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A

Absence - how much is allowed?

As a rule, absence is not registered at AAU, but in practice, it will be a necessary condition for getting a good return and completing the training that you participate actively in both courses and project work.

For some courses, there are participation requirements as a prerequisite for the exam.

Read more under the heading "non-attendance from lectures or exams".

Accommodation – where can I get help?

You have a good chance of finding a place to live in Esbjerg.
Read more about accommodation in Esbjerg [here](#).

Administration – who are they, and how can I use them?

When we talk about “the administration”, we talk about the Study Office in Esbjerg and everyone who works with study administration at AAU. It can therefore be the study secretary, student counsellor, study board, etc.
You can read more about each of them here in the FAQ. If you are unsure whom to contact, you can always contact your study secretary, who can guide you further.

Alarm

It is important that you follow the instructions on the red Alarm-posters in case of fires, accidents, etc.

The posters are hanging in various places on Campus.

1. Create safety
2. Call 112 – if the fire alarm is ringing, the fire department is alerted.
3. Give first aid.
4. Evacuate – to the assembly point.
5. Call 99 40 76 00 to inform the AAU Campus Service and the management.

Apps - which are there and how can they help me?

Aalborg University offers a range of apps for students and employees. Our apps are developed and designed to improve aspects of your daily routines and activities at AAU. You can find a complete overview of available apps [here](#).

B

Book list / Reading list – where to find it

You will find all book lists in the Moodle room Esbjerg Info & Exam.

You will find other course materials in the specific course room in Moodle. They will be available approximately in the middle of the month before the start of the study/semester

Building Support app - is the power turned off or does the door squeak?

The app AAU Building Support is for reporting building-related defects at AAU, such as a lack of power in the group room, a tilting table, or a binding door.

Building Support is available to everyone and can be used both from the PC and via the "AAU Building Support" app for Android and iOS. Read more about Building Support [here](#) or Reporting direct errors and/or defects [here](#).

C

Canteen

You will find opening hours, menu etc. on this website [AAU canteen](#).

Career Centre – how can they help?

As a student, you can get help to make the easiest possible transition from student life to working life at AAU Career.

You can participate in our career events, improve your knowledge of the Danish job market and how to search for a job in Denmark, book a career counselling session, or search for information in our publications and guides.

Chalk, whiteboard markers, clips etc. Where can I find it?

You can get white chalk and blackboard sponges from the Study Office. Markers for whiteboard, paper, drawing pins, clips and more, you must obtain yourself.

Change of study programme – what can I do if I want to change education?

If you find out during the first or second semester that you want to follow another study programme, you must apply for admission again to the new education on equal terms with everyone else. You must meet the entry requirements of the study programme and you are not first in line, even though you are already enrolled at AAU.

You can see the list of available study places [here](#) (visible only for a period).

However, usually it will be possible to apply for credit transfer of the courses you have passed on your previous study program, which recurs on the new education.

You can read more about change of study programme [here](#).

Complaints – what can you complain about and to whom?

If you are considering submitting a complaint, you can read the Student Complaints Guide about what you can complain about, who to send your complaint

to, deadlines for submitting your complaint, and what your complaint should contain on the page.

Contact information on staff – where can I find it?

If you do know who to contact, you can go to AAU search and enter the name. Then you will be able to see which office the person has, as well as e-mail and phone no. If you do not know the name, you can contact your study secretary. You will find them under the item "Study secretaries".

Courses and teaching - how does it work?

The courses are a combination of lectures, assignment calculation, and independent study (and perhaps combined with workshops and digital elements). The assignment calculations are made in the group with lecturer support and/or assistant teachers support from time to time. Courses are assessed separately – i.e., a final exam is held.

As such, there is no compulsory attendance to courses, but there may be some courses where the prerequisite for passing or taking the exam requires some participation.

In practice, it will be a necessary condition for getting benefit and completing the training that you participate actively in both courses, project work, and that you prepare at home.

Read more under "Absence" and "Non-attendance from lectures or exams".

Credit Transfer – can I work in project/courses if I have received credit transfer?

You must apply for credit transfer if you have previously passed courses which are also on your upcoming education at AAU. We call it credit transfer obligation.

If you have received credit transfer for one or more project units in the first or second semester, you are **not** allowed to participate in the project work. According to the rules you cannot follow similar modules on an education if you have once followed the modules on another education.

You will still be associated with a group for group work for the courses.

If you have received credit transfer for course units, you are welcome to follow the teaching, but you are **not** allowed to participate in the exam.

You can read more about credit transfer and the credit transfer obligation on the study guidance page here.

Credit Transfer – I passed the course or one like it, can I get credit transfer?

You must apply for credit transfer if you have previously passed courses that are also on your upcoming education at AAU. We call it credit transfer obligation.

You can read more about credit transfer and obligation on the study guidance page [here](#).

Curricula - where can I find them?

Find all the current curricula as well as few of the previously curricula here [current](#) and a few of the previously applicable study programmes at Aalborg University [here](#).

D

Digital Exam - what is it and how does it work?

Digital Exam is the electronic system used to handle exams at AAU. This is where most exams are available.

In Digital Exam, you can see information about exams, deadlines for submission, possibly download the exam assignment and submit your exam response - individually or as a group. After the exam, you have access to collect your assignment in the system.

In Digital Exam, you can also see when your evaluation is ready, but it is in STADS self-service that you can see the grade. The period for assessment for written exams is 15 working days after the exam (at the oral exam you can see the assessment immediately after the exam).

You will be able to find yourself on a digital exam when you are enrolled correctly, and the exam is created. You may be enrolled for several exams, but only find one exam in Digital Exam, with your name. This is often because the other exams have not yet been created, and therefore it cannot be used to see if you are enrolled in an exam.

On the Digital Exams website, you will find video guides, contact information and answers for many general questions.

Disability / disability allowance - what options do I have?

If you have a permanent physical or mental disability that makes it impossible for you to take up work alongside your studies, you can apply for disability allowance.

You can also apply for aids/mentor (special educational support (SPS) if you have a disability or if you are dyslexic.

Read more under "*Special educational support (SPS)*" or read about SPS on the website.

Difibrillators

You will find three defibrillators at campus. One at the main entrance, one outside the main entrance and one at the entrance to the C2 building.

E

Empty-place (empty-place scheme, empty-place students) - what is it?

The empty-place scheme allows you to participate in courses on ordinary full-time study programmes at the university, where the latest knowledge is conveyed.

As an empty-place student, you follow the general lectures and, if necessary, the exam. You study on equal terms with the regular enrolled full-time students, and no special consideration is given to students under the empty-place scheme.

You cannot get SU as an empty-place student, and you must pay a participant fee per subject.

You can find more information about empty-place [here](#).

Enrollment confirmation / study confirmation – how do I get it?

The enrolment confirmation confirms your enrolment status at AAU. You may be asked for an enrolment confirmation from AAU if, for example, you are applying for a student accommodation.

You can print it from STADS self-service under the 'Prints' menu after you sign in.

If you need to get it signed, you can take it to your study secretary. Remember to bring your student id. The printout must be a maximum of 3 days old when we sign it.

The confirmation is valid for one semester at a time.

Exam cheating and plagiarism - what is allowed?

Read about exam cheating and plagiarism [here](#).

Exam info - where do I find exam dates and grades?

You will find all exam plans in the Moodle room "Esbjerg Info & Exam" in the folder Alle eksamensplaner/All exam plans. You will find your grades in STADS

self-service. Read more about it under the heading "*STADS*".

Most of your exams will be available in Digital Exam, which is the electronic system AAU uses to handle exams (read more under the heading "Digital Exam").

When you have a written exam in Digital Exam, you must have installed a "digital exam guard" – read more under the heading "ITX-Flex".

If you have a Linux computer, you must also read under the heading "Linux".

Withdrawal from exams:

It is *not* possible to withdraw from ordinary exams in the 1st and 2nd semesters.

(However, the Study Board can make an exemption with this requirement in exceptional cases, if there are unusual circumstances).

In all other semesters, the cancellation deadline is resp. October 1st. for exams in January, and March 1st for exams in June.

For registration and deregistration for the re-examination go to the item "*re-exam*". You can find the current rules and procedures for exams under the items "*Rules*" and "*First-year test*".

Exclusion rules - what do we do if problems occur in the project group?

In the extreme, a group of students can be divided, if the cooperation does not work, and the group and principal supervisor/semester coordinator have actively tried mediation etc.

Before splitting the group, there must be a clarifying meeting with the whole group, principal supervisor and semester coordinator.

As a rule, splitting must take place in good time before the end of the project period. Ask your study secretary for the exact deadline for splitting up groups at your study programme.

All students in the group have equal rights to the material (documents, data, prototypes, experimental setups, etc.) that exists at the time of the split.

In order to avoid plagiarism (read more about plagiarism [here](#)) when the same material wholly or partly is included in several project reports, it is important that the group prepares a short author statement (with information on the material prepared jointly and could be included in several project reports) The author statement must be signed.

You must inform your study secretary about a group split.

If you have any questions, please contact your principal supervisor, semester coordinator or study secretary.

Extra time / extended time for exams - can I have it?

In some cases, you can get extra time for the exam – e.g. if you are dyslexic. If you have a justified need for additional exam time, you must apply for exemption to your study board, well in advance of the exam period.

Read more under the heading "Exemption".

Exemption – when do I need it and how do I apply?

You can find information about exemptions for students here.

On the above page, you can find answers about from what you can apply for an exemption, whom you should submit your application to and what your exemption application should contain.

Always remember to apply well in advance so that your application can be processed e.g., in relation to an exam.

Extra examination time – can I apply?

In some cases, you can get extra time for exams - for example if you are dyslexic. If you have a reasonable need for extra exam time, you must send a dispensation application to your study board well in advance of the exam period. Read more under the item "Exemption".

F

Facility Support/building officers – what can they help with?

Facility Supporters supervises the buildings, makes access cards, and much more. Read more about Campus Service here.

First Year Examination - what is it?

Students at the First Year of Study must **participate** actively in all exams on 1st and 2nd semester as well as **pass** all exams within 24 months of starting their studies. The Study Board may dispense with time limits if exceptional circumstances exist.

Freshers' camp (GATHER) - what is it?

In the first semester, you will go on a study trip (called Gather) in October with all the students on first semester. Gather is part of the teaching program, and its purpose is, among other things, to prepare you for future group formation and give you the opportunity to get to know each other across courses.

Final dates can be found in the schedule for your education.

You will receive an invitation via email where you can read more about the trip.

G

Group work - how does it work at AAU?

At AAU, project groups are typically formed consisting of about 7 students for one semester (1/2 year) at a time. Often the students form the groups themselves, however, in the First Year of Study, administratively formed groups are formed for the first month - the so-called pre-project period.

In some programs, there are administratively formed groups, which means that it is the administration that controls the group formation process.

The project work consists of you in the project group preparing a project that, within certain limitations, is designed and solved by yourself. This group work is referred to as problem-based and project-oriented group work (read more under the heading "*PBL*").

All groups have an associated supervisor who will guide you on an ongoing basis.

If problems arise in the group, you should contact the supervisor.

If necessary, read the heading "*Exclusion rules*".

(Group room) Study workplaces – do we get that?

At the start of the semester each group is assigned a room – a so-called study workplace. It is not allowed to have equipment such as cordless jug kettles, table ovens, refrigerators, coffee machines, etc. due to fire hazards. After each semester, you must leave the study workplace nice and cleaned up.

There may be some study workplaces shared with one or more groups from the same study program.

In order for you to access your study workplace, you must as soon as possible at the start of the semester fill in a group note or send an email to your study secretary stating the group room number and the names of each group member, and student card numbers.

Guest students

Are you a student at another Danish educational institution? Then you can apply for enrolment as a guest student on e.g. a side subject, electives, or individual courses at Aalborg University. It is a requirement that the course applied for is included as a credit transfer orient part of your bachelor's or master's program.

Read more about guest students [here](#).

H

Holiday - when can I take a holiday?

There are holidays between Christmas and New Year and on public holidays. Furthermore, there are holidays from 1 July up to and including 31 August – however, there are always re-exams in August.

In addition to the days mentioned above, there are no other holidays at AAU – neither autumn holidays, winter holidays nor Easter holidays.

Most ordinary exams are held in January and June and re-exams in February and August, so do not plan holidays during these months, as this will not be considered.

First semester always starts 29. August.

Odd semesters (3, 5, 7, and 9 semester) always start the second weekday in September due to the tutor arrangements. 2, 4, 6, 8, and 10 semesters always start 1 February. If 1 February falls on a Saturday or Sunday, the semester starts on the first weekday after 1 February.

Homework help / study cafés - where can I get help with task and calculations?

There is no actual homework help, but there is a regular math café where you can get help with the assignment calculations in the mathematics courses at 1st and 2nd semester.

You can find more information on First Math here.

I

Illness – what do I do if I become ill for an exam or for a prolonged period?

If you are ill for an exam, we must have a doctor's certificate with a medical assessment of your condition if you do not want to use an examination attempt. You must be examined by your doctor on the day of the exam and your study secretary must receive the doctor's certificate 14 days after the exam at the latest.

Remember that you must register for the re-examination yourself (see the "Re-exam" section if necessary).

If you become ill for a prolonged period, we must also receive a doctor's certificate as well as the period of your sick leave. If you are ill for a prolonged period, it is important that you contact your study secretary.

You should be aware that depending on how long the illness period lasts, you may need to apply for an exemption for some rules and possibly make an individual study plan. Contact your study secretary or student counsellor and they can guide you.

Insurance

Students at Aalborg University are responsible for taking out their own private accident- and liability insurance. This applies to both Danish and international students. However, AAU has taken out collective accident insurance for students working in laboratories.

International students

If you need any help at all, it could be with accommodation, residence permit, study counseling, any question at all – the International Office are always open for you.

You can find information regarding accommodation here.

Regarding accommodation in Esbjerg please e-mail Peter Kringhøj, pk@staff.aau.dk, call him at +45 9940 7672 or find him in office B103.

IT facilities - where do I find printers, internet etc.

It is possible to connect your own PCs in the group rooms either via mains plug or via the wireless network. Connecting your own network equipment is NOT allowed. Group room switches can be borrowed from the IT department.

From all PCs at campus, it is possible to have email, internet, and it is possible to print. There are also copying machines with scanners.

You can find overview of AAU printers here.

At the commencement of study each student is provided with an email address, which among things gives access to printing.

On the IT department's website you will find contact information, instructions, and information on how to register your PC on the local network, etc.

Your student card is used when using the university's copying machines (visa card etc. cannot be used).

You can buy more print units here.

If you need IT help, you can write to the IT department's support: <https://serviceportal.aau.dk/serviceportal>

or visit our helpdesk in the entrance hall. See helpdesk's opening hours here.

Read more under "*IT support*".

IT-support

At Aalborg University you can get help with IT.

On the AAU IT Service website you can find guidance, get IT support, and find local service desks and the opening hours.

Contact:

<https://serviceportal.aau.dk/serviceportal>

Phone: +45 9940 2020

ITX-Flex – what is it and is there something I need to be aware of?

For written exams using computers, AAU uses a digital monitoring system. For Windows and OSX computers, the system ITX Flex is used, which is a kind of "digital exam guard".

ITX Flex does not yet support Linux (*Read more under Linux*).

L

Laboratory and workshops - where do I find them and how do I get access?

To get access to the laboratories you must fill out a form.

Read more about how to get access to the labs here.

Leave of absence - can I get it and how do I do?

At Aalborg University it is possible to apply for leave of absence. In order to apply for leave of absence after the start of your studies, you must have made a study plan in cooperation with our student counsellor. You can contact our student counsellor by mail studievejledning@esbjerg.aau.dk or by phone 9940 7669. The study plan and the application for leave of absence must be sent to the Study Board for your study program.

If you have any questions, you can contact your study secretary (see "*Study Secretaries*").

Library – where do I find it?

Aalborg University Library (AUB) has departments in Aalborg, Copenhagen, and Esbjerg. You will find the library in Esbjerg close to the cafeteria.

The library is open 24 hours a day for everyone with an activated AAU card.

Personal service: Monday, Tuesday, Wednesday, Thursday: 9:00 AM to 3.30 PM.

Friday: 9:00 AM to 3.00 PM.

Read more about the library here.

Linux – is there anything I should be aware of if I use it?

ITX Flex (AAU's "digital exam guard") does not yet support Linux. Therefore, if you do not have a Windows or OSX computer, you are expected to borrow

one when you are going to the exam.

If you have a reason for using Linux for the exam, you must apply for an exemption from the Study Board.

Logo – which AAU-logo can I use for my semester project?

Logos for student projects can be downloaded from the AAU design guide.

M

Mail (AAU mail/student mail) – could you not just write to my private e-mail?

To ensure that important information – including your personal information – does not get into the wrong hands, you will get an AAU email account where all communication between you and AAU takes place. You can access your account through AAU webmail, Outlook, or another email program.

It is necessary that you read emails on your AAU email, as all information about exams, schedule changes, etc. are sent to it.

We do **not** communicate with students through private email accounts. If you write us an email from it, you will be asked to send it from your AAU email before we can process it.

Read more about AAU-mail [here](#).

You can find a setup guide for AAU mail on your devices [here](#).

Maternity leave - what if I am going on maternity leave during my studies?

If you are expecting a child during your studies and want to take maternity leave, you can read about the difference between maternity leave and leave [here](#). You will also find information about who at the university you should contact in connection with maternity leave and how you should relate in relation to your studies and SU.

Minor subject – can I follow a minor subject as part of my study?

A minor subject gives you professional competence to teach in high school.

You study a minor subject as part of your bachelor program, and afterwards also as part of your master's program.

See the full list of AAU's minor subjects [here](#).

Moodle (semester and course rooms, exam pages, etc.) – what is it?

Moodle is the system (Learning Management System) we use at AAU for internal communication in relation to courses, exams, rules, etc. This is where you will find course information, lesson plans, exam dates, exam schedules and guidelines. You gain access to the system by logging in with your student email/AAU-mail.

For the fall semester, the courses will be visible around 15th of August, and for the spring semester around 20th of January.

In Moodle you will be assigned a page for each course (course room), a semester page (the semester room), and a joint page for Esbjerg (Esbjerg Info & Exam). You can find guides for using Moodle [here](#).

N

Non-attendance from lectures or exams – can I decide (is it mandatory)?

As a rule, there is no obligation to attend lectures at AAU, unless it is described in the curriculum. This means that there may be courses where the exam form is called "*Active participation*", where you must have been present e.g. 80% or have submitted a certain number of assignments during the semester to be allowed to take the exam.

If you are absent from an exam, you must have a valid reason, e.g. illness (see the heading "*Illness*"), so as not to use an examination attempt and risk being withdrawn.

O

Obligation of attendance (in relation to courses) – can I decide for myself?

In practice, it will be a necessary condition for benefitting from the courses and completing the education, that you participate actively in both courses and project work and prepare at home.
See the heading "*Absence*".

Microsoft Office - can I download it through AAU?

As a student at AAU, you can access Office 365 for free (including Word, Excel, PowerPoint, OneNote, and Teams) through the IT support website.

You can install the Office suite on up to 5 PCs and Macs, as well as 5 tablets and smartphones.

On the website above, you will also find information about backup-options and support.

Online meetings or exams – what to do?

For online meetings or exams, it is possible to use 3 different systems through AAU. MS Teams is used as default, but it is also possible to use Zoom. You can find

guides for all systems here.

P

Parking - is it possible to park nearby?

There is free parking at campus Esbjerg.

PBL (Problem based learning) – what exactly does this mean?

PBL means Problem Based Learning and is the form of study that AAU uses in its programs.

In practice, this means that all students make projects in groups each semester, and that the courses for the semester support the project work.

You can read about PBL here.

Plagiarism and exam cheating - what is allowed?

Read about exam cheating and plagiarism here.

Pointer/presenter – where can I borrow it?

You can borrow pointers at the library if you need it for an exam.

Printers - where do I find them?

You can find an overview of printers at AAU here.

Read more under *"IT facilities"*

Project and submission of process analysis – where do I find the hand-in dates?

For instructions on submitting a project and the subsequent process analysis, see Moodle on the page Projekt / Project.

Deadlines for submission will be published at the semester start and you are also able to find them in Moodle at this page Projekt / Project.

Pure (The Digital Project Library) – can you see some of the previous projects?

In the Project Library, you can search for previous project reports. When you submit project reports, you must also submit in Pure. It will also appear on the receipt you get from Digital Exam and then you just must follow the link from there.

R

Re-exam - how do I register?

As a student at AAU, you must make sure to register for the re-examination yourself, no matter your reason for taking it.

Registration and deregistration for the re-examination in the 1st and 2nd semester must *always* be done via the registration mail: eksamenstilmelding_fs-esb@staff.aau.dk (not through STADS).

Registration and deregistration for the re-examination in the 3rd to 9th semester must be done via the registration mail: eksamenstilmelding_fs-esb@staff.aau.dk for examinations in February and August.

For re-examinations in January and June (often 3rd attempt) you must register via the STADS self-service.

You should be aware of any requirements for participation in a re-examination period.

See Examination Policies and Procedures section 2

Please note that registration must be sent from your AAU mail to be valid.

Rooms – can we book a seminar room?

Students cannot book seminar rooms, but you are welcome to use the rooms that are available.

Rules (Examination Policies etc.) – where do I find rules and guidelines?

The current rules for exams on AAU are described in the Examination Policies. Among other things, it describes the rules and procedures for written and oral exams as well as information about what is allowed in the various types of exams. The examination system has its legal basis in the Examination Declaration.

Joint Programme Regulations is an addition to the programmes' curricula and contain provisions for the structure and organization of the modules and teaching of the programmes, as well as information about the First Year Examination.

S

Schedule - when do I have lectures and when can I work on the project?

The study consists partly of project work in groups and partly of courses. The schedule is available in Moodle and AAU student app about 2 weeks before the start of the study/semester.

The expected working time is equivalent to Monday-Friday 8.15am-4.15pm, as well as preparation at home. When there is no teaching during this time, you are generally expected to work on the semester project.

The schedule is subject to change on an ongoing basis, which is why you should check it every day.

Semester evaluations

After each semester, there is a semester evaluation. The semester evaluation serves as an evaluation and quality assurance of the teaching on the programs. It is a very important part of the ongoing development of the programs, and is actively used by teachers, semester coordinators, study boards, etc.

Overall, the semester evaluation contains several semester group meetings, a joint questionnaire survey, and an internal evaluation report prepared by the students (often the semester group) at the start of the new semester.

Semester group meetings – what is it and how many are there?

There are 2-3 semester group meetings each semester. All students participate together with the semester coordinator and the study secretary. Sometimes supervisors and/or lecturers also participate.

The meetings are "yours", and this is where you can give feedback, good or bad, wishes and suggestions for improvements to the study environment.

There will also be various practical announcements at the meeting.

Agenda and minutes will be posted at your semester room in Moodle or through Outlook.

The minutes will also be sent around to Facility Support, the Study Board of the study program, supervisors, teachers, and others who can help make changes discussed at the meeting.

Semester start - where and when does it take place?

For the 1st semester, the start-up takes place on 29th. August.

For 3rd-9th semester, the start-up usually takes place on the second weekday in

September.

Semester start for 2nd-10th semester usually takes place on the first weekday in February.

You can see the date, time and place of the semester start in your schedule.

Smoking policy - where can I smoke?

Smoking at AAU is only allowed outdoors in marked smoking areas and away from building entrances.

Software and licenses - where do I find it?

AAU offers a range of software that students can use for free or get a discount for.

You can read more about available software [here](#).

Special educational support (SPS) – do you have a disability, dyslexia or the like?

If you have a disability or other special needs in relation to your education, you can apply for special educational support. This could be in the form of an assistant teacher/mentor, or a special chair/table.

You can read about the rules and application [here](#).

If you have documentation of e.g. dyslexia, you can also apply for an exemption for extended time for exams.

Applications for this are made through the Study Board for your program. If in doubt, ask your study secretary (see "*Study Secretaries*").

STADS – what is it and how do I use it?

STADS is AAU's study administrative system.

As a student, you have access to STADS Self-Service, where you can view your exam registrations and results, as well as get various transcripts, e.g. study journal and enrolment confirmation (read more under the headings "*study journal*" and "*enrolment confirmation*").

Status seminar – what is it and when does it take place?

At 1st and 2nd semester (sometime other semesters), we have one or two seminars in which each project group gives the status of the project work and receives feedback from other groups (opponent groups) and/or supervisors.

The date of the status seminar will appear on your schedule. The status seminar plan will be published in the semester room in Moodle.

Student counselling services (the university chaplains, counselling, etc.) – find help

AAU has various counselling services that you as a student can make use of.

You will find info about the

counselling service here.

Student counsellor – where do I go?

Do you need student guidance?

Aalborg University treats all information confidentially. All our student counsellors are bound by professional secrecy, and you may contact them anonymously.

Student counsellor in Esbjerg

Heidi Valdkilde Abrahamsen

E-mail: studievejledning@esbjerg.aau.dk

Tel.: +45 9940 7669

Student Guidance

The Students Counselling Service

Student ID card/AAU card - how do I get it and what do I use it for?

Your student card is personal and must always be worn visibly, as it is proof that you are a student at AAU and thus have the right to stay in the area.

It serves as an access card to buildings and rooms and as ID for exams.

Never let others enter the premises with your card.

The outer doors are open between 7:00 AM and 4:30 PM

Read more about student cards (including activation of the card) at AAU here.

See what to do if you have lost your AAU card.

Student Society

The student society is a democratically based interest group for students at AAU Esbjerg. It is run by volunteers who want to improve your study time. We plan, finance, and carry out various study activities to make your study time better. Read more on the Facebook page [Studentersamfundet-Esbjerg](#).

Study Board - when should I contact them?

Each study program has an academic board to turn to. They are who you should contact if you need to apply for e.g., credit transfer, exemption for additional examination attempts, extra time for the exam, individual study plan or exemption for the First Year Examination, etc.

You can find an overview of all study boards at AAU here – if you are unsure which study board to contact, you can always ask your study secretary.

Study journal – what is it and how do I get it?

A study journal describes your entire previous program at AAU and contains the assessments of your courses and projects.

You can print it yourself from STADS self-service.

Read more about the study journal here.

If you need to get it signed, you can take it to your study secretary. Remember to bring your AAU card.

Study secretaries – who are they and where do I find them?

A study secretary is attached to each programme. The study secretary's tasks include, in collaboration with teachers, tutors and other secretaries, planning your schedules and exams, as well as guiding and referring you to the right departments at AAU.

The study secretaries in Esbjerg are secretaries for several programs, so remember to always write which study programme, you are attending, and your student number when you contact us. Then it is much easier and faster to help you.

You can find an overview of all the secretaries in Esbjerg here.

If your own secretary is not available during office time, one of the other secretaries are happy to help J

Our office hours are:

Monday-Friday 8.00 am - 15.00 pm

Study Start - where do I find information?

You will receive information about study start from your study secretary when we get closer to the study start date.

Your study secretary will contact you by email with information about the first day of study, among other things meeting place and time.

For start-up on other semesters – see the heading *"semester start"*.

Study Start Test - when will it be held, and do I have to participate?

A Study Start Test has been introduced at AAU for students in the 1st semester of the Bachelor of Engineering programs.

The exam takes place during the first weeks of September and if you do not participate, you will be expelled from the study programme.

You can read more about the Study Start Test and its purpose [here](#).

SU – who knows about it and where do I find them?

SU is a large area in which the rules often change. Therefore, we refer you to AAU's SU office in Room B103 here in Esbjerg, where there are employees who are experts in the field. Ask for Britta Marie Jensen.

Find more info about SU [here](#).

T

Teams

Read more under the heading "Online meetings or exams – what to do?".

Tutor – who are they and how can they help me?

The tutor is an older student who helps you and your fellow students with study-relevant topics during the first months of your studies. You will meet them on the first day of your studies, where they will help welcome you at the study start.

V

Video guides for systems at AAU

ITX Flex (take a demo-exam).

Digital Exam (video guides for e.g. submission, group invitation, etc.).

Moodle (introductory videos for e.g. login and the cover 'My Courses').

W

WiFi at AAU

Aalborg University allows you to access a wireless connection. This means that there will be access to the Internet via laptops in our rooms and general areas.

If you need help with IT, see the heading *"IT support"*.

Read about wifi here.

See also

recommendations for your new computer.

Withdrawal/Dropping out – What to do if I want to quit my study programme?

If you wish to quit your study programme, you must drop out via STADS self-service. You are always welcome to drop by your study secretary if you are unsure about anything in this regard. Otherwise, it may also be a good idea to have a chat with your student counsellor and/or your semester coordinator before you drop out.

Please send the receipt you receive from STADS to your study secretary.

AAU may also terminate your enrolment if you do not meet the applicable requirements for study activity.

You can read more about withdrawal [here](#).