FKF overview: Support, Administration and Service

FKF

Lars Porskjær Christensen

- Head of Department
- lpc@sdu.dk

Economy

Camilla Kingo Laursen

- Daily FKF running costs and budget
- Analyse accounts
- zExpense and travel reimbursement

Michelle Pedersen

- External project economy

PhD-students

Thomas Ryttov

- FKF PhD Committe

Mette Søndergaard

- Enrollment and employment
- Smartreg – Working and knowledge dissemination hours
- Self-financed PhD students
- PhD defenses

SDU and outside

News for LinkedIn, Web, KIK, and Inforella

- Contact Lilian Skytte at lilsky@sdu.dk
- Research and funding
- Publications
- Prizes

Research

Mette Søndergaard

- Larger seminars or conferences

Lasse K. Sørensen and Katrine A. Jacobsen

- SDU-BIB: Library support (books for research, publications)

Philip Hallenborg

- External funding support (applications)

Outreach

Lilian Skytte

- High school visits and more
- Student teams
- Websites and magazines

Workplace

Pia K. Haussmann

- Working environment

Mette Søndergaard

- HR: Contracts and extensions
- Welcome meetings and onboarding
- Guests
- Holidays and other absence
- Space for confidentiality
- **Any other queries**

Study and Education

Head of education:

- Michael Lomholt (Physics)
- Steffen Bähring (Chemistry)
- Judith Kuntsche (Pharmacy)

FKF Studiesekretær mail: fkf-studiesekretær@sdu.dk

- Students and VIP entrance to administration and support
- HR: Student and part-time teacher contracts
- Semester and exams planning
- Student Projects

Laura I. Davidsen

- Student well-being
- Education committees: FUUF, KUUF and SNUUF

Laboratories

Charlotte Damsgaard

- Distribution of lab technicians and lab space for education
- Lab technician trainees

Gitte von Qualen and Pia Elise F. Holm

- Wash of lab equipment and lab coats
- Disposal of waste

Emma Simonsen

- Sustainability

Stefan Vogel

- Safety in the lab

Kemibrug

- Question or request: cas-kemibrug@dtu.dk

Purchase

Sanne L. Hedemann

- fkf-indkoeb@sdu.dk
- All procurements
  - Chemicals
  - Equipment
    - Books

Practical things

Workshop

- Repairs
- Building of equipment
- Gas handling
- Moving of furniture

IT eqipment: Christian Brandt

- fkf-pcshop@sdu.dk

Laura I. Davidsen

- S-drive access
- Keys

Analyses service

- MS/ESI: fkf-ms@sdu.dk
- NMR/IR: requisition via sharepoint

Mette Søndergaard:

- SoMe Team

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- Contact: Lilian Skytte and Mette Søndergaard