

SUMMARY OF EXECUTIVE MEETING OF DEPARTMENT OF PUBLIC HEALTH 8 OCTOBER 2015

Per 1st of September senior researcher Herttua Kimmo has been appointed Head of Research of CMSS in Esbjerg. He will take over from Arja R. Aro who has taken on the responsibility for some years.

External funding - procedures

When you apply for external funding, you must observe the following procedures:

1. Research Support (Forskerservice) must approve all budgets of more than 200,000 DKK. Remember to allocate time for this – up to three days.
2. Head of Research must approve and sign your application, before handling it on to....
3. Then Head of Department, Jesper Bo Nielsen, who must approve any application by signing it
4. Copy of the approved application including accrual budget must be given to your unit secretary.
5. Inform the unit secretary regardless of whether the application is refused or granted or refused. If you get the grant, you must give your unit secretary a copy of the grant letter, to set up the project so that the money can be sent for.

News from the Department of Public Health

A review of the 3 Esbjerg units, transport costs in connection with meetings and education cost approximately 40,000 DKK. It would probably be **worthwhile for the Department to buy a car**, and thus the staff should use that instead of train or private car. One of the benefits will be less travel time for the employees. Together with Kimmo Herrtua, Arja will examine the need for transportation.

If the research units **receive inquiries about job training/internship**, it must be approved by the Head of Department before agreeing. A training plan has to be prepared and include:

- Name and contact details of the contact person at the Job Centre
- An educational plan (inclusive tasks and objectives)
- Name of the Department employee responsible for the training plan being observed

The plan has to be forwarded to the department secretary, who contacts the staff office to see if the internship meets the applicable regulations. Further, the shop steward must also approve the internship before the contract is completed and the trainee can start.

Department Forum

The form of the Department Forum has remained unchanged for some years. Perhaps it needs a makeover. Employees in Esbjerg request for more interaction. Earlier, topics like “Ethics in research# has been suggested.

Please, forward all topics of interest to all staff groups to the department secretary.

News from the management team at the Faculty of Health Sciences

One of the recurring themes is the faculty's economy. The management requires a more uniform budget model throughout the university. Currently, it is based on teaching and external funding. A future model is likely to include the number of publications as to bibliographical research indicators (BFI).

The university's overall budget requires a rationalization of 2% - accumulating the next 4 years. So far, the imposed savings on the ordinary costs have been allocated to external projects.

Rector has decided to increase the overhead by 5%, which means that he requires 10% - also of all state funding of 44%. It will apply to all current grants.

In future, it means that all applications from IST must include an overhead of 15%, as the Department still requires an overhead of 5%.

The Head of Department request all researchers to keep in mind to include cost to administrative staff when budgeting.

Possibilities of optimizing teaching obligations were briefly discussed.

New programmes

SIF plans to establish a graduate programme in public health. It is a challenge in relation to the dimensioning and the employment rate for graduates within this programme. The programme has not yet been accredited.

Transference of place of employment/ leave of absence for a period of up to 12 months must be approved by the Head of Department. If it's for more than a year, the Dean must approve.

[English Summary of the Study Environments Survey](#) is available here.

Some of the items to be featured were:

- Lack of reading rooms and group
- The average number of hours spend on studying is approx. 42 hours per student