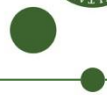




Faculty of Science



# Course registration for new MSc students

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## Agenda

- Presentation of us
- Access to KUnet
- How to register for courses
- Which courses?
- How do I get to know my options in my Programme?
- How to read a course description
- Credit transfer
- Who to ask for help?
- Q&A with Study and Career Guidance







# Access to KUnet



## Welcome to UCPH

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■ **Welcome to UCPH** Orientation programmes > Agriculture     BEL

- Home
- Matriculation Ceremony

### Welcome to Agriculture

Welcome to the Faculty of Science (SCIENCE) and congratulations on your admission offer at the MSc in Agriculture.


To ensure the best possible start for you at the programme we have gathered all the necessary study start information, facts and deadlines at your **study programme website**.

Your **study programme website** is located at the university intranet, KUnet. The website is your main source to know all rules, deadlines and options throughout your MSc programme. It is therefore important that you access this site from your admission and throughout your full study time.

**If you have previously studied at UCPH** as a BSc, exchange, credit or continuing education student, your UCPH username is already activated and you should use your previous username and password to login to KUnet. If you have forgotten your password you can reset your password on the KUnet login page.

**If you have not previously studied at UCPH** you will automatically receive a personal login to KUnet when your admission is fully completed medio May. Until then we have made a **"dummy login"** for you to access the study start information at your study programme website.

<b>KU Username:</b>	sv7cq4
<b>Password:</b>	Abcd12-10

**ACCESS YOUR STUDY PROGRAMME WEBSITE** 

## How to register

You register via Self Service on KUnet

Use the following videos as guidelines

- How to register:  
[https://www.youtube.com/watch?list=PLhbWIKW3mEXtracYWLtUeYAE3ovLciAI9&time\\_continue=6&v=UJAepAi4FyE](https://www.youtube.com/watch?list=PLhbWIKW3mEXtracYWLtUeYAE3ovLciAI9&time_continue=6&v=UJAepAi4FyE)
- How to cancel your registration:  
<https://www.youtube.com/watch?list=PLhbWIKW3mEXtracYWLtUeYAE3ovLciAI9&v=DO7PYt0iMYY>

## When to register

### **Ordinary registration period**

The ordinary registration period for fall 2017 is **1-13 June**.

You register for the courses and projects in block 1 and 2.

### **Late registration periods**

Late registration for block 1 is 15 - 29 August 2017

Late registration for block 2 is 31 October -14 November

Please note: you are automatically registered for the exam when you register for the course/project



## Which courses should I register for

To find out which courses to register for, you must check your curriculum.

You can find information about which courses or types of courses you should register for at your study start website at KUnet [www.science.ku.dk/english/courses-and-programmes/students](http://www.science.ku.dk/english/courses-and-programmes/students)

Click on Study Start → Your First Courses → Register for Courses

# Overview of the credits and courses in your programme

## Example from Food Innovation and Health

**Study Programme**

- » Master's Thesis
- » Curricula, Rules and Regulations
- » Study Activity Requirements
- » Leave of Absence
- » Help and support for students with disabilities
- » Withdrawal and Re-admission
- » Change of Programme
- » Payment of Tuition Fee
- » Graduation
- Elective Subjects**
- Courses**
- Examination**
- Study Abroad**
- Forms**
- SU and Grants**
- Student Life**
- Facilities**
- Job and Career**
- Contact**

Admitted September 2015 or later?

Your MSc Programme in Food Innovation and Health leads to a *Master of Science (MSc) in Food Innovation and Health* with the Danish title: *Cand.scient. (candidatus/candidata scientiarum) i fødevareinnovation og sundhed.*

The MSc programme in Food Innovation and Health consists of 120 ECTS credits, corresponding to two years of full-time study.

The program consists of the following elements:

- Compulsory subject elements, 67.5 ECTS credits
- Restricted elective subject elements, 7.5 ECTS credits
- Elective subject elements, 15 ECTS credits
- Thesis, 30 ECTS credits

**Your table diagram**

	Block 1	Block 2	Block 3	Block 4
1st year	Food Science and Culinary Techniques	Bioactive Food Components and Health		The Sociology of Food Consumption
	Nutrition Physiology	Food Choice and Acceptance		Entrepreneurship and Innovation
2nd year		Thematic Course in Food Innovation and Health		Thesis
	Food Consumer Research			

Compulsory

Restricted elective

Elective

**MAKE YOUR OWN PERSONAL STUDY PLAN:**

- [Food Innovation and Health >](#)

**Restricted elective courses**

7.5 ECTS credits are to be covered by courses from the list of restricted elective subjects:

Course Code	Course Titel	Block	ECTS
LLEK10294U	Design of Experiments and Optimization	1	7.5
NFOK14019U	Microbiology of Fermented Foods and Beverages	1	7.5
NFOK15011U	Food Quality Management and Control <small>Only available as restricted elective for students admitted in 2015/16.</small>	1	7.5
LLEK10294U	Design of Experiments and Optimization <small>Only available as restricted elective for students admitted in 2015/16.</small>	1	7.5

[See our opening hours here](#)

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**FORMS**

**Exemption to replace a compulsory course with another course at SCIENCE**

[Apply here](#)

**Approval of SCIENCE course as restricted elective**

[Apply here](#)

**Exemption from other rules**

[Apply here](#)

Template for study plan

# Options with your elective credits

## Example from Food Innovation and Health

MSc in Food Innovation and Health  
 – Guidance and information

**MSc in Food Innovation and Health**

- ▣ Study Start
- ▣ Study Programme
- ▣ **Elective Subjects**
  - » Courses at the Faculty
  - » Courses at other Institutions
  - » Bachelor Courses
  - » PhD Courses
  - » Project in Practice
  - » Project outside the course scope
  - » Pre-approval
  - » Credit Transfer
- ▣ Courses
- ▣ Examination
- ▣ Study Abroad
- ▣ Forms
- ▣ SU and Grants
- ▣ Student Life
- ▣ Facilities
- ▣ Job and Career
- ▣ Contact

### Elective Subjects

As a graduate student in Food Innovation and Health you should be aware that you are allowed elective subjects worth a **maximum of 22,5 ECTS** as part of the elective component of your studies.

**Your Options**

The elective subjects are to be chosen freely among all MSc course elements. This enables you to aquire an **individualised profile**.

As a graduate student in Food Innovation and Health, you are entitled to the following options:

- Courses at the Faculty of Science
- Courses outside the Faculty of Science
- Bachelor courses
- PhD Courses
- Project in Practice
- Project outside the course scope
- Study Abroad

**Do you meet the Prerequisites for the Course?**

Be advised that certain courses have prerequisites that may not be covered by your courses to date. You can check [the prerequisites in the course description](#).

**Remember Pre-approval for Courses Outside the Faculty of Science**

If taking courses outside of the Faculty of Science, at another faculty or university (in Denmark or abroad), you must remember to **apply for course pre-approval**. You should also remember to **get a credit transfer** when you have completed the course, but only for courses outside the University of Copenhagen.

### CONTACT

**SCIENCE Student Services**

[See our opening hours here](#)



## How do I get to know my options in my Programme

A MSc programme consists of different elements:

Compulsory courses, restricted elective courses, elective courses, thesis

Find out the following about your programme:

- Do you have restricted elective courses in your programme?
- How many elective courses do you have room for?
- Can you choose the size of your Thesis?
- Do you wish to specialise in a specific academic area?
- Or to take courses at another faculty or university?



## Course description

Use the course description to get familiar with your courses before registering

All course descriptions are found in the course database ([www.kurser.ku.dk](http://www.kurser.ku.dk))

You may find the following videos useful:

• **How to use the course database:**

[https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok\\_&v=uMALwmZpCws](https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok_&v=uMALwmZpCws)

• **How to find your course information:**

[https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok\\_&time\\_continue=1&v=r4YIbOGQbKs](https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok_&time_continue=1&v=r4YIbOGQbKs)

**How to find the prerequisites or requirements to your course:**

[https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok\\_&v=zjMFD118\\_WY](https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok_&v=zjMFD118_WY)

**How to find information on your exam:**

[https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok\\_&time\\_continue=3&v=iQYqlEhFhp0](https://www.youtube.com/watch?list=PLhbWIKW3mEXtkNLge6ngnfJn5e5Wbgok_&time_continue=3&v=iQYqlEhFhp0)



# Have you been assessed for credit transfer?

How many ECTS do you have left?

## Approval

The Study Board has approved your application. The following courses will be transferred to your MSc programme in **XX**:

- **Course** – **XX** ECTS credits

This course (these courses) is (are) approved as **an/a elective/restricted elective** subject element in your degree.

- **or**

This course is approved to replace the compulsory course:

- **Course** – **xx** ECTS credits

What?  
As what?  
How much?

What to do if you find mistakes in the approval

## How to make a complaint and the Rules of Conduct

In relation to this decision, you are informed that with regards to the *professional assessment* and concrete judgement, you do not have the opportunity to appeal this decision to a board of appeals. However, you are welcome to apply for a *regular* credit transfer for the same subject elements if you wish to do so.

Please contact us by writing [startmerit@science.ku.dk](mailto:startmerit@science.ku.dk) if you think an error has occurred, if you think the Study Board has made a wrong academic assessment or if you have new information of relevance in regards to the professional assessment.

In relation to this decision, you are informed that with regards to any *legal issues*, you maintain the right to file a complaint with the Rector. The complaint may only relate to legal deficits relating to this decision. Complaints should be sent to SCIENCE Student Affairs ([studentservice@science.ku.dk](mailto:studentservice@science.ku.dk)), where it will be forwarded to the Rector. The deadline for sending a complaint is two weeks after you have received the decision made by the Study Board.

## How does the credit transfer influence your study programme?

Your programme consists of 120 ECTS credits. As a result of the credit transfer you have **X** ECTS credits left, as follows:

- **X** **elective** ECTS credits
- **X** **restricted elective** ECTS credits
- **X** compulsory ECTS credits (including the thesis)

All students must be registered for 30 ECTS credits every semester (block 1+2 and 3+4) but this sum includes the credit transfer where given.

This means, that you have the opportunity to study less than full time and as a minimum must be signed up for:

- **x** ECTS credits instead of 30 ECTS for the 1<sup>st</sup> year of study in block 1+2
- **x** ECTS credits instead of 30 ECTS for the 1<sup>st</sup> year of study in block 3+4
- **x** ECTS credits instead of 30 ECTS for the 2<sup>nd</sup> year of study in block 1+2
- **x** ECTS credits instead of 30 ECTS for the 2<sup>nd</sup> year of study in block 3+4

You can always apply for credit transfer if you have courses not transferred

How many ECTS must you be signed up for each semester?

# Example of study programme after credit transfer - Computer Science

	Block 1	Block 2	Block 3	Block 4
1. Year	Advanced Programming	Advanced Computer Systems		
	Advanced Algorithms and Data Structures	Machine Learning		
2. Year			Thesis	Thesis
			Thesis	Thesis



	Block 1	Block 2	Block 3	Block 4
1. Year	Advanced Programming	Advanced Computer Systems	<b>Credit transfer</b>	
	Advanced Algorithms and Data Structures	<b>Credit transfer</b>	<b>Credit transfer</b>	
2. Year			Thesis	Thesis
	<b>Credit transfer</b>		Thesis	Thesis



	Block 1	Block 2	Block 3	Block 4
1. Year	Advanced Programming	Advanced Computer Systems		
	Advanced Algorithms and Data Structures			
2. Year	Thesis	Thesis		
	Thesis	Thesis		

## What your credit transfer (might) mean for your study programme

- You can sign up for fewer ECTS credits each semester
- You can finish the programme faster
- You might have fewer compulsory and restrictive elective courses
- It can affect your SU, the Danish State Grant



## Who to ask for help

Study planning, rules and regulations, exchange, career planning, applications of exemptions from the rules

SCIENCE Student Services

Study and Career Guidance

Practical administrative help, hand in forms and applications, certified printouts, problems with Self Service

SCIENCE Students Services

Help Desk

**[www.science.ku.dk/english/courses-and-programmes/student-services](http://www.science.ku.dk/english/courses-and-programmes/student-services)**



## Who to ask for help

SU at the SU-office at University of Copenhagen

[www.su.ku.dk](http://www.su.ku.dk)

Disabilities of any kind

**Study start site** → "help and support for students with disabilities"



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