



## USE OF COMMON ROOMS AND CAMPUS AREAS FOR ALTERNATIVE ACADEMIC ACTIVITIES

MAIN CATEGORY: REGULATIONS

TARGET GROUP: AAU STUDENTS, AAU STAFF, RESIDING COMPANIES AND EXTERNAL BUSINESS  
PARTNERS

OBJECTIVE AND DEFINITION	
<p>It is possible for students, staff, residing companies and external business partners to use common rooms and campus areas for alternative academic activities.</p> <p>To assist users, wishing to organize an alternative, academic activity at AAU CPH, Shared Services CPH has developed a set of local guidelines to ensure that users comply with AAU's general regulations in force<sup>1</sup></p>	
TABLE OF CONTENTS	
OBJECTIVE AND DEFINITION .....	1
TABLE OF CONTENTS .....	1
CONTENT .....	1
ORIGIN, BACKGROUND AND HISTORY .....	2
OVERALL FRAMEWORK.....	2
CONTACT/RESPONSIBILITY .....	2
DEFINITIONS.....	2
APPENDIX.....	<b>FEJL! BOGMÆRKE ER IKKE DEFINERET.</b>
CONTENT	
<p>Alternative, academic activities cover usage that differs from the normal use of the premises and may, for example, include exhibitions and experiments in connection with project work or research. The activity will, as a rule, be approved as long as it complies with the AAU criteria and regulations and the local guidelines. The activity must not conflict with other activities that may take place in the desired period.</p> <p>The following criteria are included in the university's assessment of whether an activity may receive support from the university or use university premises or other university resources:</p> <ul style="list-style-type: none"> <li>• Does the activity promote education, research or innovation?</li> <li>• Does the activity promote contact between students and the business community and enhance their opportunities to find employment during or after their studies?</li> </ul>	

<sup>1</sup> "Code of practice for cooperation between the University and its students, including AAU student associations" and Campus Service regulations on "Lån af lokaler på AAU – for studerende og studenterforeninger" (available in Danish only)

- Does the activity improve the study environment?
- Is the activity and its implementation compatible with Danish democratic values?
- Is the activity and its implementation compatible with the consideration of the University's reputation?
- Can the activity be carried out without involving any risks?
- Can the activity contribute positively to branding the university?

### Local guidelines

The activity must be considerate to other users/activities on the desired premises

- The activity must be notified to Campus Service CPH at [campusserviceCPH@cph.aau.dk](mailto:campusserviceCPH@cph.aau.dk) and [CID@cph.aau.dk](mailto:CID@cph.aau.dk) at least 1 week in advance. The mail must include:
  - Purpose
  - Date, time and place
  - Desired duration
  - Contact person (mail and phone number)
  - Assistance from Shared Services CPH, if required

NOTE! If assistance from Shared Services CPH is required for setup, clearing of areas or other purposes, notification is **2 weeks** in advance

- The organizer must inform name and contact details of at least one responsible contact person, who is available before, under and after the activity
- Clearing and tidying of the premises must be done right after end of the activity
- Duration of the activity is subject to Shared Services CPH approval

## ORIGIN, BACKGROUND AND HISTORY

## OVERALL FRAMEWORK

Shared Services CPH decides whether the activity can be held.

Link to AAU's general regulations

[Lån af lokaler på AAU - \(in Danish only\)](#)

[Code of practice for cooperation between the University and its students, including AAU student associations](#)

## CONTACT/RESPONSIBILITY

Contact: [CID@cph.aau.dk](mailto:CID@cph.aau.dk)

Responsibility: Shared Services CPH

## DEFINITIONS