

Who to ask!

Use this overview if you are in doubt of whom to approach with questions related to administration and service at BMB. Only a subset of the many tasks performed in SAS are included.

- Remember to use BMBs pages at SDUnet – maybe you find your answers there

Hanne Algot Nielsen
bmb-studiesekretær@sdu.dk



Study and exam administration

Questions from employees about:

- Examination planning and execution (digital exam)
- Censor appointments
- Student projects (incl. diplomlaboranter), contracts, project descriptions
- Keys, student cards, student server access (via supervisor)
- International students
- Study board cases (or contact head of education, Lars Grøntved)

Questions related to **company projects** should be addressed to Peter Højrup

If you, as a student, needs advice in addition to what the study counselors and your supervisor can contribute, contact Hanne or Lise.

Head of Department:
Jakob Møller Jensen
jakobm@bmb.sdu.dk



Head of Education:
Lars Grøntved
larsgr@bmb.sdu.dk



Valid from September 2021, KH

Lise Junker Nielsen
lisej@bmb.sdu.dk



Outreach

- Visit from gymnasium and folkeskole, study internship, Biotek Camp, Åbent Hus, Forskningens Døgn

Education development

- Course description, evaluations and scheduling
- Project info meetings
- Advisory board (aftagerpanel)
- BMBonline

Questions related to:

- Booking of classrooms incl. Oasen
- Tompladsordning

Jeanett Wiedekam Bøgh
jwi@bmb.sdu.dk



PhD study

Staff administration

- Job advertisements
- Employment/extensions - incl. D-VIP
- ADK card/keys/login/CRM/HCM
- GDPR course attendance
- Laboratory trainees
- Student assistants
- Maternity leave

FFF-administration

- Holidays (Ferie), Absences (Fravær), and Flexitime



Karin Hjernø
hjermoe@bmb.sdu.dk



Questions related to:

- Courses/Lifelong learning for employees
- MUS
- Teaching plan (or contact head of education, Lars Grøntved)
- Questions that do not fit into other categories

Marianne Rasmussen
marianner@bmb.sdu.dk



Economy

- Economy related to projects (ordinary)
- Business trips (incl. travel insurance, travel bills (zExpense) etc)
- Payment to PhD-reviewers and guest lectures.
- Questions related to ordinary economy
- PhD economy (travel account etc)
- Credit card
- Ect.

Economy related to external projects:
SPA (Science Post Award)

Remember that you can find information on these subjects on SDUnet.

Marianne Due
mdue@bmb.sdu.dk



Working environment and safety

- Mental and physical working environment
- Construction cases
- Facilities (offices, furniture, labs, basement etc.)

Green Lab coordinator

- Green Lab and sustainability suggestions

Webpage coordinator

Lone Sundahl
lones@bmb.sdu.dk



Webpage

- Updating BMB webpages

Guests

- Cards, keys, and access for BMB guests

Purchase bmbindkoeb@sdu.dk

Birgit Gotthardsen Jacobsen
birjac@bmb.sdu.dk



Tina Holm Svenstrup
thl@bmb.sdu.dk



Purchasing

- Chemical, plast ware, instrument... and coffee!
- IT and mobile phone (**Birgit** – talk to your supervisor/group leader first)
- Furnitures (**Tina** – talk to Marianne Due first)
- Requisitions

“Shoppen” - and packages

- Office supply etc.
- Material transfer agreements (MTA) (**Birgit**)

Workshop

Klaus Lehn Petersen
klauslp@bmb.sdu.dk - **60112380**



Torben Christensen
t.christensen@bmb.sdu.dk - **60112487**



Repair work

- Laboratory equipment like centrifuges, gel basins, table autoclaves, vacuum pumps, etc.

From drawing to finished product

- Design, develop and manufacture special devices on request, if workshop resources are available.