

WHO TO ASK

Administration and service at BMB "SAS" | A quick guide for employees



Start at BMB's Sharepoint site → Still unsure? Contact Karin Hjernø

- Find the topic that best matches your question.
- Use the shared mailbox where listed.
- Check SDUnet before sending your question.
- This overview contains selected SAS tasks only.

EDUCATION

STUDY & EXAMS



Stine Fischer Baungård
bmb-studiesekretær@sdu.dk

- Exam planning and execution (Digital Exams)
- Censor
- Student projects, contracts and descriptions
- Student cards and server access
- Study board cases

Use the shared mailbox: bmb-studiesekretær@sdu.dk

EDUCATION & OUTREACH



Magnus Malling Pedersen
magnusmp@bmb.sdu.dk

- Education development
- Course descriptions, evaluations and scheduling
- Rooms, Oasen and the teaching committee
- Project information meetings and advisory board
- Outreach activities:
 - High school visits and activities
 - Study Internship
 - Open House

STAFF & ADMINISTRATION

PHD & STAFF



Camilla Windfeld-Lund
cwl@sdu.dk

- PhD administration
- Job advertisements, employment or extensions
- Access cards, keys, login, CRM and HCM
- Laboratory trainees
- Student assistants
- Holiday, absence and flextime
- Maternity and Paternity leave

ADMINISTRATION



Hanne Algot Nielsen
hnie@bmb.sdu.dk

- Management support
- Onboarding material
- Annual cycle and administrative overview
- Internal communication
- Ad hoc administrative tasks

LEADER OF SECRETARIAT



Karin Hjernø
hjerno@bmb.sdu.dk

- Staff development dialogues (MUS)
- Teaching plan, or contact Head of Education
- Bulletin content
- **Questions that do not fit other categories**

FINANCE & PURCHASING

FINANCE



Rafik Daka
daka@sdu.dk

- Tasks and questions concerning the Institute's finances
- Projects where Rafik is the project accountant



Karen Whyte
karw@sdu.dk

- Travel expenses and reimbursements in zExpense
- CWT (travel bookings and CWT invoices)
- Foreign travel expense claims

PURCHASING



Birgit Gotthardsen Jacobsen
birjac@bmb.sdu.dk



Tina Holm Svenstrup
thl@bmb.sdu.dk

- Chemicals, plasticware, instruments... and coffee
- Requisitions, office supplies, shop and packages
- Invoices, IT and mobile phones: **Birgit**
- Furniture: **Tina**

Use the shared mailbox: bmbindkoeb@sdu.dk

WEB & GUESTS



Lone Sundahl
lones@bmb.sdu.dk

- Updating BMB webpages
- Guests' administration: Access cards, keys, and extension of guest access
- Includes industrial PhD guests
- Student keys and Student cards access

STUDENT ASSISTANT



Maja Kempel
sas-assist@bmb.sdu.dk

- Updating lists and SharePoint
- Bulletin support
- Ad hoc practical help

BMB sharepoint site



MANAGEMENT

HEAD OF DEPARTMENT



Jakob Møller Jensen
jakobm@bmb.sdu.dk

HEAD OF EDUCATION



Janne Kudsk Klitgaard
jkkklitgaard@bmb.sdu.dk

MECHANICAL SUPPORT

MECHANICAL WORKSHOP



Klaus Lehn Petersen
klauslp@bmb.sdu.dk
Phone: 60 11 23 80

- Repair of laboratory equipment
- Design and manufacture of special devices
- Subject to available workshop resources

Go to the official Workshop website for "Work Order" requests

LINK BMB SITES

BMB Workshop – order site



BMB at SDUnet

