	Apotek	Pharmacy
Kaffe	Coffee	Toilet	Toilet
Te	Tea	Lokale	Room
Mælk	Milk	Undskyld	Sorry
Supermarked	Supermarket	Læge	Doctor
Restaurant	Restaurant	Billet	Ticket
Vin	Wine	Hjælp	Help

# CHECKLIST AND USEFUL LINKS

QR

Visit our website using

Please note that QR reader software needs to be installed on your phone to scan the barcode



## PRACTICALITIES BEFORE ARRIVAL

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

## IMPORTANT DEADLINES

- 9<sup>th</sup> May, banking information etc.
- 9<sup>th</sup> May, copy of passport for tax exemption
- 9<sup>th</sup> May, list of literature
- 9<sup>th</sup> May, time schedule for your course

## The Official Portal for Foreigners and Integration

» [www.newtodenmark.dk](http://www.newtodenmark.dk)

## Tourist Guide of Aarhus

» [www.visitaarhus.com](http://www.visitaarhus.com)

## Studenterhus Aarhus

» [www.studenterhusaarhus.dk](http://www.studenterhusaarhus.dk)

## The Official Website of Denmark

» [www.denmark.dk](http://www.denmark.dk)

## The Royal Danish Ministry of Foreign Affairs

» [www.um.dk](http://www.um.dk)

## Study in Denmark

» [www.studyindenmark.dk](http://www.studyindenmark.dk)

## VisitDenmark – Danish Tourist Board

» [www.visitdenmark.com](http://www.visitdenmark.com)

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**Layout:** International Centre  
**Photos:** AU Communication &  
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