GUIDE
For new students at AAU CPH
2019
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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 made 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. He or she will be able to help you or tell you where to look for answers.

Welcome to AAU CPH!
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 study 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 as this is the only email address you will receive university related information at.

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 your email client or via a browser by logging on to AAU webmail at www.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. It identifies you as a AAU student and you must carry it with you at all times 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 your student ID. 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 AAU CPH fitness club)
- 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. In the event that your card is misused, the card will be deactivated.

How to order and activate your AAU card
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 www.en.campusservice.aau.dk/aaucard/activate to
choose a PIN code for your card. Visit Facility Support (building A, the blue 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 (you can re-activate your card at Facility Support as well).

If you need more information on your AAUcard and what to do if you lose it, go to www.en.campusservice.aau.dk/aaucard.

**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**
Factum books - the student’s bookstore at Aalborg University - is a fund whose purpose is to obtain books and literature for students at the university. It is a non-profit affiliation that supports the university’s study environment. Students at AAU CPH can, year-round, order books at www.factumbooks.dk and have them delivered freely via Aalborg University library at A.C. Meyers Vænge 15 (building A), second floor. At the beginning of each semester, Factum books also opens a pop-up shop on campus.
CURRICULUM
The curriculum 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. On every floor in each building you can find maps with room numbers - or you can find maps online at www.en.cph.aau.dk/campusintra-students/practical-information.

AAU Map app
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. 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 shows on a map that guides you from your current position to your desired destination. Read more about the app here: www.en.its.aau.dk/app/aau-map.
STUDY SECRETARY
During your studies at AAU CPH, it is useful for you to know the study secretary affiliated with your degree programme; your study secretary is the connecting link between most activities on campus. Your study 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 study secretary during your first few weeks at AAU to make sure that all new students know their study secretary and how they can help. You’ll find contact information for your study secretary on the website of your degree programme or on the intranet: www.en.cph.aau.dk/campusintra-students/support-and-contact.

THE TUTOR 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.

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

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 or in the event calendar on campusintra: www.en.cph.aau.dk/campusintra-students/events.
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 organise and host large parties, such as the Oktoberfest and the Gala party. 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.

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. You will find the Coffee Spot in the Student lounge in building B. Read more about the Coffee Spot (Kaffepletten) on Facebook at www.facebook.com/Kaffepletten.

Navigator
Navigator is AAU CPH’s student-driven magazine. It is written by students to students and deals with everything from university elections to beer tests. Navigator is published a couple of times each semester - read it here: www.facebook.com/navigatoraaucph.

BE A PART OF THE STUDY ENVIRONMENT
In addition to the above mentioned organisations, you’ll find an array of organisations and activities available to you on campus - e.g. the organisation Bridge Consultancy who facilitate interdisciplinary project collaborations between students and companies. If you want to keep yourself posted on what’s happening around campus we recommend you to check out this page on the AAU CPH intranet: www.en.cph.aau.dk/campusintra-students/study-environment.

If you want to volunteer in one of AAU CPH’s student organisations you can always contact them directly.
Study Life Coordinator
If you have questions, suggestions or new ideas regarding the study environment, or want to raise awareness about a student organization or group at AAU CPH - please contact Study Life Coordinator Thomas Lund. He is also involved in organizing study start and recruitment of tutors. Email: studylife@cph.aau.dk

SPORT AND WELLNESS
At AAU CPH you have many options if you want to have an active student life. You can become a member of the kayak club, take yoga classes, sign up for the fitness club or play table tennis in Spejlsalen (the mirror room).

Fitness club
As a student or employee on AAU CPH you can become a member of the AAU CPH Fitness Club. Here you have access to bikes, cardiovascular and strength training equipment, and you can attend group fitness classes. The studio has been completely refurbished with new equipment in 2018. The membership costs is 83,25 DKK a month and gives you unlimited access to everything, including group fitness classes.

The fitness studio is open 24 hours a day, but is unmanned outside of the group classes. You can find the fitness club in building A, ground floor. To become a member, go to: healthgroup.dk/shop/membership-fitness/membership-aau-fitness.

Changing rooms, lockers and sauna
Changing rooms and lockers are available on the ground floor in building A. 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.

Yoga
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 find more info on the intranet: www.en.cph.aau.dk/campusintra-students/study-environment/sport-and-health.

Massage and dealing with stress
AAU CPH offers massage services in cooperation with Ziva Therapies. They have a wide range of massage treatments and they 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’ll find more information on prices and the types of treatments offered on the intranet www.en.cph.aau.dk/campusintra-students/study-environment/sport-and-health.
Kayak
AAU Kayak is a club for all students and employees at AAU CPH and is a good possibility to make use of our beautiful location in Copenhagen Harbour. Read more about AAU Kayak on the Facebook group [Kajak AAU CPH](https://www.facebook.com/kajakkau/).

Contemplation room
The contemplation room is a quiet room open to all. The room may be used for contemplation, meditation or reflection. 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.

Spejlsalen (the mirror room)
Whenever you and your fellow students need a break from studying, you can unwind in Spejlsalen (the mirror room). Spejlsalen 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 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 boards and councils:

**Study board**
Your study board works on assuring and 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 44 study boards at AAU, and each study board meets around five times per semester.
Department council
There are 18 departments at AAU and each department has its 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, Associate Professor, Lene Tølbøll at lenetb@socsi.aau.dk, or the secretary of the group, Special Adviser, Simon Holmen Reventlow Clemmensen at src@adm.aau.dk.

Pizza meetings with the campus director
At AAU CPH, we also arrange “pizza meetings” for all students at 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 Thomas Lund, Study Life Coordinator, studylife@cph.aau.dk.

If you’re interested in learning more about student politics and how to become involved, please feel free to contact Thomas Lund who is Study Life Coordinator at AAU CPH: studylife@cph.aau.dk.
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. 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.

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. You can find the menu here: www.en.cph.aau.dk/campusintra-students/practical-information/canteen. The small canteen in building B also serves a selection of food and beverages.

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

The small canteen in building B is open Monday to Friday from 09:00 to 14:30.
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](http://www.aub.aau.dk). You can also ask the librarian for help. Aalborg University Library also provides online access to a range of databases, news media 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 [www.en.aub.aau.dk/events/](http://www.en.aub.aau.dk/events/).

The library is open 24 hours a day. The library staff is available to offer you support Monday to Thursday 09:00 to 16:00 and Friday 09:00-15:00.

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](http://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/study-environment/workshops-and-labs.

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.

AAU CPH also houses a number of companies. As a student, you have the opportunity to collaborate with the co-located companies about your next semester project or maybe find a student job. Find inspiration for project work and for collaborating with companies at www.en.cph.aau.dk/collaboration/students.
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 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’ll find more information on their websites, but remember to look for events and courses in Copenhagen: www.en.cph.aau.dk/degree-programmes/student-guidance-centre.

**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
Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre
Web: www.enrolled.aau.dk/student-services

**STUDENT 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 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
Book an appointment: www.en.cph.aau.dk/degree-programmes/student-guidance-centre
Web: www.careers.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 and Thursdays 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.
OTHER CONTACTS

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 conference.event@cph.aau.dk.

IT SUPPORT
At AAU CPH, 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’ll find various guides and information about IT at AAU on 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, video conferencing equipment, etc. during or outside opening hours, this must be prearranged with IT Service CPH at support@its.aau.dk. You can also contact IT Service at this email address with any questions you may have.

CAMPUS SERVICE CPH
Campus Service CPH are responsible for the development, maintenance and day-to-day operation of the buildings and grounds which support and add value to the core activities of the university. Campus Service CPH can assist you with activating your AAUcard, getting a car parking permit and lending you extension cords, projectors and batteries.

Visit the Campus Service facility supporters (building A, ground floor, the blue door to the right of the information desk and one floor down) to activate your card.
Office hours are Mondays to Thursdays from 08:00 to 16:00 and Fridays from 08:00 to 14:30.

If you detect any faults in buildings, please report this to Campus Services CPH by email at campusservicecph@cph.aau.dk or by using the app AAU Building Support.