
























# Who should I go to in the secretariat?






























## HR

Category	Contact	Backup
Job ads/applications/hiring proces/employment	Tina G. Jakobsen	 
Keys	Tina G. Jakobsen	  All secretaries
Holidays/absence (illness, parental leave etc.)	Tina G. Jakobsen	 
Guest researchers	Tina G. Jakobsen	  Ann Skovly  
Student assistants, external lecturers, instructors	Tina G. Jakobsen	 
HCM	Tina G. Jakobsen	 
Health and safety representative	Bess E. Rogers	 

















## The PhD program

Category	Contact	Backup
Enrollment / leave / extension	Tina G. Jakobsen	 
PhD-budget	Hovedvejleder	Ann Skovly  
PhD defence	Ann Skovly	  Christian H. Larsen 







## Practical matters (ordering, booking and print/copy)

Category	Contact	Backup
Offices (furniture etc.)	Ann Skovly	  Tina G. Jakobsen  
Ordering office supplies	Ann Skovly	  Anette Schmidt  
Ordering computer glasses	Bess E. Rogers	 
Ordering IT-equipment	Ann Skovly	 
Ordering wine gifts	Ann Skovly	  Anette Schmidt  
Ordering catering	Christian H. Larsen	
Hotel reservations in Denmark	hotel@sdu.dk	
Hotel reservations abroad	CWT	
Plane tickets	CWT	
DSB's business card	Anette Schmidt	  Ann Skovly  
Print and copy	Christian H. Larsen	
General questions about shortages, defects etc.	Ann Skovly	  Tina G. Jakobsen  












## Councils and committees

Category	Contact	Support
Department Council	Signe Pihl-Thingvad  	Johan Aagaard  
Academic Study Board	Romana Careja  	Lasse Mortensen  
Study Programme Committee (STAT)	Programme coordinator/ Head of Studies	Bess E. Rogers  
Study Programme Committee (JOUR)	Programme coordinator/ Head of Studies	Johanne LH Hansen  
Advisory Board	Melike Wulfgramm  	Bess E. Rogers  





























## Section administration

Category	Contact	Backup
Journalism	Johanne LH Hansen  	
International and Regional Politics	Johanne LH Hansen  	
Public Administration, Welfare and Politics	Johanne LH Hansen  	










## Study programmes

Category	Contact	Backup
Planning of teaching	Bess E. Rogers  	Melike Wulfgramm  
Guest lecturers (fees/wine gifts)	Ann Skovly  	Anette Schmidt  
Syllabus	Christian H. Larsen 	
Cancel or relocate lecture	Study administration 	
Course descriptions	Study administration 	

## Finances

Category	Contact	Backup
Section budgets	Ann Skovly	 
Education-related expenses	Ann Skovly	 
zExpense (ordinary funds)	Ann Skovly	 
zExpense (external funds)	Anette Schmidt	 
Budgets for external funding	Kristina Bøhnke	  Anette Schmidt  
Fundraising	Kristina Bøhnke	 
Project administration	Anette Schmidt	  Ann Skovly  
Internal finances/salaries overview	Ann Skovly	 
Norm accounts	Bess E. Rogers	  Johanne LH Hansen  
Invoices (ordinary funds)	Ann Skovly	 
Invoices (external funds)	Anette Schmidt	 

## Other (printer, proofreading and translation, PURE, external communication, MCO)

Category	Contact	Backup
Printer/copier (error messages)	Technical Services	 
Proofreading and translations	Tina G. Jakobsen	 
PURE	PURE support	 Johanne LH Hansen  
External communication (website, SoMe etc.)	Johan Aagaard	  Maria R. Jensen 