

WELCOME TO THE DEPARTMENT OF BIOLOGICAL AND CHEMICAL ENGINEERING

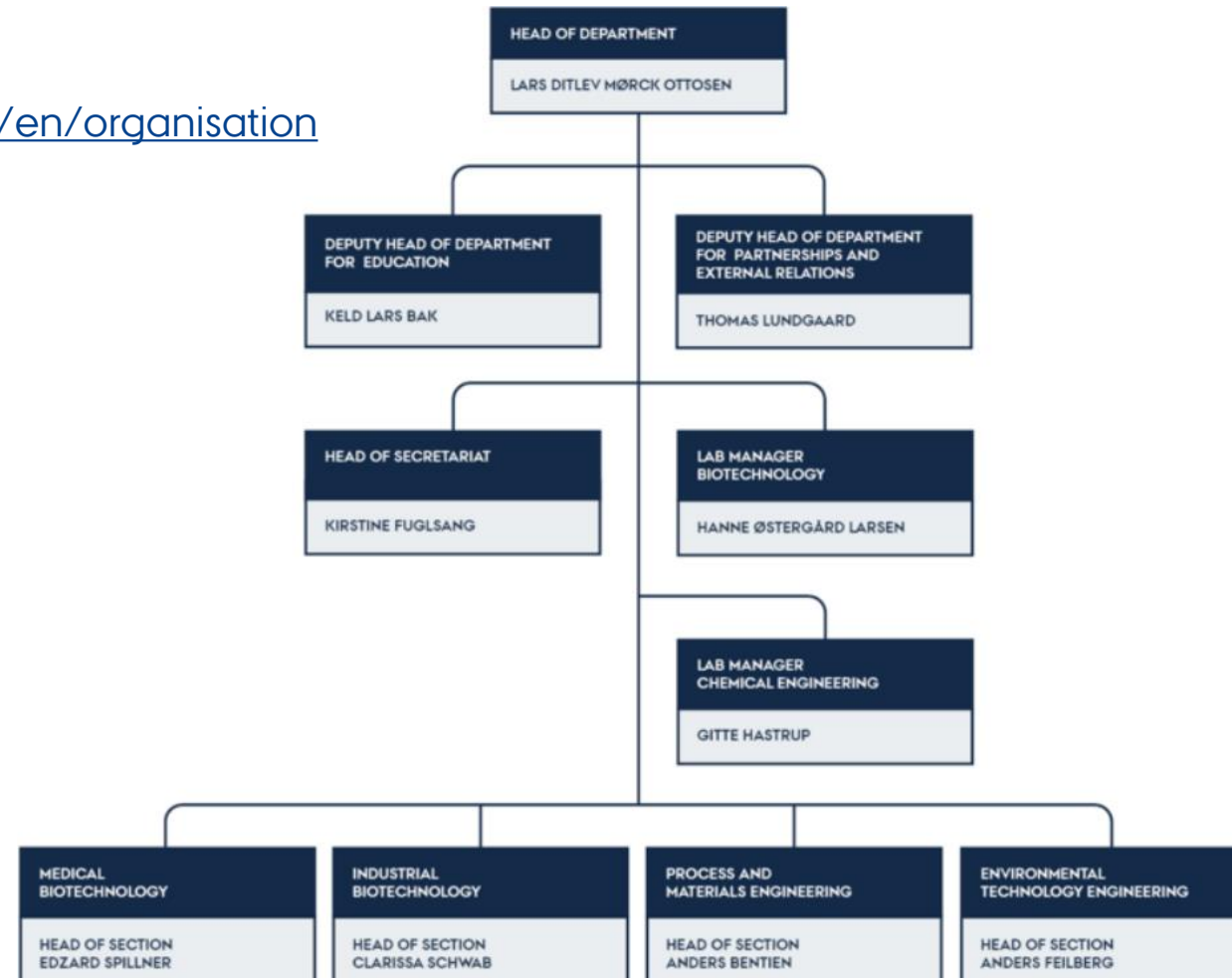


21 AUGUST 2023

LAURA ENEMARK SKYUM
MEMBER OF ADMINISTRATIVE STAFF

ORGANISATION CHART

Find more information on
<https://bce.medarbejdere.au.dk/en/organisation>



DEPARTMENT MANAGEMENT



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for Education

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Deputy Head of Department for
Partnerships and External Relations

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Head of Section –
Environmental Engineering

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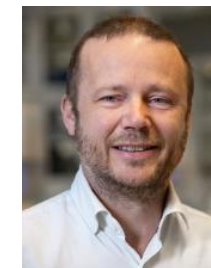
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Hanne Østergård Larsen
Technical Manager

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Office: 3130-105



BCE SECRETARIAT

The secretariat is located in building 3135 at Gustav Wieds Vej 10D, 8000 Aarhus C.



Kirstine Fuglsang
Head of Secretariat

- Department management support
- Personnel management
- Internal communication
- Coordination with the faculty and other departments

kifu@bce.au.dk
+45 9352 2724



Andreas Røge Jepsen
Secretariat staff member

- PhD coordinator
- PhD committee
- Coordinator between BCE and TTO regarding NDAs

arj@bce.au.dk
+45 93508840



Ann Høgh Mikkelsen
Secretariat staff member

- Keys and Keycards
- Employments of hourly paid
- Cars
- Purchase
- RejsUd
- Conference Manager

ahm@bce.au.dk
+45 4189 3020



Azra Becic Brka
Academic officer

- Occupational Health and Safety Committee
- Research support
- Recruitments/employments
- Guest coordinator
- Seminars/events

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+45 9350 8845



Morten Lund Højer
Secretariat staff member

- Research committee
- Public Sector Consultancy Committee
- Liaison Committee
- Partnerships and External Relations
- Holidays and absence

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+45 9350 8145



Pætur Haraldsen Albinus
Secretariat staff member

- WorkZone super user
- Onboarding
- Holidays and absence
- Danish class coordinator

pha@bce.au.dk
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Trine-Maria Frederiksen
Project manager

- Support and development of the education area

tmf@bce.au.dk
+45 9350 8239

You can find all employees at BCE here: <https://bce.au.dk/en/about-the-department/contact/employees/>



BCE LOCATIONS IN AARHUS

FIND INFORMATION ABOUT LOCATIONS AT BCE HERE: [HTTPS://BCE.MEDARBEJDERE.AU.DK/EN/LOCATIONS](https://bce.medarbejdere.au.dk/en/locations)



ÅBOGADE 40, 8200 AARHUS N
Building number: 5794

These are located in the building:
Process and Materials Engineering

HANGØVEJ 2, 8200 AARHUS N
Building number: 5250

These are located in the building:
Process and Materials Engineering

**GUSTAV WIEDS VEJ 10A – 10D,
8000 AARHUS C**

Building numbers (pavillions):
3140-3142

These are located in the building:
Medical Biotechnology
Industrial Biotechnology

Building numbers (Forskerparken):
3130-3135

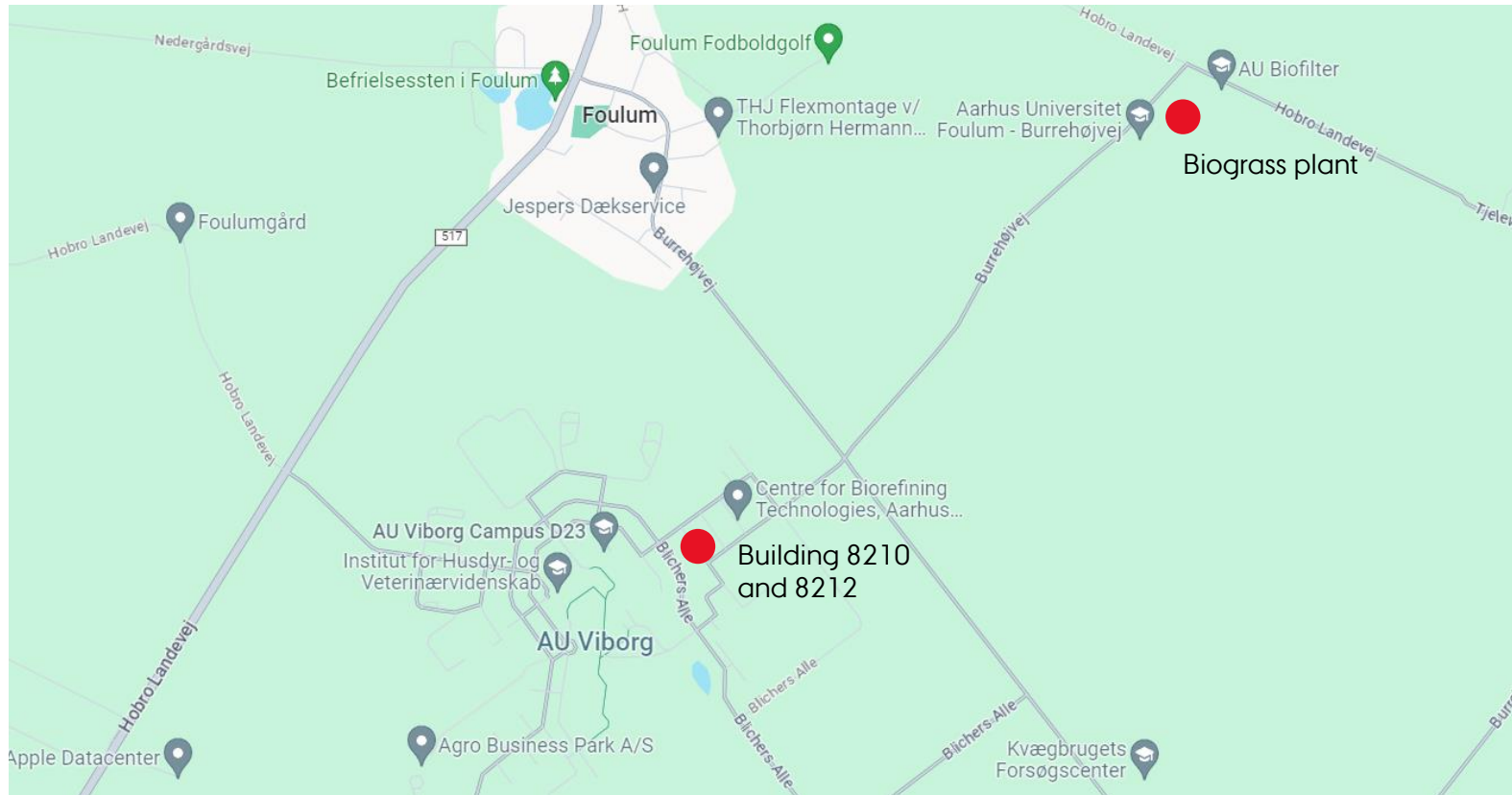
These are located in the building:
Management/Secretariat,
Environmental Engineering
Partnerships and External Relations

Ole Rømers Allé 3
Building number: 1171

These are located in the building:
Environmental Technology



FOULUM



BLICHERS ALLÉ 20, 8830 TJELE

Building number: 8210 (L30) and 8212 (L38)

BIOGRASS PLANT, BURRHØJVEJ 43, 8830 TJELE

Building number: 8907

These are located in the building:

Environmental Engineering: Anaerobic Digestion and Low-Emission Livestock Facilities

Industrial Biotechnology: Green Biorefining Technologies Group

Process and Materials Engineering: Hydrothermal Processing

Located at Foulum and Gustav Wieds Vej:

Environmental Engineering: Agro-Emission Modelling



NAT-TECH IT SUPPORT

Link to the IT support website: <https://medarbejdere.au.dk/en/administration/it/main-academic-areas/nat-tech>

Phone: +45 8715 0944

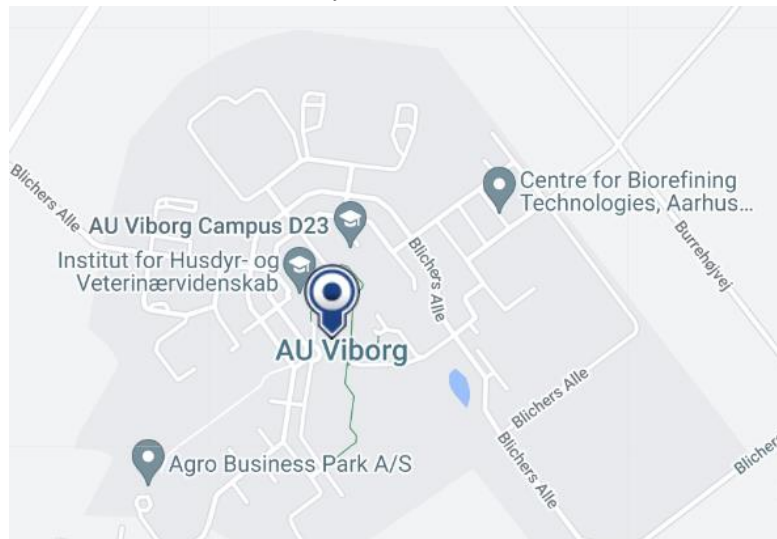
Email: aarhus.st.it@au.dk / support.lokationer.st.it@au.dk

Opening hours: Monday – Thursday: 8.00-15.00, Friday 8.00 – 14.30

Service portal: support.au.dk (make a service request here)

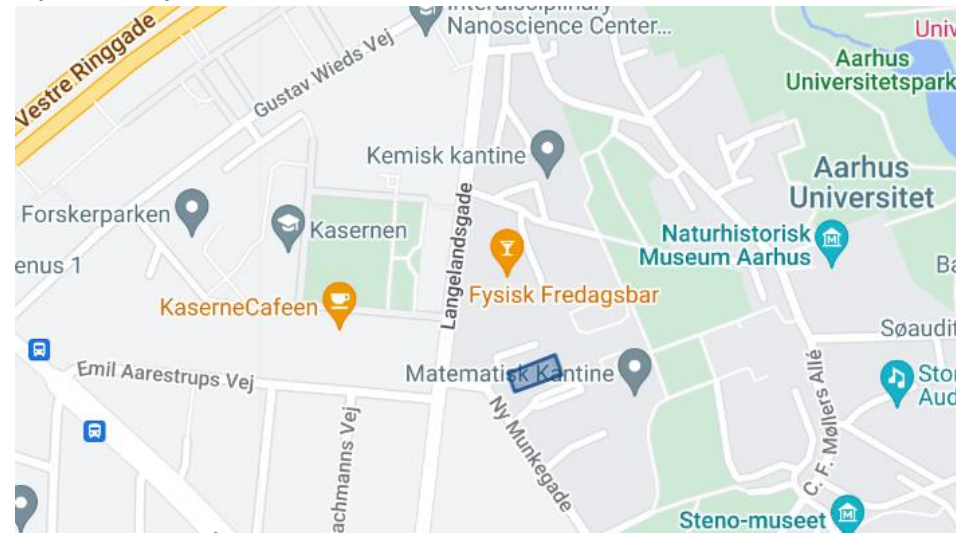
IT support Foulum:

Blichers Allé 20, 8830 Tjele



IT support Aarhus:

Ny Munkegade 118, 8000 Aarhus C



PRINTER AND OFFICE SUPPLIES

See here where printers and office supplies are located at BCE locations:
<https://bce.medarbejdere.au.dk/en/practical-information>.

If you find that office supplies (e.g. paper, pens, notebooks etc.) are missing, please contact Ann from the secretariat (ahm@bce.au.dk).

Note: Toner for printers is ordered automatically and can be found in the office supplies rooms.



KITCHEN CUSTOMS

All locations have a kitchen that all employees are free to use. Please contact the secretariat (bce@au.dk) if something is missing (mugs, plates etc.).

Remember to:

- Clean up after yourself
- Empty the fridge
- Load and unload the dishwasher

Coffe/tea

- Is ordered by student assistant Nicolai (nbj@bce.au.dk)



OFFICIAL CARS

Read about BCE's official cars here (booking, rules etc.):

<https://bce.medarbejdere.au.dk/en/administrative-support/official-cars>

How to use an official car (see more information at the link above):

- Book the car in Outlook.
- Pick up the keys at Hangøvej (building 5250, room 009)
Note: some cars are at Gustav Wieds Vej, this is also shown at the link.
- Use the car.
- Fill gas with the car's gas card if needed.
- Fill out the mileage book in the glove compartment.
- Leave car and keys where you got them.



INTERNATIONAL STAFF OFFICE AT AU

International staff office (ISO)

- Webpage: <https://internationalstaff.au.dk/about>.
- Provides guidance and service for international researchers, accompanying partners and families.
- [Relocation service](#).
- Events and activities, e.g.:
 - Book club and night out.
 - Music and theatre.
 - Work life at AU.
 - Cultural awareness workshops.

See the event calendar for ISO here:

<https://internationalstaff.au.dk/events-and-activities/events>



Address: Trøjborgvej 82-84, 8200 Aarhus N.

Building 1910

Telephone: +45 9352 2140 – open mon-fri: 10-14

E-mail: internationalstaff@au.dk



PHD STUDENTS

BCE

- Find the departments guidelines and procedures for the PhD Programme in Engineering here:
<https://bce.medarbejdere.au.dk/en/phd>

Contact persons:



Head of programme

Keld Lars Bak

E-mail: klb@bce.au.dk

Phone: +45 4189 3128



PhD programme secretary

Andreas Røge Jepsen

- Room and catering booking in relation to defence

E-mail: arj@bce.au.dk

Phone: +45 9350 8840

Graduate School of Technical Science (GSTS)

- Webpage: <https://phd.tech.au.dk/>
- Get help with
 - MyPhD
 - Courses: <https://phd.tech.au.dk/for-phd-students/courses>
 - Going abroad

Contact: <https://phd.tech.au.dk/about-us/contacts>



Phd Partner at BCE

Frederikke Kongsted Hansen

- Announcement of projects
- Questions regarding deadlines for qualification exams and defences

E-mail: fkh@au.dk

Phone: +45 9352 2673





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