



GUIDE

For new students at AAU CPH

2017



AALBORG UNIVERSITY
COPENHAGEN

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WELCOME TO AAU CPH

Welcome as a new student at Aalborg University Copenhagen, AAU CPH. The beginning of a new academic year is such a wonderful time of the year! Campus is buzzing again, and a new semester of learning, in-depth studying and new friendships is kicked off.

Being new to the University may seem overwhelming; you need to familiarise yourself with the pedagogical approach of AAU, but you're also bound to have lots of practical questions about student life at the University. How do I find my course schedules? What are the opening hours of the canteen? Where do I go when I need IT support?

We have put together this guide to help you navigate your first weeks as a student at Aalborg University; we hope this guide will answer all the questions you might have.

If you can't find all the answers you're looking for in this guide, please ask your tutor or buddy. He or she will be able to help you.

Welcome to AAU CPH!



AALBORG UNIVERSITY
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GETTING OFF TO A GOOD START AT AAU CPH

AAU EMAIL

All new students at AAU will be given their own email address. When your lecturers, your programme secretary or any other person at AAU need to contact you, they will do so by sending you an email; therefore, it's important that you check your AAU email regularly. In general, this is where you'll receive information relating to your studies.

How to activate your AAU email

Once you've been enrolled, you must activate your AAU email account by logging on to UniStart at www.en.unistart.aau.dk. You'll be asked to choose a new password for your email account. Remember to create a password that is both secure and easy to remember; you'll be using this username and password throughout your studies for logging on to nearly all of the IT platforms used at Aalborg University.

How to access your AAU email

You can access your AAU email via Microsoft Outlook or via a browser by logging on to AAU webmail at mail.aau.dk. You can also set up your email account on your smartphone or tablet. You'll find guides on how to set up your email and much more at www.en.its.aau.dk/instructions/Mail.



AAUCARD

AAUcard is your personal student ID card. First of all, the card proves that you're a student at AAU, and you must carry it with you at all times whilst on campus. Having your AAUcard on you is especially important when staying on campus outside regular office hours where you may be asked to show your student ID.

Your AAUcard also gives you access to campus buildings; especially outside regular office hours, you'll need to use your AAUcard and your PIN code to gain access to buildings and facilities. Regular office hours on campus are Mondays to Fridays between 07:00 and 17:00.

You'll also use your AAUcard for borrowing books at the library, for using the printing and copying services, gaining access to fitness facilities and for obtaining various discounts offered to students. Remember that your AAUcard is your personal ID card; you must never pass it on or lend it to others. In the event that your card is misused, the card will be cancelled.

How to order and activate your AAUcard

When you have been admitted to Aalborg University, you must order your AAUcard by logging on to UniStart at www.en.unistart.aau.dk, go to the tab 'Order AAUcard' and upload a photo of yourself. The photo must have a neutral background, be a recent and true likeness of you, and you must face forward and look straight into the camera. When you have

received your card, you must go to pin-aaucard.aau.dk/studerende to choose a PIN code for your card. Visit the Campus Services facility supporters (building A, the green door to the right of the information desk) to activate your card. Remember that your AAUcard must be re-activated at the beginning of each semester for you to continue to have access to AAU buildings and services. If you need more information on your AAUcard and what to do if you lose it, go to www.en.campuservice.aau.dk/aaucard or visit Campus Services CPH.

WI-FI

At AAU CPH you can access three different wireless networks (AAU-1x, Eduroam and AAU-1-DAY). We recommend that you log on to AAU-1x, using your AAU email and your password. If you connect to Eduroam, you'll be able to connect to this network on many other universities in Denmark and abroad. If you want to connect to Eduroam, you must create a profile. AAU-1-DAY is a wireless network for guests visiting Aalborg University. The password for this network changes every day, and you can find the passwords for this network at the information desk at AAU CPH, on the AAU website and via the app AAU-1-day. You'll find more information on the wireless networks available at AAU CPH and guides on how to connect to these networks at www.en.its.aau.dk/instructions/wifi.

MOODLE

Moodle is AAU's Learning Management System used by all degree programmes at AAU CPH. Moodle provides students with easy digital

access to relevant teaching and learning materials, such as slides, recommended literature, relevant links, assignments, etc. You'll also find your course schedules on Moodle.

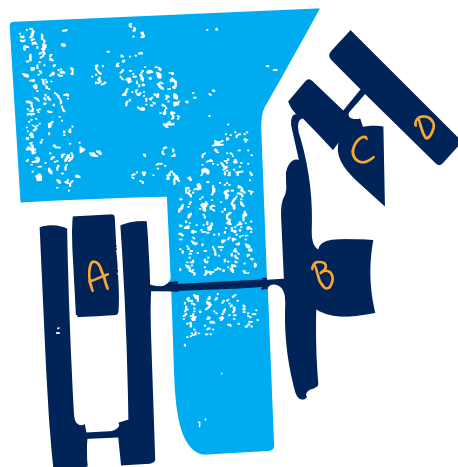
You'll gain access to Moodle at www.moodle.aau.dk, select 'log in' in the top right corner and log in using your AAU email and password. On your Moodle front page, you'll be able to see your semesters and by clicking on one of these, you'll see your courses. When you select a course, you'll find information on lectures, etc. You'll find video guides on how to start using Moodle at www.en.its.aau.dk/it-start. On this website you'll also find video guides that introduce you to other IT systems available at Aalborg University.

WHERE TO BUY COURSE LITERATURE

In the online bookshop Factum Books you can buy all the books you need for your studies. You can order your textbooks online at www.factumbooks.dk and have them delivered at AAU CPH. If you prefer to buy your books in a physical shop, a temporary pop-up bookshop will open on campus in the beginning of September; or you can buy your books at Academic Books at Copenhagen Business School (CBS) (Solbjerg Plads 3, 2000 Frederiksberg). You can also save money by buying second-hand textbooks. Several websites sell used textbooks, and you might be able to find a Facebook page on which students from your degree programme sell used textbooks. On Wednesday 6 September, the Coffee Spot will host a book fair where you'll be able to buy second-hand textbooks.

CURRICULUM AND REGULATIONS

The curriculum and regulations of your degree programme is an important document. This is your key to information on course descriptions, learning objectives and exams for your courses. The descriptions, learning objectives and requirements described in the curriculum and regulations form the basis of the contents and planning of your degree programme. We therefore recommend you to familiarise yourself with your courses by reading the descriptions provided in your curriculum and regulations. You'll find the link for your curriculum and regulations on the website of your degree programme.



FINDING YOUR WAY AROUND CAMPUS

Four buildings make up the campus of AAU CPH: the main building A (A. C. Meyers Vænge 15) and its connected buildings B, C and D (Frederikskaj 12, 10B and 10A). The buildings have been named according to their closeness to the main building; therefore, building B is closer to the main building A than building D, which is farthest from the main building.

Likewise, most room numbers include information on where to find the room. For example: A 4.058

The letter identifies the name of the building, in this case building A. The first number (right before the dot) identifies the floor and the last three numbers form the number of the room; in this case, the room is located in building A, floor 4 and the room number is 058. We are still in the process of assigning identifiable room numbers to all rooms at AAU CPH, therefore, not all rooms use this system just yet. If you have trouble finding a room, you can also ask for directions at the information desk in building A.

If you need to search for a specific room or want to get a full overview of your campus, go to www.map.aau.dk where you can search for and find the location of specific rooms on campus. You can also download the map to your Android or Apple smartphone by searching for AAU Map in Google Play or the App Store. If you have any problems using the app, please contact: kommunikation@cph.aau.dk.

PROGRAMME SECRETARY

During your studies at AAU CPH, it'll be very useful for you to know the programme secretary affiliated with your degree programme; your programme secretary is the connecting link between most activities on campus. Your programme secretary is responsible for preparing course schedules, uploading examinations to the platform Digital Examination, sending out important information to you and much more. Most degree programmes will make sure that you meet your programme secretary during your first few weeks at AAU to make sure that all new students know their programme secretary and how they can help. You'll find contact information for your programme secretary on the website of your degree programme.

STUDY START CALENDAR

Your first few weeks at university is a busy, yet exciting and fun period; and keeping track of all the events and dates can be challenging. Above all, be sure to familiarise yourself with your course schedule on Moodle before looking into the many social events at AAU CPH. You can keep yourself updated on the social events offered to students on the website run by and for students www.cph.aau-students.com.

THE TUTOR/BUDDY TEAM

At AAU CPH, it's tradition for most degree programmes to offer at least one tutor to support new students. Some degree programmes offer a small team of tutors. In addition, we have previously provided international students with the opportunity to have a buddy assigned to them. This year, we have combined the two in the new Tutor/Buddy Team.

A tutor/buddy is a current AAU student available to share their experience studying at AAU with new students. On 1 September, your tutor/buddy will welcome you to the University. Your tutor/buddy will also take part in various social events, and if you're a bachelor student, your tutor/buddy will also take part in your freshers' trip. If you have any questions for current students, your tutor/buddy will most likely have an answer at hand. If you have any questions about the Tutor/Buddy Team, please send an email to tutor.buddy.team@cph.aau.dk.



STUDY ENVIRONMENT

STUDENT ORGANISATIONS AT AAU CPH

There are a number of different student organisations at AAU CPH run by student volunteers; these include the following:

Student bar 'Slusen'

Slusen is AAU CPH's Friday bar; it's a place for you to get a drink, or just meet up with your fellow students and have a good time before the weekend kicks in. Slusen opens its doors each Friday afternoon in the small canteen in building B. Besides hosting the Friday bar, Slusen also has a team of volunteer students who organises various events on campus, the Slusen Event Team AAU (SETA). SETA and Slusen organise and host large parties, such as the Oktoberfest and the gala dinner. If you want to learn more about Slusen and perhaps become a volunteer yourself, you'll find more information on Facebook at www.facebook.com/SlusenAAU.



Social Life Organisation

Social Life Organisation primarily organises events on campus, but the organisation also provides assistance and support to new student organisations and initiatives. They know their way around campus, are updated on current events and have previously helped start up the university football organisation and the student magazine. You can find more information on the Social Life Organisation and keep yourself updated on upcoming events on Facebook at www.facebook.com/social.life.organisation.

The Coffee Spot

The Coffee Spot is AAU CPH's student cafe where students enjoy a break and get together for a chat or to play board games over a cup of coffee. The cafe is open on Wednesdays and offers coffee, tea and delicious homemade cakes and cookies at student-friendly prices – everything is only DKK 5. The Coffee Spot is open every Wednesday between 13:00 and 17:00 in the canteen area in building B. Follow the Coffee Spot (Kaffepletten) on Facebook at www.facebook.com/Kaffepletten.

In addition to those mentioned above, you'll find an array of organisations and activities available to you on campus. Engaging in the production of a student magazine written for and by students and attending yoga classes are just a few of the activities available to you on campus. If you want to keep yourself posted on what's happening around campus and not miss out on any social events, we recommend you to join the Facebook group [Social Life at AAU CPH](#).

FITNESS AND SPORTS

Presently, students at AAU CPH can use the fitness facilities on campus free of charge. The fitness room is located on the ground floor of building A in room 0.067 (the floor just below the main entrance). You can access the fitness room at all times using your AAUcard.

The fitness room is used at your own risk, and all users are responsible for tidying up after themselves. There's no supervisor available in the fitness room, therefore, we recommend that you always work out with a friend.

Changing rooms, lockers and sauna

Changing rooms and lockers are available on the ground floor. If you want to use one of the lockers, please send an email to campusserviceCPH@cph.aau.dk. If you'd like to select a specific four-digit code for securing your locker, please remember to specify this in your email.

The separate changing rooms for men and women both include a shower area and a sauna. There's no supervisor available in the changing rooms; therefore, saunas are used at your own risk, and we recommend that you never use the sauna by yourself.

Yoga

Every Tuesday between 16:00 and 17:30, AAU CPH students and staff can attend yoga classes on campus. Yoga classes start off with a short meditation and breathing exercises, followed by a mixture of standing, sitting or lying down yoga postures to target the entire body. All classes end with relaxation.

If you'd like to sign up for yoga classes, please send an email to yoga instructor Maria Gøtze: mariagotze73@gmail.com.

Massage services at AAU CPH

AAU CPH offers massage services in cooperation with Ziva Therapies who offers a wide range of massage treatments. Massage treatments take place in building B, room 1.43 on Mondays and Thursdays between 10:00 and 15:00 (other days are available upon request).

Please book your treatment by sending a text message to (+45) 5360 0560 or an email to zivatherapies@gmail.com. If you need to cancel your booking, please do so 24 hours before your treatment and no later than 08:00 on the day of your booking. For cancelling your booking, please call (+45) 5360 0560 and leave a message if there's no answer.

Prices start at DKK 220 for a 30-minute massage, DKK 440 for a 60-minute massage and DKK 600 for a 90-minute massage. You'll find more information on prices and the types of treatments offered on the intranet www.en.cph.aau.dk/campusintra-students.

Dealing with stress

Ziva Therapies also hosts workshops to teach you how to use various breathing exercises to relax and calm yourself before and after exams or in other stressful situations. These exercises can also help increase your energy levels before exams or important meetings. Workshops are held each week and the price for attending the workshop is DKK 25 per person, and there's a minimum attendance of 10. Please register for workshops by sending a text message to (+45) 5360 0560 or an email to zivatherapies@gmail.com.

CONTEMPLATION ROOM

The contemplation room is a quiet room open to all. The room may be used for contemplation, meditation, reflection and prayer for students and staff members of any religion, or of no religion. The room is located on the third floor of building A, room 3.060, and may be booked via the calendar found outside the room.

THE MIRROR ROOM

Whenever you and your fellow students need a break from studying, you can unwind in the mirror room. The mirror room is AAU CPH's common room for students where you'll find table tennis, table football, sofas, a music system, etc. The room is open to all students at AAU CPH as a place of relaxation and fun; when using the room, please be considerate of other users and remember to keep the room tidy.

The common room is located in building A, room 0.042, below the canteen; you can access the room from the canteen area by using the stairs or the lift.



MAKE YOUR VOICE HEARD

There are many ways to make your voice heard and affect the decisions being made on your degree programme and at the University in general. AAU is a large organisation, and the management, the administrative staff and the teaching staff make decisions every day that affect student life.

These decisions range from the price of a cup of coffee to the quality and relevance of the teaching activities and our degree programmes. In order to have your voice heard, it is vital that you make use of the opportunities for exerting your influence at AAU: study boards, department councils and academic councils.

As a student, you know what works and what doesn't when it comes to student life at the University.

Every autumn, student elections for all study boards, department councils and academic councils are held. You can vote for your fellow students or even run for student representative. Have your say in one of these three boards and councils:

Study board

Your study board works on improving the quality and content of your degree programme and the other programmes that belong to your study board. They improve the curricula, handle semester evaluations and make decisions about teaching activities. Your study board also makes decisions about exemptions and credit transfers. There are 42 study boards at AAU, and each study board meets around five times per semester.

Department council

There are 19 departments at AAU and each department has their own department council. Your department council makes decisions about department premises and spaces. It is also your department council who approve new curricula proposed by the study boards of your department. Furthermore, your department council makes decisions about research and the employment of academic staff. Department councils meet around three times per semester.

Academic council

There are five faculties at AAU, and each faculty have their own academic council. Your academic council deals with the strategic development of the faculty and the faculty's budget. Furthermore, they are also responsible for improving the study environment and working environment of the faculty. Academic councils meet around three times per semester.

The Study Environment Group and student meetings at AAU CPH

At AAU CPH, we have a study environment group who focus specifically on student life at AAU CPH. Both AAU CPH students and staff are members of this group, and they meet twice each semester.

The Study Environment Group monitors the study environment at AAU CPH, assists the individual departments and study boards in improving conditions and supports study environment initiatives across AAU CPH.

If you have any ideas and/or input to the Study Environment Group, please feel free to contact the chair of the group, Nikolaj Stegeager, head of school, nikolaj@learning.aau.dk, or the secretary of the group, Simon Holmen Reventlow Clemmensen, special consultant, src@adm.aau.dk.

At AAU CPH, we also arrange student meetings for all students at the campus. You can come to learn about new initiatives on campus or to have your voice heard and address problems you might experience or ideas you may have. If you'd like to receive an email invitation for upcoming meetings, please send an email to Simon Holmen Reventlow Clemmensen, special consultant, src@adm.aau.dk or Brian Møller Pejter, student assistant, bmp@adm.aau.dk.

If you're interested in learning more about student politics and how to become involved, please feel free to contact Brian Møller Pejter, bmp@adm.aau.dk, who is student representative for his study board and in the Study Environment Group.



PRACTICAL INFORMATION

INTRANET

Keep up-to-date with AAU CPH news and information at AAU CPH's student intranet: www.en.cph.aau.dk/campusintra-students. You'll also find useful links to other websites and platforms in addition to practical information and opportunities available at AAU CPH. If you have any suggestions or need information that you can't find on our intranet, please write to kommunikation@cph.aau.dk.

STUDENT LIFE AT AAU CPH

In addition to the intranet, you'll also find useful information about upcoming events and student life at AAU CPH on our Facebook page www.facebook.com/aaucph and Instagram profile @aaucph. Every week, a new student takes over our Instagram profile to give followers a sneak peek into their student life at AAU CPH. If you'd like to share your experience at AAU CPH, feel free to use the hashtag #aaucph. You can also use the hashtags #aaucphstudiestart and #aaucphstudieliv. If you'd like to be our next student Instagrammer, please write to kommunikation@cph.aau.dk.

AAU STUDENT APP

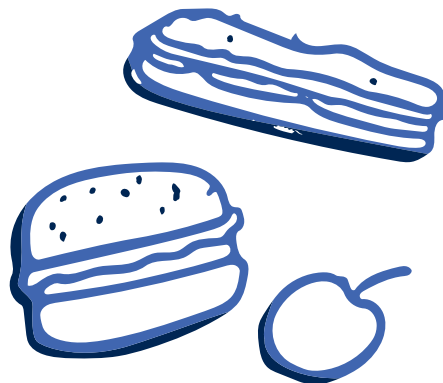
AAU has developed the AAU Student App to make it easier for students to keep track of course schedules, courses, news and upcoming events. You can download the new AAU Student App for both Android and iOS in Google Play and App Store. The AAU Student App is only available in Danish, but it is still in development.

CANTEENS AT AAU CPH

Every weekday, the large canteen in building A serves hot and cold food and beverages. You'll always find the 'dish of the day', a vegetarian dish and various sandwiches and salads. Hot food is served between 11:00 and 14:00. The small canteen in building B also serves a selection of food and beverages. The canteens at AAU CPH are run by Chartwells.

The large canteen in building A is open Mondays to Thursdays from 07:30 to 15:00 and Fridays from 07:30 to 14:00.

The small canteen in building B is open Mondays to Thursdays from 09:00 to 14:30 and Fridays from 09:00 to 14:00.



LIBRARY AND READING ROOM

You'll find the library on the second floor of building A. We have a small reference library, which is expanding, and you can pick up and hand in books that you've ordered from Aalborg University Library or other libraries. You'll also find a selection of newspapers.

You can use the computers in the library to search for books, academic articles, etc. by using the search engine on the University Library's website www.aub.aau.dk. You can also ask the librarian for help. Aalborg University Library also provides online access to a range of databases and e-handbooks for both students and staff.

You can also use the library reading room for quiet study activities, and the seating areas are available for use all hours.

Aalborg University Library offers various courses and webinars on literature searching, referencing, etc. Find a list of upcoming courses and webinars on Aalborg University Library's website at www.en.aub.aau.dk/events/.

The library is open 24 hours a day. The library staff is available to offer you support on weekdays from 09:00 to 15:00.

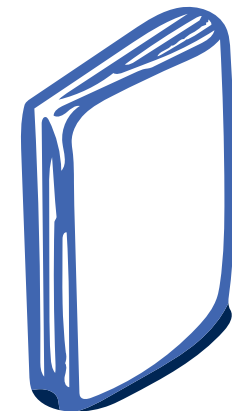


PRINT AND COPY

You'll find many printers and copiers available for use on campus. You can print via the Follow-You function. When you print via Follow-You, you send your document to the 'cloud' instead of a specific printer, and you can then go to any printer on campus and print your documents using your AAUcard. Most printers are available for use for students although some are reserved for staff. If it is a staff printer, it will be indicated on or by the printer.

All students will receive 100 print units for free when they begin their studies at AAU CPH, which is equivalent to 250 printed colour pages. If you need more prints, you'll need to buy more print units online. 100 units cost DKK 125.

You can read more about print and copy, buy print units, find IT guides and locate printers at www.en.its.aau.dk/instructions/printcopy.



WORKSHOP FACILITIES AND LABORATORIES

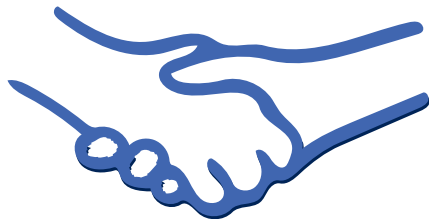
As part of your studies, you might want to use a lab for testing a theory or a workshop to produce a model. At AAU CPH, we have various labs and workshops which you can use to further your studies. Please note that some labs and workshops require you to take a course or have specific qualifications to be allowed access, and some labs are reserved for certain study programmes.

You'll find a list of all workshops and labs on campus at www.en.cph.aau.dk/campusintra-students.

PROJECT WORK AND COLLABORATION

Student life presents an excellent opportunity for trying out new ideas. You'll find yourself in the midst of experts within a wide range of academic fields and talented students who are willing to assist you in testing even the craziest of ideas. AAU CPH offers many exciting initiatives and activities to develop your skills, support your ideas and strengthen your professional profile.

Find inspiration for project work and for collaborating with companies at www.en.cph.aau.dk/collaboration/students.



STUDY AND CAREER GUIDANCE AT AAU CPH

The Study and Career Guidance is located on the ground floor in building B. They can assist you with any questions or issues that may arise during your studies, such as how to organise your time to improve your student life, how to arrange an exchange student stay abroad, questions about your career opportunities, etc. The AAU Student Guidance and AAU Career also offer courses and organise events for students. You'll find more information on their websites, but remember to look for events and courses in Copenhagen.

STUDENT GUIDANCE

The student counsellors can help you with:

- Application and admission
- Credit transfer, leave, parental leave, withdrawal, re-enrolment, change of programme
- Choices during your studies
- Lack of motivation, doubts in relation to your studies, etc.
- Pedagogical approach, PBL and cooperation in your project group
- Study methods
- Other issues that affect your studies

Email: studentguidance@cph.aau.dk

Tel.: (+45) 9940 2450 (Tuesdays and Fridays from 13:30 to 14:30)

Drop-in guidance: Tuesdays and Fridays from 12:30 to 13:30

Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre (Tuesdays and Fridays from 10:00 to 12:00)

Web: www.enrolled.aau.dk/student-services

If you have any questions specifically about your study programme, such as questions about your courses, curriculum, exams, exemption, etc., please contact the student counsellor of your study programme. Find contact information at: www.en.aau.dk/education/student-guidance

CAREER GUIDANCE

The student counsellors can help you with:

- Choices during your studies
- CVs and cover letters
- Internships (project-oriented courses) and student jobs
- Personal competences
- Labour market and industries
- Your personal career path

Email: karriere@cph.aau.dk

Tel.: (+45) 9940 3751 (Wednesdays from 12:30 to 13:30)

Drop-in guidance: Wednesdays from 13:30 to 15:30

Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre (Fridays from 9:00 to 12:00)

Web: www.careers.aau.dk

INTERNATIONAL GUIDANCE

The student counsellors can help you with:

- Opportunities for going abroad to study or for an internship (project-oriented course)
- Exchange opportunities through AAU's international cooperation agreements
- Application procedures, applications for scholarships, etc. in relation to stays abroad
- CVs and cover letters in relation to internships/traineeships (project-oriented courses) abroad

Email: goingabroad@cph.aau.dk

Tel.: (+45) 9940 3775 (Monday to Friday from 9:00 to 15:00)

Drop-in guidance: Mondays and Thursdays from 13:30 to 14:30

Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre (Mondays and Thursdays from 12:30 to 13:30)

Web: www.internationaloffice.aau.dk

ACCOMMODATION GUIDANCE

The student counsellors can help you with:

- Tips on how to search for accommodation in Copenhagen
- Information about student hall rooms rented through AAU CPH - very limited number of rooms.
- Questions related to accommodation

Email: accommodation@cph.aau.dk

Tel.: (+45) 9940 3773

Web: www.accommodation-office.aau.dk

SU OFFICE/STUDENT GRANTS OFFICE

AAU's SU Office is located in Aalborg, and therefore you can't book an appointment concerning the Danish State Educational Grant and Loan Scheme (SU) at AAU CPH. However, you can find answers to frequently asked questions at www.en.aau.dk/education/su. You can also contact the SU Office in Aalborg by email su@aau.dk or phone (+45) 9940 9430 (office hours are Mondays, Tuesdays, Thursdays and Fridays from 12:00 to 14:00).

DIGITAL EXAM

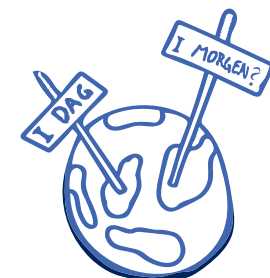
At AAU CPH, most exam papers must be submitted digitally through the system Digital Exam. Therefore, make sure that you have Internet access when you need to hand in exam papers. Also note that larger files take longer to upload.

You can log into Digital Exam at www.en.de.aau.dk/students; and you'll also find guides and answers to frequently asked questions on this website. Use your AAU email and password to log into Digital Exam.

STUDENT SELF-SERVICE SYSTEM (STADS)

The online Student Self-service System (STADS) is where you register for courses and exams, view your exam results and print out your student information. You'll get email notifications when your exam results are available in the system. You'll also get email notifications when it's time to register for the next semester's courses. Please note that you'll need to register within a specified deadline.

Log into STADS at www.stads.aau.dk/students/ and find more information. Note that your username is the first part of your email without @student.aau.dk. Your password is the same as usual.





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