



# New to UCPH

## Student Advisory Service Student Counselling

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UNIVERSITY OF COPENHAGEN



# Agenda

*Practicalities*

*Navigating online*

*Exams*

*Where can I get help?*

*Questions*

# Practicalities

*Wifi*

*Student ID card*

*Finding your way around campus*

## WIFI: Eduroam

- Eduroam: The wireless network at UCPH. You can access eduroam with your UCPH username and password.
- Eduroam also gives you internet access at other faculties and at universities in other countries.
- Find the guide for setting up the network at:




KUnet -> Click the portal for your programme -> Campus, student life and IT -> IT and support -> Wireless network

*Please note that you will need internet access to set up eduroam, as you must be able to download an app.*

# WIFI: Eduroam

[Home](#) | [Newsroom](#) | [Self service](#) | [Employee Guide](#) | [Work areas](#) | [Faculty and department etc.](#) | [Study information](#) | [Groups](#) | [About UCPH](#)

You are here: [Home](#) > [Study information](#) > [MSc in Economics](#) > [IT and facilities on campus](#) > [IT and support](#) > Wireless network

## MSc in Economics

### MSc in Economics

- Study start
- Planning your studies
- Illness, parental leave and special support
- Courses and teaching
- Master's thesis and other projects
- Exams
- Study abroad
- SU and grants
- Your student life
- Your career
- IT and facilities on campus
  - IT and support
  - Printing and copying
  - Wireless network**
  - Free programs/software
  - KUmail
  - Support
  - IT-security
  - Login at UCPH
  - Online teaching
  - Timetable on your mobile
- Facilities at campus
- Practical information

## Wireless network





The wireless network at UCPH is called eduroam. As a student you can access eduroam with your UCPH username and password.

Eduroam covers all common areas and many other areas at the university. The network also gives you Internet access at other faculties and at universities in other countries.

Please note that you will need Internet access to set up eduroam, as you must be able to download an app.

### How do I set up eduroam on my device?

Please follow the instructions for your device:

-  [Android - eduroam set-up](#)
-  [iPad/iPhone - eduroam set-up](#)
-  [Linux - eduroam set-up](#)
-  [Windows - eduroam set-up](#)

### How do I log on?

### CONTACT






**UCPH IT support**  
**Call: +45 35 32 32 32**  
(Monday - Friday: 7.30am - 4pm.)

[Create a ticket in the Serviceportal](#)

E-mail: [UCPH-IT-Support@ku.dk](mailto:UCPH-IT-Support@ku.dk)

**Visit UCPH IT Support**  
[See addresses and opening hours](#)

Was this page helpful?

# Print, copy and where do I find a scanner?

KU IT – IT department

IT department at the Faculty of Social Sciences is placed in building 5.0.01

### 5.1.46 Building.floor.room



# Introduction to the Faculty of Social Sciences

- The Faculty of Social Sciences: In Danish it is called Center for Sundhed & Samfund = CSS
- The Faculty is located in the city centre of Copenhagen and used to be a hospital up until 1999
- Approx. 6500 students at CSS





# Student-ID card

- To order your student ID card, you need to go to the "Self Service" via KUnet. Select: ID card -> Upload photo for ID card.
- Upload a photo of yourself in Self Service

## **If you have a foreign address or name/address protection**

- When your ID card is ready, you will receive an e-mail in your KUmail with more information about how to collect your student ID card at South Campus. Your ID card will be ready in about 3-4 weeks.
- You collect the card in the Southern Campus at Amager, UCPH

## **If you have a Danish address**

- The ID card will be send directly to you if you already have a Danish Address. Your ID card will be ready in about 3-4 weeks.

# Library

- The Faculty Library of Social Sciences can be found at Gothersgade 140
- The library offers reading rooms and literature research service
- Find information about the library at Kunet.dk and <https://kub.ku.dk/english/libraries/samf>
- <https://kub.ku.dk/english/studystart> Video
- [More help to your projects ? The Educational Advisors can help you on study techniques](#)

# Navigating online

*KUnet*

*KU e-mail*

*Self Service*

*Absalon*

*[www.courses.ku.dk](http://www.courses.ku.dk)*

*[www.studies.ku.dk](http://www.studies.ku.dk)*

*App: myUCPH*

# KUnet

Chose your  
programme

**KUnet** Phone book | Dansk forside | Help | Sign out | Marie Bøving Hansen

Search...

Home | Newsroom | Self service | Employee Guide | Work areas | Faculty and department etc. | **Study information** | Groups | About UCPH

You are here: [Home](#) > KUnet

**MY PORTALS**

- Bachelor i psykologi (in Danish)
- Bachelor i samfundsfag (in Danish)
- Bachelor i statskundskab (in Danish)
- Bachelor i økonomi (in Danish)
- Kandidat i samfundsfag (in Danish)
- Kandidat i statskundskab (in Danish)
- Kandidat i økonomi (in Danish)
- MSc in Economics
- Sidefag i Samfundsfag (in Danish)
- Social Sciences – Guest and Exchange Students
- Faculty of Social Sciences

**MY SYSTEMS**

- KUmail
- Selfservice
- IT support
- Absalon
- Course catalogue
- Digital Exam

**MORE** **LESS**

## Social Sciences – Guest and Exchange Students

### STUDY START

Events, useful info and support for when you have just started your studies



### PLANNING YOUR STUDIES

Get an overview of your study plan, its structure and possibilities



### ILLNESS, PARENTAL LEAVE AND SPECIAL SUPPORT

Your options for adjusting the studies to your life situation



### COURSES AND TEACHING

Find deadlines for registration and withdrawal, get a grip on your courses and improve your study techniques



### EXAMS

Get to know deadlines, rules and techniques for your exams



### CAMPUS AND STUDENT LIFE

Facilities and possibilities for you as a student



### YOUR CAREER

When planning your future.

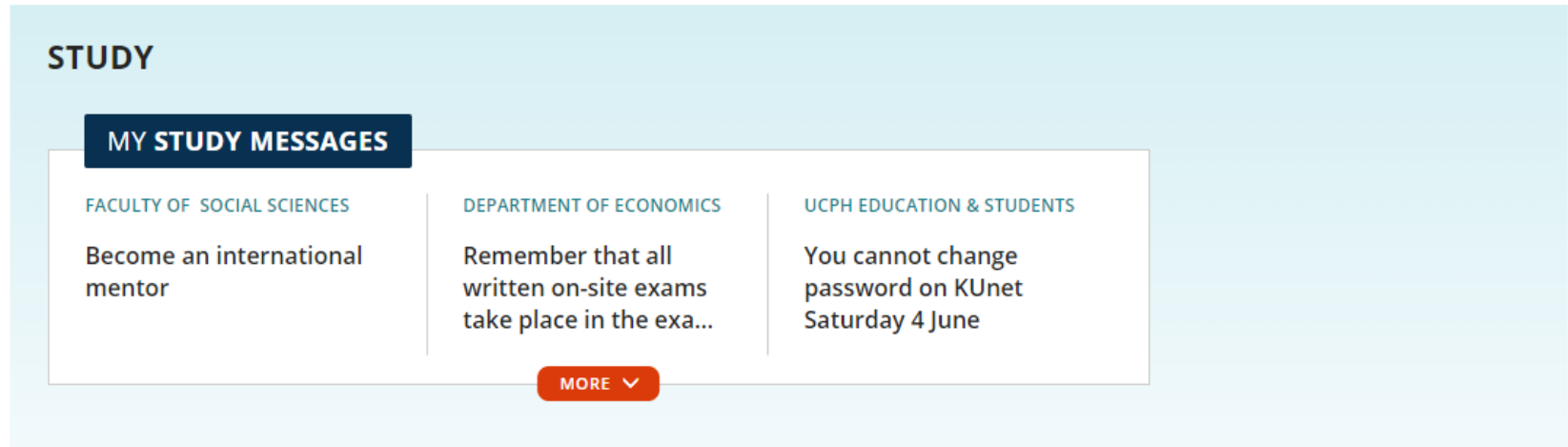


### FORMS



### CONTACT

# Get your Study Messages via the front page of KUnet



The screenshot shows a light blue header area with the word "STUDY" in bold. Below it is a dark blue button labeled "MY STUDY MESSAGES". Underneath the button is a white box containing three columns of messages. The first column is from the Faculty of Social Sciences, the second from the Department of Economics, and the third from UCPH Education & Students. At the bottom of the white box is an orange "MORE" button with a downward arrow.

**STUDY**

**MY STUDY MESSAGES**

<p>FACULTY OF SOCIAL SCIENCES</p> <p>Become an international mentor</p>	<p>DEPARTMENT OF ECONOMICS</p> <p>Remember that all written on-site exams take place in the exa...</p>	<p>UCPH EDUCATION &amp; STUDENTS</p> <p>You cannot change password on KUnet Saturday 4 June</p>
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**MORE** ▼



# KUnet: Self Service

**KUnet** Phone book | Dansk forsider | Help | Sign out | Marie Bøving Hansen

Search...

Home | Newsroom | **Self service** | Employee Guide | Work areas | Faculty and department etc. | Study information | Groups | About UCPH

You are here: [Home](#) > KUnet

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- Social Sciences – Guest and Exchange Students
- Faculty of Social Sciences

## MY SYSTEMS

- KUmail
- Selfservice
- IT support
- Absalon
- Course catalogue
- Digital Exam

**Self service is e.g. used for:**

- Anything ID card related
- Information about your enrolment
- Signing up for courses (ONLY MSc in Economics)



# Absalon

**KUnet**

Phone book | Dansk forside | Help | Sign out | | Marie Bøving Hansen

Search...

**Home**

Newsroom

Self service

Employee Guide

Work areas ▾

Faculty and department etc. ▾

Study information ▾

Groups ▾

About UCPH

You are here: [Home](#) > KUnet

## MY PORTALS

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Kandidat i økonomi (in Danish)

MSc in Economics

Sidefag i Samfundsfag (in Danish)

Social Sciences – Guest and Exchange Students

Faculty of Social Sciences

LESS

Uddannelses-it (in Danish)

WorkZone (in Danish)

Employee Guide

## MY SYSTEMS

KUmail

Selfservice

IT support

**Absalon**

Course catalogue

Digital Exam

MORE ▾

- Access through KUnet
- Individual course pages:
  - Documents and announcements related to your courses



# Course catalogue: [www.courses.ku.dk](http://www.courses.ku.dk)

UNIVERSITY OF COPENHAGEN

Map | Phone book | KUnet | Dansk

[Study at UCPH](#) | [Research](#) | [News](#) | [Collaboration](#) | [Employment](#) | [About UCPH](#)

## University of Copenhagen - Courses

### Course Search

Welcome to the course catalogue for University of Copenhagen.  
Here you can find descriptions for courses at the university.

If you are looking for courses within further and continuing education go  
here: <https://Efteruddannelse.kurser.ku.dk>

Search words

Level

Faculty

Department

Courses for international students

☐

SEARCH

Language

Volume

Block


Schedule placement

Previous courses

[Click here](#)


# Course Example

UNIVERSITY OF COPENHAGEN



Map | Phone book | KUnet | Dansk 

[Study at UCPH](#) | [Research](#) | [News](#) | [Collaboration](#) | [Employment](#) | [About UCPH](#)

Search...



University of Copenhagen - Courses

**AANB11041U Economic Anthropology**

Volume 2022/2023

EXPAND ALL ▼

Education ▼

Content ▼

Learning Outcome ▼

Literature ▼

Teaching and learning methods ▼

Remarks ▼

Workload ▼

Feedback form ▼

Sign up ▼

Exam (Essay exam) ▼

**Course information**

Language

English

Course code

AANB11041U

Credit

7,5 ECTS

Level

Bachelor  
Bachelor choice,  
Full Degree Master  
choice

Duration

1 semester

Placement

Autumn

Schedule

See time table on  
the right.

Study board

Department of Anthropology, Study  
Council


Contracting departments

Department of Anthropology  
Department of Political Science  
Social Data Science  
Department of Sociology  
Department of Economics

Contracting faculty

Faculty of Social Sciences

Course Coordinators

Nana Katrine Vaaben 

Saved on the 19-05-2022

Timetable

[22E::AANB11041U::Economic  
Anthropology](#)

◀ BACK

NB: The academic quarter!

# [www.studies.ku.dk](http://www.studies.ku.dk)



## Living in Copenhagen

Good education options, cosy, student-friendly cafés, great local transportation and a safe environment make Copenhagen a popular choice for Danish and international students.



## Student life at UCPH

Be part of a strong international environment with 5.500 international students out of a student body of 39.000.

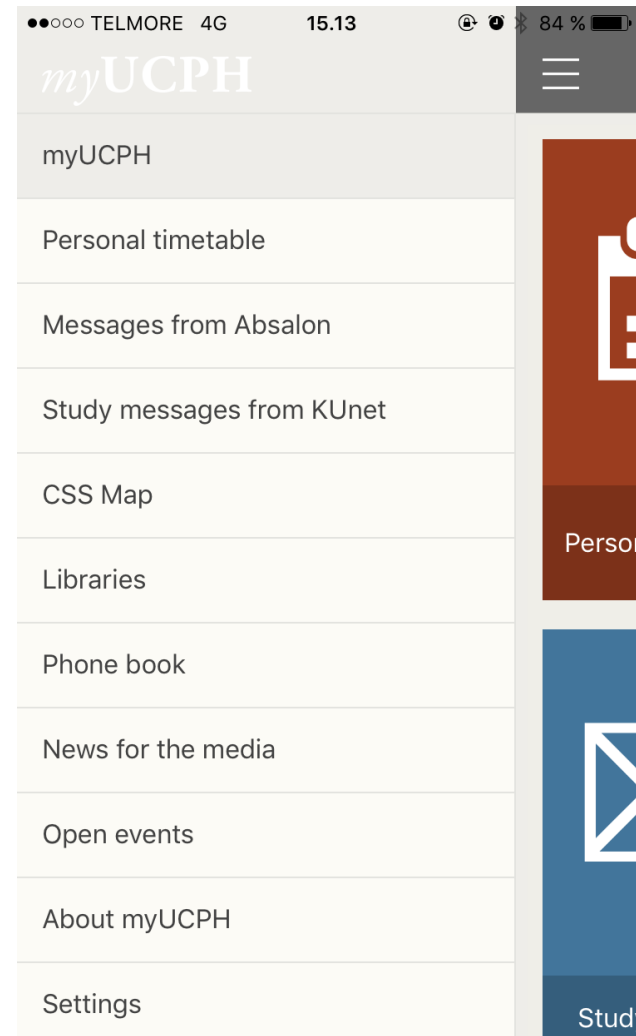


## Job and career in Denmark

Are you looking for a student job during your studies? Or a job and career in Denmark after graduation? Find out about your career options [here](#).

# APP: myUCPH

- Your personal time schedule
- Campus Map
- Absalon Messages





# Exams

*How to find information?*

*3 attempts for each exam*

*The Danish Grading System*

*Plagiarism*

*Group Exams*

# How to find information?

- KUnet (grades will appear in Self Service)
- [www.courses.ku.dk](http://www.courses.ku.dk)

# The Danish Grading System

7-point grading scale		
12	For an excellent presentation	A
10	For a very good presentation	B
7	For a good presentation	C
4	For a fair presentation <u>containing some major weaknesses</u>	D
02	For a presentation meeting only the minimum requirements for acceptance	E
00	For a presentation not meeting the minimum requirements for acceptance	<u>Fx</u>
-3	For a presentation that is unacceptable in all respects	F

NB: some courses have pass (B)/ fail (I) examination

## NB: You have 3 attempts for each exam

- You have 3 attempts for each of your exam
- For some courses, you have to meet specific prerequisites and/or requirements before taking exams. You can see the relevant prerequisites and/or requirements at [courses.ku.dk](https://courses.ku.dk)
- The format might change at the re-exam (see [courses.ku.dk](https://courses.ku.dk))
- You are automatically signed up for your first attempt
- You can register for re-exams during the exam registration period (see KUnet) through self service – ONLY applies to MSc in Economics

## Examples of plagiarism

- Refers to the unacknowledged use of someone else's ideas. You should at all times present your own work for the exams
- Remember to give correct references (sources) for all quotations, ideas and arguments from other sources including yourself (Always use the style of citation and quotation outlined for the different departments)
- All papers are checked in an international plagiarism check system
- You will get suspended from the exam, and possibly for the UCPH aswell
- The rules are listed on KUnet (follow the path: *Kunet* → *study information* → *Exams* → *Exam cheating*)

# Group Exams

- Each student's performance is assessed on an individual basis, and individual grades are awarded.
- Each student's contribution must be indicated in the table of contents as well as at the beginning of the respective sections of the assignment that the student has authored.



# Where can I get help?

*Special Educational Support (SPS)*

*I have experienced harassment –  
where do I go?*

*SAMF Student Services*

*Srg.dk – student psychologists*

# Code of Conduct

## We have a culture based on mutual respect

We consider freedom of speech, freedom of research and freedom of teaching to be core values.

We strive to create an inclusive culture based on fundamental respect for one another.

We work together to develop a common understanding of where the boundaries lie between acceptable and unacceptable behaviour and to avoid these boundaries being crossed.

We aspire to create an environment where everyone, irrespective of seniority or status, can speak freely, and where everyone feels able and supported to say when they believe a line has been crossed.

## We ensure equal opportunities

We are obliged to ensure equal opportunities and treatment at the Department for all students and staff.

We strive to go beyond this by ensuring that we actively encourage and support students and staff in their development, to ensure treatment is fair regardless of sexuality, gender, race, ethnicity, age, political views, background, disability or religion.

We are committed to ensuring a high level of transparency with respect to the delegation of duties and responsibilities, professional roles and hierarchies across the Department.

## We handle disagreement and conflict respectfully

We promote a culture of civil debate and discussion, where any disagreements are expressed with respect and due consideration for all.

We have the courage to speak up – be it as witness, bystander or affected party – when we observe or experience behaviour or attitudes that are not in accordance with this code of conduct.

We will take allegations of undesired behaviour seriously and sympathetically, even when we are the ones subjected to criticism.

## We handle cases of unwanted behaviour professionally

We ensure our procedures are updated and formalized to make certain cases are handled professionally, effectively and in a timely manner.

We have clear and transparent procedures for handling cases of unwanted behaviour to ensure all students and staff are aware of how to make queries or complaints, to whom they should be addressed and how the relevant processes function.

We treat all cases seriously, and listen to all concerned parties, regardless of role, status, or position in hierarchy in the staff and/or student body.

# Experiences with harassment or offensive behaviour

If you've experienced harassment or have been offended in any other way, you can:

- See KUnet for information about how and where to get help
- Contact the student advisory service at **wellbeing@samf.ku.dk**. All enquiries are confidential
- Contact the student ambassador to get impartial advice

## MSc in Anthropology

### MSc in Anthropology

- Study start
- Planning your studies
- Illness, parental leave and special support
- Courses and teaching
- Master's thesis and other projects
- Exams
- Study abroad
- SU and grants
- Your student life
  - Help with student life
    - Stress during your studies
    - Sexual harassment and other forms of offensive behaviour
    - Student well-being
  - Your study environment
- Your career
- IT and facilities on campus

## Sexual harassment and other forms of offensive behaviour

If you have experienced sexual harassment and/or other offensive behaviour, you may want to talk to someone about the incident. You may also want to file a complaint against the person you felt offended by. Or, you may not want to file a complaint. Either is okay.

Who can I contact if I've experienced offensive behaviour? +

How do I lodge a complaint about an employee or a fellow student? +

What happens if I complain about an employee? +

What happens if my behaviour is perceived as offensive? +

How UCPH understands and handles offensive behaviour +

### CONTACT

#### Student Guidance Service

Study related enquiries?

[Find more information and opening hours](#)

### OTHER COUNSELLING SERVICES

If you feel that your situation falls outside the categories on this page, you can consider contacting:

- [Ung på Linje & Ung Online \(youth on the line and youth online\)](#) is a service offered by the Danish Red Cross Youth for young people up to 30 years to talk to someone. The volunteer counsellors are all young people and are therefore aware of many of the problems one can have as a young person. The webpage of this service is only available in Danish, but you may try contacting them anyway.

# Do you need special exam conditions?

You can apply for special exam conditions if you cannot take an exam on the same terms as your fellow students. This may be relevant in case of, e.g.:

- **Physical or mental illness/functional impairment** such as dyslexia, vision problems, stress, concussion, ADHD.
- **Temporary challenges** such as pregnancy or linguistic challenges.

## How to apply?

Apply for exemption through KUnet. Remember to attach documentation



# Studenterrådgivningen – Student counselling provided by psychologists ([srg.dk](https://srg.dk))

[Q](#) [Danish](#) | [English](#)

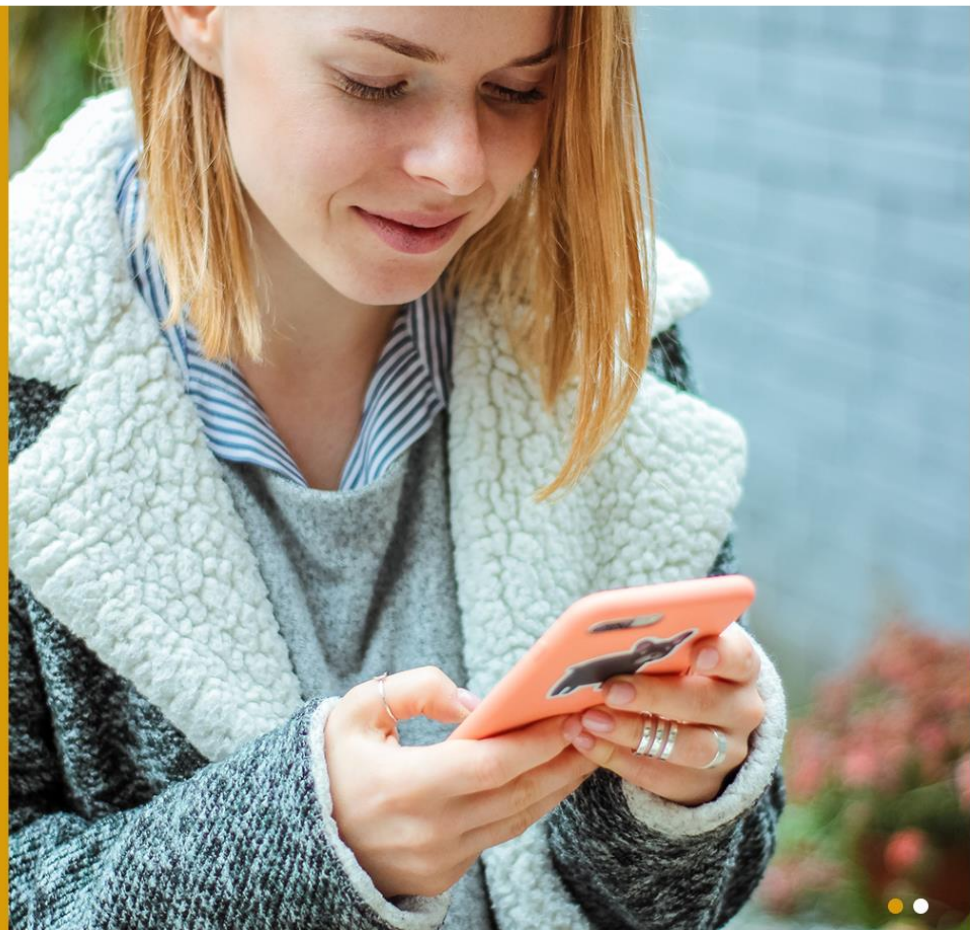
 Studenterrådgivningen

[Book an appointment](#) [Our services](#) [Tips and tools](#) [For institutions](#) [The Student Counselling Service](#)

## Book an appointment

Talk about the things that challenge your study life.

[Book an appointment](#)



# Student Information Front Desk (SAMF-Information)

**Drop-in guidance:** Room 5.1.46

**E-mail:** [studentinfo@samf.ku.dk](mailto:studentinfo@samf.ku.dk),

**Phone:** +45 35 32 46 00

**Opening hours and more  
information:**

<https://socialsciences.ku.dk/education/student-services/>

**The Student Information Desk  
can e.g.:**

- Transcripts
- Certified copies of diplomas
- Confirmation of ECTS achieved



# Student Advisory Service

**E-mail:** [student-advisor@samf.ku.dk](mailto:student-advisor@samf.ku.dk)

**Phone:** +45 35 32 46 00

**Drop-in guidance:** If you need a short talk with a guidance counsellor, you can find us in Student Services (room 5.1.46)

**Booked sessions (25 minutes):** Book a guided session via KUnet.

**Opening hours and more information:**

<https://socialsciences.ku.dk/education/studentservices/>

**We can help you with study related issues, such as:**

- Information about exams and courses
- Exemptions
- Where to go / who to ask
- Personal issues in relation to your study

# Administrative Exchange Team

**E-mail:** [exchange@samf.ku.dk](mailto:exchange@samf.ku.dk)

**Study technical issues such as:**

- Registration of courses
- Changing courses



Questions?

# Take home messages

- ... KUnet is your best friend
- ... If in doubt about where to go -> Student Advisory Service (5.1.46)