



# Dear new employee

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Welcome to Department of Electronic Systems. This brochure will provide you with general information about our department and practical information. Twice a year 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 240 staff members, which include both scientific staff and technical-administrative staff.

Head of Department: Thomas Bak

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 six sections:

- Antennas, Propagation and Millimetre-wave Systems (APMS)  
Section head: Gert Frølund Pedersen  
Primary administrator: Inge Marie Harksen
- Automation and Control (Automation)  
Section head: Rafal Wisniewski  
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: Dorthe Sparre
- Wireless Communication Networks (WCN)  
Section head: Preben Mogensen  
Primary administrator: Dorthe Sparre
- Signal and Information Processing (SIP)  
Section head: Jan Østergaard  
Primary administrator: Inge Marie Harksen

# Practical information

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## Keys and access card

On your first workday you will get an access card to the buildings and a key to your new 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](http://www.es.aau.dk) – Aalborg University website: [www.aau.dk](http://www.aau.dk)

## Mail

Mail is collected from the “udgående” mail shelf Monday/Wednesday/Friday.

## 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 Langagervej 2. The bookstore Factum Books is located at Fibigerstræde 15.

## Canteens

The University canteen is located at Fredrik Bajers Vej 7A and the NOVI canteen is located at Niels Jernes Vej 10. In the department's coffee rooms coffee/tea and fruit are free for staff.

## Illness

You must report your own or your child's first/second day of illness either by mail to [illness@es.aau.dk](mailto:illness@es.aau.dk) and/or inform your primary administrator. Please remember to inform us when you are back to work to the above-mentioned email.

## Holidays

Holidays are reported in March before the holiday year (from May 1- April 30). This only applies if you have earned your holidays at AAU. You are always requested to inform your primary administrator of any vacation you may take. For more information, please see: <http://www.intranet.es.aau.dk/holiday-rules/>

## PhD students – general information

PhD students can find useful information at the doctoral school's website <http://www.phd.tech.aau.dk/> and the PhD student Organization PAU <http://www.phd.tech.aau.dk/current-students/PAU/>