

# Welcome to Andelskollegiet ved DTU – Akademivej

## Dear resident

We have written this letter of information to familiarise you with the circumstances of the housing cooperative “Andelskollegiet ved DTU – Akademivej”.

We hope to answer most of the basic info, but if you have any questions please contact the board.

## The board

The members of the board can be seen at [www.akdtu.dk/bestyrelsen/?lang=en](http://www.akdtu.dk/bestyrelsen/?lang=en).

The board meets approximately every two months in the common house. You are welcome to participate in the meetings.

Minutes from these meetings can be found on the website.

Meeting dates can be seen in the latest meeting minute at [www.akdtu.dk/bestyrelsen/mode-referater/?lang=en](http://www.akdtu.dk/bestyrelsen/mode-referater/?lang=en) (Note: the meeting minutes are written in Danish).

Note: The board can be contacted by e-mail: [bestyrelsen@akdtu.dk](mailto:bestyrelsen@akdtu.dk).

## The dormitory address

The dormitory's, and therefore your address is:

Your Name  
Kollegiebakken 19, lejl. nnn  
2800 Kgs. Lyngby  
(Denmark)

## Statutes

The dormitory's statutes can be found at [www.akdtu.dk/vedtaegter.pdf](http://www.akdtu.dk/vedtaegter.pdf) (Note: they are in Danish only).

It is expected that you are familiar with these regulations and comply with them.

## Extra keys

It is possible to buy extra keys to your apartment (if it is the original keys).

The extra keys can be ordered via a written request to the board chairman at [formand@akdtu.dk](mailto:formand@akdtu.dk).

## The dormitory homepage

The dormitory's homepage [www.akdtu.dk](http://www.akdtu.dk) contains information about the dormitory, news from the board, network group etc., meeting minutes, and other notices.

On the homepage, it is possible to sign up for the dorm- newsletter. Herein you will find all information relevant to the residents.

Furthermore, the dorm has a Facebook page, <http://www.facebook.com/akdtu>, and a Facebook group, [www.facebook.com/groups/737235102997993/](https://www.facebook.com/groups/737235102997993/).

However, it should be noted that Facebook is primarily used as a one-way communication platform to easily and quickly give information to the residents.

Therefore, in general, no inquiries will be answered on Facebook and not necessarily all relevant information will be written there.

## Television signal

The dorm has a common antenna. This means you can receive the following channels if you have a TV with a digital TV tuner (DVB-T2):

DR1, DR2, DR Ramasjang, DR K, DR3, DR Ultra, Folketinget, TV2 Lorry, Hovedstaden, DR1 Syn, DR2 Syn og DR3 Syn.

Additionally, the common antenna supports Boxer, so if you want more channels contact Boxer (Boxertv.dk).

## Internet

The dormitory is connected to K-Net; which is an Internet Service Provider (ISP) driven by voluntary and unpaid work. Their homepage is [www.k-net.dk](http://www.k-net.dk).

The internet subscription is paid via your rent and is about 10-20 DKK per month. The price is adjusted annually and depends on K-Net's expenses.

In order to use this, you have to sign a user agreement for K-Net. The user agreement should be handed in to the network group president's mailbox who currently is:

Mathias Londin Larsen, apt. 13, [netgruppen@akdtu.dk](mailto:netgruppen@akdtu.dk)

You can also download the user agreement from [www.akdtu.dk/brugererklaering-en.pdf](http://www.akdtu.dk/brugererklaering-en.pdf).

## Network group

The network group's job is to maintain and manage the network at the dormitory and to maintain and develop the dormitory's website. The network group currently consists of:

- Mathias Larsen, apt. 13

The network group can be contacted by e-mail [netgruppen@akdtu.dk](mailto:netgruppen@akdtu.dk).

## Common house

The dorm has a common house that can freely be used by the residents (as long as it is not rented).

Information and rules regarding the common house can be seen at [www.akdtu.dk/fælleshuset/?lang=en](http://www.akdtu.dk/fælleshuset/?lang=en).

The common house has an access control system where you must use the proximity tag, which is handed to you from the previous shareholder, to enter.

If you were not given a proximity tag from the previous shareholder, contact him/her as soon as possible (within the general deadline for defects etc.). If it is gone, contact the board to get the old one blocked and a new one made. The board can give you the price for a new one at the time of the order.

Instructions for the access control system can be seen on the college website, [www.akdtu.dk/fælleshuset/vejledning-til-adgangskontrol/?lang=en](http://www.akdtu.dk/fælleshuset/vejledning-til-adgangskontrol/?lang=en).

Generally, all residents can use the common house, but if you wish to reserve it for yourself to use for parties, birthdays or similar, please contact [udlejning@akdtu.dk](mailto:udlejning@akdtu.dk).

Rent of the common house costs 200 DKK per day or 300 DKK for two consecutive days. In addition, there is a deposit of 1.000 DKK which will be paid back when the common house supervisor has checked that it has been cleaned properly. If something has been broken, it must be reported at handover.

Before using the common house, make sure that nothing is broken. If something is broken document it and contact the common house supervisor immediately; if this is not possible, contact the Board.

If something is broken before use and you do not report it, you risk having to pay for it.

After the common house has been used, it has to be cleaned according to the rules posted in the common house.

More information about renting the common house can be found on the dormitory's website.

## Heating

The heating is usually turned on in the middle of September, and is turned off again at temperatures around 18 degrees C.

## Parking

If you own a car, there is a parking lot belonging to the dorm. It is only permitted to park in the marked parking spaces.

Should it be completely full, you can park on one of the other lots around DTU.

## Resident's responsibility

There are a number of basic maintenance tasks that the shareholder is required to perform.

Some of these are described on our website, [www.akdtu.dk/for-beboere/beboer-ansvar/?lang=en](http://www.akdtu.dk/for-beboere/beboer-ansvar/?lang=en), but the board will occasionally send a more detailed document on email regarding these tasks through our administrator to the shareholders. You should also have received the document alongside with this document.

## Garbage

The dorm has garbage sorting in form of the following containers:

Type	Size	Quantity	Is emptied
Household waste	660 L	4	Each Monday and Thursday
Glass	370 L	1	Monday – Odd weeks
Paper	660 L	1	Tuesday – Odd weeks
Plastic	660 L	1	Wednesday – Even weeks
Cardboard	660 L	2	Thursday – Even weeks
Metal	370 L	1	Friday – Even weeks

Only **reasonable** amounts of household waste may be disposed in the household waste containers.

It is a requirement from the garbage collectors that the containers can be fully closed; the lid may

**not** be ajar. If the containers can't be closed fully they won't be emptied. Please use one of the other containers or wait for the containers to be emptied instead of over-filling.

Do not place garbage around the containers, as this attracts rodents.

Bulky waste, as well as waste that does not belong in the beforementioned containers (eg. Electronics), you yourself must dispose of. This can be done at the municipal recycling centre at Firskovvej 9, 2800 Kgs. Lyngby can be used.

## Gardening Day

Gardening day is usually held 8 times a year (4 times per semester).

It's mandatory that each apartment that (chooses to) participate(s) must be present on a day placed on either side of the year. That means that you have to participate in one day during the first half of the year and one the next half of the year. It is not possible to participate in two (2) days during the same half year in order to avoid participation in the following half year.

Apartments that opt not to participate will be charged 750 DKK. per day, though no more frequently than twice (2) a year.

On the gardening days maintenance will be done. This includes, but is not limited to, removing unwanted plants, cutting hedges, cleaning the common areas (the staircases, common house, etc.) as well as sweeping and cleaning windows.

Information, rules and when the garden days take place can be found on the dorms website at [www.akdtu.dk/havedag/?lang=en](http://www.akdtu.dk/havedag/?lang=en). It is also possible to sign up for the newsletter in which you will find the same information, but from the comfort of your own email.

Do you need any information? Contact the board!

Yours faithfully  
The board,  
Andelskollegiet ved DTU - Akademivej