

## Dear new employee

Welcome to Department of Health Science and Technology (HST), Aalborg University (AAU). Below you will find useful information in connection with your start at HST.

Should you have further questions, you are always welcome to write to the HST Research Support Team ([inst.hst.forsk@hst.aau.dk](mailto:inst.hst.forsk@hst.aau.dk)).

## Office

If you do not have an office, please contact [inst.hst.forsk@hst.aau.dk](mailto:inst.hst.forsk@hst.aau.dk).

## Access card

Please contact [inst.hst.forsk@hst.aau.dk](mailto:inst.hst.forsk@hst.aau.dk) for assistance.

Please always wear your card visibly when on AAU's premises.

When your employment expires, please return the card to the HST Research Support Team.

## AAU welcome meeting – new employees

Sign up for the meeting here: <https://aau.plan2learn.dk/KursusValg.aspx?id=71643>.

*Please note that in the event of late/no cancellation, a no-show fee will be charged.*

## Mandatory courses

You must take the following course **within four weeks** from the start of your employment:

- **IT security courses (all staff):** <https://edu.moodle.aau.dk/login/index.php>
- **Good scientific practice (scientific staff only):**  
<https://aau.plan2learn.dk/kursusvalg.aspx?id=76261&lang=en> (Course password: "SUND")

## Sickness absence

Sickness absence is reported by sending an email to [sickness@hst.aau.dk](mailto:sickness@hst.aau.dk).

This applies to both your own sickness and your child's first and second sick day.

Reporting return to work: Please remember to report your return to work to [sickness@hst.aau.dk](mailto:sickness@hst.aau.dk).

## Holidays

Holidays must be reported to [holidays@hst.aau.dk](mailto:holidays@hst.aau.dk)

General information on holidays can be found at <https://www.staff.aau.dk/rules/staff-affairs/holidays>

## Welcome guide - international staff

[https://drive.google.com/file/d/1KEgvgB2qHd2IPq\\_0ydt-tkqdlHGU413G/view](https://drive.google.com/file/d/1KEgvgB2qHd2IPq_0ydt-tkqdlHGU413G/view)

## IT and telephone

If you need IT equipment or access to telephone during your employment at HST, please contact [udstyr@hst.aau.dk](mailto:udstyr@hst.aau.dk).

*Please note that all IT equipment must be handed over to HST at expiry of your employment. Please give it to The Sunddrift Team ([sunddrift@hst.aau.dk](mailto:sunddrift@hst.aau.dk))*

## Personal profile

Your personal profile in VBN (<https://vbn.aau.dk/en/>) will be automatically established in connection with your employment at AAU. Please always ensure that your profile is updated and optimally utilized according to "HST Rules for Registration", which can be found at HST's Intranet: ([Research registration \(aau.dk\)](#))

See link for logging in to the VBN portal below.

## Research applications for funding

If you intend to apply for funding, you **must register your application** as early as possible. This is done by filling in this form: <https://www.survey-xact.dk/LinkCollector?key=RPQYGTGLL1C5>

Before the application is submitted, the **budget must be approved** by a project administrator and the head of department. For support to your budget, please contact a project administrator ([projekt@hst.aau.dk](mailto:projekt@hst.aau.dk)).

If you need support for the application, please tick the box in the form, and the local HST fundraiser will contact you.

## Business trips and travelling expenses

If you have questions regarding travelling and expenses, e.g. the reimbursement process, please contact [okonomi@hst.aau.dk](mailto:okonomi@hst.aau.dk).

Please refer to AAU's central travelling office ([rejsekontoret@adm.aau.dk](mailto:rejsekontoret@adm.aau.dk)) for valid rules and guidelines in connection with travelling.

## Useful links

**HST's website:** <https://www.hst.aau.dk>

**HST's intranet** (including links to Working Environment Committee (AMIU), Cooperation Committee (SU) and other relevant committees): <https://www.intranet.hst.aau.dk/>

**AAU handbook:** <https://www.staff.aau.dk/rules#gsc.tab=0>

**IT Support:** Register your problem at the AAU ITS Service Portal ([serviceportal.aau.dk](http://serviceportal.aau.dk)) or call +45 9940 2020

**IT-Start:** <https://www.en.its.aau.dk/IT-start-employees>

**VBN login:** <https://signon.aau.dk>

**Offers for employees:** <https://www.staff.aau.dk/facilities-and-benefits>

**HST Sunddrift Team email:** [sunddrift@hst.aau.dk](mailto:sunddrift@hst.aau.dk)

**Working environment:** Find your working environment representative and other relevant working environment information here:

<https://www.intranet.hst.aau.dk/hst-committees/Working+enviroment+committee/>

If you are going to work in the wet laboratories at Selma Lagerløfs Vej 249 (AAU SUND), you must contact working environment representative Brita Holst Serup ([britah@hst.aau.dk](mailto:britah@hst.aau.dk))

**General login to AAU webpages:** AAU username and password