

# PRACTICAL GUIDE TO FACULTY OF SCIENCE (FREDERIKSBERG CAMPUS)

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## **WELCOME**

Welcome to The Faculty of Science (Frederiksberg Campus) at the University of Copenhagen. We hope that your stay with us will be academically rewarding as well as an enjoyable personal and cultural experience.

Coming to a new educational institution raises many questions – academic as well as practical – e.g. how is teaching organized?, what is expected of me?, how do I get in contact with other students?, and many others.

With this Practical Guide, we hope to guide you through your stay at SCIENCE. The first chapter, **Arrival**, deals with immediate questions upon your arrival. The second chapter, **Paperwork at SCIENCE**, deals with the formalities upon arrival whereas the third chapter, **Studying at SCIENCE**, deals with issues relating to your studies; academic calendar, exams, marking system, work methods, study and learning cultures etc.

Additionally, you will find information on where to look for more information, on where to go if you need assistance at SCIENCE, on campus facilities and on campus life.

Questions related to what needs to be done before you leave your home country and information concerning everyday life in Denmark, e.g. shopping, transport, safety and health, are dealt with in the Study Abroad Guide that you have received from the central International Office at the University of Copenhagen.

This Practical Guide is intended for exchange students, including Erasmus and Nordplus students as well as individual guest students, and international full degree students at SCIENCE (Frederiksberg Campus).

**WELCOME – we hope that you will enjoy your stay!**

Associate Dean of Education  
Grete Bertelsen

## **ARRIVAL AT SCIENCE (Frederiksberg Campus)**

With direct flight connections to more than 100 cities worldwide, several international train connections and direct links to the European motorway system, Copenhagen is easy to reach.

### **When to arrive?**

It is a good idea to allow yourself some time to take care of administrative matters and to adjust to your new environment before the beginning of the semester. Be sure to arrive in due time for the first day of instruction.

### **Arriving by plane**

Copenhagen Airport, Kastrup, is located just outside the city. In Terminal 3, you can take the Metro directly to Frederiksberg Metro station in approximately 15 minutes. Campus is within walking distance of Frederiksberg Metro station (500 meter).

In the same terminal, you will find a direct airport-to-city rail link. In 12 minutes, you will be at Copenhagen Central Station (Københavns Hovedbanegård).

Tickets are approximately DKK 28,50/ EUR 4 for both Metro and Train.

If you have a lot of luggage, you may prefer a taxi – the approximate cost from the airport to SCIENCE (Frederiksberg Campus) is DKK 200/ EUR 30. From Copenhagen Central Station you can take bus No 15 to Bülowvej 17. Check the Travel Planner for more detailed information at [www.rejseplanen.dk/bin/query.exe/en](http://www.rejseplanen.dk/bin/query.exe/en)

### **Arriving by train**

If you come by train, you will arrive in the centre of Copenhagen. From Copenhagen Central Station you can take bus No 15 to Bülowvej. Check the Travel Planner for more detailed information at [www.rejseplanen.dk/bin/query.exe/en](http://www.rejseplanen.dk/bin/query.exe/en)

### **Arrival Service and First Contact Programme**

Arrival Service and First Contact (Buddy/Mentor) Programmes are voluntary services offered as part of the orientation for new international students. You need to sign up for the First Contact Programme when applying for admission.

If you choose to sign up, you can be picked up at the airport and taken to your accommodation. Also, as part of this programme, a SCIENCE student (First Contact) is assigned as your personal contact who will assist you with some of the practical matters that arise during the first few weeks after your arrival.

Furthermore, the First Contact group arranges social activities for Danish and international students. This can be anything from visits to Elsinore Castle or the Carlsberg breweries to a traditional Danish Christmas lunch.

### **Accommodation/Housing**

SCIENCE (Frederiksberg Campus) finds accommodation for international students. Please make sure to arrive on a weekday during office hours to be able to collect the key from the Housing Department. However, if you have signed up for the Arrival Service, your key will be collected for you. Please remember to notify SCIENCE-International at SCIENCE of your arrival date by writing an e-mail to [fc-coordinator@life.ku.dk](mailto:fc-coordinator@life.ku.dk)

If you stay in a hall of residence, make sure to enquire about rules and regulations. When renting a room, it is a good idea to discuss the conditions and expectations from the very beginning, e.g. the possibility of using the phone or the washing machine, when to use the kitchen, cleaning standards, policies about noise and guests, payment etc.

### **Finding your address**

If SCIENCE (Frederiksberg Campus) has found accommodation for you, you will have received an "Accommodation Letter" with your Danish address. This letter also contains important information concerning payment of rent etc.

Student accommodation will primarily be located in the Copenhagen area. To find your address on a map, please consult [www.krak.dk](http://www.krak.dk) or [www.pip.dknet.dk/~kmd.st/gade-ind.htm](http://www.pip.dknet.dk/~kmd.st/gade-ind.htm).

### **The Frederiksberg campus**

The Frederiksberg campus is located close to the centre of Copenhagen. The administration building is at 17 Bülowsvej, where you will find the Study and Students' Affairs and SCIENCE-International. Student Services is located at 40 Thorvaldsensvej. Please refer to the map of the campus area on our website: [http://www.life.ku.dk/English/education/for\\_students/teaching/students\\_campus\\_guide.aspx](http://www.life.ku.dk/English/education/for_students/teaching/students_campus_guide.aspx)

### **Orientation meeting**

Welcome and orientation meetings for exchange students and degree students are held in August/September and February. At the orientation meeting, you will be introduced to SCIENCE and its facilities. Practical and academic matters related to studying at SCIENCE will be discussed, and you will have a chance to meet other

students. We strongly recommend that you attend this meeting. Information about time and place will be sent to you by e-mail prior to your arrival.

## **PAPERWORK AT SCIENCE**

### **University forms**

By now you have been through the application and admittance procedures at SCIENCE and have received your Letter of Admission from University of Copenhagen as well as your Welcome Letter from SCIENCE. It is very important that you bring both your letters, as they serve as official confirmation of your enrolment.

Before departure, exchange students must check with their home university to make sure they have all the necessary official forms. Some universities have special forms that need to be signed by University of Copenhagen/SCIENCE upon arrival, e.g. confirmation of arrival, Learning Agreements etc.

### **Arrival confirmation**

If you need a signature and/or stamp on documents confirming your arrival or your study period at SCIENCE, please contact SCIENCE-International.

### **Learning agreement for exchange students**

Typically, a learning agreement will have been signed before departure as part of the application procedure. However, if you still need signatures please contact SCIENCE-International.

### **Student ID cards**

All students at SCIENCE must have a student ID Card (student card for short). You will receive information on how to obtain a student ID card in your letter of acceptance. For more information, please refer to the Study Abroad Guide that you have received from the central International Office of the University of Copenhagen.

### **Library card**

You obtain your SCIENCE library card at the information desk at the Frederiksberg Campus Library. Again you need to present your student ID card.

### **University email account**

When you are enrolled at University of Copenhagen, an email account is automatically created for you. The email address is your KU username @alumni.ku.dk (abc123@alumni.ku.dk)

## **STUDYING AT SCIENCE (FREDERIKSBERG CAMPUS)**

### **About SCIENCE**

In January 2012 the Faculty of Life Sciences (LIFE) merged with the Faculty of Science. Until its merger with University of Copenhagen in January 2007, the Faculty of Life Sciences (LIFE) was known as the Royal Veterinary and Agricultural University. It was established in 1858 to « raise agriculture in Denmark to a higher level » and to solve the most serious problems of that time, such as malnutrition, cattle plague and problems with hygiene.

The 17 hectare Frederiksberg campus area – within walking distance from downtown Copenhagen – houses research and education facilities, including a hospital for small animals and greenhouses. The botanical garden and the Library are both open to the public.

### **The 3+2+3 model**

The Danish degree structure is similar to the Anglo-Saxon model with 3 years for the bachelor's degree (BSc), and an additional 2 years of study for a master's degree (MSc or candidatus degree). The PhD degree is awarded after 3 years of further study, 8 years of study in total (3+2+3). Depending on the degree, a major report, a thesis or a dissertation is included in all programmes.

### **Learning and Teaching Methods**

The study programmes at SCIENCE consist of courses and various types of project work.

*Courses* are equivalent to 7.5 or 15 ECTS depending on whether they fill half a block or a whole block (please see the Academic Calendar 2012/2013 on page 10 for an overview of the 2 semesters consisting of 4 blocks). A limited number of 15 ECTS courses cover two blocks though. Courses comprise a variety of learning and teaching elements: lectures, presentations, group work, individual projects, student presentations and practical and theoretical exercises such as laboratory work, math practicals, etc.

*Theme courses* are integrated in all degrees. These courses allow students to work in-depth with a single topic through lectures, group work, laboratory work and excursions.

Exchange students may choose to do an *individual study project* if there are no courses available within a certain area of study or if there is a solid reason for wishing to do so. It is essential that the student has a good and well thought-through idea of the theme of the study. A SCIENCE teacher is appointed as supervisor and an agreement is signed between the student and the teacher describing the title, contents, ECTS credits etc. of the study. A supervisor will normally meet with the student between two and four times in order to discuss the progress of the individual study or any problems encountered. Most supervisors also choose to read and comment on parts of the study.

A written *thesis* is included in both the BSc and MSc programmes. The BSc project is largely literature-based but can include a limited amount of experimental work. The MSc thesis includes a significant scientific component and is often prepared in cooperation with a commercial company or a government research institute. The subject for the thesis is optional but must be approved by the supervisor.

### **ECTS credits**

SCIENCE uses the ECTS credit point system. ECTS credits are numerical values allocated to course units to describe the student workload required to complete them through lectures, practical work, seminars, individual work and examinations or other assessment activities.

In the ECTS system, 60 credit points represent the workload of a full academic year of study, and 15 credit points equal the workload of one block.

Both exchange students and degree students are expected to engage in full time studies while studying at SCIENCE. This means that students must complete courses equivalent to 15 ECTS for each block.

Credits are awarded only when all required examinations have been passed. You will find the credit value for individual courses in the course description on the Internet.

### Academic calendar 2012/2013

The academic year is divided into 4 blocks. Each block includes exams.

<b>Autumn 2012</b>	<b>From:</b> (first day of the block)	<b>To:</b> (last day of the block)
Study Start Week *)	27 August 2012	2 September 2012
<b><u>Block 1</u></b>	<b>3 September 2012</b>	<b>11 November 2012</b>
Autumn Holiday *)	15 October 2012	21 October 2012
Examination Week	5 November 2012	11 November 2012
Autumn Week *)	12 November 2012	18 November 2012
<b><u>Block 2</u></b>	<b>19 November 2012</b>	<b>27 January 2013</b>
Christmas Weeks *)	24 December 2012	1 January 2013
Examination Week	21 January 2013	27 January 2013
Winter Week *)	28 January 2013	3 February 2013
<b>Spring 2013</b>	<b>From:</b> (first day of the block)	<b>Til:</b> (last day of the block)

<b><u>Block 3</u></b>	<b>4 February 2013</b>	<b>14 April 2013</b>
Easter Week *)	25 March 2013	1 April 2013
Examination Week	8 April 2013	14 April 2013
Spring Week *)	15 April 2013	21 April 2013
<b><u>Block 4</u></b>	<b>22 April 2013</b>	<b>23 June 2013</b>
Examination Week	17 June 2013	23 June 2013
Summerweek *)	24 June 2013	30 June 2013
Summer Holiday **)	1 July 2013	25 August 2013

Teaching free holidays are:

- \* Friday 26 April 2013 (fourth Friday after Easter)
- \* Thursday 9 May 2013 (Ascension Day)
- \* Monday 20 May 2013 (Whit Monday)
- \* Tuesday 5 June 2013 (Constitution Day)

Other 'red-letter days' and the like have ordinary teaching, except if specific information is given at a course.

### **Course modules**

All courses are labelled A, B or C. When you choose courses they will have to fit into the course schedule below:

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning 8 -12</b>	C	B	C	A	B
<b>Lunch</b>					
<b>Afternoon 13-17</b>	A	B	C	A	-

Some 15 ECTS courses do not fit into the module schedule. You will find those courses under the groups Esup and Fsup. Please check the course description on the Internet to see when the courses are scheduled: [www.courseinfo.life.ku.dk](http://www.courseinfo.life.ku.dk).

## Study Culture

### Attendance

As a student at SCIENCE you have a high degree of freedom – and therefore also a great deal of responsibility. In most cases, it is not compulsory to attend courses at the Faculty of SCIENCE. This means that there is no checking up on your presence in class – it is entirely up to you and your self-discipline. You should be aware, however, that some practical exercises and lectures are compulsory, and that some courses may require the submission of a written report in order to sit the exam. Please check the course descriptions to see if there are any compulsory activities.

### Thinking for yourself

Danish higher education is characterised by an analytical approach. This means that students are encouraged to compare, analyse and assess knowledge – they are not taught to accumulate and reproduce knowledge. You will be expected to form your own opinion based on the knowledge you gain, and discussions with teachers and fellow students are an integrated part of your course work.

### Cooperation and communication

Through group work students develop their argumentative and interpersonal skills. A majority of courses include group work where students discuss specific topics or prepare an oral or written presentation together. Some courses are based entirely on group work where students work in groups of four to five and submit a written paper, where it is specified who in the group is responsible for which sections. The oral examination is based on the group's paper, but the group members are examined individually.

In general, the tone between students and teachers at the Faculty is quite informal, so feel free to approach teachers with any question you may have.

## **Plagiarism**

Citing sources is a powerful tool in academic writing. However, it is very important that as a student you always carefully state and acknowledge all sources used, and that you clearly mark direct quotes using e.g. quotation marks.

If you present the words, ideas, illustrations etc. of others as if they were your own, it is called plagiarism. Plagiarising the work of others is not allowed under any circumstances. If a student is discovered plagiarising the work of others, it will be reported to the Director of Studies and sanctions will be applied.

More information about plagiarism is available at:

[http://www.life.ku.dk/English/education/for\\_students/exam/Plagiarism](http://www.life.ku.dk/English/education/for_students/exam/Plagiarism).

## **Examination and assessment**

Courses may be assessed in a variety of ways such as through written or oral exams, written papers, oral presentations, portfolios compiled during the course, etc... The form of examination is noted in the course description.

Re-examinations take place in the interim week after the following block. Normally, you are allowed three attempts to pass an examination.

Individual study projects will be assessed by the teacher and an internal examiner. Individual study projects may include laboratory and/or field work. It should be stressed that all projects must be assessed by a SCIENCE teacher prior to departure.

More practical information about exams is available on SCIENCE's website

[http://www.life.ku.dk/uddannelse/studerende/studieordninger/Studieordninger\\_2012-13/Curricula-common\\_component](http://www.life.ku.dk/uddannelse/studerende/studieordninger/Studieordninger_2012-13/Curricula-common_component).

An information session about exams is held every semester – keep an eye out for notices.

## **Language**

Examinations in courses offered in English are held in English. Project papers may be written in English.

If the language of instruction of a course is Danish, it is sometimes possible, by prior agreement with the responsible teacher and the study committee, to sit the

exam in English. An application must be made to the relevant study board two months in advance.

### **Block 2 exams**

If an exchange student has been assigned a January examination date colliding with the beginning of the semester at the home university, it is possible to apply for alternative solutions.

If you wish to apply for a different solution, you must

1. Provide information from your home university that you must return before your SCIENCE exam date.
2. Contact SCIENCE-International upon arrival.

### **The Danish Marking Scale**

The marking system used in all state-regulated education is the 7-point marking scale. The marking scale is compatible with the ECTS grading scale. Apart from the 7-point marking scale, pass/fail marks may also be used. 02 is the minimum mark for passing an exam. If you pass an exam it is not possible to re-sit it in order to improve the mark.

<b>The 7-point marking scale</b>		<b>The ECTS grading scale</b>
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C

4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance	E
00	For a performance which does not meet the minimum requirements for acceptance	Fx
-3	For a performance which is unacceptable in all respects	F

## Results

You can check your own results at KUnet > Self-Service

## Study Planning for Full Degree Students

Most degree programmes at SCIENCE include elective courses. In this way the student can tailor an individual course programme. Please note that it is your responsibility to choose the relevant courses. Available courses can be found in the course database on the Internet

[http://www.life.ku.dk/English/education/for\\_students/teaching/course\\_descriptions](http://www.life.ku.dk/English/education/for_students/teaching/course_descriptions).

If you need information about courses, or have any questions concerning this matter, please do not hesitate to contact Student Services.

## Exemptions

If you find yourself in a situation where you will have to depart from the rules of the curriculum, you are advised to contact Student Services. The student advisers will be able to advise you on how to apply for an exemption, course concessions etc.

It must be stressed that once you discover irregularities in your study plan you have to react on them. If you do not, it may cause serious problems later on in your studies.

## Course Registration for Degree Students

It is your responsibility to register for courses in due time, to cancel courses if you decide that you do not want to sit the exam, and to check that your information is registered correctly.

Degree students register for courses at [www.KUnet.dk](http://www.KUnet.dk) (see details on page 16)

## **Study Planning for Exchange Students**

When you have been accepted to SCIENCE, you will receive an email with a Course Registration Form attached. Once you have returned the Course Registration Form duly filled in, we will evaluate your selection of courses. Finally, before arrival, you will receive an email stating on which courses you have been enrolled. You are able to change your course selection of courses upon arrival. However, please be aware of the deadline for changing courses, which can be found on our website. Exchange students should note that not only SCIENCE, but also the home institution must approve changes to your study plan.

For information on courses offered in English at SCIENCE (Frederiksberg Campus), please visit our website

[http://www.life.ku.dk/English/education/for\\_students/teaching/course\\_descriptions](http://www.life.ku.dk/English/education/for_students/teaching/course_descriptions) .

On the course description website you can search for courses either by using a search phrase or by department, level, block structure or language.

Please feel free to select courses at all the Departments at SCIENCE and the University of Copenhagen in general, provided that you have got the required qualifications.

At SCIENCE, the academic year is divided into four blocks, each block covering nine weeks. Each block consists of two courses of 7.5 ECTS credits or 1 course of 15 ECTS credits. Each block ends with an assessment, either in the form of an exam (written or oral) or based on the student performance during the course. Please select courses for your whole study period at the Faculty of SCIENCE Sciences.

## **Where to look?**

Most of the information you will need while you are studying at SCIENCE is available at the website: [www.SCIENCE.ku.dk/English](http://www.SCIENCE.ku.dk/English).

On the website [http://www.life.ku.dk/English/education/for\\_students.aspx](http://www.life.ku.dk/English/education/for_students.aspx) , you will find a lot of information of specific interest to students, such as exams, curricula, deadlines, grants etc.

Descriptions of courses at the Faculty (including type of course, language and block placement) are available in the course descriptions database, which you will find at: [http://www.life.ku.dk/English/education/for\\_students/teaching/course\\_descriptions](http://www.life.ku.dk/English/education/for_students/teaching/course_descriptions).

### **KU Intranet KUnet:**

On KUnet you will find information related to all of University of Copenhagen, such as courses that are offered at other faculties, information on student ID cards...etc. Via your KU email that you set up on KUnet you will receive **important information from the faculty** throughout your studies via your KU email, so **please check it regularly**.

**Absalon:** Absalon is a communications network for teachers and students. You log on to Absalon via KUnet on the homepage of KU (short for University of Copenhagen): [www.ku.dk](http://www.ku.dk). On Absalon you will find **all the courses that you are registered for**. Here you will find all teaching schedules and in some cases the teacher's notes for class (after the class).

KUnet > Self Service > Enrolment, Courses and Exam.: This is the site where you register for and cancel courses and exams. You can also see the results of your exams and download transcripts of grades.

### **How to access the sites:**

#### **KUnet, Absalon**

KUnet is KU's intranet. You get access to KUnet and Absalon with the user name and pincode that you will receive from KU. You log on to Absalon via KUnet.

On KUnet you must set up your KU email account. You will receive information on how to set up this email account in a letter from KU. Via this email address you will get information concerning your studies.

### **Notice Boards**

In "Vandrehallen", 40 Thorvaldsensvej, you will find a number of notice boards with useful information from Student Services and various student organisations.

## **Where to go?**

### **Student Services**

If you cannot find the information you are looking for at SCIENCE's website, or if you have questions or problems that you would like to discuss with a student adviser, you are welcome to contact Student Services.

Student Services provides information and guidance on matters such as:

- Selection of courses and planning of studies
- Official rules relating to exams
- Study techniques
- Project reports and group work
- Personal matters relating to your studies
- Career development.

Student Services is located in "Vandrehallen", 40 Thorvaldsensvej. You can book an appointment with a guidance counsellor by sending an email to: [international@science.ku.dk](mailto:international@science.ku.dk). For contact details and more information about Student Services, please see: [www.SCIENCE.ku.dk/studentservices](http://www.SCIENCE.ku.dk/studentservices).

## **CAMPUS FACILITIES**

### **Library**

The Frederiksberg Campus Library is located next to the administration building at Bülowsvej. The library collection includes horticulture, agriculture, landscaping, food science, forestry and veterinary science and also biotechnology, nutrition and environment. The library provides access to books, journals, national and international scientific databases and important reference works and dictionaries.

The loan period for books is one to three months and in order to borrow books you must have a library card and an address in Denmark.

Each semester, the library offers introductory courses for students in how to use the library and how to search for literature. For more information about courses, check the library's website at [www.bvfb.SCIENCE.ku.dk/English.aspx](http://www.bvfb.SCIENCE.ku.dk/English.aspx) or ask Student Services.

The SCIENCE Library (on the Frederiksberg campus)  
10 Dyrølægevej

Opening Hours :

Monday-Thursday:                   9 am - 6 pm

Friday:                                   9 am - 3 pm

### **IT facilities**

Many classrooms have computers and IT facilities. Computers are available to students in computer rooms and group rooms around campus. Wireless internet access is available in a number of locations such as the library and "Vandrehallen", 40 Thorvaldsensvej.

You can get help to the computer system by contacting the IT Department at [it-support@dsr.SCIENCE.ku.dk](mailto:it-support@dsr.SCIENCE.ku.dk) or by going to 21 Bülowsvej, building 2-51.

Each SCIENCE student has a print quota of 500 prints each block. The print quota is automatically registered to your e-mail account. Should you run out, you can buy more prints at DSR (the Student's Association). 1000 prints cost DKK 400.

### **Study rooms**

Study groups can reserve a study room equipped with computer, Internet and printing facilities. For information on reservation please contact the Student Services.

**The bookshop**

The SCIENCE bookshop, where most students buy their books, is located in "Vandrehallen", 40 Thorvaldsensvej. You get a 10 percent discount on most books.

**Canteens**

There are two canteens at Frederiksberg Campus: "Gumle" is situated in "Vandrehallen" and "Gimle" is on the other side of campus close to the Administration building. Please note that the canteens are only open during the daytime. Check current opening hours upon arrival.

You will also find a canteen at the campus area in Taastrup.

**Café**

There is a café at the corner of Grønnegårdsvej and Dyrslægevej on the campus area. It is situated in an old greenhouse and it is run by SCIENCE students.

**Transportation to the Taastrup campus**

For students who need to go to SCIENCE's experimental farms and Large Animal Hospital in Taastrup, 18 kilometres outside Copenhagen, there is a daily shuttle bus. This service is free. Please consult [www.SCIENCE.ku.dk/Maalgruppe/medarbejdere/services/transport](http://www.SCIENCE.ku.dk/Maalgruppe/medarbejdere/services/transport) for an up-to-date shuttle timetable.

## **CAMPUS LIFE**

### **The SCIENCE Students' Association (De Studerendes Råd, DSR)**

As a degree student at SCIENCE, you can join the Students' Association (DSR). DSR represents all students at the Frederiksberg Campus and plays an important role in student politics. Traditionally, students have a lot of influence and most boards and committees at SCIENCE include student representatives.

DSR is also the platform for a large number of social events and activities, student clubs and sports.

### **Social activities**

Throughout the year various social activities are arranged. The Students' Association (DSR) hosts two to three parties a year, and the parties are open to all DSR-members. The student bar, "A-vej", is open on Tuesdays and Thursdays from 2 - 6 pm and on Fridays from 2 pm to midnight.

### **Sports activities**

VLI is a sports club for students and academic staff at SCIENCE run by the members themselves. It is possible to play badminton, basketball, football, handball and volleyball, as well as participate in gymnastics, folk dance and swimming.

The sports club also sets up various social and sporting events, parties, picnics and the Nordic Sport Games (Nordisk Landskamp).

If you are interested in any of these activities please contact VLI by e-mail: [vli@vli.dk](mailto:vli@vli.dk)

Another sports club primarily for students is USG, where students from all the different universities in Copenhagen meet. More information is available at [www.usg.dk/english.php](http://www.usg.dk/english.php).

At SCIENCE (Frederiksberg Campus) there is also a fitness centre open to all staff and DSR members. The fitness centre is located on the top floor of the library building (entrance on the side of the building).

Opening hours: Monday -Thursday 4:30 pm - 7:30 pm

More information: Phone +45 3528 3894, e-mail: [bermuda@dsr.SCIENCE.dk](mailto:bermuda@dsr.SCIENCE.dk)

## **Film club**

DSR runs a film club open to all DSR members. More information at:  
[www.dsr.SCIENCE.dk/dsr/filmklub.php](http://www.dsr.SCIENCE.dk/dsr/filmklub.php)

## **LEAVING DENMARK**

Before leaving Denmark, you need to take care of a number of things. Here is a checklist:

For Degree Students:

- For SCIENCE to forward your certificate, you need to notify the Administration of your home address.

For Exchange Students:

- To receive a transcript you must fill in the on-line evaluation form and list all of the courses in the End of Year Status Report. You will receive an e-mail on how to access this before you leave.

For all students :

- Notify the SCIENCE Library of your departure. Contact the Information Desk.
- Notify the SCIENCE Webmaster about closing your e-mail account.
- Accommodation: Give notice in due time – check your contract for procedures. Also, remember to settle all bills: phone, electricity, heat etc.
- If relevant, notify the Civil Registration Office (“Folkeregister”) of your departure date.
- Contact your bank to settle and close your account.
- Notify the Post Office – ask for mail forwarding possibilities.
- Notify any associations you may have joined.

## USEFUL ADDRESSES

### Student Services

40 Thorvaldsensvej  
(Vandrehallen)  
DK- 1871 Frederiksberg C

E-mail: [international@SCIENCE.ku.dk](mailto:international@SCIENCE.ku.dk)

Please contact this office regarding:

- Questions regarding your studies, such as exams, block structure, etc.
- Other practical matters

### University of Copenhagen The International Office

Fiolstræde 24, 1 P.O B. 1143  
DK - 1010 Copenhagen K

Email: [int-admission@adm.ku.dk](mailto:int-admission@adm.ku.dk)  
Telephone: +45 3532 2626  
Fax: +45 3532 3900

Please contact this office regarding:

- Courses or studies at other faculties
- Danish language course
- Student ID card
- Purple form/ visa
- Punkt KU, your email account at the University of Copenhagen.

Opening hours: Mon – Fri 12-15

### Housing Department at the Faculty of SCIENCE (Frederiksberg Campus)

Buildings and Maintenance

Nordre Sti 3

DK-1870 Frederiksberg C

Telephone: +45 3533 2078

Fax: +45 3533 2064

Email: [housing@SCIENCE.ku.dk](mailto:housing@SCIENCE.ku.dk)

Please contact this office regarding:

- All questions regarding housing, rent etc.

### Lost and Found

At SCIENCE (Frederiksberg Campus) :

Teknisk Forvaltning

21 Bülowsvej, Building 2-51

Phone :+45 3528 2066

Copenhagen Police  
Phone :+45 3874 8822

### **Lost Credit Cards**

To cancel lost or stolen cards, call the following numbers (24-hour service):

Master Card: +45 4489 2750

Visa Card: +45 4489 2929

American Express: +45 7020 7087

### **USEFUL LINKS**

The Faculty of SCIENCE Sciences, University of Copenhagen:  
[www.SCIENCE.ku.dk](http://www.SCIENCE.ku.dk)

The University of Copenhagen : [www.ku.dk/english](http://www.ku.dk/english)

#### **Before Arrival**

Study in Denmark : [www.studyindenmark.dk](http://www.studyindenmark.dk)

Copenhagen Youth Hostels: [www.danhostel.dk](http://www.danhostel.dk)

The Danish Immigration Service/Udlændingesservice: [www.newindenmark.dk](http://www.newindenmark.dk)

Addresses for embassies:  
[www.um.dk/en/menu/AboutUs/Organisation/MissionsAbroad/](http://www.um.dk/en/menu/AboutUs/Organisation/MissionsAbroad/)

#### **Arrival**

Map of Copenhagen: [www.krak.dk](http://www.krak.dk)

Danish Agency for Universities and Internationalisation:  
[www.iu.dk](http://www.iu.dk)

The Danish Ministry of Education: [www.uvm.dk](http://www.uvm.dk)

## **Living in Denmark**

Travel planner: [www.dsb.dk](http://www.dsb.dk)

Busses: [www.trafikinfo.hur.dk](http://www.trafikinfo.hur.dk)

S Trains: [www.s-tog.dk](http://www.s-tog.dk)

Regional trains: [www.dsb.dk](http://www.dsb.dk)

Transport: [www.ctw.dk](http://www.ctw.dk)

The official web portal about Denmark: [www.denmark.dk](http://www.denmark.dk)

Copenhagen this week: [www.ctw.dk](http://www.ctw.dk) + [www.aok.dk](http://www.aok.dk)

Wonderful Copenhagen: [www.woco.dk](http://www.woco.dk)

Frederiksberg: [www.frederiksberg.dk](http://www.frederiksberg.dk)

Wonderful Copenhagen Tourist Information: [www.visitcopenhagen.dk](http://www.visitcopenhagen.dk)

Use It Tourist Information: [www.useit.dk](http://www.useit.dk)

Currency converter/valuta omregner: [www.xe.net](http://www.xe.net)

Weather forecast/Vejrudsigt: [www.dmi.dk](http://www.dmi.dk)

Church services: [www.ctw.dk](http://www.ctw.dk)

The Danish Ministry of Education: [eng.uvm.dk](http://eng.uvm.dk)