

URBNET GUIDELINES

# Centre for Urban Network Evolutions (UrbNet)

## Guidelines for employees



In this folder, you will find the guidelines for Centre of Excellence for Urban Network Evolutions (UrbNet), funded by the Danish National Research Foundation (DNRF). The folder is divided in two parts. The first part relates to the centre's values, research integrity, authorship and other formalities that we expect our employees to familiarise themselves with.

The second part consists of information gathered for your convenience. It relates to IT, administrative systems, libraries etc. at Aarhus University as well as more general information for new employees. You can find more information about these things at <https://medarbejdere.au.dk/en/>.

### **UrbNet vision**

Centre for Urban Network Evolutions (UrbNet) explores the archaeology and history of urban societies and their networks from the Ancient Mediterranean to medieval Northern Europe and to the Indian Ocean World.

We are an interdisciplinary research initiative, which integrates new methods from the natural sciences with contextual cultural studies rooted in the Humanities.

Approaching urbanism as a network dynamic, we aim to develop a high-definition archaeology to determine how urban networks catalysed societal and environmental expansions and crises in the past.



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## ORGANISATION

UrbNet is a **Centre of Excellence** funded by the **Danish National Research Foundation** for an initial period of 6 years (2015–2021) and prolonged with a period of 4 years (2021–2025). The centre is based at School of Culture and Society but works across disciplines in the human and natural sciences. UrbNet consists of assistant professors, postdoctoral fellows, PhD students, research assistants, administrative staff and student assistants. Some are based at Moesgaard, others on the main AU campus, and a number of people split their time between UrbNet and our collaboration labs.

### UrbNet director: Professor Rubina Raja



Rubina Raja is a classical archaeologist, who researches urban societies and their manifestation in material and written culture, particularly in the eastern Mediterranean and the Levant. She directs several large-scale projects and excavations around the world, documenting cultural heritage and tracing societal/religious changes based on art-historical remains. Rubina Raja has the overall responsibility for UrbNet and its employees.

### UrbNet deputy director: Professor Søren M. Sindbæk



Søren M. Sindbæk's research focuses on early urbanism and urban archaeology in Viking-age Scandinavia and early medieval Europe. He has a special interest in early medieval communication and social networks. He directs a large-scale excavation project in Ribe, Denmark, investigating the exchange of goods and cultural interactions in the earliest city in the North, and he also runs excavations at several other Danish sites.

### UrbNet administrator: Christina Levisen



Christina Levisen has an MA in linguistics from Aarhus University and La Trobe University, Australia. She heads the centre's administrative team and coordinates UrbNet's editorial processes. She has worked with centre administration in both Denmark and abroad.

### UrbNet assistant centre administrator: Mie Egelund Lind



Mie E. Lind has an MA in classical archaeology from Aarhus University. Mie works closely together with Christina Levisen, managing the day-to-day operation of UrbNet and pushing the centre's editorial processes. She is also in charge of UrbNet's SoMe profiles.

## URBNET VALUES

**Responsibility:** With great power comes great responsibility! And at UrbNet, we take the responsibility that comes with major funding seriously. We strive to produce the best research and educate the best junior researchers to become the next generation of excellent scholars who will spearhead initiatives in the years to come.

**Transparency:** We take pride in keeping an open mind and setting new trends – often inspired by input from entirely different spheres of urban archaeology and history. We maintain open communication with colleagues and ask for and provide feedback when possible, and we actively explore new ideas and seek out new collaborative ventures, at both individual and institutional level.

**Diversity:** We foster and strive to increase diversity at UrbNet, because we believe that carrying out excellent research requires a broad range of perspectives and skills. We value working in an international and interdisciplinary environment, and we believe that exposure to diversity at all levels creates a self-reflective environment. We aim to make substantial contributions toward theoretical and methodological developments within urban archaeology – often in collaboration with internationally esteemed specialists, combining our different expertise and reaching for shared goals.

**Ambition:** We believe in learning from the best and working with the best. UrbNet aims to push the theoretical and methodological frontiers within and across disciplinary boundaries. Thus, we expect that UrbNet and its employees will set the research agenda within urban archaeology for generations to come.

**Collaboration:** UrbNet operates in and across complex fields of expertise, and we recognise the efforts of those who have gone before us as well as the knowledge and skills of currently active colleagues near and far. Our extensive network attests our collaborative efforts, and we push for high standards in our joint research endeavours. Through collaborations, we strive to achieve increased efficiency in pursuing ambitious solutions to complex problems.

## RESEARCH INTEGRITY AND RESPONSIBLE CODE OF RESEARCH

Research and research-based education are crucial – and of increasing importance for the development of knowledge within society and the way we respond to challenges on a local, regional and global scale. At UrbNet, we comply with the Danish Code of Conduct for Research Integrity: <https://ufm.dk/en/publications/2014/the-danish-code-of-conduct-for-research-integrity>.

### **The Research Practice Committee, Aarhus University:**

<https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/the-research-practice-committee/>.

### **Rules for The Research Practice Committee (Aarhus University):**

<https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/the-research-practice-committee/rules-for-the-research-practice-committee/>.

### **Research support and collaboration at Aarhus University (incl. courses, ethics, etc.):**

<https://medarbejdere.au.dk/en/administration/researchandtalent/responsible-conduct-of-research/>.

## PUBLICATIONS

### Acknowledgements

All publications resulting from DNRF funding must include a DNRF acknowledgement and a reference to the UrbNet grant:

*"This research was conducted within the framework of Centre for Urban Network Evolutions (UrbNet) and funded by the Danish National Research Foundation (DNRF119)".*

### Open access

All Danish public-sector research councils and foundations have agreed on an Open Access policy.

As a result, all peer-reviewed scientific articles resulting from UrbNet/DNRF funding, which have been accepted for publication must be made freely available to the public via Open Access, either immediately or after an initial embargo period imposed by the journal (6–24 months, depending on the research area).

Therefore, when submitting an article for approval, authors should apply to retain the rights to publish an Open Access version of the article. Templates from the DNRF for such letters can be downloaded from the DNRF website: <http://dg.dk/en/about-us/open-access-policy/>.

In 2021, The Royal Danish Library's national licensing consortium entered into a four-year agreement with Elsevier on behalf of the Danish universities. The agreement is the first in Denmark to ensure full reading access to Elsevier's journals and free and immediate access (Open Access) to the articles published by researchers at the institutions covered by the agreement. Read more here: <https://pro.kb.dk/en/licensing/elsevier-agreement-2021-24>



## AUTHORSHIP

In order to ensure transparency and avoid conflicts of interest, UrbNet has the following procedure when it comes to authorship:

- Consider and discuss authorship as early as possible
- Be open and inclusive: Argue your point of view and listen to others. Make sure to appropriately acknowledge all people involved

PhD and master students should ALWAYS consult and agree with their supervisors before agreeing to decisions about authorship.

In case you feel that you are not given appropriate authorship or acknowledgement in connection with a collaboration, speak up. Be open about your point of view (preferably before a decision about authorship is made). If it is not possible for you to discuss these matters directly with your collaborator(s), talk to your supervisor(s) and the centre director.

To ensure that all relevant people are acknowledged and that nothing is published without the consent of the relevant people, all manuscripts (drafts) should be sent to

Rubina Raja ([rubina.raja@cas.au.dk](mailto:rubina.raja@cas.au.dk))

Søren M. Sindbæk ([farksms@cas.au.dk](mailto:farksms@cas.au.dk))

as well as the relevant research group leader or publication coordinator **at least one month before submission.**

For conference abstracts, please send these to the same people **at least one week before submission.**

In the email, please make it clear where the draft will be submitted and exactly when the deadline is. If no one reacts before the deadline is reached, you can assume that your draft is approved for submission.

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## LOCATION AND ACCESS

### Location

UrbNet, Aarhus University  
Moesgaard Allé 20  
Bldg. 4230, 2nd floor  
DK-8270 Højbjerg  
Denmark

### Access

Main doors are open weekdays  
8:00–17:00.



To enter outside these hours,  
hold your card up against the card reader and enter your 4-digit pin.

Weekdays between 23:00–6:00 + weekends and public holidays, the **alarm** is activated, and main doors may not be opened for more than 45 seconds at a time. Windows must stay shut during this time.

### Phone and emails

UrbNet directory: <http://urbnet.au.dk/about-urbnet/people/>

To place **AU-internal calls**: Dial 5-digit extension (i.e. omit 871).

To place **AU-external calls**: Dial '0' followed by phone number

To place **international calls**: Dial '0', followed by '00' + country code, followed by phone number.

## URBNET ACTIVITIES



You can stay updated on upcoming events on our website: <http://urbnet.au.dk/news/events>

UrbNet runs a vigorous and diverse calendar with focussed centre activities. Unless travelling or teaching or the like, we expect our employees to participate in our meetings, lectures and agenda conferences, as we find this important for the general common development of the centre.

### Mandatory activities

#### UrbNet info meetings

We have info meetings regularly where we share research news and update each other on new initiatives, events, grant opportunities etc. Meetings are chaired by Professor Rubina Raja whenever possible. You are welcome to forward agenda items to the centre administration in advance.

#### UrbNet lecture series

UrbNet runs a lecture series. It is advertised on our website when this takes places, and it is expected that UrbNet members take actively part in these sessions - both by volunteering to showcase their research but also actively participating in the Q and A sessions.

#### UrbNet residential scholar series

Every year, we invite several internationally renowned researchers to come to UrbNet as visiting professors/residential scholars for some weeks or months. During this time, the visitors deliver a lecture series on an urban topic, based on which they write a book that gets published in the UrbNet residential scholar book series Urban Archaeological Pasts published at Cambridge University Press.

## Other activities

Activities of a more social character have been very successful among the employees at UrbNet. The UrbNet FoodClub was a monthly dinner club where people took turns cooking (usually in pairs) at Moesgaard. Those attending would then share the costs of the meal. Other examples include the UrbKnitters (a creative club that would meet once every couple of months and be creative together) and the UrbWalkers (a group that enjoyed a short daily walk in the forest after Lunch).

### Work environment and daily life at at UrbNet

To ensure a good work environment at UrbNet on a daily basis, there are a few things to be aware of:

**Free fruit and coffee/tea is offered to all centre employees.** A box of fresh organic fruit is delivered every Monday morning and coffee/tea is available from the machine in the lunch area.

**UrbNet's offices at Moesgaard Allé is part of a heritage listed building.** As such, there are some restrictions on what we are allowed to do. You are welcome to personalise your office space, however, any changes to the office should be discussed with the centre administration first.

**On a daily basis, we keep an informal but courteous tone.** We expect all employees to engage themselves in daily matters such as keeping common areas tidy and clean, emptying and filling the dish washer, unpacking fruit on Mondays etc.

# ABSENCE FROM WORK

**UrbNet is obliged to register all absence (holidays, illness etc.). Registration is done by Mie Egelund Lind ([melind@cas.au.dk](mailto:melind@cas.au.dk)).**

Please use the auto reply function in Outlook when you are absent from work.

## Holidays

The Danish holiday year goes from **1 September to 30 August**. There are two types of holidays: ordinary and special holidays. For each month of employment, you earn the right to: 2.08 ordinary holidays + 0.42 special holidays, which translates into a maximum of 25 ordinary holidays and 5 special holidays per year. You can check your own holiday balance at <https://medarbejdere.au.dk/en/> (see p. 14).

All holiday needs to be registered according to the CAS holiday announcement. If you do not wish to take holiday on the dates in the CAS holiday announcement (that you receive by E-mail each year), please inform Mie and Rubina (or your project manager/main supervisor).

## Illness

If you cannot come to work due to illness, email Mie ([melind@cas.au.dk](mailto:melind@cas.au.dk)) in the morning of your first day off. When you return to work, email Mie to say that you are back. Please also notify Rubina.

In the event of acute illness or injury, please see further information on p. 19.

## Long-term illness

In the case of long-term illness, make sure you keep us updated every couple of weeks, as we are required to follow your progression and agree on a setup for your return. It is also extremely important to inform and reply to emails from other relevant parties, e.g. the PhD school and the Aarhus municipality.

## Working out of office

If you are working from somewhere other than your office, please inform the administration and update your Outlook calendar with relevant information.

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## COMMUNICATION

### UrbNet website

On the UrbNet website (<http://urbnet.au.dk>), you will find news, events, contact information and much more. The website is managed by the centre administration

**Please familiarise yourself with the website.** Under 'Information for employees', you will find UrbNet templates, information about holidays, travel, registration of publications, library facilities etc.

The website is also our primary venue for telling the world (incl. funding agencies) what we are doing, and we always proudly flash news stories and achievements – big or small. Therefore, please notify Christina or Mie whenever you have new publications, have given conference papers or appeared in media.

### Weekly infomail

We do not spam our employees with irrelevant, untimely information. Instead, we send out a weekly **Friday info email which we expect everyone to read carefully**. If you have information you would like to have included (e.g. new publications, media coverage, funding opportunities etc.), please forward to Christina Levisen ([levisen@cas.au.dk](mailto:levisen@cas.au.dk)) no later than Thursday.

### UrbNet on social media

UrbNet is on Facebook and Twitter. You can follow us at:  
Facebook: @UrbanNetworkEvolutions  
Twitter: @UrbNet1



## IT support

UrbNet is serviced by the Arts IT Department, located at Tåsingegade (bldg. 1442-019).

**Map:** <https://international.au.dk/about/contact/>.

**Contact:** extension 5 0911 or [arts.it@au.dk](mailto:arts.it@au.dk).

**Opening hours:** weekdays 8:00-15:30.

## Wifi

To connect to the wireless network Eduroam, download the Eduroam installer: [cat.eduroam.org](http://cat.eduroam.org).

**Username:** AU<AUID>@uni.au.dk (e.g. AU123456@uni.au.dk)

**Password:** Use the same password that you normally use on AU's systems or your AU webmail.

## UrbNet printer

The printer is located in the copy room next to the entrance (ID: 4230-212- C-1). For instructions on how to install the printer, visit AU IT's website: <https://medarbejdere.au.dk/en/administration/it/print/>

The printer has a "secure" function (in case you need to print sensitive materials) and a scanning function that allows you to scan documents directly to your email or a USB. Please note that the printer is only for work related use.

## VPN

You can access AU's servers remotely by connecting via VPN. To access the two-step VPN verification, log on to <https://mit.au.dk>.

1. Click 2-setup verification (have your NemID and smartphone ready). If you do not have NemID, contact the IT support.
2. Sign in using NemID. When done, click 2-step verification again.
3. Follow the steps on the screen.

Log on using the two-step verification:

Type your username (AU<AUID>@uni.au.dk) and password in the Cisco Anyconnect client.

The app "NetIQ Advanced Authentication" on your smartphone will ask you to accept the login.

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## ADMINISTRATIVE SYSTEMS

### Staff.au.dk

Staff.au.dk is AU's self-service system. Here, you can access your webmail, change your password and check your holidays and absence balance.

Log in at: <https://medarbejdere.au.dk/en/>. Sign in by pressing 'MY PROFILE' in the top right corner and use the Microsoft Authenticator app.

### PURE

PURE is a system used for registering publications and research activities. The system is used by all Danish universities, and you may also know it from abroad. If you have previously registered publications/activities in the system, you can import these instead of entering them anew.

**It is mandatory to register publications.** We encourage you to also register research activities such as conference organisation/participation, lectures, research visits, editorial tasks, outreach activities etc., as these, too, will then be shown on your personal staff page and paint a nice portrait of who you are as a researcher.

Log in and find step-by-step guides at: <http://pure.au.dk>.

### RejsUd

RejsUd is the travel and expense system used by AU. As an employee at UrbNet, you will need to handle your regular expenses, travel expenses, reimbursements and other in this system.

To use RejsUd you need a user profile. If you do not already have a user profile, you can create one here: <https://medarbejdere.au.dk/en/administration/finance/menu2/rejsud/>

Log in at: <https://indfak2.dk>

### Travel and conference budget

Depending on your employment and your contract, you are allotted a fixed budget for travel and conference participation during your employment (for many employees, this is up to 10,000 DKK per year without possibility of further funding from AU/UrbNet. However, there are several foundations to which you can apply for further travel funds).

## Workzone

As a public employee, you have a duty to keep records. You can read more about which cases and documents need to be journalized and how you can get help creating cases here: <https://cas.medarbejdere.au.dk/en/workzone-under-construction/>

The administration will furthermore give advice on these matters.

## Brightspace

Brightspace is AU's new university-wide learning management system. All teaching staff and students use Brightspace as their learning platform for all courses. The platform has several functions so that you can upload course content and communicate with each other. Read more here: <https://medarbejdere.au.dk/en/administration/au-studies-administration/study-systems/brightspace/>

**For more information about administrative systems at Aarhus University, please see the university website for staff:**

**<https://medarbejdere.au.dk/en/>**



## LIBRARY SERVICES

AU Library is part of the Royal Danish Library. The Moesgaard branch holds a large collection of Anthropology and Archaeology materials as well as materials from Moesgaard Museum. You can order materials from all service locations.

### User account

Create a user account here: <https://www.kb.dk/en/blivbruger>.

### Moesgaard Library opening hours

Monday–Thursday: 09:00–15:00

Friday 09:00–14:00

For assistance, contact librarian Louise Kruse Fischman (Phone: +45 9135 6442 / [lkfi@kb.dk](mailto:lkfi@kb.dk)).

## Interlibrary loans

The database [www.bibliotek.dk](http://www.bibliotek.dk) contains items from all Danish libraries, and you can have loans delivered to Moesgaard (select "Det Kgl. Bibliotek – Aarhus").

## UrbNet library

UrbNet has a small collection of books in the meeting room. If you want to borrow a book, remove the slip from inside the book, write your name on the slip, and place the signed slip in the black folder on the shelf. When you return the book, place it on top of the shelf, and it will be placed where it belongs. If you have any suggestions for books that might be of relevance to several UrbNet employees, let Christina know.

On the UrbNet website, you will also find a Quick Guide for how to borrow materials: <http://urbnet.au.dk/employees/library>.



# INTERNATIONAL EMPLOYEES

## International Staff Office

The International Office Staff at AU provide useful information on all practical matters for foreign staff and students:

### Address

Trøjborgvej 82–84, bldg. 1910, 8000 Aarhus C

### Opening hours

Weekdays 10:00–14:00

## 'Getting started in Denmark'

Getting Started in Denmark is an event organised by Talent Development and International Staff Office. It offers orientation and registration for newly arrived PhD students and researchers at Aarhus University and their spouses/partners. The event is held twice a month. Sign up at: <https://internationalstaff.au.dk/registration/gettingstarted/>.

## University International Club (UIC)

UIC provides a social and cultural meeting platform for foreign staff members and their families: <https://internationalstaff.au.dk/uic/>.

## International Community

International Community (IC) offers support to international employees and their families during their stay in the Aarhus region. IC creates social and professional networks to the benefit of expats through a wide range of events, seminars and online activities. IC counts more than 3,100 people, incl. companies, international employees, accompanying family and internationally-minded Danes. International Community website: <https://internationalcommunity.dk/en-US/Forside>.

## Language

The official language of Denmark is Danish; however, most people can communicate in English as well, including in shops and at restaurants. A2B, Lærdansk and CLAVIS offer state-supported Danish courses for AU staff – either on campus or via a virtual classroom.

Read more: <https://internationalstaff.au.dk/danish-courses/>.

## NemID

NemID is your digital signature, which is required to access public websites, online banking etc. It consists of the following three elements:

- your user ID (typically your CPR no.)
- a password
- a one-time password from a code card (can also be downloaded as an app to your smartphone)

Read more and order NemID: <https://www.nemid.nu/dk-en/>.

## Bank account

Once you receive your CPR no. (civil registration no.), you will be able to open a Danish bank account. It is a good idea to bring a copy of your contract/admission letter when going to the bank for the first time. Aarhus houses a number of banks, most of which offer at least some services in English.

### Regular banking hours

Weekdays 9:30–16:00

Thursdays 9:30–18:00

## NemKonto

A NemKonto (Easy Account) is an account into which you will receive all payments from the public sector, incl. your salary. If you only have one account, that will automatically be your NemKonto; if you have more than one account, you must assign one of them as your NemKonto.

## E-boks

E-boks is your personal, electronic mailbox, in which you will receive correspondence from public authorities, your insurance company, your bank etc. You need NemID to log in.

Read more and log in: <https://www.e-boks.com/corporate/en/>.

## Living expenses

The cost of living in Denmark is quite high compared to most other countries, but wages are also higher. The general income tax level is approximately 50%, but as a result of the high taxes, Denmark offers a range of services for free, e.g. schooling and health care.

## Currency and payment

Denmark is a member of the European Union but has its own currency: Danish Kroner (DKK). 1 EUR is approximately 7.5 DKK.

Most shops and restaurants accept major foreign credit cards. More and more shops also welcome electronic payment via a smartphone (Mobilepay).

## Health

When you register with the Danish authorities, you have to choose a GP. To book a consultation with your GP, call between 8:00–9:00 a.m. Most GPs also offer online booking and email consultations.

**Emergency calls:** 112

**Emergency room/emergency doctor service:** 7011 3131

**Emergency room address**

Aarhus University Hospital, Palle Juul-Jensens Boulevard 99, 8200 Aarhus N (entrance J3)

**In the event of acute illness or injury, you must call before going to the emergency room:**

Weekdays 8:00–16:00: call your own GP.

Weekdays 16:00–8:00, weekends and public holidays: call the emergency doctor service (7011 3131).

Have your yellow health card ready when you call.

**In the event of serious injury or life-threatening illness, call 112.**



## TRANSPORTATION

To go to UrbNet from Aarhus, take Bus 18 or Bus 100.

**Bus 18** is a yellow city bus, which runs 3 times an hour (direction: Moesgaard Museum). Get off at the end station (appr. ½ hour). From there, it is a 300 m walk to UrbNet.

**Bus 100** is a blue regional bus, which runs every 10 minutes (direction: Odder). Get off at "Oddervej/ Moesgård Allé" (appr. 15 min). From there, it is a 1 km walk to UrbNet.

A single fare is 22 DKK (2 zones). You can buy an electronic multi-ride ticket if you download the Midttrafik app.

Once you have a CPR no., you can get a "Rejsekort", which can be used for all public transportation: <https://www.rejsekort.dk/>.

### Trains

Trains are operated by DSB or Arriva. You can book tickets at [www.dsb.dk](http://www.dsb.dk).

### Journey planner

Journey planner helps you plan your trip by public transportation. Enter your departure and destination addresses, and you will get the relevant timetables: [https://www.rejseplanen.dk/webapp/index.html?language=en\\_EN](https://www.rejseplanen.dk/webapp/index.html?language=en_EN). You can also download Journey planner as an app on your smartphone.

### Taxis

DanTaxi: +45 7025 2525

Aarhus Taxa: +45 8948 4848



## ABOUT AARHUS UNIVERSITY

### Aarhus University

Aarhus University (AU) is a young, modern university established in 1928. It has grown to become a leading public research university with international reach covering the entire research spectrum. In 2018, the entire Aarhus University had approximately 38,000 students and 8,000 members of staff (full-time equivalent).

As of August 2021, Aarhus University consisted of 5 faculties. Organizational, UrbNet is based at School of Culture and Society at the Faculty of Arts.

### One university - many locations

Aarhus University is a nationwide university. In addition to the main campus in Aarhus, AU has campuses in Herning and Emdrup, as well as research activities in 18 different locations in Denmark, Greenland and Tenerife.

### Top 100 university

Aarhus University is consistently ranked as one of the world's top universities. Aarhus University ranks among the top 100 universities in the world on several of these – out of over 17,000 universities worldwide - and is among the top 25 universities in the EU.



## ABOUT AARHUS

Aarhus is the second largest city in Denmark, located on the peninsula Jutland (Danish: Jylland), with approximately 350,000 inhabitants in Aarhus city and 1.4 million people living in the greater Aarhus Area. Beach, harbour and forest can all be reached within 15 minutes by bike. Being a university city, Aarhus is the youngest in Denmark measured by average age, but historically one of the oldest. Thus, the atmosphere is a vibrant mix of youthful energy and blasts from the past.

Aarhus has world-renowned attractions, Michelin restaurants, music & art and much more. Aarhus was also the European Capital of Culture in 2017.

For more inspiration: [www.visitaarhus.dk](http://www.visitaarhus.dk).







Cover: Rome (photo: Geolmage, Astrium Services 2013). Back cover: Aerial photo of Ribe (photo: Museum of Southwestern Jutland).

## Contact information

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## Centre director

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## Deputy director

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