

Travelling

The university uses the travel agency CWT, and when you start as an employee at AAU, you fill in a travel profile form to get access to the booking system. Before travelling you must get acceptance from your manager and set up a profile with the AAU travel agent, CWT. By following the link below, you get access to the travel agency's website where you can book both flight and hotel: After your trip you need to fill in an electronic travel form in order to get reimbursement for any expenses during your trip: <https://www.okonomi.aau.dk/rejse-udlaeg/guide-for-travellers>. Aalborg University is self-insured and for travelling you will get an insurance card from your primary administrator. You are only to buy insurance yourself if you prolong your trip for private reasons. Read more about insurance here <http://www.intranet.okonomi.aau.dk/rejse-forsikring/travel-insurance>

Research

All publications and projects must be registered in VBN, which is the official research database of Aalborg University: <https://vbn.aau.dk/>. Read more about the VBN Research portal: <https://www.en.team.vbn.aau.dk/>

Teaching

Teaching activities are organized under the E-study board, and teaching tasks within our department are allocated locally in the departmental Advisory Board.

Great offers for staff

The University has its own fitness center, Unifitness, where you can work out at a favorable price. Info about membership: www.en.unifitness.aau.dk.

Intranet

More information about the above-mentioned is available at the department's intranet: <http://www.intranet.es.aau.dk/>

Welcome to Department of Electronic Systems



DEPARTMENT OF ELECTRONIC SYSTEMS
AALBORG UNIVERSITY

Department of Electronic Systems – Aalborg

Fredrik Bajers Vej 7 A-C
9220 Aalborg

Department of Electronic Systems - Copenhagen

Communication, Media and Information Technologies
A.C. Meyers Vænge 15
2450 København SV

Dear new employee

Welcome to Department of Electronic Systems. This brochure will provide you with general information about our department and practical information. Every 4th month the department management organizes an introduction meeting for new employees. You will be contacted by email when the next meeting is coming up.

Organization

Department of Electronic Systems is organized under the Faculty of IT and Design. At present we are about 220 staff members, which include both scientific staff and technical-administrative staff.

Head of Department: Mads G. Christensen

Head of Administration: Gitte Lynge

Head of Study Secretariat: Ove Andersen

Head of Technical Staff: Kim Olesen

Department secretary: Charlotte Skindbjerg Pedersen

The department is organized in sections (see below), and [research groups](#).

- **Antennas, Propagation and Millimetre-wave Systems (APMS)**

Section head: Gert Frølund Pedersen

Primary administrator: Inge Marie K. Pedersen

- **Automation and Control (Automation)**

Section head: John-Josef Leth

Primary administrator: Susanne Nørrevang

- **Communication, Media and Information Technologies (CMI)**

Section head: Reza Tadayoni

Primary administrator: Anette Bysøe

- **Connectivity (CNT)**

Section Head: Petar Popovski

Primary Administrator: Hanne Munk Madsen

- **Wireless Communication Networks (WCN)**

Section head: Preben Mogensen

Primary administrator: Hanne Munk Madsen

- **Artificial Intelligence and Sound section (AIS)**

Section head: Jan Østergaard

Primary administrator: Inge Marie K. Pedersen

Practical information

Keys and access card

On your first workday you will get an access card to the buildings and a key to your office.

SKYPE for business

Every employee will get a SKYPE for business telephone number, to be used for **business calls only**.

IT support

AAU IT Service has a helpdesk located in Kroghstræde 3, 2.106. On your first day you will get your AAU email address and access to our systems. More info about ITS:

<http://www.en.its.aau.dk> . Department website: www.es.aau.dk – Aalborg University website: www.aau.dk

E-BOKS – digital mail - e.g. from public authorities, and private companies

Your [E-boks](#) is your personal online digital mailbox.

You are strongly advised to sign up for E-boks in order to securely store your mail from both public authorities (E.g. hospitals, TAX Authorities) and private companies - Your payslip is also sent to your E-boks (no later than the last working day of the month).

Work hours

Work hours for full-time staff are 37 hours incl. lunch. The work hours are usually placed Monday-Thursday from 8.00 – 15.30 and Friday from 8.00 – 15.00.

Library & Bookstore

The University's library (AUB) is located at Kroghstræde 3. The bookstore Factum Books is located at Fibigerstræde 15.

Canteens

The University canteen is located at Fredrik Bajers Vej 7A. In the department's coffee rooms coffee/tea and fruit are free for staff.

Illness

It is **important** that you report your own and your child's first/second day of illness by e-mail to ES-illness@es.aau.dk – and inform your section head, and your primary administrator. Please remember to inform when you are back to work, by sending an e-mail to the above-mentioned email.

Holidays

Holidays are reported in September in the beginning of the holiday year (from Sep 1- August 31), and all holidays in the upcoming holiday year must be scheduled by acceptance from the head of section. When you start your employment, you must return the holiday request form to Inge M. Kirstine Pedersen imh@es.aau.dk. For more information, please see:

<https://www.staff.aau.dk/rules/staff-affairs/holiday-procedure-advance-disposal>

PhD students – general information

PhD students can find useful info at the doctoral school's website: <http://www.phd.tech.aau.dk/>, and the PhD student Organization PAU <https://www.phd.aau.dk/tech/for-current-phd-students#pau---phd-student-union>