Welcome as a PhD student to the Department of Biology

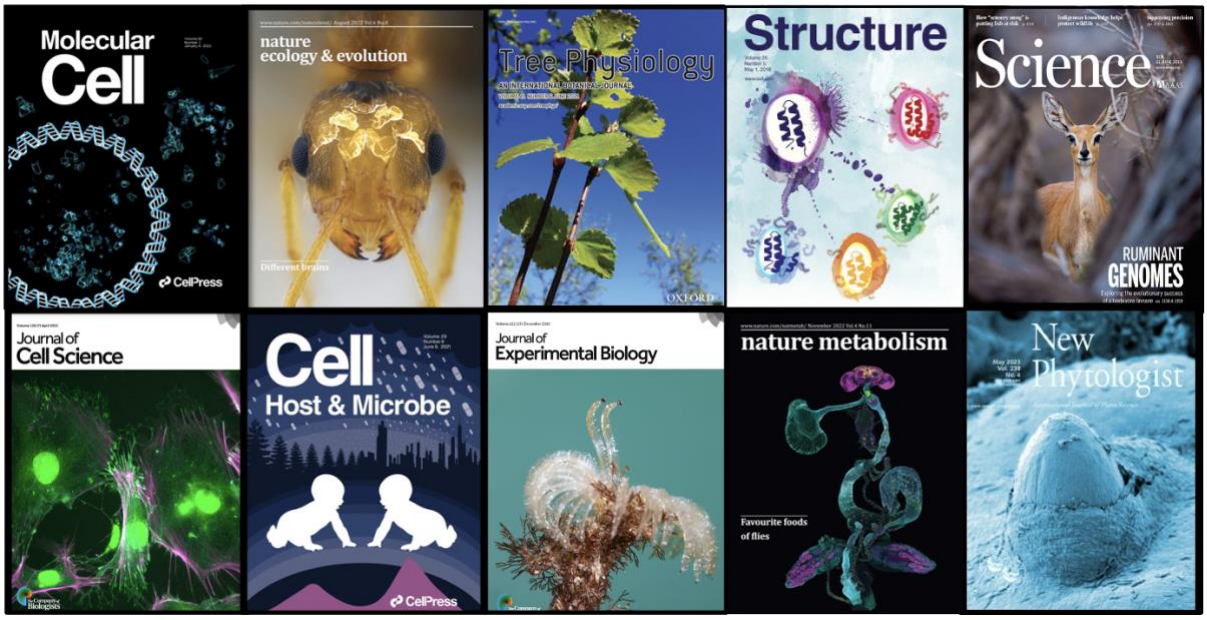


Table of Contents

PREFACE 4

Welcome message from the Head of Department 4

Motivation for this document 5

BEFORE YOU ARRIVE 6

Things you can do to make sure you get a good start 6
- Welcome letter from the department 6
- The PhD school at SCIENCE 6
- Human Resources 6
- International Staff Mobility (ISM) 6
- Additional resources for international students 7
- Housing information 7

Understanding your contract, salary, pension, unions and taxes 7
- Understanding your contract 7
- Salary 7
- Taxation and pension 8
- Should you join a union? 8
- A-Kasse 8
- Union Representatives 8

8

WHEN YOU ARRIVE 9

Getting a good start in BIO and at UCPH 9
- KU ID and Access Card 9
- KUnet and internet access 9
- BIO Intranet & BIOupdate 9

Getting a good start in Denmark 9
- Getting a CPR number 9
- Getting MitID 9
- Banking and MobilePay 10
- Danish language courses 10
- Getting around in Copenhagen 10

Get to know department support & the PhD network 10
- Meet the Deputy Head of Department for Research 10
- Meet your PhD coordinator 11
- Get involved in the PhD Student Network at BIO 12

Department Social Media channels 12
- The PhD committee 12
- The UCPH Association of PhDs (UCAPS) 13

Getting a good start on your PhD project 13
- A good project starts with a good plan 13
- Your PhD Plan 14
- Start-up & mid-way seminars 15
- Duty work and teaching 15

WHEN YOU ARE INTO YOUR PHD PROJECT 15

Organising your work and your data 15
- Lab notebooks 15

Data Management 15
Responsible Conduct in Research (RCR) 15

What the department expects from you 16
Annual PhD day at BIO 16
Help maintain a good working environment at BIO 16

Support if times become tough 17
Psychological assistance 17
Named persons 17

Practical information to help make day-to-day life easier 17
Instruments in the department 17
Booking flights and hotel 17
Sustainable travel 17
Travel insurance 17
RejsUd 17
Holiday and sick leave (e.g. sick leave) 17
IT Support 18
Printing facilities 18
Building services 18
Department bikes & cars 18
Parking 18

Preface

Welcome message from the Head of Department

Congratulations on your PhD position and thank you for joining the Department of Biology (BIO).

BIO has a rich legacy of outstanding researchers and is one of the largest departments at the University of Copenhagen. As a PhD student, you will be part of this strong research tradition and join a community of nearly 500 employees.

We offer a unique research and study environment, featuring strong basic research and versatile BSc and MSc programs in biology, biochemistry, molecular biomedicine, and bioinformatics. Our students and researchers collaborate within a vibrant and engaging community, contributing to our impressive publication record and great success in securing funding.

BIO is committed to fostering an inclusive working environment. We view diversity as a strength and highly value a safe, informal, and collaborative atmosphere.

The department is spread across several locations, with most research sections situated on Nørre Campus (Universitetsparken and Ole Maaløes Vej). Additionally, part of the Marine Biology Section is located in Helsingør, north of Copenhagen, where our public outreach aquarium, Øresundsakvariet, is also found.

I hope you will have a fruitful, productive, and engaging experience as a PhD student. I wish you the best of luck and look forward to working with you.

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 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 employees at BIO, which you can find here. Because this link requires that you are logged into the UCPH intranet, we have gathered important information in this document that you already now have access to. Don't despair if you do not have immediate access to many of the links below before your arrival at UCPH, it will come.

The information below is targeted at you as a PhD student at BIO and organised in three sections: before you arrive, when you arrive, and once you are settled at BIO. We hope that it will clarify many questions and help you find the help you need efficiently.

Please note that the enrolment and employment as PhD student are two separate parts. Some of the content in this document may only be relevant to PhD students who are employed.

The document is meant as a tool for you to continue to use and come back to when needed during your PhD – maybe for a quick look to find out where to start your search for an answer to a question on KUnet, maybe to find the contact information for your PhD coordinator, or maybe to find the contact of a person in the PHD administration or the department that you do not spend brain energy on remembering every day of your PhD life.

Keep the welcome package close and use it to help make your PhD experience just a little bit better!

Before you arrive

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

You have successfully obtained an offer from your future supervisor to become a PhD student and 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

HR will send you a welcome letter that introduces how you get access to the UCPH intranet, how you obtain a UCPH ID card, and important information about work permits and moving to Denmark if you come from abroad, information about PhD Planner (the Administrative PhD system at KU), and your username for UCPH systems and email address. When you have received login information to the UCPH intranet, you can find almost any information on kunet.dk and in the Employee Guide. Please do not hesitate to contact the PhD coordinator or department administration, who can identify who is best able to answer your question.

The PhD school at SCIENCE

The PhD school will contact you concerning your enrolment and study period. This includes an enrolment letter and it is important that you check that all information is correct. If you have questions to the PhD school, you are always welcome to contact them. Answers to many common questions can also be found on pages about being a PhD student at SCIENCE.

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 – note that it may come after your start date. 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 here.

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 if you are employed or by the PhD administration if you are not employed, 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.

Additional resources for international students

New to Denmark: Nyidanmark.dk
Life in Denmark: https://lifeindenmark.borger.dk/

Housing information

Finding housing in Copenhagen can be challenging, so below we provide a series of relevant links to places that you may want to explore. In general, be aware of scammers!

Housing links

The housing foundation: https://housingfoundation.dk/
https://www.nestpick.com/ - furnished rooms and apartments
https://www.kollegierneskontor.dk/ - cheap young people/student housing
https://www.h5.dk/ - dorm with studio apartments
https://www.basecampstudent.com/ - student dorm
https://www.boligportal.dk/en/ - largest housing website in Denmark
https://en.lejebolig.dk/ - similar to boligportal
https://www.dba.dk/boliger/ - largest Danish online marketplace, also has lots of housing options
https://international.kk.dk/live/housing/finding-a-place-to-live/find-your-home-in-copenhagen - International house website with advice
https://housinganywhere.com/avoid-online-scams - advice for avoiding scams when looking for apartment from abroad
https://digura.dk/en/get-your-lease-checked/ - free service to check rental contract online

Facebook groups

Leje i København - Rooms for rent in Copenhagen
Accommodation in Copenhagen
Rent House / Apartment in Copenhagen
Roommate/Room Copenhagen Denmark
and many more...

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

Salary schemes will depend on what type of PhD study you are enrolled in and whether you have a contract at the UCPH or not. The information here refers to PhDs that have a contract at UCPH.

The different types of enrolment (Regular, Marie Curie, and self-financed), and the structure of your PhD program (3+5 vs 5+3) will affect the precise salary that you will get. Read more about the integrated PhD and MSc programme (3+5) at the Faculty of Science. 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 and previous work experience.

You can find useful information from the Danish tax authority SKAT on how to Understand your pay slip. This information is also available from the ISM website.

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.

In terms of opportunities for pension, visit ISM's website to get acquainted with the various 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.

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. The largest relevant unions for PhD students are IDA and DM.

You can also send the contract to your union if you are a member of one if you have questions or concerns.

A-Kasse

A-Kasse is unemployment insurance, which you may be eligible for as a PhD student, depending on your country of origin and your type of employment. For more information, visit LifeinDenmark to learn more about your rights.

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 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, the PhD administration and your supervisor?
- Did you tick off all points on your to do list of tasks before your arrival in Copenhagen?

When you arrive

Getting a good start in BIO and at UCPH

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

KU ID and Access Card

You will receive a link in 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/en. To log in, use your UCPH 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 Wi-Fi on your devices here.

BIO Intranet & BIOupdate

You can find information on a range of topics via BIOs Intranet that you access via KUnet.

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: https://kunet.ku.dk/faculty-and-department/bio/newsletter/Pages/default.aspx.

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.

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 more 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 the majority of 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.

Danish language courses

Denmark has one official language: Danish. However, there are several minority languages spoken throughout the territory, if you include The Faeroe 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/

Getting around in 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.

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 ticket, which you can do either from machines or by using Rejsekort, which gives you discounted prices. For more details, visit VisitCopenhagen's page on public transport.

Get to know department support & the PhD 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 PhD Forum meets regularly and that the work in the forum takes place as intended in the terms of reference, that new PhD coordinators are onboarded in their new role, and that there is coordination and knowledge sharing among PhD coordinators in the department. VILF sends suggestions for new PhD courses and changes to existing PhD courses for approval by the head of the PhD school and the PhD Committee at the Faculty of Science. VILF also carries out selected assessments and approvals of PhD student progress on behalf of the head of the PhD school and the Faculty PhD committee.

Michael Poulsen
Tel: +45 3533 0377
mpoulsen@bio.ku.dk

Meet your PhD coordinator

The PhD coordinators are a vital part of the organization of the PhD School. PhD Coordinators assist and advise the Head of Department and the Department Deputy Head of Research (VILF) in all questions regarding the PhD education. The PhD Coordinator also acts as a link between the department (students and staff), the official boards at SCIENCE, e.g. the PhD Committee, and the faculty administration. Your PhD Coordinator also act as an ombudsman – i.e. a person who investigates complaints and mediates settlements on behalf of PhD students. The PhD Coordinator must:

- Recommend applications for enrolment
- Recommend applications for credit transfer and general exemptions from the standard requirements
- Approve regular assessment reports
- Participate in PhD start-up and status seminars
- Recommend applications for extension of the study period
- Recommend applications for new courses from departments (incl. amount of ECTS) and from PhD students for approval of PhD courses (incl. amount of ECTS for courses taken outside the EU and other course activities not awarded official ECTS from the course provider).
- Mediate in conflicts between the PhD students and their supervisors; this task may include conducting confidential talks with students and coaching.
- Participate in cases of rectification.

You can find more details on the role of PhD coordinator here. BIO has six PhD coordinators who cover PhD students from specific sections. Come by and meet your PhD coordinator!

Ida Moltke
Tel: +45 61700486
ida@bio.ku.dk
Section for Computational and RNA Biology

Anders Priemé
+45 3533 0147
aprieme@bio.ku.dk
Sections for Microbiology & Ecology and Evolution

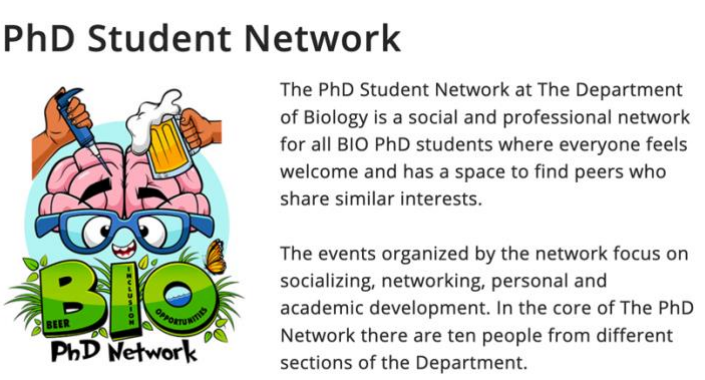
Henriette Pilegaard
Tel: +45 3532 1687
hpilegaard@bio.ku.dk
Section for Cell Biology and Physiology
Section for Genomics and Molecular Biomedicine

Niels Daugbjerg
Tel: +45 3533 1830
n.daugbjerg@bio.ku.dk
Sections for Freshwater Biology, Marine Biology & Terrestrial Ecology

Michael Lisby
Tel: +45 3532 2120
mlisby@bio.ku.dk
Section for Functional genomics

Sine Lo Svenningsen
Tel: +45 3532 2033
sls@bio.ku.dk
Sections for Biomolecular Sciences & Cell and Neurobiology

Get involved in the PhD Student Network at BIO



The PhD Student Network at The Department of Biology is a social and professional network for all BIO PhD students 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. In the core of The PhD Network there are ten people from different sections of the Department. You can read more about the network here and also find contact information if you wish to join the network.

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: https://www.instagram.com/biologisk_institut/
- LinkedIn: https://www.linkedin.com/company/biologisk-institut-k%C3%B8benhavns-universitet/
- Facebook: https://www.facebook.com/search/top?q=biologisk%20institut%2C%20k%C3%B8benhavns%20universitet
- X: https://x.com/BIO_UCPH

You are always welcome to tag BIO in posts that are relevant to your work and to the department!

The PhD committee

The committee consists of the deputy head of department for research, the PhD coordinators, and two PhD students from the PhD Student Network. The objectives of the PhD committee at the department is to contribute to the development and quality assurance of the department PhD education and activities, including the PhD network, PhD courses and PhD day. The committee aims to ensure dialogue between the department management, staff and

PhD students, primarily through dialogue with the PhD student and their supervisor(s), as well as between the institute and the PhD school at SCIENCE via the deputy head of department for research. You can read more about the committee here.

The UCPH Association of PhDs (UCAPS)

UCAPS was established in March 2018 and is working towards:

1. Uniting and supporting PhDs during their degree
2. Creating a common and independent voice for PhDs
3. Providing a platform for discussing PhD-related topics, issues and policies
4. Promoting a healthy PhD-life balance
5. Organising faculty-wide social and professional events

The UCAPS team currently consists of Danish and International 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 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.

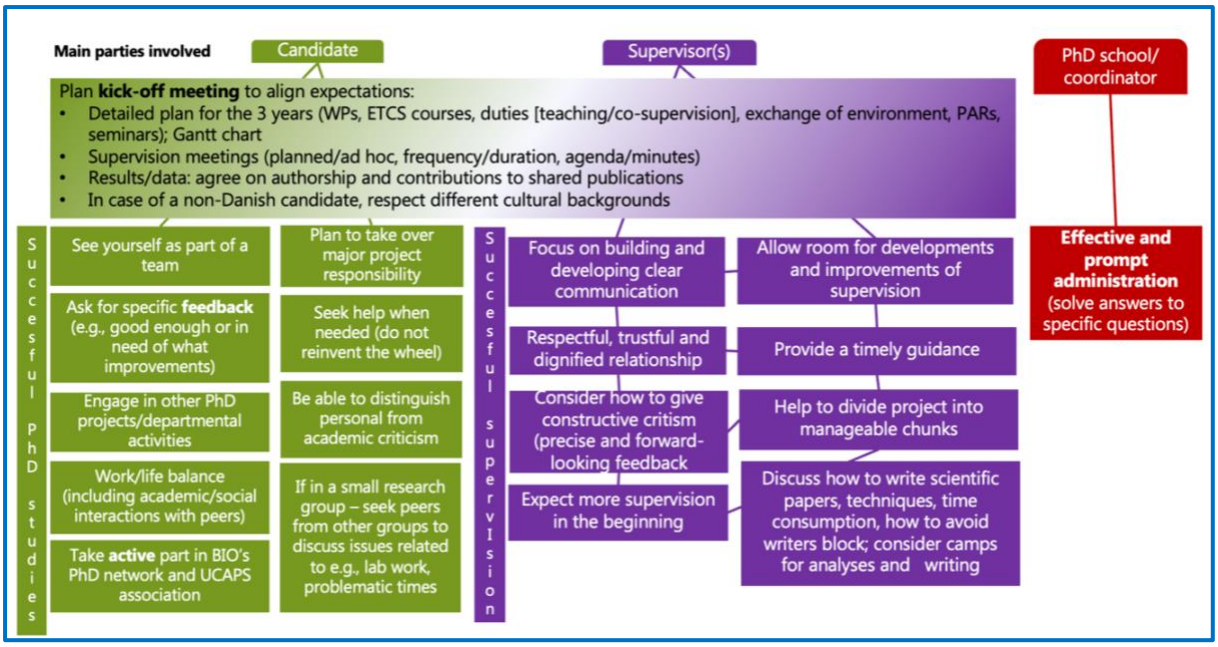
For more information on UCAPS initiatives and activities and information on how to join, visit their website: UCAPS.

Getting a good start on your PhD project

A good project starts with a good plan

You are central to your PhD project but work in collaboration with your supervisor and others to accomplish your goals. Knowing your own and others' responsibilities is key to a good start for a successful PhD program.

Opportunities and responsibilities to help you obtain a good PhD experience



Your PhD Plan

Your PhD Plan is your project plan throughout your PhD process. You can find and update it in PhD Planner. You make a preliminary PhD plan as a part of your enrolment process. At specific times during your PhD, you are required to update this plan. The first time you are required to update the PhD plan is when you submit the Final PhD plan during the first part of your enrolment. For a full description of what should be included, see PhD Plan.

The online tool PhD planner is where you upload documents and register your research, course, teaching and dissemination activities. You can access PhD planner here and reach out to the PhD school if you have any questions (phd@science.ku.dk).

Part of the PhD education includes taking a set of PhD courses or similar study elements totalling approximately 30 ECTS points. This includes a compulsory course that you will automatically be enrolled in as well as ECTS from toolbox and specialised PhD courses in Denmark or abroad. For more details, see PhD course activities.

An important and valuable aspect of doing a PhD in Denmark is to have a 3-6 months Change Of Scientific Environment (COSE) with the purpose to get valuable experiences from an external research environment, to further your research, and to expand your network within your field.

COSE can either be:

i) a stay at a company or organisation
ii) enrolment in PATHWAYS – an entrepreneurial change of scientific environment
iii) a stay at another university.

For the full description of opportunities, contacts, and how you decide, see COSE.

Addendum to your employment contract

If you are employed at UCPH and your stay abroad exceeds 28 days, you will need an addendum to your employment contract in order to be covered by UCHP's travel insurance. Please contact your place of employment if this applies to you. If you need further information or have any question concerning the addendum, please contact International Staff Mobility. If you are employed elsewhere, make sure to check your employer's insurance conditions.

Start-up & mid-way seminars

Early in your PhD, you should give a start-up seminar where you will be able to explain to your section what the background and plans are for your PhD. This will allow you to get valuable feedback on your project early. Approximately mid-way in your PhD, you should again give a seminar to provide an account of the status of your project, which again will allow you to get valuable questions and feedback. Take advantage of these opportunities to present your thoughts and your work to peers as their insights will greatly help your project along.

Duty work and teaching

An important and obligatory component of a PhD in Denmark is to engage in teaching or other departmental duty work. The extent and precise tasks you will perform should be planned with your supervisor and be made clear in PhD planner.

When you are into your PhD 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 PhD project and for prosperity, as you and your supervisor has responsibility to keep notes and data for a period of time 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 make a plan on notetaking with your supervisor.

Data Management

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.

Responsible Conduct in Research (RCR)

As part of the mandatory Fundamentals course, you automatically are enrolled in, you will take the responsible conduct in research course, which 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 – last but not least – provide you with the opportunity to reflect on what it means to collaborate in science.

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 GDPR 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 have to fill in and sign the last page of the document and hand it to your PhD advisor.

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 similar to 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.

What the department expects from you

Annual PhD day at BIO

The PhD day at BIO is a scientific conference organized by PhD students from the Department of Biology at Copenhagen University. This annual event is an opportunity for PhD student to present their research and broaden their career perspectives-general descriptions. As it is an excellent networking and organisation opportunity, the department expects you to participate in the planning of PhD day at least once during your PhD studies and that you present your work 1-2 times on the PhD day.

Help maintain a good working environment at BIO

As a PhD student in the department, you are an important piece in the puzzle for making BIO a wonderful place to work for everyone.
BIO is a workplace where all are welcome and we have a Diversity, Equity, and Inclusion (DEI) Committee that actively works to support initiatives that can improve representation. You can read more about the committee here.

We also aim to create an environment that supports openness about stress and well-being. There are resources at KUnet for how to ensure a healthy work environment, for yourself and for others.

Offensive behaviour is not tolerated at UCPH, 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 free psychological assistance, and you can read more about their services 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.

You can also always reach out to your PhD coordinator, who will be happy to assist with any questions or concerns you have!

Practical information to help make day-to-day life easier

Instruments in the department

BIO is a large department and research sections have a number of different types of equipment, so if you on the hunt for an instrument that you need for your research, it may already be present in BIOs Equipment Database.

Booking flights and hotel

CWT – you find the system on BIO kunet.dk. You need a Danish CPR number to get access.

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 for world-wide travel. 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).

RejsUd

You can claim work-related expenses through RejsUd. Login at https://indfak2.dk/login/. For first time use, you will receive a password by e-mail. Remember to read the guidelines before you claim expenses.

Holiday and sick leave (e.g. sick leave)

If you are employed at the UCPH, you have to register holidays and time away due to illness, which you can read more about here. At this site, you will also find the email address and info

needed to send to register holidays. This information is only relevant for employed PhD students.

By default, fulltime employers in Denmark accrue five weeks of regular holiday and one week or special holidays per year. You can see your current and future holiday in KUPA via the main KUnet website.

IT Support

All IT related issues – and purchases – are handled by UCPH IT, who can be contacted by phone (+45 35323232) or e-mail (KU-IT-Support@ku.dk). If you have a particular challenge, or need particular IT equipment, you can make a case in the self-service portal.

Printing facilities

- Campus Print - KUnet
- KUprint: Print & copy - KUnet

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.

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

Parking - KUnet. If you have guests, they need a paper parking card where they have to write their license plate and put it in the windshield. The cards can be achieved in the administration.

This document and all links will be checked and discussed in the first annual meeting of the PhD Committee of the Department of Biology.