Course registration for new MSc students

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Line Ellemann-Jensen
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

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 and May. Until then we have made a "dummy login" for you to access the study start information at your study programme website.

<table>
<thead>
<tr>
<th>KU Username:</th>
<th>sv7zc4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td>Abcd12-10</td>
</tr>
</tbody>
</table>

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=PLhbWlKW3mEXtracYWLTUeYAE3ovLciAI9&time_continue=6&v=UJAepAi4FyE

• How to cancel your registration: https://www.youtube.com/watch?list=PLhbWlKW3mEXtracYWLTUeYAE3ovLciAI9&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

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) f. fødeværinventjon 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

<table>
<thead>
<tr>
<th>Block 1</th>
<th>Block 2</th>
<th>Block 3</th>
<th>Block 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Food Science and Culinary Techniques</td>
<td>Bioactive Food Components and Health</td>
<td>The Sociology of Food Consumption</td>
<td></td>
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<tr>
<td>Nutrition</td>
<td>Physiology</td>
<td>Food Choice and Acceptance</td>
<td></td>
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<tr>
<td>2nd year</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Food Consumer Research</td>
<td>Thematic Course in Food Innovation and Health</td>
<td>Thesis</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Block</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1KE10294U</td>
<td>Design of Experiments and Optimization</td>
<td>1</td>
<td>7.5</td>
</tr>
<tr>
<td>N1KE14019U</td>
<td>Microbiology of Fermented Foods and Beverages</td>
<td>1</td>
<td>7.5</td>
</tr>
<tr>
<td>N1KE15011U</td>
<td>Food Quality Management and Control</td>
<td>1</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Only available as restricted elective for students admitted in 2015/16.
Options with your elective credits

Example from Food Innovation and Health

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 acquire 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.
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)

You may find the following videos useful:

- How to use the course database:
  https://www.youtube.com/watch?list=PLhbWlKW3mEXtkNLge6ngnfJn5e5Wbgok_&v=UMALwmZpCws

- How to find your course information:
  https://www.youtube.com/watch?list=PLhbWlKW3mEXtkNLge6ngnfJn5e5Wbgok_&time_continue=1&v=r4YIbOGQbKs

- How to find the prerequisites or requirements to your course:
  https://www.youtube.com/watch?list=PLhbWlKW3mEXtkNLge6ngnfJn5e5Wbgok_&v=zjMFD118_WY

- How to find information on your exam:
  https://www.youtube.com/watch?list=PLhbWlKW3mEXtkNLge6ngnfJn5e5Wbgok_&time_continue=3&v=iQYqlEhFhp0
Have you been assessed for credit transfer?

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

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

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 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 (studenterservice@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.

What? As what? How much?
What to do if you find mistakes in the approval
You can always apply for credit transfer if you have courses not transferred
How many ECTS do you have left?
How many ECTS must you be signed up for each semester?
Example of study programme after credit transfer - Computer Science

<table>
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<td>Machine Learning</td>
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<td>Thesis</td>
<td>Thesis</td>
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<tr>
<td>2. Year</td>
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**Recommended study plan**

**Credit Transfer**

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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/studentservices
Who to ask for help

SU at the SU-office at University of Copenhagen
www.su.ku.dk

Disabilities of any kind

Study start site →”help and support for students with disabilities”