

Postdoctoral researcher handbook

All the info you need as a postdoc in the
Department of Biology at UCPH



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Preface

Welcome to the Department of Biology

Congratulations on your postdoctoral position, and welcome to the Department of Biology (BIO)!

The Department of Biology builds on a strong legacy of outstanding research and is today one of the largest departments at the University of Copenhagen.

We offer a unique research and study environment characterized by world-class basic research and diverse educational programs in biology, biochemistry, molecular biomedicine, and bioinformatics.

Students and researchers collaborate in a vibrant and engaging community, contributing to our impressive publication record and strong track record of research funding.

As Head of Department, I am proud to work alongside approximately 450 employees and 1,800 students as we continue to strengthen BIO's national and international profile.

BIO is primarily located at Nørre Campus (Universitetsparken and Ole Maaløes Vej), while part of the Marine Biology Section is based in Helsingør, north of Copenhagen, and also hosts the public outreach aquarium Øresundsakvariet.

As a postdoc at the Department of Biology, you will play an important role in carrying forward our strong research tradition.

I very much hope that your time here will be stimulating, productive, and rewarding.

Once again, a warm welcome to BIO.



Professor Niels Kroer
Head of Department

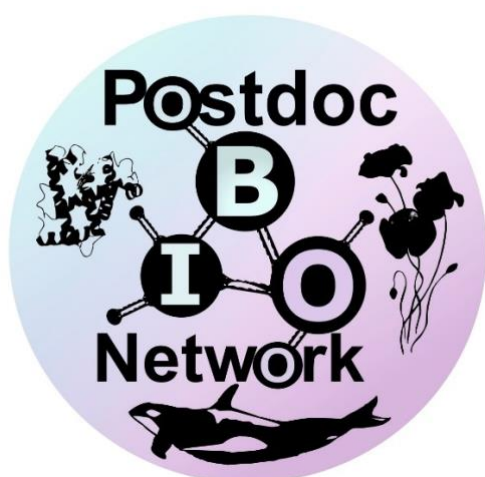
Motivation for this document

This document is meant as a brief guide to help you identify where to find information and help for starting your tenure at the Department of Biology. Our [Department Website](#) provides you with general information about section staff, projects, teaching and outreach.

The department has also put together an overview of help for new employers at BIO, which you can find [here](#) in the intranet website. Because this link requires that you are logged into the KU intranet, we have gathered important information in this document that you already now have access to.

The information below is targeted at you as Postdoc at BIO and organised in three sections: before you arrive, when you arrive, and once you are settled at BIO. It was inspired by the PhD student Handbook and filled with all the information we wish we have in one place when we started. We hope that it will clarify many questions and help you find the help you need efficiently.

The document is meant as a tool for you to continue to use and come back to when needed during your time at the University of Copenhagen. Keep the welcome package close and use it to help make your Postdoc just a little bit better!



*Leïla Dos Santos, Elizabeth Catherine Connolly,
Jamie Auxillos, Miguel Angel Salinas and Laura Käse*
Postdoctoral researchers and Assistant Professors at
BIO and BioPostdoc Network members.

Before you arrive

Things you can do to make sure you get a good start

You have successfully obtained an offer from your future PI at the Department of Biology, meaning that you will receive information from several sources at the department and at UCPH. These emails contain important information to help you get a good start and they often require that you respond. Make sure you read them carefully, respond quickly, and reach out if anything is not clear.

Welcome letter from the department

One of the HR staff members will send you a welcome letter that introduces how you get access to the UCPH intranet, how you obtain a KU ID card, important information about work permits and moving to Denmark if you come from abroad), and your username for KU systems and email address. When you have received login information to the UCPH intranet, you can find almost any information on [kUNET.dk](https://kUNET.ku.dk) and in [the Employee Guide](#). Please do not hesitate to contact the department staff, who can identify who is best able to answer your question.

Human Resources

After the enrolment letter has been issued, and if you are going to be employed on a funded project, you will receive an employment contract from HR. Check all details of the contract and contact HR if you have questions. You can also read more about what HR can help with on KUnet: <https://kUNET.ku.dk/faculty-and-department/science/hr/Pages/default.aspx>.

Where to find a place to live?

You could find a nice place to live on different websites, but Danes also often use Facebook groups to announce that there are searching for roommates or proper flat announcement. Beware of scammers in Facebook groups: Never pay anything until you have seen the place in person.

Here you could also find a selection of website that could be useful for your research:

- [Lejebolig](#)
- [Bolighub](#)
- [BoligPortal](#)

Be aware that these sites require membership, and that the marketplace is dynamic. In addition, KU has a partnership with the [Housing Foundation](#) to provide housing for students and employees. They are very flexible with employees, so it is good to keep them in mind.

International Staff Mobility (ISM)

International Staff Mobility will initiate your work and residence permit if you come from a non-EU country. They are aware of the rules and regulations and will be the UCPH contact people for visa applications. They will be contacted directly by HR, after which they will initiate your case. You can find more information about where they can help at <https://ism.ku.dk/>. Every month, ISM arranges information meetings for newly employed researchers. Visit the ISM website to read more and to register. New international employees are expected to attend one of the information meetings, where topics such as tax, pension, salary, health care,

insurance and much more is covered – you will not regret joining! Read more at www.ism.ku.dk. The ISM can also help you and your spouse with job searching and integration through a programme called [Dual Career](#).

Additional resources for international employees

New to Denmark: [Nyidanmark](#)

Life in Denmark: [lifeindenmark](#)

Understanding your contract, salary, pension, unions and taxes

Understanding your contract

HR who sends you your contract are available to take any questions – by email or phone – if you have any queries about the content of your contract.

Salary

The different types of enrolment (Regular, Marie Curie, EMBO...) will affect the precise salary that you will get. Your salary consists of base salary, position-related supplement, pension, holiday pay, etc. Your precise salary will be calculated based on the structure of the PhD program and is also based on your degrees PhD (if you have done your master within your PhD or before) and your seniority. You can find useful information from the Danish tax authority [SKAT](#) in different languages. This information is also available from the ISM website and in at [KUNet](#).

Taxation and pension

Questions about taxation are best handled by the Danish tax authorities [SKAT](#), which also has a section [if you come from abroad](#).

As a foreign researcher, you have different options in terms of tax and pension. Visit ISM's website to get acquainted with the different schemes: ism.ku.dk/salary-tax-pension, and make sure you let HR know the schemes you would like by filling out your employment form. As an incoming postdoc, you may be particularly interested in the researcher tax scheme, which offers lower taxation for incoming international researchers with a PhD degree for up to 84 months.

Holiday and sick leave

If you are employed at the UCPH, you have to register holidays and sick days: [absence registration](#). You need to select your campus and then complete/send the pre-made email that will open. You could find your current holidays status on [KUPA](#).

By default, full time employers in Denmark accrue five weeks of regular holiday and one week or special holidays per year. You can check your current and future holidays in [KUPA](#).

Maternity, paternity, parental or adoption leave

You are **as a birth parent** entitled to pregnancy leave with full pay for six weeks before the expected delivery date. As a birth parent you are entitled to pregnancy leave for ten weeks after the birth. The leave starts the day after the birth. **The first two weeks leave are mandatory**. For the remaining eight weeks, you can transfer leave to your co-parent, if you so wish.

As a co-parent, you have the right to two weeks leave in connection with the birth or after receiving the child in the home. If you instead want to take the two weeks later/in a non-consecutive period/with partial resumption of work within the first 10 weeks, then you can enter into an agreement with your manager. However, this is not something you are entitled to.

In addition, each parent is entitled to leave for 32 weeks (parental leave). These weeks, you can hold at the same time, staggered or in continuation of each other. You also can transfer some of the weeks to each other.

The birth parent and co-parents and parental leave of respectively 10 weeks and two weeks, gives a total of 76 weeks of absence.

If you are a solo parent and the child therefore only has one parent, then you are entitled to an extra 22 weeks, maternity/paternity pay during the parental leave. This applies both to a solo mother and a solo father, which can thus take up to 46 weeks of leave with maternity/paternity pay after the birth.

Rules for adoption-related leave: As a rule, you and your co-adoptive are entitled to 24 weeks of unemployment benefit after the child has been received. As stated below, you can transfer some of the weeks to each other. Please note that in the event of a transfer of leave to another adopter, a related right to pay is not included.

More info [here](#).

Getting a good start in Denmark

Getting a CPR number

You need to get a personal tax number or a CPR number (civil registration number) if you stay for 3 months or longer in Denmark (6 months if you are a citizen from the EU, EEA countries or Switzerland). This process can take a bit of time, and it is therefore important to start the process of registration as soon as you can. For more information, see [Lifeindenmark.borger.dk](https://lifeindenmark.borger.dk).

Getting MitID

MitID is your digital signature and your key to digital Denmark. It is a single login for Danish Internet banks and government websites. You can order MitID by contacting your bank or local Citizen Service Centre. Remember to bring valid photo ID such as passport. Visit <https://lifeindenmark.borger.dk/apps-and-digital-services/mitid> for further information.

Banking and MobilePay

You can read about how to set up a bank account from the ISM website: <https://ism.ku.dk/banking-insurance/>

MobilePay is a mobile payment application used by most Danes that allows payments by means of a smartphone application. It was first introduced in 2013 by Danske Bank and has since 2017 been used by all banks in Denmark. To learn more, see <https://en.wikipedia.org/wiki/MobilePay> or get more info from your bank. You need a Danish bank account and a Danish phone number to use MobilePay.

Danish language courses

Denmark has one official language: Danish. However, there are several minority languages spoken throughout the territory, if you include The Faroe Islands and Greenland. Although you can easily get away with English at the department – and in Denmark in general – knowing some Danish is nice to feel integrated in Danish society. From the ISM website, you can find options for Danish courses: <https://ism.ku.dk/language-culture/language/>

In addition, your local municipality will likely offer you free Danish courses. You can read more information [here](#). Equality and diversity

We have two boards dedicated to equality and diversity, one at UCPH called Diversity sounding board ([Employee guide](#), [Faculty section](#), contact: diversitet@adm.ku.dk) and one at BIO called the BIO [Diversity, Equity, and Inclusion \(DEI\) committee](#).

The DEI committee currently comprises four associate professors, one tenure-track assistant professor, and the department head. They are committed to promoting policies and initiatives that foster respect, fairness and a sense of belonging within the department. The BIO DEI also aims to provide resources for those seeking information about the university's and department's DEI policies:

- [BIO Anti harassment policy](#)
- [BIO Maternity/paternity leave for research group leaders](#)
- [International Staff Mobility](#)
- [Language policy](#)

Associate Professor Ida Moltke - ida@bio.ku.dk

Associate Professor Rasmus Heller - rheller@bio.ku.dk

Associate Professor Jonathan Z. Shik - Jonathan.Shik@bio.ku.dk

Associate Professor Julien Colombani - julien.colombani@bio.ku.dk

Tenure-track Assistant Professor Jana Isanta-Navarro - jana.isanta-navarro@bio.ku.dk

Head of Department Niels Kroer - nk@bio.ku.dk

Disabilities

If you require special accommodation due to a disability, you should contact your manager and the HR department, who will help you obtain the necessary tools and materials. Physical accessibility: Most of the building complex was built in the 1800s and therefore, disability facilities are minimal. If you need to know the site specific accessibility conditions, please refer to the [contact information](#) of your campus.

Important to know

In Denmark you could be enrolled as a Postdoctoral position for a maximum of 4 years and with a maximum of 3 contracts. After the 4 years, your PI could ask to prolong your contract for a maximum of 4 years as an assistant professor. The transition is not automatic, and you still need to have less than 3 contracts in total in the university of Copenhagen.

Should you join a union?

As a member of a union, you have access to a wide range of services related to contracts, career guidance, wage negotiations etc. Furthermore, membership provides a great opportunity to establish personal and professional networks, as there are several social and professional activities within the framework of the trade unions. You can deduct your union dues from your yearly taxes.

A-kasse

The Danish word 'a-kasse' is an abbreviation for 'arbejdsløshedskasse' and means **unemployment insurance fund**. When you join (become a member of) the a-kasse, you are guaranteed an amount of regular income if you become unemployed. It isn't mandatory, prices and conditions vary from one to another. To receive your unemployment benefits, you typically must have been a member (i.e., you must have been paying the insurance) for at least one year. **Some a-kasse do not cover non-EU citizens**, so make sure to ask them before you sign up.

Union Representatives

BIO has two union representatives for scientific staff, who you are always welcome to reach out to if you have questions related to your work environment and employment. Presently, the union representatives are Anders Prieme (aprieme@bio.ku.dk) and Jakob R. Winther (jrwinther@bio.ku.dk).

Check list: things you need for a smooth arrival

- Did you read all information you received from BIO, HR, and ISM, and respond when needed?
- Did you get answers to your questions to HR or your postdoc advisor?
- Did you tick off all points on your to do list of tasks before your arrival in Copenhagen?
- Did you find a place to live?

When you arrive

Getting a good start in BIO and at UCPH

When you first arrive, your PI will ensure that you are introduced to your section, your section head and to procedures for getting a good start. Exactly how this is done depends on the section.

KU ID and Access Card

You will receive a link where you can request to get an access card. While you wait for this to arrive you can get a guest card to access doors in your building. Talk with your supervisor on who in your section can help with a temporary access card.

KUnet and internet access

KUnet is the central intranet for the University of Copenhagen. <https://kunet.ku.dk/>. To log in, use your KU ID followed by @ku.dk (e.g. abc123@ku.dk) and your password.

Wireless internet ('Eduroam') is provided everywhere at UCPH and you can find easy guidelines on how to set up WIFI on your devices [here](#).

Absalon

[Absalon](#) is an online platform used by teachers and students to communicate. Teachers provide their slides, exercises, and news from their courses. Students can ask questions and follow-up the announcements and exams marks. When you are registered as a teacher you gain credit for your teaching hours in a system called InTeach. You can also gain credit when you co-supervise bachelor and master students, ask you PI to give you credit for mentoring based on your involvement. It could help you testifying your skills and competences in future position seeking at UCPH and aboard.

BIO Intranet & BIOupdate

Every two weeks, the department circulates a newsletter called BIOupdate, with information for all staff in the department, including news, events, seminars, funding opportunities, and deadlines for administrative tasks that may also apply to you. Therefore, always read BIOupdate, which you can also find [here](#) while waiting for them to add you on the mailing list.

Booking flights and hotel for conferences with KU system

KU uses a service called CWT to book trips. Here, you will be able to book flights and hotels. If you book a flight through this service, the university will pay for it directly. However, you will have to pay for the hotels out of pocket and claim the expense later with [RejsUd](#) see below.

Note that it is not mandatory to use CWT. You are allowed to book flights and hotels outside of CWT and claim the expenses after the trip. You need a Danish CPR number to get access. After getting a CPR number the CWT account is created automatically for all employees (with some exceptions). Find more information here for the [travel booking](#) and [travel portal](#).

Sustainable travel

BIO is adopting a travel policy that requires that all travel in connection with work is carefully thought through to minimise the impact on the environment. You can see the most recent updated travel policy [here](#).

Travel insurance

All employees at the Department of Biology are covered by travel insurance from Europæiske Rejser. To print your own insurance card, see [this pdf](#). Add your passport number and the CVR number for the Department of Biology (29 97 98 12).

Claiming travel expenses in RejsUd

You can claim work-related expenses on trips outside of your normal workplace through RejsUd. Login at <https://indfak2.dk/login/>. On KUnet you could find information on [how to log in into RejsUd for the first time](#) and create an account. Remember to read the guidelines before you claim expenses. To claim expenses, you will need “unit” and “alias” numbers, corresponding to your department and project (ask your supervisor for those). In addition, when you claim expenses related to food and local transport on multi-day trips, you will have two options. You can claim your actual expenses (make sure to save your receipts!). Alternatively, if your supervisor agrees, you can ask for a “per diem”, which gives you a fixed amount per day depending on where you went and is supposed to cover food and local transport (e.g., metro or bus tickets). Note that the per diem is not supposed to cover long range transport like plane tickets and long-distance trains and buses.

IT Support

All IT related issues – and purchases – are handled by [KU IT](#), who you can contact by phone (+45 35323232) or e-mail (KU-IT-Support@ku.dk) when you have questions. If you have a particular challenge, or need particular IT equipment, you can make a case in their [self-service portal](#). You could find one part of the team on the first floor of the August Krog Building – Universitetsparken 13, 2100 Copenhagen.

Printing facilities

Your KU computer has access to KU print. You need to set-up the folder called “support” already installed in your desktop and click on the “install special printer” shortcut. Follow the path: "C:\Users\Public\Desktop\Support\Install special printer.lnk" Once you have installed it, you can print from anywhere in the campus using your KU card. More info:

- [Campus Print - KUnet](#)
- [KUprint: Print & copy - KUnet](#)

You will also be able to scan and copy documents with your KU card.

Building services

If you have problems regarding your office or building that needs to be fixed (e.g. missing light or heating, clogged drain etc.), you can report it [HERE](#). Required two authentication factors.

Department bikes & cars

The department has both bikes and cars that you can use for work-related travel. See more via this [link](#), where you can also register as a user and book cars.

Parking

If you have guests, they need a paper parking card where they must write their license plate and put it in the windshield. The cards can be achieved in the administration. Link here for the [parking facility](#) information, the parking permit could vary from one campus to another.

Get to know department support & the BioPostdoc Network

Meet the Deputy Head of Department for Research

The Deputy Head of Department for Research (Viceinstitutleder for Forskning; VILF) is among other things responsible for ensuring that the department's Postdoc meets regularly and that the work in the forum takes place as intended in the terms of reference.

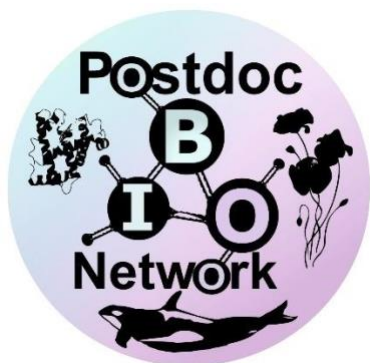


Michael Poulsen

Tel: +45 3533 0377

mpoulsen@bio.ku.dk

Get involved in the Postdoc Network at BIO



[The BioPostdoc Network](#) is a social and professional network for all BIO Postdocs where everyone feels welcome and has a space to find peers who share similar interests. Events organized by the network focus on socializing, networking, personal and academic development. The core of the BioPostdoc Network is ten people from different sections of the Department. You can read more about the network and find contact information if you wish to join the network, you will be very welcomed!

If you would like to be part of the mailing list and received news about up-coming events, opening grants list and other relevant information for Postdoc at Bio send a request at : admin-postdoc@bio.ku.dk

One of the postdoc committee members is also a representative at the [Departmental Faculty Board \(DFB\)](#) that helps providing guidance to the Bio leadership and to section heads about research and teaching at KU. It is also a place where postdocs and assistant professors can make their voices heard. You can find the meeting minutes on KU.net link above.

As the BIO Postdoc network, we are at the initiative of the Science Postdoc day! The Postdoc Day is a scientific conference organized by Postdoc from Science at Copenhagen University. This annual event is an opportunity for Postdoc to build their network and reflect their own

career path. See the last two Postdoc day websites from [2024](#) and [2025](#). You are welcomed to participate even without becoming a BioPostdoc committee member! It's fun and helps to build connections between academia and industry. It could also be good practice for improving your many skills.

You could also follow the Network on [LinkedIn](#), and X.

Health and fitness

As part of KU, you have membership discounts for some fitness centres in and around Copenhagen. You are also allowed to join Student Sport Activities (SKI). Once a year, KU also joins the DHL run of Copenhagen, a 5K relay run very popular across the public and private companies located in the city. More information on the employee guide, section [Health and fitness](#).

Funding application support

If you want to apply for grants, you can get support from the central administration from the Nørre Campus section of the central [Funding Support](#) administration. In May/June they often provide special writing week training for Postdoctoral Marie Curie fellowship. Do not hesitate to contact them to setup a meeting for you to discuss your personal opportunities for grant applications. Note, BIO does not co-fund grant, your salary must be financed by funding from yourself or your PI.

Department Social Media channels

Take advantage of the Social Media channels that the Department already uses to get to know us even better and be part of the dissemination and discussions: [Instagram](#), [LinkedIn](#), [Facebook](#), [X](#). You are always welcome to tag BIO in posts that are relevant to your work and to the department! In case those channels are discontinued due to the administrative reform, you could also visit the central UCPH channels on [Instagram](#), [LinkedIn](#), [Facebook](#) and [X](#).

University of Copenhagen Association of Post-doctorates and PhD students (UCAPS)

The UCAPS team currently consists of Danish and International Postdoc and PhD students from different faculties. Together they aim to get all the faculties involved in all the decision-making and plan events that cater to all Postdoc and PhDs regardless of their field of study.

UCAPS is an independent association, but it works closely with Copenhagen University officials to raise any issues we find important to discuss, and make its voice heard. UCAPS also has representatives in the national PhD Association of Denmark (PAND) and work together with other PhD Associations in Denmark.

For more information on UCAPS initiatives and activities and information on how to join, visit their website: [UCAPS](#).

Getting around Copenhagen

Biking is the norm for most people in Copenhagen and if you're not used to biking already, you may want to brush up on your biking skills and read more about the [do's and don'ts](#) of

biking in Copenhagen. You could also find a second-hand bike on Facebook or [DBA](#) (Danish second-hand web marketplace). If you would like an easy way of taking care of your bike, you could subscribe to a leasing service like [Swapfiets](#) that offers you a bike and free check-ups and repairs.

Biking is not your only option. Copenhagen's public transport system is extensive, reliable and efficient. It includes the [Metro](#), S-trains, buses (including waterbuses), and even the Harbour bus—all accessible with the same ticket. [Rejseplanen](#) or [GoogleMaps](#) are good to find the best routes and modes of transport. Remember to check the number of zones you will pass through when purchasing your single ticket, which you can do either from [DOT app](#) or by using [Rejekort](#), which also gives you discounted prices. Alternatively, you could opt for a physical card, which you can purchase from 7-Eleven at Nørrebro Station. These cards can be recharged with money. Remember to tap your card when you enter and exit buses, the metro or trains. If you forget to badge out, the maximum fare will be deducted from your card. For month commuter cards, you can also have an account to [Rejsebillet](#) app. For more details, visit [VisitCopenhagen's page on public transport](#).

When you are into your project

Organising your work and your data

Lab notebooks

As you will also be introduced to in your RCR course, keeping notes that allow storage of information is important both for your project and for prosperity, as you and your supervisor have responsibility to keep notes and data for a period after publication of your work. Therefore, take detailed and comprehensive notes in all that you do, either in physical notebooks or digitally. Exactly how you organise this is likely to in part be driven by what works best for you but discuss and plan on notetaking with your PI.

Data Management - GDPR

Organising data is important for your work and for prosperity and you should make yourself acquainted with the UCPH requirements and any local rules and agreements in your section. You can read more about various aspects of research data management [here](#), and below we highlight a few important aspects of data management and responsible conduct. Many employees at UCPH handle personal data. Therefore, it is compulsory for all employees to complete the University's online course on GDPR, which is also a great help for you to make sure that your data is handled correctly. Read more and sign up for the mandatory GDPR course [here](#).

Responsible Conduct in Research (RCR)

Postdocs and assistant professors employed at the Faculty of SCIENCE for a period of more than a total of 1 year are obliged to participate in a case-based workshop. This course will both give you valuable information about what not to do, but more importantly will introduce you to great practices that will help you stay organised, keep track of data and notes, and – finally – provide you with the opportunity to reflect on what it means to collaborate in science. Read more and sign up for this mandatory RCR course [here](#).

All researchers at BIO are also required to read BIO's "Good research and publications practice" document, which you can read more about and download from [here](#). You must fill in and sign the last page of the document and hand it to your PI.

Storage of data

ERDA or Electronic Research Data Archive at University of Copenhagen (KU/UCPH) is meant for storing, sharing, analysing and archiving research data. The intended audience is employees, their collaboration partners and students. ERDA delivers safe central storage space for own and shared files, interactive analysis tools in addition to archiving for safe-keeping and publishing. You can use ERDA as a secure network drive from anywhere and it also comes with a stand-alone file synchronization service like Dropbox, but with the data safely stored locally at UCPH. ERDA is delivered by [SCIENCE HPC Center](#) and is formally for the faculty of Science, but others have access mainly for data archiving and publication with UCPH DOIs. A roll-out to all of UCPH is underway to support the general UCPH [Data Management Guidelines](#).

Performance and development reviews (PDR or in Danish MUS talks)

Each year, you and your manager must carry out a PDR review (MUS in Danish) to evaluate your performance, how you feel in your day-to-day life in the laboratory, and set new objectives for the coming year. It is also an opportunity to discuss the training you would like to undertake to further your career. You are also welcome to express your opinions and suggestions for improving collaboration with your manager. At the end of the PDR review, you and your manager will agree on the next objectives and sign an official document to be sent to HR. This document could be used to justify taking courses. You could find the document [here](#).

List of KU courses

As a postdoc, you have access to some UCPH courses for employees and students. You need to ask before signing up, as sometimes they might favour PhD students, who need to earn credits to graduate. You can find the list below:

[UCPH courses for employee](#)

[Single subject courses at the Faculty of Health and Medical Sciences](#)

[All courses at UCPH](#)

Shared cored equipment at Bio

As a member of the department of BIO, you have access to all the equipment that has been purchased by the department. You can find the detailed list and contact person for each piece of equipment on [Bio Equipment database](#). Every equipment that has been purchased with some credit from the department must figure on the list. You must responsible the person named on the website for adding new equipment and keep a nicely updated list useful for everyone.

Facilities and rooms at KU

You could find more information about the room you are allowed to book and the facility of UCPH you have access to down bellow:

[Room booking](#)

[Core Facilities at UCPH](#)

Kemibrug

[Kemibrug](#) is a tool that enables researchers to inventory all chemicals bought and stored in the laboratory. You could use it to search the location of the chemical, how to handle it safely and how to discard it with security.

Guess access to KU mail and others KU services

You are ending your employment at BIO and need to keep your access? Please contact Jannike Dyrskjøl, janniked@bio.ku.dk for an extension of your access and for signing a guest agreement. Remember to cc your supervisor.

Department events

You could find the upcoming event organised by the department in the BIO update sent in your email box or in the employee guide under the tab [EVENTS](#). The department organises events regularly linked to science or career paths or related to Danish celebration and culture (Science culture night, Career Day, Culture night...).

Conferences and seminars at BIO

The department of BIO and its clusters (EcoCluster, Microbiology Cluster and MOLPLEX) regularly organised seminars, conferences and retreats; advertisements are made via the BIO update or in the website [here](#).

Annual Postdoc Day at BIO

The Postdoc Day is a scientific conference organized by and for Postdoc from Science at Copenhagen University. This annual event is an opportunity for Postdocs to build their network and reflect their own career path. See the last two Postdoc day websites from [2024](#) and [2025](#).

Help maintain a good working environment at BIO

As a Postdoc in the department, you are an important piece in the puzzle for making BIO a wonderful place to work for everyone. We aim to create an environment that supports openness about stress and well-being. There are also resources at [KUnet](#) for how to ensure a healthy work environment, for yourself and for others.

Offensive behaviour is not tolerated at KU, and you can read more about what to do if you experience offensive behaviour targeted at yourself or others [here](#). We also have an [Action plan against offensive behaviour at the Department of Biology](#) in both Danish and English.

Support if times become tough

Psychological assistance

Prescriba offers psychological assistance for UCPH employees, and you can read more about their services [here](#). [Stress toolkit](#) is a guide for stress preventative measures for employees who suffer from stress or to help a colleague. UCPH has also published a [guideline for the prevention of work-related stress](#).

Stress leave

In the event of an intense stress episode, you can take full-time or part-time sick leave, depending on your needs. You can discuss the best option for your case with HR and your manager. When you feel ready to return to work, you and your manager need to establish a plan for managing your workload to reduce the risk of taking on more than you can manage and experiencing stress again.

Work/live balance and Danish culture

In Denmark, you will encounter a flat hierarchy, meaning that everyone has a say in most decisions. Students are empowered in their studies and internships. They also often take gap years between their studies to figure out what they want to do. It's more common to change or restart your studies in Denmark, and to take time to figure things out. If you teach, you will also meet students the same age as you.

As a postdoc achieving a work-life balance can be challenging, danes prioritise effectiveness over the 'presenteeism' model. People prioritise well-being, health and social connections to keep a good work environment and stay productive. It's common to have several social events with colleagues throughout the year. However, as lunches are not included in the working hours, they are often brief. You can find more detailed information on the official [Ministry of](#)

[Foreign Affairs of Denmark website](#). In case you encounter difficulties, UCPH has made a work-life balance booklet that you can find [here](#).

Named persons

All employees and students at SCIENCE can contact the named persons with all types of questions relating to good scientific practice:

- Provide advice on what is considered good scientific practice, including the rules for co-authorship.
- Dealing with inquiries in connection with suspicions of breaches of good scientific practice including initiating and being responsible for a preliminary investigation.

You can find their names and contact info [here](#).