



A LECTURER GUIDE*

*OR A SOURCE OF USEFUL
INFORMATION

AU SUMMER UNIVERSITY 2013

BE MORE AT
AU SUMMER UNIVERSITY
DENMARK



AARHUS UNIVERSITY

www.au.dk/summeruniversity

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INTRODUCTION

Welcome to Aarhus University. Summer is just around the corner and we look forward to greeting you here at Aarhus University.

For the third time Aarhus University is running "AU Summer University". This year we are proud to announce a record-breaking number of applications, and more than 50 courses will be running with around 1300 students from more than 60 countries making the campus buzz with life.

Internationalisation is one of Aarhus University's top priorities and AU Summer University plays an important role in this regard. We are very pleased that you will take part in the AU Summer University, and we highly appreciate your contribution to developing the programme and creating new, long-term relationships between lecturers, students and Aarhus University.

The staff at The International Centre and the AU Summer University Help Desk is here to assist you during your stay, and we will do our best to make your stay in Aarhus as easy and pleasant as possible. We hope you will enjoy your time in Aarhus and we look forward to welcoming you to the AU Summer University.

Sincerely,

AU Summer University Team
Aarhus University

CONTACT INFORMATION

SUMMER UNIVERSITY HELP DESK

At the Main Help Desk we will do our best to support you. We know almost everything there is to know about bus departures, sights to see, when to be where or where to find out!

On campus, close to teaching facilities, you will find a 'satellite' Help Desk where a body of AU students will help you find locations, make photocopies, organise coffee, and in general answer any questions you may have. The 'satellite' Help Desk will be open during teaching hours. A map will be posted at the Main Help Desk at the International Centre with the location of the 'satellite' Help Desk. The AU student body at the Help Desk will be more than happy to assist you and answer any questions you may have during the summer.

THE MAIN HELP DESK

International Centre,
Dale T. Mortensen Building 1650,
Høegh-Guldbergs Gade 4,
8000 Aarhus C

OPENING HOURS:

Mon – Fri 08.30 – 15:00

SATELLITE HELPDESK

BUILDING 1325, 1ST FLOOR

OPENING HOURS:

MON – FRI 08.30 – 14:00
(DURING TEACHING HOURS)

ACADEMIC INFORMATION



This section regarding academic information intends to give a very short introduction to AU's teaching philosophy as well as to some of the Danish rules and laws.

TEACHING PHILOSOPHY AT AU

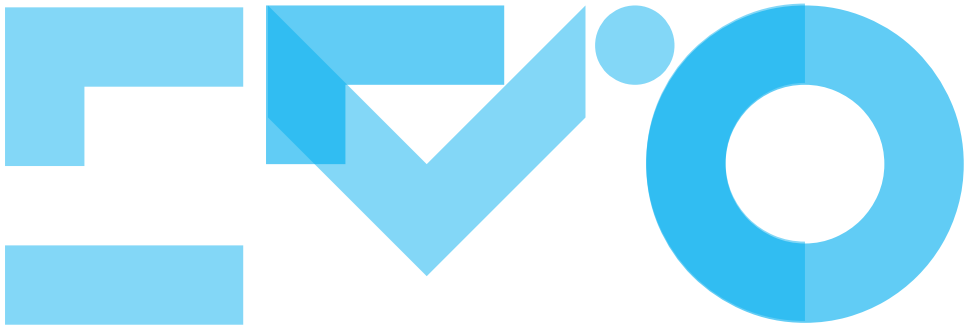
There is no compulsory attendance at AU in general. This means that there is no checking up on students' presence in class which leaves students with a high degree of freedom – to be matched by their own responsibility and self-discipline!

It is also worth noting that Danish higher education is characterized by an analytical approach. Students are thus not only expected to accumulate and reproduce knowledge but also to compare, analyse and evaluate on an individual basis. They must give their own opinion instead of repeating another person's or professor's.

Students at AU expect a high academic content with a focus on frameworks and methodologies, followed by application towards real world problems. The students tend to have very good analytical skills, but they are not always solid presenters.

Furthermore, it must be pointed out that Danish students do not normally have work experience, as they usually continue doing a Masters directly after their Bachelor studies. International students may be more experienced as they have different backgrounds.

All courses are followed by both Danish and international students. We hope that the classroom situation will pave the way for social interaction between international and Danish students.

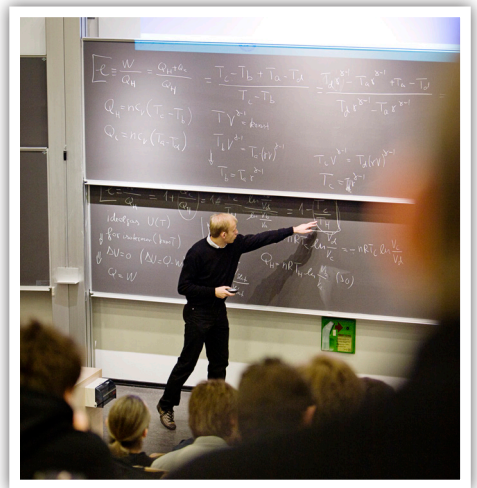


PROGRAMMES AT AU

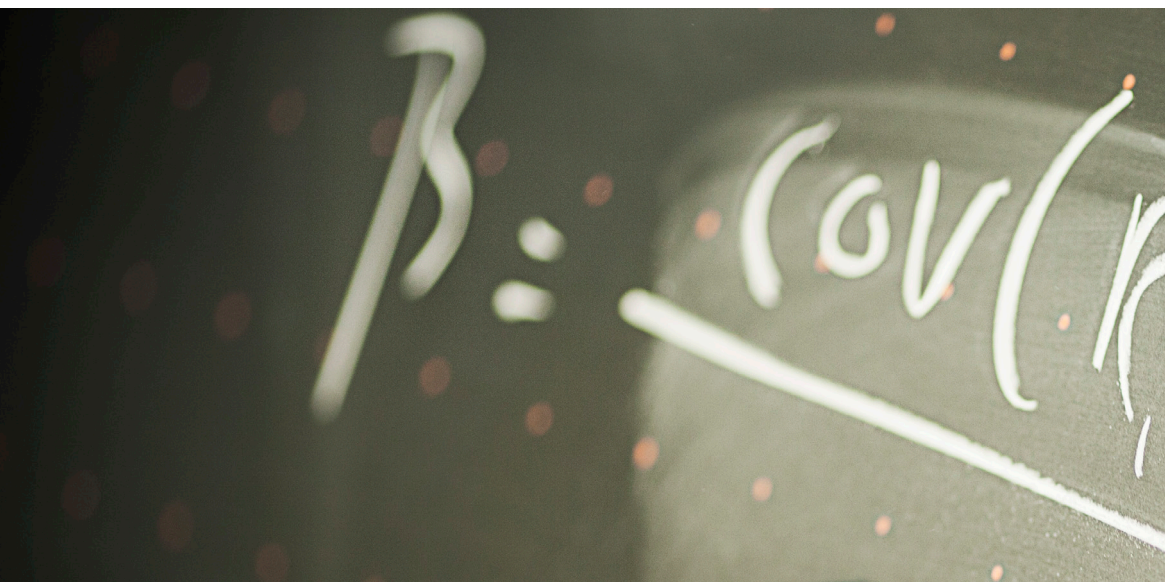
AU offers teaching on all academic levels: Bachelor, Graduate diploma, Master, MS c and PhD. Besides the programs offered in Danish, AU offers eight Bachelor programs conducted in English and more than fifty Masters programs conducted in English. Each program consists of prerequisite, compulsory and elective courses.

THE AU SUMMER UNIVERSITY

In general the Summer University courses are elective courses and carry 5 or 10 ECTS (European Credit Transfer System), which equals a minimum workload of 110/220 hours per 5/10 ECTS course.



EXAMINATION



The examination system at Danish universities is unlike most other systems in Europe. The final grade of the student depends only on the official exams completed during the term.

AU Summer University courses, in the business related subjects, consist of an individual graded coursework part counting 40% of the total grade and a three-hour take home exam counting 60% of the total grade. The grade for a course is the weighted average of the coursework (40%) and the final exam (60%). The Summer University administration will compute the final grade for each student after having received the two grades from you.

COURSEWORK

It is important that you grade the coursework according to the requirements in your course description and it must be graded individually. Coursework must be finished no later than the second week for 5 ECTS courses and the third week for 10 ECTS courses. You will receive a grading list with the names of your students. You have to hand in the signed list with grades to Lotte preferably after the last day of teaching. You can only use the Danish Grading Scale (12, 10, 7, 4, 2, 0, -3). If a student does not show up in class, please put a 'U' opposite the students name.

THE FINAL EXAM

The final exam is a three-hour take home exam that the students will download from CampusNet or the department intranet.

DEADLINES FOR EXAM PAPERS:

Term 1: 12th July

Term 2: 26th July

Term 3: 16th August.

It is important that you do not do not reuse questions from previous examination papers.

During the first hour of the examination, from 9-10 am Danish time, you have to be available by email to clarify unclear points in the examination paper.

RETAKE

In case a student does not pass the exam; he or she has the right to retake the coursework and/or the written exam. Therefore, you will be asked to hand in a retake exam around 15 October 2013 if necessary.

Coursework: 10-page report (5 ECTS courses) and 20-page report (10 ECTS courses).

Written exam: 3-hour take home exam.

THE STRUCTURE OF THE GRADING SYSTEM

The system is based on the description of the learning outcomes or the competencies that students taking the course should be able to acquire. These competencies are then specified in exam targets. For each course there is supposed to be a description of the exam targets for 12 as well as for 2. It should be underlined that the scale is an absolute scale which means that there are no expectations about a certain distribution or average. It is, however, important to mention that there will always be a relative dimension in grading especially when you grade in a foreign culture.

In most cases, we would compare the students performances with the students back home. Although it may be difficult not to do so, we should try to evaluate the students' results in accordance to the local tradition at AU. This means that it would be an exception to have a class with more or less only 10/12 grades. Conversely, a high rate of failure would also be problematic.

EXAM INFORMATION MEETINGS

For each term we have planned an exam meeting where you will receive more precise information on procedures and examinations. The dates are as follows:

EXAM MEETING DATES:

Term 1: 8th July

Term 2: 22nd July

Term 3: 12th August

THE DANISH GRADING SCALE

The Danish grading scale has seven grades of which five are passing grades and two are failing grades as seen below. The Danish grades correspond to the ECTS grades. The ECTS grading system was developed by the European Commission in order to provide common procedures to guarantee academic recognition of studies abroad.

THE GRADING SCALE

Danish Grade	Definition	ECTS Grade
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance.	E
00	For a performance which does not meet the minimum requirements for acceptance.	Fx
-3	For a performance which is unacceptable in all respects.	F

AU SERVICES AND FACILITIES

COMPUTER FACILITIES

We strongly recommend that you bring your own personal laptop since there are only a limited number available for staff use.

However, should you need a laptop during your stay, please let us know in advance.

You will be able to plug in your laptop to the AU network at several locations and you can connect to the wireless network in almost all areas of almost every building at the University.

IT HELP DESK

During all terms, the Main Help Desk at the International Centre or the satellite heldesk on campus will be able to help you with IT related problems, e.g., support of applications and configuring laptops to the wireless network at AU.

TEACHING ROOM FACILITIES

In every teaching room, there will be a projector and access to the Internet. If you need more equipment or an extra room, please let us know as soon as possible. Alternatively, you can contact the Main Help Desk at the International Centre.

OFFICE FACILITIES

If you would like to have an office during your stay please contact Lotte, and we will find you an office on Campus as close to your teaching room as possible.

DALE'S CAFÉ

Dale's Café is a new meeting place for international students and the University's increasing number of PhD students. It is situated in the Dale T. Mortensen Building where you will also find the Help Desk of AU Summer University.

The café offers quality coffee, sandwiches and a wide selection of beers. It has an informal lounge area where you can relax whilst enjoying snacks and beverages.

OPENING HOURS:

Mon – Wed	08:30 – 17:00
Thu-Fri	08:30 – 20:00
Sat	10:00 – 15:00

The help desks will provide coffee, tea and snacks for lecturers every day.

THE LIBRARY

Aarhus University offers international students and lecturers a number of academic services and facilities, which are described below. If you have any queries, librarians will be available whenever possible in both the main and individual faculty libraries.

THE STATE AND UNIVERSITY LIBRARY (STATSBIBLIOTEKET)

The State Library is the main library of the University. You will be able to consult books in the reading room but will not be able to borrow them. There are photocopiers and printers available and the State and University Library also subscribes to all major newspapers around the world.

Furthermore, it has an extensive electronic journal database, which you can use by logging on as a student or lecturer at the library or from home. Visit the State and University Library on campus or the website for more details. You have online access to the library databases through the Internet.



Contact Information:

Victor Albecks Vej 1
8000 Aarhus C

Opening hours

Mon - Fri 09:00 - 18:00

Information about all libraries at AU

»» www.library.au.dk

Opening hours:

Mon - Fri:

09:00 - 18:00



LIBRARY OF SOCIAL SCIENCES

Bartholins Allé 9
Building 1351 - Map
8000 Aarhus C

Contact information:

Phone: (+45) 8716 4653
E-mail: sam-bib@sam.au.dk

Opening hours:

Access code for 24 hours access
provided on arrival.

July - 8th August:

Mon - Fri 10:00 - 14:00

From 9th August:

MON - THURS 08:00 - 17:00

FRI: 8:00-14:00



SOCIAL ACTIVITIES

INTRODUCTION DAY FOR LECTURERS

The International Centre invites you to join us for a welcome lunch in Dale's Café at the International Center. Afterwards, you can join a campus tour and you will also get the chance to visit your class room and test the facilities.

Venue: Dale's Café by the International Centre.

INTRODUCTION DAY:

Term 1: Tuesday, 2nd July at 12:00

Term 2: Tuesday, 16th July at 12:00

Term 3: Monday, 5th August at 13:00
(after classes – inspection of class rooms can be done in the morning, if desired)

WELCOME DINNERS

Each term we would like to invite international and Danish lecturers from AU Summer University to a welcome dinner at a restaurant in town. The dates for the welcome dinners are:

WELCOME DINNER:

Term 1: Thursday 5th July

Term 2: Thursday 18th July

Term 3: Thursday 8th August

On arrival we will inform you about the exact time and venue of the dinners.

A varied social activities programme will be offered throughout the AU Summer University. For more details on the different events and prices please go to:

»» www.au.dk/en/summeruniversity/socialprogramme

The programme is designed for AU Summer University students, but guest lecturers and their families are more than welcome to participate as well. The programme may be subject to change depending on the weather.



DATE	ACTIVITY	INCLUDED	PRICE
1 July	Key pick up and guided tours in town	Guided tour	20 DKK
2 July	Information day and guided tours on campus and in town	Guided tour, 1 sandwich, 1 beverage	20 DKK
5 July	Evening: Aarhus by night	Dinner , 1 beverage	175 DKK
7 July	Daytrip: Djurs sommerland	Snack, busticket, entrance fee	450 DKK
9 July	Late afternoon: The Kingdom of DK	Dinner, 1 beverage	145 DKK
11 July	Late afternoon: Get segway´d	Entrance fee	200 DKK
14 July	Daytrip: Canooing trip	Snack, bustrip, rent of canoo	450 DKK
15 July	Key pick up and guided tours in town	Guided tour	20 DKK
16 July	Information day and guided tours on campus and in town	Guided tour, 1 sandwich, 1 beverage	20 DKK
19 July	Evening: Aarhus by night	Dinner , 1 beverage	175 DKK
21 July	Afternoon: Horserace	Guided tour, 1 sandwich, 1 beverage	60 DKK
23 July	Evening: Traditional Danish cakes and folk dance	Cake and cofee	60 DKK
24 July	Afternoon: Visit to the Old Town	Entrance fee and guided tour	100 DKK
1 August	Key pick up and guided tours in town	Guided tour	20 DKK
2 August	Information day and guided tours on campus and in town	Guided tour, 1 sandwich, 1 beverage	20 DKK
4 August	Daytrip: Visit to Ribe and the Wadden sea	Snack, bustrip, entrance fee	450 DKK
6 August	Late afternoon: The Kingdom of DK	Snack, 1 beverage	145 DKK
9 August	Evening: Aarhus by night	Dinner , 1 beverage	175 DKK
11 August	Daytrip: Visit to Scandinavian Animal Park	Snack, busticket, intrance fee	450 DKK
13 August	Evening: BBQ and games in Mindeparken	Dinner , 1 beverage	75 DKK
14 August	Late afternoon: Visit to AROS	Entrance fee and guided tour	85 DKK
16 August	Late afternoon: Horserace	Guided tour, 1 sandwich, 1 beverage	60 DKK
17 August	Daytrip: Canoeing trip	Snack, bustrip, rent of canoo	450 DKK
21 August	Afternoon: Disc Golf	Rent of disc	50 DKK



UIC

The University International Club (UIC) will also host a series of events and get-togethers during the summer. The events are for all staff, international and Danish, at Aarhus University and their families.

If you want to be updated on upcoming events and information of general interest, you can sign up for the weekly UIC Newsletter.

Please contact the UIC coordinator, Mrs. Gitte Haahr Andersen to sign up:

»» gha@adm.au.dk

»» www.au.dk/uic

LECTURER GATHERINGS

Every week during each term, the International Centre will host informal coffee meetings for Summer University lecturers at Dale's Café situated in the International Centre. The gatherings will begin at 14:00 and will provide an opportunity to discuss academic issues, meet other staff at AU, exchange tips on where to go and what to see etc.

Vouchers for these events can be found in your Welcome Package.

GOING OUT IN AARHUS

NIGHTLIFE

Like many other university towns, Aarhus has a bustling nightlife. From Irish pubs to jazz cafés, you will most likely find a café or bar to suit your taste. Down by the river, in the pedestrian zone, there are a number of bars and cafés, but these tend to be more expensive with prices up to DKK 50 for a beer.

For cheaper places, we recommend that you check out the numerous neighbourhood bars

CINEMA

There are four movie theatres in town that show movies in their original language with Danish subtitles.

MUSIC AND THEATRE

Musikhuset, the city's concert hall, boasts a wide range of performances all year round from international pop concerts, to ballet, to performances by the city's symphony or-chestra. Another option for musical entertainment is VoxHall or Train, which show-cases music acts from around the world. A monthly program is distributed around Aarhus. Godsbanen is a newly established (opened 30th March, 2012) centre for cultural production in Aarhus.

WEBSITES

CINEMAS:

Metropol and BioCity

»» www.kino.dk

Øst for Paradis (Art Cinema)

»» www.paradisbio.dk

Cinemaxx

»» www.cinemaxx.dk

MUSIC AND THEATRE:

Voxhall

»» www.voxhall.dk

Train

»» www.train.dk

Musikhuset

»» www.musikhusetaarhus.dk

Godsbanen

»» www.godsbanen.dk

HEALTH AND SAFETY

EMERGENCIES

In case of an emergency, dial **112 (medical)** or **114 (police)**. These numbers are free to call. Should you be in the unlucky situation of being victim to theft or robbery, you should contact

POLICE

Politiet
Ridderstræde 1
8000 Aarhus C
Tel: (+45) 8731 1448

FOREIGN POLICE

Udlændingekontoret
Fredensgade 19
8000 Aarhus C
Tel: (+45) 8731 1448
Monday-Thursday: 9-11

EMERGENCY DENTIST

Frederiks Allé 20
8000 Aarhus C
Tel: +45 4051 5162
Opening hours:
Fri: 18:00 – 21:00
Sat & Sun: 10:00 – 13:00

the police immediately. You can also contact the Help Desk, who can assist you in those situations.

AFTER HOURS DOCTOR

Tel: (+45) 7011 3131
Mon – Fri from 16:00 – 8:00
Sat and Sun open 24/7

HOSPITAL

Aarhus Sygehus
Tel: (+45) 8731 5050
They will direct you to the closest emergency room.

24 HOUR PHARMACY

Aarhus Løve Apotek
Store Torv 5
Tel: +45 8612 0022
Cough syrup, painkillers, anti-histamines, etc. may be bought in small doses from supermarkets, 7-Eleven, etc. Pharmacies are usually open between 09:00 and 17:30 during the week and from 09:30 to 13:00 on Saturdays.

PUBLIC SERVICES

POST OFFICES

Daily: 10:00 – 18:00
Saturday: 10:00 – 13:00

BANKS

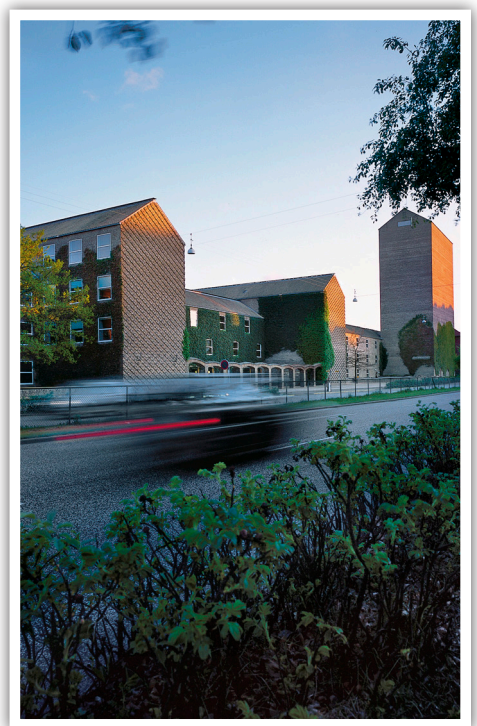
Mon – Fri: 10:00 – 16:00
Thur: 10:00 – 18:00

SHOPS

Shopping hours
Mon – Thur: 09:30/10:00 – 17:30
Fri: 09:30/10:00 – 19:00/20:00
Sat: 09:00/09:30 – 16:00

SUPERMARKETS

Mon – Fri: 09:00 – 20:00/21:00
Sat: 09:00 – 17:00/18:00
Sun 10:00 – 18:00



USEFUL LINKS

TOURIST GUIDE OF AARHUS

»» www.visitaarhus.com

STUDENTERHUS AARHUS

»» www.studenterhusaarhus.dk

THE OFFICIAL WEBSITE OF DENMARK

»» www.denmark.dk

THE ROYAL DANISH MINISTRY OF FOREIGN AFFAIRS

»» www.um.dk

STUDY IN DENMARK

»» www.studyindenmark.dk

VISITDENMARK – THE DANISH TOURIST BOARD

»» www.visitdenmark.com

THE OFFICIAL PORTAL FOR FOREIGNERS AND INTEGRATION

»» www.newtodenmark.dk

FOR FURTHER INFORMATION FEEL FREE TO CONTACT US:

International Centre

Høegh-Guldbergs Gade 4, Bldg 1650

DK -8000 Aarhus C

Office Hours

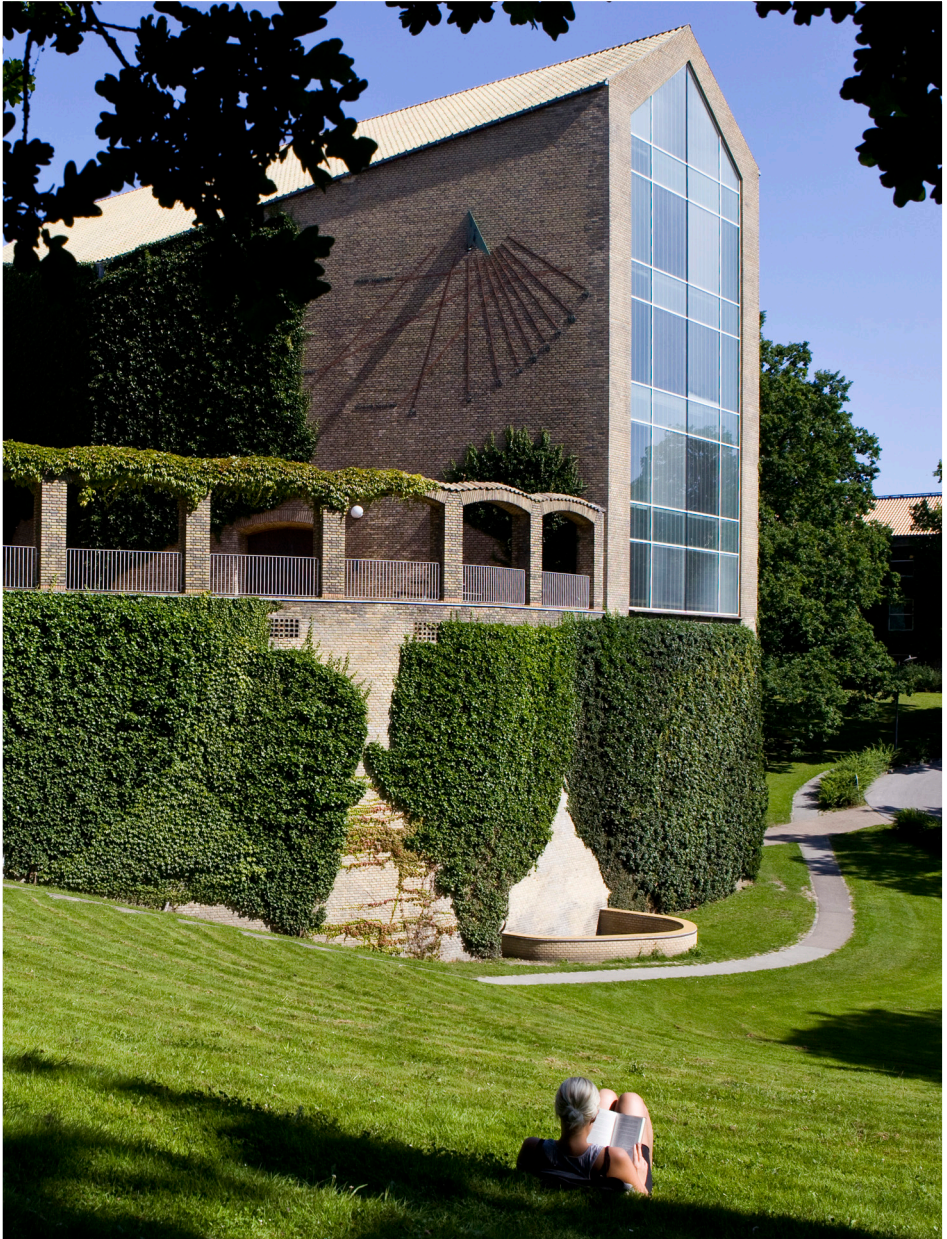
Mon – Fri: 10:00 – 14:00

QR

Visit our website using
your smartphone

Please note that QR reader
software needs to be installed on
your phone to scan the barcode





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