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The beginning of a new academic year is exciting! Campus is buzzing and we kick off a new semester of learning, studying, and building new friendships.

As a new student, you will have a lot of things to figure out. You will probably want to get off to a good start with your studies, become acquainted with all the new faces and surroundings and adjust to the study form at Aalborg University. A lot of questions will turn up as well. How do I find my schedule? When is the canteen open? And where can I get IT support?

This guide provides the information and guidance you need to help you make the most of your time at Aalborg University in Copenhagen.

If you cannot find the information here, please ask one of the tutors. They can most likely help you out. You are also welcome to stop by the counsellors at the Student and Career Guidance for a chat – they would love to help you as well!

We wish you the best of luck with your studies while having fun during your stay in Copenhagen.

The Staff at Aalborg University in Copenhagen
ARRIVING IN DENMARK

CPR (CIVIL PERSONAL REGISTRATION NUMBER)

Everyone who lives in Denmark is required to have a civil person registration number called a CPR number. It is mandatory for all students regardless of their nationality* to apply for CPR. You need a CPR number to open a bank account, to get a health insurance card - referred to as "the yellow card", to contact public authorities, borrow books from a library, and the like.

IMPORTANT: You can obtain a CPR number only when you have received your residence permit (non-EU students) or have applied for your residence certificate (for EU students) at the Danish Agency for International Recruitment and Integration (SIRI).

Find more updated information at the International House Copenhagen - a one point entry for reception and retention of international citizens in Copenhagen. Visit the website at www.ihcph.kk.dk

*Nordic citizens do not need to apply for a residence permit/certificate and only have to apply for a CPR number if staying in Denmark for more than six months.

OFFICIAL REGISTRATION

For obtaining and keeping the residence permit/certificate, it is a condition that you are active and enrolled in an educational programme. The University is obliged to inform the Immigration Service if you are not actively attending the study programme.

Note that a valid Danish address is mandatory to obtain a CPR number. This means you need to make sure that you are allowed to register the address of your accommodation in the CPR system. We highly recommend that you ask for a CPR registration permission from your landlord or landlady before signing the rental contract.

Find the online guide on how to apply for a Danish CPR number and a residence certificate and please follow each step carefully: www.newstudents.aau.dk/masters-cph
ACCOMMODATION
Please note that finding affordable accommodation in Copenhagen is a challenge. You need to find out whether you want to rent a room in a student dormitory, a private apartment, or if you want to share a flat or a house with others. Renting a room (10 – 20 m²) in Copenhagen usually costs between DKK 4,000 – 6,000 per month. Small studios start from around DKK 6,500.

There are two main offices, KKIK and CIU, that administer student accommodation in Copenhagen. We recommend that you join their waiting lists if you plan to study in Copenhagen for more than one year. Please note that it may take up to 3 to 12 months before you receive an offer from them.

On our website you can find links to these offices, information about student hall rooms rented through the university and further guides on finding accommodation www.en.aau.dk/education/international-accommodation-office/find-housing-cph

LIVING IN DENMARK
You can find very good guides online for newcomers to Denmark and new students in Copenhagen. We recommend that you visit the official portals such as:

www.studyindenmark.dk
www.visitcopenhagen.com

Also make sure to download and read the International Students’ Survival Guide to Denmark which has tons of useful information to help you get started with your life and studies in Denmark. Find information on topics such as healthcare, housing, NemID and MitID, transportation, and Danish culture. Aalborg University has contributed to the guide kortlink.dk/2fuq2
DANISH NATIONAL HEALTHCARE

DANISH HEALTH INSURANCE CARD
All students registered in the Civil Registration System are covered by the Danish national healthcare scheme. Please note that you are not covered until you have received your Danish health insurance card.

IF YOU DO NOT YET HAVE A CPR NUMBER / HEALTH INSURANCE CARD
You can of course see a doctor in Denmark before you receive your health insurance card. You need to book a consultation and pay the fee directly at a clinic of your choice, and make sure to check with your insurance company if this fee is reimbursable. You can choose any available private doctor, search online “Doctor in Copenhagen” and find their opening hours and contact details on their website.

What does the health insurance card NOT cover?
Please note that your Danish health insurance card does NOT cover the costs of emergency repatriation, personal liability, and dental care. Before leaving your home country, we therefore strongly encourage you to purchase an additional travel insurance covering the full period of your stay in Denmark.

We also recommend that you take out insurance on personal accident and home contents (“indboforsikring”) while in Denmark, so you have coverage for your personal belongings during your stay.

How does the health insurance card work?
When you have completed the procedure for obtaining a CPR number you will receive the card by post at your official address of residence in Denmark (identical to the address printed on the card). The contact details of the general practitioner (GP) of your choice is printed on the card.

You are entitled to free medical consultations at your GP, free examinations, and treatments from specialists on referral from your GP, and free treatment at hospitals among other things. You must present the card for every consultation and treatment, so always carry your health insurance card on you.
GETTING OFF TO A GOOD START

AAU EMAIL

All new students at AAU will be given their own email address. When your lecturers, your study secretary, or any other person at AAU need to contact you, they will do so by sending you an email; therefore, it is important that you check your AAU email regularly as this is the only email address at which you will receive university related information.

How to activate your AAU email

Once you have been enrolled, you must activate your AAU email account by logging on to UniStart at www.en.unistart.aau.dk. You will be asked to choose a new password for your email account.

How to access your AAU email

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

AAU CARD

The AAUcard is your personal student ID card. It identifies you as an AAU student and you must always carry it with you while on campus. The card gives you access to campus buildings outside regular office hours (07.00 - 17.00) using your personal PIN code. Having your AAUcard on you is especially important when staying on campus outside regular office hours, where you may be asked to show the card.

You can also use your AAU card to:

- Borrow books at the library
- Print and copy on campus
- Access fitness facilities (if you are a member of the fitness club at campus)
- Receive 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. If your card is misused, the card will be deactivated.

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 recent and lifelike, face front and look straight into the camera.

When the card is ready, you will receive an email to let you know that you can pick up the card at Facility Support in building A, ground floor. In the mail is also a serial number which you must provide to Facility Support to have the card handed out. If you need more information on your AAUcard or what to do if you lose it go to www.en.campusservice.aau.dk/aaucard
WI-FI
For using the wireless network at campus, please create your devices (computer, mobile phone, etc.) at www.net.aau.dk. As a student, you must choose the eduroam network. You can find more information about the wireless network and guides on how to connect to it at www.en.its.aau.dk/instructions/wifi.

MOODLE
Moodle is AAU's Learning Management System used for all on-campus studies. Moodle provides students with easy digital access to relevant teaching and learning materials, such as slides, recommended literature, relevant links, assignments, etc. You will also find your course schedules on Moodle.

Access Moodle at www.moodle.aau.dk. On your Moodle front page, you will be able to see your semesters and by clicking on one of these, you will see your courses. When you select a course, you will find information on lectures, etc. You will find video guides on how to start using Moodle at www.en.its.aau.dk/it-start. On this website you will also find video guides that introduce you to other IT systems available at Aalborg University.

WHERE TO BUY COURSE LITERATURE
FACTUM books - the student’s academic bookstore at Aalborg University - is a not-for-profit bookstore dedicated to solving the literature need of students and to contribute to a good and inspiring student life. All year, students can order books at www.factumbooks.dk and have them delivered with no shipping fee via Aalborg University library at A.C. Meyers Vænge 15 (building A), second floor.
FINDING YOUR WAY AROUND CAMPUS

Three buildings form the campus of Aalborg University in Copenhagen - the main building: A (A. C. Meyers Vænge 15) in connection with building B and C (Frederikskaj 12, 10B).

On every floor in each building, you can find physical maps with room numbers – or you can find maps in the AAU Map app.

AAU Map app

If you need to search for a specific room or want to get a full overview of campus, go to www.map.aau.dk where you can search for and find the location of specific rooms, the library, waste sorting, etc. on campus. You can also download the map to your Android or Apple smartphone by searching for AAU Map in Google Play or App Store.

AAU Map works similarly to other navigation apps via GPS. You can search for addresses or specific room numbers at AAU, and once you have entered a location, the route appears on a map that guides you from your current position to your desired destination. Read more about the app at www.en.its.aau.dk/app/aau-map
**CURRICULUM**

The curriculum of your studies 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 studies. We therefore recommend that you familiarise yourself with your courses by reading the descriptions provided in your curriculum and regulations. You will find the link for your curriculum and regulations at [www.studieordninger.aau.dk](http://www.studieordninger.aau.dk)

**STUDY SECRETARY**

During your studies, it is important for you to know the study secretary of your studies; your study secretary is the link between most activities on campus. Your study secretary is responsible for preparing course schedules, uploading examinations to the platform Digital Exam ([www.en.de.aau.dk](http://www.en.de.aau.dk)), sending out important information to you and much more. Most studies will arrange for you to meet your study secretary during your first few weeks at AAU. You will find contact information for your study secretary at [www.en.cph.aau.dk/intranet-staff/organisation](http://www.en.cph.aau.dk/intranet-staff/organisation)

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**TUTORS**

At Aalborg University in Copenhagen we have a tradition that most study programmes have at least one tutor to support new students. Some programmes have a group of tutors.

A tutor is a current student who is committed to helping new students getting started by sharing their experience of their study and social life at Aalborg University in Copenhagen. You will meet your tutor on the day of study start, where they will welcome you to the university. Your tutor will also take part in various social events. If you have any questions about being a student at Aalborg University in Copenhagen, your tutor will most likely have an answer at hand. If you have any questions regarding the tutors, please send an email to [cph.study.start@cph.aau.dk](mailto:cph.study.start@cph.aau.dk)
STUDY ENVIRONMENT

SUSTAINABILITY
Aalborg University supports and contributes to a green transition with a growing focus on green initiatives and sustainable development and we have many good ideas and initiatives, we currently work towards realizing. To be successful we need students and staff to engage in the process of making our campus greener. Sustainability should be an integrated part of our organisational behaviour, and we should work towards a culture in which all staff and students encounter and practice sustainable behaviour in their everyday life. You can find an overview of initiatives about to be realized, initiatives already realized, and ideas to changes you can make to contribute to a greener campus at www.en.cph.aau.dk/intranet-staff/buildings-and-rooms/green-campus

STUDENT ORGANISATIONS
There are several student organisations at Aalborg University in Copenhagen run by student volunteers and lots of opportunity to take initiatives yourself.

Student bar Slusen
Slusen is the Friday bar at campus; you can go there for a drink, or just meet up with your fellow students and have a good Friday. Slusen is open from the afternoon on Fridays in the small canteen in building B. Besides hosting the Friday bar, Slusen also organises and hosts large parties, such as the Oktoberfest (October party). If you want to learn more about Slusen, and perhaps become a volunteer yourself, you will find more information on Facebook at www.facebook.com/SlusenAAU

AMPED
AMPED is the umbrella organisation for student activities at campus. The purpose of the organisation is to connect the various student groups, represent the students on matters of their concern and on their study environment and drive social activities at campus. You will hear more about AMPED during your study start period including how to become a representative of your study programme or how to get involved in the various activities. Contact AMPED president Daniel Sejr Vitagliano: dvitag21@student.aau.dk or read more on Facebook at www.facebook.com/AMPED.AAUCPH

T3
T3 is an organisation with the goal of creating a social space for immersion in tabletop hobbies. This includes tabletop role-playing games, board games and wargames. The organization contributes materials for painting miniatures, hosting games, and arranging game night. Read more about T3 at www.facebook.com/groups/5215768995118076

Kaffepletten
Kaffepletten means The Coffee Spot and is the student cafe where you can buy coffee and tea with delicious home-baked cake. Students can have a break and meet for a chat or play board games over a cup of coffee. You will find Kaffepletten at Studentertorvet - the Student Lounge - in building B. Read more about Kaffepletten on Facebook at www.facebook.com/Kaffepletten
BE A PART OF THE STUDY ENVIRONMENT

There are many other initiatives and offers on campus that have been started by students - e.g., the Gala Planning Committee who plans and run the yearly gala party – the biggest party on campus. If you want to volunteer in one of the student organisations, you can always contact them via Facebook or email. And you are also always welcome to start your own.

If you have questions, suggestions or new ideas regarding the study environment or want to flag up a student organisation or group at Aalborg University in Copenhagen - please contact Shared Services CPH at studylife@cphe.aau.dk

SPORT AND WELLNESS

At Aalborg University in Copenhagen you have many options for an active student life. You can become a member of the kayak club, sign up for the fitness club or play table tennis in Spejlsalen (the Mirror Room) or basketball in the courtyard between building B and C.

Fitness

You can become a member of the campus fitness. You have access to bikes, cardiovascular and strength training equipment. The membership cost is DKK 83.25 a month and gives you unlimited access to everything. The fitness studio is open 24 hours a day and is unstaffed. You can find the fitness club in building A, ground floor. To become a member www.en.cph.aau.dk/campusintra-students/study-environment/sport-and-health/#fitness

International Corner - every first Wednesday of the month

Meet and greet other students across study programmes, have a chat with Aalborg University’s international student coordinator, or get support on general questions about being new in Denmark.

International Corner is hosted by Aalborg University in Copenhagen as a monthly informal meeting point for all students interested in meeting others. It is happening every first Wednesday of the month at the student driven café the Coffee Spot (Kaffepletten) from 14:00 to 15:30.
Changing rooms, lockers and sauna
Changing rooms and lockers are available on the ground floor in building A. If there is an open and free locker in the changing rooms you can select your own specific code and then use the locker. Be aware that you have to bring your own lock for the lockers in the hallway outside the changing rooms.

The separate changing rooms for men and women both include a shower area and a sauna. The changing rooms are unsupervised; therefore, saunas are used at your own risk.

Massage and stress relief
Aalborg University in Copenhagen offers massage services in cooperation with Ziva Therapies. They have a wide range of massage treatments and host 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. You will find more information on prices and treatments at www.en.cph.aau.dk/campusintra-students/study-environment/sport-and-health

Kayak
AAU Kayak is a club for students and employees at the university and a good chance to make use of our beautiful location in Copenhagen Harbour. Read more about AAU Kayak on Facebook at www.facebook.com/groups/198230530352755

Contemplation room
The contemplation room is a quiet room open for all. The room may be used for contemplation, meditation or reflection. The room is located on the third floor of building A, room 3.058 and is booked via the calendar outside the room.

Spejlsalen
Whenever you and your fellow students need a break from studying, you can take a break in Spejlsalen which means the Mirror Room. Spejlsalen is a common room for students where you will find table tennis, table football, sofas, a music system, etc. The room is open for all students at campus as a place of relaxation and fun. The room is 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 influence decisions being made at your study 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 how the university can become more sustainable to quality and relevance of the teaching activities and our study programmes. To make your voice heard it is vital that you make use of the opportunities for using your influence at AAU: study boards, department councils and academic councils. As a student, you know what works and what does not 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.

Study board
Your study board works on assuring and improving the quality and content of your study 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. Each study board meets around five times per semester.

Department council
Each department have their own department council. Your department council makes decisions about department premises and spaces. Also, your department council 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
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
At Aalborg University in Copenhagen, we have a study environment group who focuses specifically on student life at campus. Both students and staff are members of this group, and they meet twice each semester. The Study Environment Group monitors the study environment at campus, assists the individual departments and study boards in improving conditions, and supports study environment initiatives across campus.

If you have ideas and/or input to the Study Environment Group, please feel free to contact the chair of the group, Vice Head of Department, Lene Tølbøll at lenetb@socsi.aau.dk, or the secretary of the group, Simon Clemmensen at src@adm.aau.dk

Pizza meetings with the Campus Director
The Campus Director, Martin Vive Ivø, arranges by-monthly pizza meetings for all students at campus. While eating pizza and drinking soda, you can hear about new initiatives on campus and address problems you might experience or express ideas you may have.

Keep an eye on the info screens at campus for the date of the next pizza meeting. If you would like to receive an email invitation for upcoming meetings, please send an email to studylife@cph.aau.dk
PRACTICAL INFORMATION

KEEP UP-TO-DATE
Get news and information at www.en.cph.aau.dk/campusintra-students. You will also find useful links to other websites and platforms in addition to practical information and opportunities available at Aalborg University in Copenhagen. If you have any suggestions or need information that you cannot find, please write to kommunikation@cph.aau.dk

STUDENT LIFE
You will also find useful information about upcoming events and student life at Aalborg University in Copenhagen on our Facebook page at www.facebook.com/aaucph and Instagram profile @aaucph. Students take over our Instagram profile to give followers a peek into their student life. If you would like to be our next student instgrammer, 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 AAU Student App for both Android and iOS in Google Play and App Store. You can also download the app AAU Start where you get all the information you will need for the beginning of your study.

CANTEENS AT CAMPUS
Every weekday, the large canteen in building A serves hot and cold food and beverages. You will always find the dish of the day, a vegetarian dish and various sandwiches and salads. Hot meals are served between 11:00 and 14:00. You can find the menu at en.cph.aau.dk/campusintra-students/practical-information/canteen

The large canteen is open Monday to Thursday from 07:30 to 15:00 and Friday from 07:30 to 14:30.

The small canteen in building B also serves a selection of food and beverages. The small canteen is open Monday to Thursday from 08.00 to 14.30 and Friday from 08:00 to 14:00.
LIBRARY AND READING ROOM

The library (AUB), and the reading room are on the second floor of Building A.

The library has a study collection of books only for use in the library. Books for loan can be requested through the website at www.en.aub.aau.dk, and can be picked-up and returned at AUB on campus. Online materials are accessible also via the website. Besides the reading room, the library offers workspace facilities for both individuals and groups and has two seminar rooms that you can book on site. The library arranges courses in e.g., information searching and reference management. It is also possible to book a library session.

As a student you can access the library 24/7 with an activated AAUcard. The library is usually staffed Monday to Thursday 9:00 to 16:00 and Friday 9:00 to 15:00. You are welcome to contact AUB by email at aubcph@aub.aau.dk or by chat at www.aub.aau.dk/chat

PRINT AND COPY

You will find many printers and copy machines 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, which is equivalent to 250 printed colour pages. If you need more prints, you will need to buy more print units online. 100 units cost DKK 125.-
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. Please note that some labs and workshops require a course or the like to access, just as some labs are primarily reserved for certain study programmes. You will find a list of all workshops and labs on campus at www.en.cph.aau.dk/campusintra-students/study-environment/workshops-and-labs

PROJECT WORK AND COLLABORATION
Student life presents an excellent opportunity for trying out new ideas. You will 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. Aalborg University in Copenhagen offers exciting initiatives and activities to develop your skills, support your ideas and strengthen your professional profile. Find inspiration for project work at www.en.cph.aau.dk/collaboration/students

AAU INCUBATOR
The AAU Incubator is for students who want to know more about entrepreneurship and creative thinking or are interested in building their own startup. The AAU Inkubator hosts a series of workshops, programs and social events that gives you the necessary knowledge and skills to start up your business venture. Find more info at www.sea.aau.dk/inkubator
DANISH LANGUAGE COURSES
We highly recommend you to attend Danish language courses in order to get to know the Danish language and culture. Attending these lessons will give you a grasp of the language, and an understanding of the Danish society. Besides, your visa may require you to learn Danish.

Different language providers are available in Copenhagen and you can choose any Danish language provider you wish. One of the available language providers will offer Danish language courses on campus. Read more about Danish courses at campus at www.en.cph.aau.dk/international-students/learning-danish

INFORMATION DESK
The information desk is located by the main entrance in building A. They can help you with directions, one-day access to AAU’s wi-fi, lost and found property, etc. The information desk is open Monday to Thursday from 08:00 to 15:30 and Friday from 08:00 to 15:00. You can also contact them by phone (+45) 9940 3770 and email at cid@cph.aau.dk

CAMPUS SERVICE CPH
Campus Service CPH are responsible for the development, maintenance and day-to-day operation of the buildings and grounds and contribute to the core activities of the university. Campus Service CPH can assist you in activating your AAUcard and getting a car parking permit.

The service desk is called Facility Support (building A, ground floor, one floor down from the information desk). You need to go here to activate your AAUcard. Office hours are Monday to Thursday from 08:00 to 15:30 and Friday from 08:00 to 15:00.

If you detect any faults in buildings, please report this to Campus Services CPH by using the app AAU Building Support.

IT SUPPORT
You can get IT support at the local service desk which is located on the fifth floor in building A. The service desk is open Monday to Thursday from 08:00 to 15:30 and Friday from 08:00 to 15:00.

You will find various guides and information about IT at AAU at www.en.its.aau.dk, and we recommend you to check this website before you contact the service desk. If you need special assistance for using projectors, AV equipment, etc. during or outside opening hours, this must be arranged with IT Service CPH at support@its.aau.dk. You can also contact IT Service at this email with any questions you may have.
STUDY AND CAREER GUIDANCE

The Study and Career Guidance is located on the ground floor in building B (just before the small canteen).

They can assist you with any questions or issues that may arise during your studies, such as how to organise your time, how to improve your student life, questions about your career opportunities, etc. The Study and Career Guidance also offer courses and organise events for students. You will find more information on their websites, but remember to look for events and courses in Copenhagen at www.en.cph.aau.dk/degree-programmes/student-guidance-centre

GOING ABROAD

Do you want to know more about taking a semester or an internship as part of your studies abroad? Visit www.internationaloffice.aau.dk where you can find all updated information.

SU OFFICE/STUDENT GRANTS OFFICE

AAU’s SU Office is located in Aalborg, and you can book an online appointment concerning the Danish State Educational Grant and Loan Scheme (SU). You can also find answers to frequently asked questions at www.en.aau.dk/education/su. Contact the SU Office by email at su@aau.dk or phone (+45) 9940 9430. Office hours are Tuesday and Thursday from 10:00 to 12:00 (Monday, Wednesday, Friday: closed).

STUDENT GUIDANCE

The student counsellors can help you with:
- Application
- 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
Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre
Web: www.enrolled.aau.dk/student-services

COUNSELLORS ON THE SPECIFIC STUDY PROGRAMMES

If you have any questions specifically about your study programme, such as questions about your courses, curriculum, exams, exemption, etc., please contact the counsellor of your study programme. Find contact information at en.aau.dk/education/student-guidance
CAREER GUIDANCE
The counsellors can help you with:
• Choices during your studies
• CVs and cover letters
• Project collaboration with companies (internships) and student jobs
• Put words to your competences (professional, personal and academic)
• Labour market and industries
• Your personal career path

Email: karriere@cph.aau.dk
Web: www.careers.aau.dk

INTERNATIONAL & ACCOMMODATION GUIDANCE
The counsellors can help you with:
• Information about student hall rooms rented through AAU (please note that the university only has a very limited number of rooms, so register early)
• Tips on how to search for accommodation in Copenhagen
• Information on settling in Copenhagen
• Other issues related to being an international in Denmark

Email: accommodation@cph.aau.dk
Email: international@cph.aau.dk

DIGITAL EXAM
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 will 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 will get email notifications when your exam results are available in the system. You will also get email notifications when it is time to register for the next semester’s courses. Please note that you will 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.
EMERGENCY & OTHER CONTACTS

HELPLINE DIAL 1813
In the event of sudden sickness, illness or injury while your GP is closed, you need to call the Helpline which in Danish is called “Akuttelefonen” at 1813. Lines are open 24/7. Specially trained nurses or paramedics will assess your situation, advise you if further action is necessary, and if necessary, dispatch an ambulance.

OVERALL WELL-BEING
Arriving in a new country can result in both practical and personal issues. It is a big step and you need to give yourself time to settle into your new environment. Some people even talk about experiencing an actual culture shock. Should you face any challenges, loneliness or need some advice, do not hesitate to talk to someone about it.

POLICE INTERVENTION DIAL 112
If you need urgent police assistance or instant intervention, call 112. If you have questions, tips or reports (for example in case of theft, crime reports, etc.) that do not need immediate intervention, you need to call 114.

LIFE THREATENING EMERGENCY DIAL 112
If you need urgent medical assistance with acute, life threatening illness or injury, you need to call 112.

The general student counselling service in Denmark, called Studenterrådgivningen, offers weekly counselling sessions at our campus. Please find more information on how to book a session at www.en.cph.aau.dk/degree-programmes/student-guidance-centre Or visit www.srg.dk/en

You can also always come and see the counsellors at the Study and Career Guidance (find the contact details in the previous chapter). They too are bound by confidentiality.
MENTAL HEALTH

“Psykinfo” is the official psychiatric information centre offering free guidance to anyone who needs assistance on mental disorders or referrals to a psychiatrist. If you are worried about a friends’ mental health do not hesitate to call them for advice too. Call +45 3864 1300 or write an email to psykinfo@regionh.dk

“Psykiatri Fonden” is a nationwide nonprofit centre that serves to help citizens with mental health issues. Guidance is free, anonymous and professional. Call +45 3925 2525. Or visit their website to start a chat-counselling session (click “chatrådgivning”) at www.psykiatrifonden.dk

“Plexus” is a volunteer driven organization arranging meeting places where people who feel lonely in Copenhagen can connect with each other. You can freely engage yourself or volunteer to be part of the organizer group, if you are in between 20 and 35 years old. Find more info and their events on Facebook at www.facebook.com/PlexusKbh

DENTIST

Dental care is only partly covered by the national healthcare scheme and can be quite expensive. Since it is up to you to choose a dentist in Copenhagen, you could ask your study mates for recommendations. You can also apply for treatment at the School of Dentistry, part of University of Copenhagen. Treatments are part of the training of students (carried out under supervision of teachers), so prices are lower but a waiting list for treatment must be expected. Read more at www.odontology.ku.dk

For emergency dental treatment while your dentist is closed, you can call the helpline 1813 or make an appointment with the Copenhagen Emergency Dentist “Tandlægevagten” directly. Read more at www.tandlægevagten.dk