ARRIVAL AND WELCOME

Wednesday August 26th

City walk and International night
City walk
Cancelled due to COVID-19

International night
International night is an initiative made by the Student House, Aalborg and runs independently of Aalborg University activities.
If you decide to go to International night as an individual, please be sure to follow general COVID-19 guidelines as well as any guidelines and instructions given by Student House, Aalborg on site.
For further information on Student House, Aalborg and International night, please keep updated on https://studenterhuset.dk/en/caleen/

Thursday August 27th

Guided bus tour of Aalborg
Cancelled due to COVID-19

Friday August 28th

Live Online Welcome Activities
10.00-12.30
Venue: Zoom (link received in email)
10.00 - 10.30 am
Vice Dean for studies at Faculty of Social Sciences welcomes you to Aalborg University.
Aalborg's Mayor welcomes you to Aalborg.

10.30 - 12.30

AAU Career and Student Guidance at 10.30 pm - 11.30 am
How do you get work experience in Denmark by using PBL, and how and where do you find a job?

Culture Crash Course at 11.30 am - 12.15 pm
An international student will talk about living in Aalborg and tips and tricks for studying at AAU.
They will answer questions about getting to know Danes and studying!

Read more about the program for the Welcome days at www.newstudents.aau.dk
AAU CARD AND IT SYSTEMS

AAUcard
Your AAUcard is more than just a student ID. Your AAUcard and PINcode can unlock the copier, to make copies, scan to Email and release Follow-You prints. You can use the card to access relevant university buildings outside opening hours. In order to do so you must activate the card, in person, at the local Campus Service office. The card is also your library card to Aalborg University Library (AUB), and can give you discounts on purchases in selected stores in most major Danish cities.

Read more about AAUcard on www.en.aaucard.aau.dk
Log in to www.en.unistart.aau.dk to create your AAUcard

AAUmail
When you have been admitted, you can find your AAU email address in UniStart as well as its password.

From now on, all communication between Aalborg University and you must go through your AAUmail. It is important that you login to your AAUmail to check if you have received essential information about your study programme.

Your AAUmail is auto-generated, and cannot be altered.
The password to your AAUmail is the same as you use to log in to UniStart.

Log in to www.en.unistart.aau.dk to find information about your AAUmail.

Moodle
Moodle is a Virtual Learning Environment that Aalborg University use to communicate with students.

Here you will find your schedules, course descriptions, literature, assignments and relevant teaching and learning materials.

Teaching staff and programme secretaries use Moodle for sending students any information relevant to their study programme; but Moodle may also be used as an interactive platform which students and staff can use for discussions, online submissions, feedback, quizzes and chatting.

All AAU students with a valid AAUmail address automatically have access to Moodle at www.moodle.aau.dk

APPS
Aalborg University offers a range of apps for students. Please check https://www.en.its.aau.dk/app
The app AAU Student is very useful, you can access your schedule etc.
**NEM ID AND DIGITAL MAILBOXES**

**NemID**
NemID is Denmark’s common logon solution for public self-service, online banking etc. NemID consists of user ID, a password and a code card with one-time codes. When you log on, you enter first your user ID and your password and then a code from your code card.

You can obtain NemID if you have a CPR number and valid ID (e.g. passport or residence permit with photo issued in Denmark). You can obtain NemID via the Citizens Service Centre or if you make an online agreement with your bank.

Find more information about NemID at [www.nemid.nu/dk-en](http://www.nemid.nu/dk-en)

**Digital Post and e-Boks**
Digital Post and e-Boks are online digital mailboxes. You can receive mail from most companies and from all of Denmark’s municipalities, regions and state authorities. Digital Post and e-Boks are linked to your Danish CPR number and stays with you even if you move or change your e-mail address. You can access both from either one by signing in with NemID.

It is important that you check your e-Boks regularly as you may receive important information from AAU such as transcript and diploma.

Your E-boks and NemID remain active even after you leave Denmark (if you leave). You just need to take your NemID with you and remember your CPR-number.

Find more information about Digital Post at [www.lifeindenmark.dk/digitalpost](http://www.lifeindenmark.dk/digitalpost)
Go to [www.e-boks.com/danmark/en/new-user](http://www.e-boks.com/danmark/en/new-user) to sign up as a new user with your NemID.
IMPORTANT CONTACT INFORMATION

**Emergency** (e.g. ambulance, fire and police) Dial 112

**Police**
North Jutland Police
Jyllandsgade 27
9000 Aalborg
Phone: 114 or +45 9630 1448

**Emergency Ward (Akutmodtagelsen)**
If you need to go to the emergency ward outside office hours of your local doctor, you must call the on-call doctor at the emergency ward. The on-call doctor will assess your injury and direct you to the emergency ward if necessary.

The on-call doctor at the emergency ward: +45 7015 0300
Aalborg Hospital South
Hobrovej 18-22
9000 Aalborg

**On-call Dentist**
Only for urgent matters when your own dentist is closed

Phone: +45 7020 0255
The phone is open Saturdays, Sundays and on holidays at 9.00-10.00
Please note that the consultation by phone is free, but treatment costs min. 871,00 DKK (cash payment)

**Pharmacy**
Aalborg Budolfi Apotek
Algade 60
9000 Aalborg

**Central Post office**
Føtex
Slotsgade 8-14
9000 Aalborg

Opening Hours:
Monday to Sunday: 6.00-24.00

Opening hours:
Monday to Friday: 9.30-18.00
Saturday: 9.30-13.00
GENERAL RULES REGARDING DISCIPLINARY MEASURES

All students at Aalborg University must follow the below stated rules. You must read these rules carefully as they can have influence on your time as a student at Aalborg University.

This is a condensed and simplified version of the official Rules. The rules in full can be found on the following website: www.plagiarism.aau.dk. We encourage you to read the full document before your first exam to fully familiarize yourself with these rules and avoid any misunderstandings.

Section 2.
(1) Students must acquaint themselves with and comply with the rules etc. laid down by the university or applying to the university or its students, including university rules and safety regulations, examination rules, and guidelines concerning good practice in the academic field and regarding ethics in science. Students must also comply with instructions and orders issued by university staff, administrators and heads of staff with regard to obeying such rules etc.
(2) Students must conduct themselves in a manner which ensures the undisturbed function of the university and must show consideration for other students and staff, and for the property and premises of the university.
(3) Moreover, students must not cause disturbance during examinations or engage in actions or omissions which constitute or contribute to examination cheating. In this connection any test including a PhD defense is considered to be equivalent to an examination.

Section 3.
(1) Examination cheating occurs, among other things, where an examinee, before or during an examination, obtains unlawful assistance for the answering of examination questions, including the use of prohibited aids, falsified data or plagiarism, cf. subsection 2. It is also considered to be examination cheating if, after an examination, an examinee tries to influence the assessment procedure or change the assignment to be assessed, or attempts to prolong the answering procedure after the examination time has expired.
(2) Plagiarism includes such cases, cf., however, subsections 3 and 4, where a written examination assignment in full or in part appears to have been produced by the examinee(s) even though the assignment 1) includes identical or almost identical reproduction of the wording or works of other authors, and the extracts are not marked by quotation marks, italics, indentation or other clear indication, including that of the source, 2) includes long passages with a wording which is so close to that of another work or other production etc. that comparison suggests that those passages could not have been written without the use of the other work, 3) includes the use of another author’s wording or ideas without crediting this author in a suitable way, or 4) reuses text and/or central ideas from the examinee’s own previously assessed or published works without complying with the rules laid down in no. 1) and 3).
(3) The rules laid down in subsection 2 also apply, with necessary amendments, to other types of assignments and in relation to other sources than written answers and sources. (4) The PhD thesis is covered by the rules laid down in subsection 2 to the extent that the PhD order does not stipulate or entail any deviations from these.

The consequence of cheating
All bachelor, degree and master projects are scanned for plagiarism, as are any written exam. If a student is found to have cheated the student will risk to be expelled for at least half a year. In this period the student cannot get any help from the university or study at another university in Denmark. If you are not a European citizen, the University is bound by law to inform the Danish Immigration Office that you are no longer an active student. This can mean that your residence permit is annulled and you will have to apply for a new permit from your home country. If you have a waiver this will be withdrawn as well.
CPR NUMBER

CPR number (Aalborg Citizen Service Center)
Both EU and non-EU citizens need to go through this procedure.
In Denmark each person has a personal registration number, which is called CPR number. CPR stands for Central Person Register. The CPR number is essential in relation to any contact with the Danish authorities. You must fill in the form “Arrivals from Foreign countries” and submit it with the following documentation:

- Residence document (residence permit or EU residence document)
- Passport or National ID card
- Proof of your address in Denmark (e.g. rental contract)
- If applicable, a marriage certificate

You need to book an appointment and submit the documents in person at the Citizen Service Center at:
Aalborg Citizen Service Centre (Borgerservice)
Rantzausgade 6
9000 Aalborg

You can book your appointment here: https://aalborg.reservertid.nu/Start/1115

REMEMBER
As soon as you receive your CPR number you MUST notify Admission Office by sending a picture of your Health Insurance Card to the following email:
Full Degree students: masteradmission@aau.dk.
Guest students: internationaloffice@aau.dk
If you do not provide us with your Danish CPR number, we cannot guarantee that you will receive transcripts or other important documents from Aalborg University.
RESIDENCE DOCUMENT

**Residence document**
If you are an EU citizen you must fill in the OD1-form as soon as possible and submit it with the following documentation (non-EU citizens, please proceed to section on CPR number):

- Proof of admission at Aalborg University
- Your original passport and/or national ID card
- 1 colour photocopy of the ID pages from your original passport or one colour copy of both sides of your National ID. The photo must be clearly visible.
- Accurate passport size photo (actual photo, NOT a copy)

You need to submit the form and supporting documents in person to **SIRI on the 26 August 2020 from 9 AM to 3 PM** where they will have a special open office event for European students applying for a residence permit. The address is:

SIRI Aalborg
Rantzauengade 4, 1
9000 Aalborg

If you are not able to attend, you can book an appointment at SIRI after 26 August: